



**2015 Wesley College  
Annual Campus Security Report  
Annual Fire Safety Report**

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***Annual Campus Security Report***

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The Wesley College Department of Safety and Security recognizes the safety of the Wesley College students, faculty and staff as its number one priority. However, we cannot accomplish this task without the cooperation of every member of the Wesley College community. This booklet can inform those attending or employed by the College of the proper procedures that every individual must take in crime prevention and reporting.

### **Premises**

The Wesley College campus is private property and is so designated by signs posted at various locations on campus. Encompassing a 50-acre campus in Dover, Delaware, Wesley College has a total population of approximately 2000 students, faculty and staff. Of this number more than 1,500 are undergraduate and graduate students, including 900 campus residents.

### **The Department of Safety and Security**

Located in the lower level of the College Center, the Department of Safety and Security takes pride in serving the needs of Wesley College. The department widely publicizes to the campus that it is open 24 hours a day, seven days a week to respond immediately to emergencies and/or reports of criminal actions and to provide security to the campus. A twenty-four hour telephone number (2436) is widely published to the campus community for use in reporting any situation. In addition, security officers regularly patrol the campus on foot, by bicycle and by vehicle.

The department, under the charge of the Director of Safety and Security includes a staff who address the patrolling, communications, crime prevention, traffic/parking, investigative and administrative needs of the Wesley College community. Personnel who are assigned to the Safety and Security staff receive their authority to enforce the policies of the college from the President of the Institution. Wesley College security officers do not have arrest authority, however persons deemed to be without legitimate reasons to be on the campus are considered to be trespassers and are reported to local police for arrest if they do not leave when requested to do so.

The Wesley College security department is responsible for enforcement of College policy and the campus community is encouraged to report all campus crimes immediately. The department conducts a preliminary investigation of any reported situation and refers it to the appropriate law enforcement agency when necessary or mandated. An excellent working relationship exists between the Department of Safety and Security and the local, state and federal law enforcement agencies. All violations of state and federal criminal law that come to the attention of the department are immediately reported to the appropriate law enforcement agency for investigation and disposition. However, persons desiring to do so may report incidents directly to the appropriate agency.

The department distributes many publications through the Office of Student Affairs regarding crime prevention and personal safety. Included are brochures on crime prevention, safety tips, security alerts and crime statistics reports, as well as a number of other brochures and pamphlets. The statistical reports are distributed to members of the Wesley College community regarding the occurrence of any on-campus

crimes, and security alerts are circulated around campus when immediate notification of a crime is necessary.

### **Access to Campus Facilities and Residence Halls**

Access to the grounds is restricted on the Dover campus to students, faculty, staff, their guests, and others with legitimate reasons to be on the property. All must carry a valid ID card at all times. Campus residences are restricted to occupants and to their authorized guest.

During business hours, the College, excluding residence halls, is open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key or by admittance via the Office of Safety and Security on the Dover campus. The College Center Underground and Office of Safety and Security are open 24 hours a day. In the case of periods of extended closing, the College will admit only those with prior approval. Residence halls are secured 24 hours a day. Over extended breaks, the card access to all halls is deactivated. Only those students having permission to be in the residence halls over breaks are granted access. Emergencies may necessitate changes or alterations to any posted schedules.

Campus facilities are routinely patrolled by security officers on the Dover campus. The campus is well lit at night, and all buildings are locked when not in use. Building checks are conducted by security officers on a regular basis. The officers are responsible for conducting interior and exterior patrols of the buildings and residence halls at least once per shift. Security telephones are strategically located around campus.

### **Security Considerations in the Maintenance of Campus Facilities**

Wesley College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Personnel assigned to the Department of Safety and Security continually conduct security surveys to ensure campus lighting is adequate and that all security phones are properly functioning. If lights are inoperative a work order request is sent to the maintenance department. Security Phone discrepancies are reported to the Office of Information Technology and work orders are initiated. Repairs are usually completed within 24 hours or the next business day.

### **Timely Warnings and Emergency Notifications**

The *Clery Act* mandates timely warnings and a timely warning policy for *Clery Act* crimes. In order to keep the campus community informed about safety and security issues on an ongoing basis, the Dean of Students will alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The warning will be issued through the college text and e-mail system to students, faculty, and staff.

When crimes representing a serious or continuing threat to the campus community are reported to the Safety and Security Office, local police or any other Campus Security Authority concerning the safety of the campus community, the Director of Safety and Security will notify the Dean of Students. Depending on the time of day, this notification will be made either in person or

by telephone. Once informed, the Dean will consult with the President of the College.

A determination to alert the community will be made on a case by case basis in light of all facts surrounding the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The warning will be disseminated quickly and will include the nature of the crime, the continuing danger to the campus community and preventable measures.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Dean of Students may also post a notice on the Wesley College web site at: <http://alerts.wesley.edu> providing the college community with more immediate notification. In such instances, a copy of the notice may also be posted in each residence hall.

Anyone with information warranting a timely warning should report the circumstances to the Department of Safety and Security, by phone (302) 736-2436 or in person at the Safety and Security Office in the College Center Underground for the Dover Campus.

### **Emergency Response and Evacuation Procedures**

In the event of a campus wide emergency, a notice will be sent immediately and without delay to students, faculty and staff to their Wesley College e-mail address notifying them of the emergency and procedures to follow. The same notification will be posted on the college's web site at [www.wesley.edu](http://www.wesley.edu).

A text message will also be sent to those personnel who have listed their cell phones with the Office of Information Technology (OIT).

All students who haven't provided the Office of Residential Life or OIT with their cell phone provider and number in the event of an emergency are encouraged to do so. This service is provided free to the Wesley College community. The message will indicate the emergency and the procedures to follow.

All emergencies need to be reported by calling 911 or Security at (302) 736-2436.

Depending on the situation, Lock-Down or Building Evacuation Procedures could be initiated by the Campus Crisis Team which is comprised of the (President, Dean of Students, Vice President and Chief Financial Officer and the Director of Safety and Security) or an officer assigned to the Department of Safety and Security.

### **Lock-Down:**

Lock all doors and windows, cover windows and move all personnel away from windows and doors. DO NOT allow anyone to leave the room/area until the all clear is given by the Crisis Team or Safety and Security.

### **Building Evacuation:**

Depending on the situation, the evacuation area could be outside or inside. The emergency notification will indicate this and will instruct you where to evacuate to. In the event of an evacuation ALL personnel must evacuate the area immediately and proceed to the designated evacuation area.

## Daily Crime Log

A daily Crime Log is available for review in the Department of Safety and Security on the Dover campus. The log records the date and time the incident was reported and occurred. All reported crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property or within the departments patrol jurisdiction are in the log.

The log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time of the incident. The information is posted within 2 business days of the incident being reported to the department.

## Reporting the Annual Disclosure of Crime Statistics

The Department of Safety and Security prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report is located on our web site at <http://www.wesley.edu/security>

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Residence Life Office, Department of Safety and Security, Institutional Research, and Student Affairs Office. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Safety and Security, Campus Security Authorities and local law enforcement agencies. Though not required by law, these statistics may also include crimes that have occurred in private residences or businesses. The Counseling Office staff informs their clients of the procedures to report crime to the Dean of Students or Department of Safety and Security on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provide the web site to access this report. Copies of the report may also be obtained on the Dover campus at the Student Life Office, located in the College Center, room 125. All prospective employees may obtain a copy from Human Resources in DuPont College Center, room 321 or by calling (302) 736-2351.

## Campus Security Authorities Responsibility

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (renamed the *Clery Act*), Wesley College Security is required to report statistics concerning the occurrences of certain criminal offenses reported to the Dover Police Department or any official of the college who is defined as "Campus Security Authority" that occur on campus, in residence halls, on public property adjacent to the campus and in non-campus property.

Non-campus property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an

institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Currently Wesley College does not have any property that would be classified as non-campus property.

The criminal offenses that "Campus Security Authorities" are required to report are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations, illegal weapons possession and acts of domestic violence, acts of dating violence and stalking.

According to federal law, the definition of "Campus Security Authority" is an official of an institution who has significant responsibility for student and campus activities, including but not limited to student housing, student discipline, and campus judicial proceedings. Officials having such "significant responsibility" and who may be Campus Security Authorities at Wesley College are:

Director of Athletics  
Team Coach  
Faculty Advisor to a Student Group  
Area Coordinators  
Resident Assistances

Officials who are typically not designated as Campus Security Authorities and who are exempt from reporting Clery incidents are:

A Single Teaching Faculty Member (*except when serving as an advisor to a student group*)

Health Center Staff  
Counseling Center Staff  
Campus Clergy

The Health Center staff can confidentially disclose the general location and type of crime without disclosing the identity of the victim so the offense can be included in the Campus Security Report.

## Crime Statistics

The following statistics were compiled from reports of events that occurred on campus from January 1, 2012 – December 31, 2014

	CALENDAR YEAR	2012	2013	2014
<b>MURDER/ NON-NEGLIGENT MANSLAUGHTER</b>	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>SEX OFFENSES, RAPE</b>	ON CAMPUS	2	0	1
	**RESIDENTIAL FACILITIES	2	0	1
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>SEX OFFENSES, FONDLING</b>	ON CAMPUS	0	1	0
	**RESIDENTIAL FACILITIES	0	1	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0

	CALENDAR YEAR	2012	2013	2014
<b>SEX OFFENSES, INCEST</b>	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>SEX OFFENSES, STATUTORY RAPE</b>	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>ROBBERY</b>	ON CAMPUS	0	0	1
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	1
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>AGGRAVATED ASSAULT</b>	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>BURGLARY</b>	ON CAMPUS	12	4	5
	**RESIDENTIAL FACILITIES	9	1	5
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	1	0	0
	DOVER AIR FORCE BASE	0	0	0

	CALENDAR YEAR	2012	2013	2014
<b>MOTOR VEHICLE THEFT</b>	ON CAMPUS	2	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>ARSON</b>	ON CAMPUS	0	1	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>LIQUOR LAW ARRESTS</b>	ON CAMPUS	2	2	0
	**RESIDENTIAL FACILITIES	0	1	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	1	1
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION</b>	ON CAMPUS	69	63	69
	**RESIDENTIAL FACILITIES	66	52	61
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>DRUG LAW ARRESTS</b>	ON CAMPUS	3	3	2
	**RESIDENTIAL FACILITIES	3	3	2
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	3	3
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0

	CALENDAR YEAR	2012	2013	2014
<b>DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION</b>	ON CAMPUS	28	18	29
	**RESIDENTIAL FACILITIES	26	14	26
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>ILLEGAL WEAPONS POSSESSION ARRESTS</b>	ON CAMPUS	0	1	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION</b>	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY***	0	0	0
	WESLEY COLLEGE NEW CASTLE	0	0	0
	DOVER AIR FORCE BASE	0	0	0
<b>ACTS OF DATING VIOLENCE</b>	ON CAMPUS	N/A	0	3
	**RESIDENTIAL FACILITIES	N/A	0	3
	NONCAMPUS	N/A	0	0
	PUBLIC PROPERTY***	N/A	0	0
	WESLEY COLLEGE NEW CASTLE	N/A	0	0
	DOVER AIR FORCE BASE	N/A	0	0
<b>ACTS OF DOMESTIC VIOLENCE</b>	ON CAMPUS	N/A	0	0
	**RESIDENTIAL FACILITIES	N/A	0	0
	NONCAMPUS	N/A	0	0
	PUBLIC PROPERTY***	N/A	0	0
	WESLEY COLLEGE NEW CASTLE	N/A	0	0
	DOVER AIR FORCE BASE	N/A	0	0



STALKING	ON CAMPUS	N/A	1	0
	**RESIDENTIAL FACILITIES	N/A	0	0
	NONCAMPUS	N/A	0	0
	PUBLIC PROPERTY***	N/A	0	0
	WESLEY COLLEGE NEW CASTLE	N/A	0	0
	DOVER AIR FORCE BASE	N/A	0	0

\*\*CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON-CAMPUS CATEGORY.

\*\*\*Public Property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is next to or bordering campus and that is easily accessible from campus, or immediately adjacent to and accessible from the campus.

The geographical area adjacent to campus identified as Public Property reported by the Dover Police Department for *Clery Act* violations is larger than that specified by the *Clery Act* for reporting purposes. However it is impossible to determine those incidents within the defined area as required by the *Clery Act*. The Dover Police Department's Records Unit Administrator provides arrest totals for public property by grid and not geographical location surrounding the campus as defined by *Clery*.

All students arrested, regardless of the location, by the Dover Police Department for any crimes to include Liquor Law, Drug Law and Illegal Weapons Violations are reported to the Dean Students and Director of Safety Security on a weekly basis by the Dover Police Patrol Unit Commander. In addition to being arrested, these students are referred to the campus judicial authority for discipline.

## Unfounded Crimes

A reported crime can only be considered "unfounded" and excluded from an annual security report, or previously reported statistics after a full investigation. Only sworn or commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore "unfounded." Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can only be determined to be baseless if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. A case cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can it be designated unfounded merely because the investigation failed to prove that the crime occurred.

In accordance with the *Clery Act*, the number of crime reports that were "unfounded and subsequently withheld from it crime statistics is recorded below:

In 2014, there was one report of a Weapons Violation within a residence hall that was subsequently determined to be unfounded by Dover Police.

## Hate Crimes

In accordance with the *Clery Act* certain crimes are required to be reported according to category of prejudice if the victim was intentionally selected based on his or “actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability.”

\*\*\*\* YR-Year                      SO-Sexual Orientation  
R-Race                              GI-Gender Identity  
G – Gender                        E-Ethnicity  
RL – Religion                      D-Disability  
NO-National Origin

### HATE CRIMES OCCURING ON-CAMPUS

*****	YR	R	G	RL	NO	SO	GI	E	D
Murder/Non-Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/ Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/ Non-Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Robbery	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Aggravated Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Burglary	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

*****	YR	R	G	RL	NO	SO	GI	E	D
Motor Vehicle Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Arson	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Larceny/ Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Simple Assault	2012	1	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Intimidation	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
All Other Crimes including Harassment	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

\*\*\*\* YR-Year                      SO-Sexual Orientation  
R-Race                              GI-Gender Identity  
G – Gender                        E-Ethnicity  
RL – Religion                      D-Disability  
NO-National Origin

**HATE CRIMES OCCURING IN RESIDENTIAL FACILITES**

*****	YR	R	G	RL	NO	SO	GI	E	D
Murder/Non-Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Robbery	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Aggravated Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Burglary	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Arson	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Larceny/Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Simple Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Intimidation	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
All Other Crimes including Harassment	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

**HATE CRIMES OCCURING NON-CAMPUS**

*****	YR	R	G	RL	NO	SO	GI	E	D
Murder/Non-Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Robbery	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Aggravated Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Burglary	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Arson	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Larceny/Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Simple Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Intimidation	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
All Other Crimes including Harassment	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

**HATE CRIMES OCCURING ON PUBLIC PROPERTY**

*****	YR	R	G	RL	NO	SO	GI	E	D
Murder/Non-Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Robbery	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Aggravated Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Burglary	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Arson	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Larceny/Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Simple Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Intimidation	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
All Other Crimes including Harassment	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

**HATE CRIMES OCCURING NEW CASTLE CAMPUS**

*****	YR	R	G	RL	NO	SO	GI	E	D
Murder/Non-Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Robbery	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Aggravated Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Burglary	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Arson	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Larceny/Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Simple Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Intimidation	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
All Other Crimes including Harassment	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

**HATE CRIMES OCCURING DOVER AIR FORCE BASE**

*****	YR	R	G	RL	NO	SO	GI	E	D
Murder/Non-Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Robbery	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Aggravated Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Burglary	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Arson	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Larceny/Theft	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Simple Assault	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Intimidation	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
All Other Crimes including Harassment	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

\*\*\*\* YR-Year  
R-Race  
G – Gender  
RL – Religion  
NO – National Origin  
SO-Sexual Orientation  
GI-Gender Identity  
E-Ethnicity  
D-Disability

**Campus Policies**

Student Organizations

There are no off-campus student organizations recognized by the College. Activities sponsored by student organizations, both on and off campus, are governed by the Office of Student Activities.

Alcohol

The laws of the State of Delaware limit possession and/or consumption of alcoholic beverages to persons 21 years of age or older. Accordingly, persons who violate such laws subject themselves to prosecution by agencies of the state.

Drugs

The possession, use, and sale of illegal drugs are strictly prohibited on campus and at any College sponsored activity off campus. The College vigorously supports the enforcement of state and federal drug laws. The College has adopted drug and alcohol policies applicable to students, faculty, and employees. Persons are directed to the appropriate handbooks for the text of these policy statements. The College has drug and/or alcohol abuse education programs as required under Section 1213 of The Higher Education Act of 1965.

### Weapons

Delaware law and college policy prohibits anyone other than certified law enforcement officials from carrying weapons on campus.

### Student Housing

Exterior doors to residence halls remain locked 24 hours a day. There are standard key locks on student rooms. All windows have traditional locks.

Safety and Security staff responds to residents, guests and residence life staff. In addition, they also patrol on-campus housing. Residence life staff obtains specific training on residence hall security. Additional training is received on special topics throughout the year. Monthly meetings are held for residents by the Residence Life staff. The Department of Safety and Security routinely distributes publications to educate and heighten awareness about safety and security concerns. Security alert bulletins are posted as necessary.

### Policies and Procedures Regarding Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking

This policy and these procedures regarding sexual harassment or sexual assault are in compliance with the Higher Education Amendments (HEA) of 1992 and the March 7, 2013 Violence Against Women Act (VAWA) and apply to all persons in the Wesley College community.

### Policy and Definitions

The Wesley College community values self-control and respect for self and others, which enables all individuals to develop intellectually, as well as spiritually, socially, and emotionally. The community believes in the

ongoing development process of individuals assuming responsibility for the effect of their behaviors on themselves and others.

Wesley College upholds high moral standards in regard to responsibly expressed sexual behavior, creating a climate of mutual respect. Acts that violate an individual's rights, including sexual harassment, rape (date, acquaintance and stranger rape), and any other non-consensual sex offenses conflict with college moral standards of responsibility. Sexual misconduct includes sexual activity with a person who is mentally defective, mentally incapacitated, or physically helpless, including those individuals under the influence of alcohol and/or drugs, and who are therefore legally incompetent to give consent.

These definitions apply to terms used in the Policy and Procedures:

**Sexual Harassment:** Implicit or explicit behavior of a sexual nature used to control, influence or affect the well-being of a person; physical conduct or verbal innuendo of a sexual nature that creates an intimidating, hostile, offensive environment.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Acquaintance Rape and/or Date Rape:** Forced sexual intercourse by someone that the victim knows.

**Sexual Assault:** Any incident forcing another person to perform a sexual act against her/his will or consent.

Stalking: Knowingly engaging in a course of conduct directed at a specific person and that conduct would cause a reasonable person to: fear physical injury to himself or herself or that of another person; or suffer other significant mental anguish or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

Domestic Violence: Any abusive, violent, coercive, forceful, or threatening act or word inflicted by one member of a family or household on another.

Dating Violence: The perpetration or threat of an act of violence by at least one member of an unmarried couple on the other member within the context of dating or courtship. It is also when one partner tries to maintain power and control over the other through abuse/violence.

#### Educational Programs and Services

The college develops and conducts educational programs to promote awareness of sexual harassment, rape (including acquaintance and date rape), sexual assault, domestic violence, dating violence, stalking and other non-consensual sex offenses. Current programs include the following:

##### Students

- New student orientation
- Self-defense workshops
- Annual Information Brochure
- Resident Assistant staff training

##### Faculty/Staff

- Policy review with all new staff.
- Development of employee professional growth training to include sexual harassment.

- Annual policy review with faculty
- Annual written report
- Sensitivity training sessions
- Self-defense workshops
- Annual Information Brochure
- Participation in International Conference on Sexual Assault

Wesley College is in the process of developing a prevention awareness program for students and employees to be held the second week of the semester. Employees are expected to sign on to a brief on-line class between the weeks of August 31 to September 11<sup>th</sup>. Employees will be given a two week window of time to complete the course. The on-line class is coordinated through the Office of Human Resources. Information is shared via email and department heads are responsible for informing employees of the expectation to complete the on-line class.

Residential and commuter students will begin their prevention and awareness training for new students in August 20<sup>th</sup>. New student orientation will include diversity speakers, small groups training session focusing on student conduct, prohibited acts of dating violence and bystander responsibilities. Discussion/Training will occur in the residence halls, commuter student lounge and athletes welcome session. Returning students will receive the same information during the upper class students meetings in the Residence hall.

Ongoing prevention and awareness campaigns for students and employees include campus wide reminder emails addressing the college's stance on prohibiting dating violence, domestic violence sexual assault and stalking. Poster and brochures defining terms, giving statistics for sexual violence, how alcohol contributes to sexual misconduct, Title IX coordinator information is also posted and available throughout campus, etc.

## Disciplinary Sanctions

The sexual harassment, rape or sexual assault of any person is inappropriate and unacceptable at Wesley College and is grounds for administrative disciplinary action, including immediate administrative withdrawal and expulsion of student or immediate dismissal of employees.

Specific grievance and disciplinary procedures for employees are outlined in the faculty and staff handbooks. For students, specific grievance and disciplinary procedures are outlined in the student handbook.

The campus disciplinary procedures will give both the accuser and the accused equal opportunity to present his/her account. In addition, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Neither the accuser nor the accused is allowed to have an attorney present at the proceedings.

## Standard of Proof

The Student Conduct process at Wesley College, like many colleges and universities, operates based on a “preponderance of evidence” as the standard of proof”. A preponderance of evidence is described as enough evidence to make it more likely than not that the accused student has violated the Student Code of Conduct.

## Appeal Procedures

Students who wish to dispute the outcome of an Administrative or Judicial Board Hearing, may appeal

their case to an Appellate Panel, which is chaired by the Dean of Students and consists of two additional college officials appointed by the President of the College.

To initiate the appeal process, the student must complete an Appellate Form and submit it to the Director of Residence Life, or a designee, within ten (10) College Business days from the “Exit Date” noted at the bottom of the Sanction Assessment Form that the student received following their Judicial Hearing. An appeal must contain complete justification and details about why the student feels an appeal should be granted. An appeal is not a rehearing of the original case. In order for an appeal to be reviewed by the Appellate Panel, the following criteria must be met:

1. A substantive procedural error occurred that significantly affected the outcome of the hearing.
2. New evidence that was not available at the time of the hearing, which, if introduced, would significantly affect the outcome of the hearing.
3. The Sanction is significantly inconsistent with institutional guidelines and/or past practices.

If it is determined that there is just cause for an appeal by meeting one or more of the criteria listed above, the Director of Residence Life, or a designee, will forward the entire case file to the Dean of Students, Chair of the Appellate Panel. The Appellate Panel will review all of the documents related to the case, hearing, and sanction assessment, and will take one of the following two actions:

- i. Affirm the decision of the original hearing body
- ii. Remand the case back to the Judicial Board, with instructions.

All decisions made by the Appellate Panel are FINAL.



## Procedures Victims Should Follow

Report the incident to a college advocate. The victim may opt to contact the City of Dover's Police Department instead of Wesley College personnel; however, victims are encouraged to use Wesley College's system so they can receive support and advocacy through these procedures. Report the incident to the Office of Safety and Security.

In order to preserve any possible evidence, do not alter the assault scene. In the event of sexual assault, do not change clothes or bathe.

Seek medical care immediately for incidents of sexual assault. In Kent County a rape exam to collecting evidence must be performed at a local hospital. At the very least, a medical exam should be performed by a private physician or hospital for preventative medication for sexually transmitted diseases.

While the victim has the right to decide whether or not to report the offense to local law enforcement, the Office of Safety and Security must include any reported or known incident of crime on campus in its annual statistical report as required by the Campus Safety and Security Act. If a rape exam is performed by an area hospital, the City of Dover's Police Department will be notified; but the victim has the right to decide whether or not to file a report.

Victims should then be offered the option of personal counseling. The victim should have his/her chosen advocate to assist him/her after an assault or charge of harassment. This advocate will inform the victim of options and rights and accompany him/her throughout administrative and criminal procedures.

Wesley College will make every effort to accommodate victim requests associated with academic and living situations that can reasonably be accomplished. Reasonable measures will be taken to avoid victim/suspect contact until final disposition and due process take place.

Throughout these procedures, confidentiality will be maintained.

## Campus Safety and Security Office Procedures

When a student notifies the Campus Safety and Security Office of a sexual assault, the following will occur:

- Campus Safety and Security will respond to the location on campus, ensure that the student is safe, and provide the student with emergency medical assistance.
- Campus Safety and Security will protect the crime scene, contact the local law enforcement agency, if necessary, and assist in the preservation of evidence.
- If the student requests to speak to a male or female officer, Campus Safety and Security will make every reasonable effort to accommodate the request.
- A friend or family member will be called upon request.
- Campus Safety and Security will make arrangements for appropriate transportation to a medical facility, if desired.
- Campus Safety and Security will notify the Director of Health Services Center and Director of Counseling Services.
- The case will be treated with sensitivity, understanding, and professionalism regardless of gender or the gender of the accused, and names will not be released to the public or the press.
- The Campus Safety and Security Officer should complete a Threat Assessment as soon as possible.

- If the Dean of Students or the Campus Safety and Security Officer has a reasonable suspicion that the assault happened, the accused student will be issued an interim suspension.
- Campus Safety and Security will then conduct a full investigation in accordance with the Dean of Students and/or Human Resources.

When a student reports a sexual assault to the Campus Safety and Security Office, the Officer is required to inform the Dean of Students and the Title IX Coordinator. A copy of the completed Threat Assessment should be sent to the Title IX Coordinator within 24 hours of the incident being reported.

#### Dean of Students Office Procedures

When a student notifies the Dean for Students of a sexual assault, the following will occur:

- Upon learning of a sexual assault, the Dean of Students will contact the alleged victim and the accused student. Any information provided will be kept confidential and only shared on a need-to-know basis with appropriate college personnel.
- A Threat Assessment will be completed with the victim if the assessment was not completed by a Campus Safety and Security Officer. A Campus Safety and Security Office may be consulted to assist in completing the Assessment.
- The victim will be asked to provide a written statement of the incident so that the Dean of Students may conduct a preliminary investigation.
- If the Dean of Students or the Campus Safety and Security Officer has a reasonable suspicion that the assault happened, the accused student will be issued an interim suspension.

- The Dean of Students will investigate all allegations involving students for appropriate disciplinary follow-up. Please remember that information regarding student discipline is maintained as a confidential record.
- Human Resources will investigate all allegations involving college employees.
- If the accused assailant is not a student or an employee, the local law enforcement agency will pursue the investigation. The Dean of Students or Human Resources (or designee) will assist the alleged victim in securing the appropriate services for the situation, upon request.

When a student reports a sexual assault to the Dean of Students, the Dean is required by law to inform the Wesley College Campus Safety and Security Office for statistical reporting purposes. However, reporting this crime to the Campus Safety and Security Office in no way obligates the student to press charges or testify in court. Even if the student does not want to press charges, the College strongly encourages the student to contact the local law enforcement agency for immediate help.

When a student reports a sexual assault to the Dean of Students, the Dean's Office is required to inform the Title IX Coordinator. A copy of a completed Threat Assessment should be sent to the Title IX Coordinator within 24 hours of the incident being reported.

#### Staff or Faculty Procedures

If a student tells you that they have been sexually assaulted, or if you believe that they may be about to disclose a sexual assault, while letting the student know that you are not a confidential resource, take the following immediate steps:

1. Ask the student if they are injured or need medical attention.
2. Ask the student if they are in a safe place or in danger.
3. Remind the student you are not a confidential resource and offer to connect them with someone who is.
4. Offer to refer the student to someone trained to receive reports of sexual assault, either a confidential or someone who will be required to report the incident. Please see the Resources List (see below).

### Immediate Response Instructions

If you assist the reporting student directly, and the student is aware that you are not a confidential resource, use the following information to assist the student:

1. Ask about injuries and the need for medical care, regardless of whether or not they have any visible injuries, and regardless of whether or not they are physically with you or the report is made over the phone, electronically, etc.
  - If the student reports injuries or needs medical attention, call the Campus Safety and Security Office (302) 736-2436 or call 911 (#911 for the local police).
2. Ask if the student is in any physical danger, especially if they are not physically with you.
  - If the student is in danger or if there may be a danger to the community, call Campus Safety and Security Office or 911 and report the danger to receive help.
3. Tell the student that you are required to forward their report immediately to either the Campus Safety and Security Office or the Dean of Students. Also tell the student that the law requires you to report to the police

or Department of Human Services if they are under 18 years of age.

- If the student wants confidentiality or is uncertain about whom they want to make a report, offer to refer them to the Wellness Center or another confidential resource.

4. Offer to call or physically take the student to a confidential resource who is trained to receive sexual assault reports, and who can provide the student with help and support.

### Resource List- Confidential Resources

- Campus Safety and Security Office: Available 24/ 7, (302) 736-2436
- Wanda Anderson, Dean of Students: Available business hours, (302) 736- 2443
- Dr. Karen Panunto, Title IX Coordinator: Available business hours, (302) 736- 2511
- Wellness Center (confidential): Available business hours at the Wellness Center, (302) 736- 2412

### Confidentiality

In general, a strict code of confidentiality will be followed except where information may be released to victims per FERPA regulations.

### Release of Information

In general, release of information regarding student victims or perpetrators of sex offenses shall be in accordance with the college "Policy for the Sharing of Student Education Records and Law Enforcement Records", which provides, in part, that both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault.

### Inquiries

Inquiries from off-campus media of other organizations shall be handled as follows. Any public statement regarding policy shall be forthright and clear and absolutely void of any specific information about individual students or employees, residence hall, or other campus facilities. Any necessary public statement about institutional guidelines and experience in regard to sexual harassment or assault shall:

- Be in written form only;
- Be composed by the administrator responsible for review;
- Consist of information prescribed and approved by legal counsel;
- Be issued through the College's legal counsel.

Any office receiving inquiries from off-campus concerning institutional guidelines and experience in regard to sexual harassment or assault shall refer them to the College's legal counsel, or counsel published statement. Inquiries from on-campus shall be directed to the appropriate administrator responsible for review of a case.

### **How You Report a Crime**

Since the Department of Safety and Security is available at all hours, we strongly encourage you to contact them about any suspicious or unusual circumstances occurring on campus, especially those situations that endanger you or others. This also includes reports of stolen items. This can be done by calling the on-campus emergency extension (2436).

All phones operate 24 hours a day, 7 days a week. If a police officer or ambulance is required, we will call them or you can dial 911. We do emphasize the fact that anyone who wishes may contact the appropriate

government agency to report a crime. However, it is important that you contact Safety and Security as well because our response time is quicker and we can provide assistance immediately. The department will investigate all reported situations and contact a government law enforcement agency when necessary. All reported incidents are on file at the department. If any item reported lost or stolen is recovered, the Department of Safety and Security should be contacted immediately.

You may also report any crimes and remain anonymous to the Wesley College Tip Line at 302-747-5110. In addition, you may report a crime to the following areas:

### Dover Main Campus

Dean Of Students	College Center 120	302-736-2506
Residential Life	College Center 119	302-736-2586
Human Resources	College Center 321	302-736-2351
VP for Finance	College Center 321	302-736-2571
Counseling Services	Carpenter Lower Level	302-736-2445
Health Services	Carpenter Lower Level	302-736-2412

### Off-Campus

Dover Police Department                    **911** or (302)736-7111

The Chaplain and Counselor when acting in a professional capacity are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. However, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

### Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the Wesley College Department of Safety and Security or the local criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of Safety and Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### Anonymous Online Reporting System

We have available to the campus community an anonymous online reporting system in order for students and the college community to report concerns which could jeopardize the safety of others in the Wesley community. The report form can be accessed by going to our website, clicking on the "Safety & Security Alerts" then using the Anonymous Incident Form.

### Behavioral Intervention Team

The Wesley College Behavioral Intervention Team and policy has been developed and is available to faculty and staff to alert us of students whose actions and behaviors are causing concern. The mission of this team is to provide a timely intervention resource for students, faculty and staff in order to address student behavioral issues and promote student academic success and safety through appropriate and timely response. The Behavior Intervention Team is an

Advisory group to the Dean of Student Affairs. The Team serves as a central network focused on preventive and timely intervention before crisis arises.

### **Missing Persons**

If a member of the College Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Department of Safety and Security and the Office of Student Affairs. College community members must report missing or suspected missing students immediately to the Safety and Security Office and/or the City of Dover Police Department. If the student is an on-campus resident, the Safety and Security Office will secure authorization from Residence Life officials to make a welfare entry into the student's room. If an off-campus student, the Safety and Security Office will informally enlist the aid of the neighboring police agency having jurisdiction. Concurrently, college officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate a referral will be made to the Counseling Services Office and Residence Life and/or the College Health Center.

If not located, notification of the family or guardian may be necessary to determine if they know of the

whereabouts of the student. Such notification will be made by a Residence Life professional staff member or someone from the Office of Student Affairs. Notification procedures will be initiated within 24 hours of determining a student is missing. Persons listed as parents/guardians and /or emergency contacts for students will be the persons notified. Students provide this information at the time of registration. Students have the ability to update or change emergency contact information as deemed necessary through the Registrar's Office. This information is confidentially maintained and used for emergency notification purposes. Custodial parents of students under the age of 18 will be notified within 24 hours of determining a student is missing. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Safety and Security Office will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, the Safety and Security Office will open an official investigation and retain status as the primary investigative unit until relieved by a local police agency.

All pertinent law enforcement agencies, be they neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile, will be notified and requested to render assistance. It is the policy of Wesley College to make a missing-student notification to law enforcement authorities within 24 hours of determining a student is missing.

The gathering of information regarding the missing person will include, but may not be limited to: name, gender, race, date of birth, height, weight, eye color, hair color/length, date/time of last contact, photo

availability, possible medicinal usage, address, phone number, social security number, full information of vehicle the individual may be operating, names/address/phone number(s)/description(s) of person(s) missing individual may be with.

The following criteria may warrant immediate notification to the local police department:

1. The person reported missing is under proven physical/mental disability; thereby subjecting him/herself, or others to personal and/or immediate danger.
2. The person reported missing is/was in the company of another person under circumstances indicating his/her physical safety is in danger.
3. The person reported missing is missing under circumstances indicating the disappearance was not voluntary.

Previously police were only required to report missing persons under the age of 18. "Suzanne's Law" which requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing was signed into law by President George W. Bush in the Spring of 2003 as part of the national "Amber Alert" Bill. This new law is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day, which has been a common practice. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

### **Crime Prevention and Personal Safety**

The Department of Safety and Security strongly urges the Wesley College community to examine all the printed material on crime prevention which is

circulated on campus. You can also come by the department and pick up the brochures and newsletters that are published. We advise leaving expensive or irreplaceable items at home. The Department of Safety and Security emphasizes to EVERYONE that the first step in crime prevention is to keep all belongings in a secure place. That means locking up your residence hall rooms, offices, lockers and vehicles. We also suggest that you engrave your driver's license number on all valuable items that have hard surfaces.

#### Security Blue Light Phones

These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak directly with a member of the Safety and Security Department or a member of the Dover Police Department.

#### Campus Escort Program

If you must travel alone at night, the campus escort program provides a safe, reliable way to travel throughout the campus by calling the Security Department at x2436 and requesting an escort.

### **Sexual Offender Registration**

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. Additionally, in accordance with the Violent Crime Control and Law Enforcement Act of 1994, Wesley College is required to inform the campus community that a registration list of sex offenders is available from Delaware State Police State Bureau of Identification Sex Offender Central Registry.

This information may be obtained by accessing the following link <http://www.state.de.us/dsp/sexoff/>  
Help us to make Wesley College a safe and secure campus!

## **ANNUAL FIRE SAFETY REPORT**

### **Fire Prevention Policy**

It is the policy of Wesley College to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the college's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all college buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting safety audits. Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA).

### Records and Reports

A record of all fire prevention inspections, including the date of such inspection and a summary of any violations found to exist as well as the final disposition of corrective action taken is to be documented and maintained at the Safety and Security Office.

This includes:

- Fire Extinguisher Inspections
- Sprinkler Inspections
- Fire Alarm System Testing, Inspection and Maintenance
- Kitchen Ventilation and Suppression Inspections
- Fire Drill Evacuations
- Safety Audits and Inspections

### **On Campus Student Housing - Fire Safety System**

At Wesley College, 100% of the residential student housing facilities are completely covered by an integrated automatic sprinkler and hard wired addressable fire alarm system, which is monitored twenty-four hours a day, seven days a week by the Safety and Security Office. In addition, these facilities have the following life safety systems; portable fire extinguishers, emergency lighting, emergency exit signs and doors, fire tower stairways and emergency phones. A quality control program ensures that each building is inspected by trained building inspectors on a regular basis to ensure that these systems are in working condition. This program also includes a yearly fire alarm test and inspection and the sprinkler system is tested quarterly.

### Smoke Detectors and Sprinkler Systems

All residence halls have smoke detectors and sprinkler systems installed and a Fire Alarm Control Panel. There are smoke detectors in each student room as well as common areas.

### **Fire Drills**

The Department of Safety and Security in conjunction with Residential Life staff conducts two fire drills and evacuations from each residence hall during the academic year. Wesley College requires the complete evacuation of residence halls during a fire alarm. Individuals who ignore fire alarms and required evacuations are subjected to disciplinary action.



## **Policy on Portable Electrical Appliances, Smoking, and Open Flames in Student Housing**

To minimize the potential for fires at Wesley College, it is the policy of Wesley to prohibit open burning and use of combustible decorations at all times (unless in accordance with policies and procedures, previously approved by the Safety and Security Office, and or authorized by the authority having jurisdiction). Open burning as defined by the college is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.

### Furnishings, Decorations and Scenery

Draperies, curtains and other similar loosely hanging furnishings and decorations shall be flame resistant. Furnishings or decorations that are highly flammable or explosive are prohibited. Items like dried corn stalks and bales of hay or straw pose an immediate danger due to being highly combustible materials and flame spread rate and producing very thick and toxic smoke. Excessive use of wrapping and newspaper on doors, walls and ceilings also produces similar hazards.

### **Student Evacuation in the Event of a Fire**

Each resident is given a copy of the Residence Hall Guidebook, which includes information on fire safety and what appropriate action they should take during a fire alarm or fire emergency. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary

and secondary exits. Fire drills are conducted within the residence halls twice per semester.

### **Fire Safety Education and Training Programs**

During initial training, all Safety and Security Officers are instructed as to the locations of all fire alarm panels, pull stations and fire suppression equipment. Officers are trained on how to evacuate a building, check and reset all panels or pull stations and whom to contact if needed. During this initial training they are also instructed on how to properly complete all necessary paperwork in regards to each fire emergency.

Prior to the beginning of each fall semester, Security and Residence Life Staff attend fire extinguisher training at the Delaware State Fire School. This training includes the classifications and types of fire extinguishers, their uses and ability to extinguish live fires.

During the fall and spring semesters, Residence Life Staff provide fire safety evacuation training to all students assigned to each residence halls. This training includes the proper way to evacuate the residence halls, location of assembly areas outside of the danger zone and the location of all fire extinguishers.

Within the first week of each semester the Security Staff in conjunction with the Residence Life Staff will conduct "no-notice" fire drills of all residence halls. Student rooms are checked to ensure a complete evacuation.

### **Fire Reporting and False Alarms**

Any person discovering any fire, regardless of magnitude shall report it to either the Safety and Security Office at 736-2436 or City of Dover Emergency

Management Center by dialing 911. A Safety and Security Officer will respond to the location and determine what action and resources are required.

No person shall deliberately or maliciously turn in an alarm of fire when in fact that person knows that no fire exists. It shall be a violation for any person to willingly make any false, fraudulent, misleading, or unfounded report or statement or to willingly misrepresent facts for the purpose of interfering with any investigation or inspection. The Safety and Security Office will coordinate with the City of Dover Police Department, City of Dover Fire Marshall and City of Dover Fire Department in the investigation of each fire incident.

#### Fire Department Response

The fire department will be summoned by a 911 call. The fire department will not be requested for automatic fire alarms unless information indicates that a fire may actually exist. The Safety and Security Office will assist with directing the fire department to the scene of an incident and will provide access into any building that is involved. The Safety and Security Office will assist the fire department by providing building and occupant information as well as making contact with college officials and activating the Emergency Response and Evacuation Procedures.

#### Tampering with Fire Safety Equipment

No person shall render any portable or fixed fire extinguishing system or device or any fire warning system inoperative or inaccessible. No person shall remove, unlock, destroy, or tamper with in any manner any locked gate, door, or barricade; chain; enclosure; sign; tag or seal that has been required to be in place for the purpose of public safety. Any person involved with

Tampering of Fire Safety Equipment is subject to judicial sanctions, prosecution, and/or employment termination.

#### Fire Lanes

Fire Lanes must be kept clear at all times for access by emergency apparatus. Parking on campus driveways and walkways are prohibited. No parking signs and yellow markings mark many of these areas. Safety and Security Officers enforce fire lane violations by issuing parking citations and or towing of vehicles. In addition, these areas will also be cleared from snow or any other material obstructions to allow reasonable access by emergency apparatus.

#### Fire Hydrants

Fire Hydrants must be kept clear at all times for access by emergency apparatus. Blocking a hydrant by a vehicle will result in towing immediately to ensure access to the hydrant. Hydrants will also be a priority for snow removal. Landscaping shall not be permitted to interfere with access and operation to any hydrant.

## Fire Safety Statistics

NO. OF FIRES CATEGORIZED BY CAUSE				
		2012	2013	2014
<b>UNINTENTIONAL</b>	CARPENTER HALL	0	0	0
	GOODING HALL	0	0	0
	HONORS HOUSE	0	0	0
	MALMBERG HALL	0	0	0
	ROE HALL	0	0	0
	WILLIAMS HALL	0	0	0
	ZIMMERMAN HALL	0	0	0
		2012	2013	2014
<b>INTENTIONAL</b>	CARPENTER HALL	0	0	0
	GOODING HALL	0	0	0
	HONORS HOUSE	0	0	0
	MALMBERG HALL	0	0	0
	ROE HALL	0	0	0
	WILLIAMS HALL	0	0	0
	ZIMMERMAN HALL	0	0	0
		2012	2013	2014
<b>NO. OF PEOPLE WHO RECEIVED FIRE RELATED INJURIES</b>	CARPENTER HALL	0	0	0
	GOODING HALL	0	0	0
	HONORS HOUSE	0	0	0
	MALMBERG HALL	0	0	0
	ROE HALL	0	0	0
	WILLIAMS HALL	0	0	0
	ZIMMERMAN HALL	0	0	0
		2012	2013	2014

		2012	2013	2014
<b>NO. OF DEATHS RELATED TO FIRE</b>	CARPENTER HALL	0	0	0
	GOODING HALL	0	0	0
	HONORS HOUSE	0	0	0
	MALMBERG HALL	0	0	0
	ROE HALL	0	0	0
	WILLIAMS HALL	0	0	0
	ZIMMERMAN HALL	0	0	0
		2012	2013	2014
<b>VALUE OF PROPERTY DAMAGE CAUSED BY FIRE</b>	CARPENTER HALL	0	0	0
	GOODING HALL	0	0	0
	HONORS HOUSE	0	0	0
	MALMBERG HALL	0	0	0
	ROE HALL	0	0	0
	WILLIAMS HALL	0	0	0
	ZIMMERMAN HALL	0	0	0
		2012	2013	2014

## College and Community Support Services

City of Dover Police Department Emergency: 911; Non-Emergency (302) 736-7111.

Wanda Anderson, Dean of Students, (302) 736-2506.

Department of Safety and Security: Walt Beaupre, Director, (302) 736-2304.

