Campus Crime Statistics
And Security Policies

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

Distributed to comply with Title II of Public Law 101-542
(Crime Awareness and Campus Security Act)

Revised 9/1/2012
INTRODUCTION

In November of 1990 the Student Right to Know and Campus Security Act (Public Law 101-542) was signed into law. This Act represents a legislative response to the perceived problem that some colleges and universities have been less than forthright about disclosing various policies and statistics which are of interest to members of the college or university community and to prospective students, parents, and/or employees of that institution. Title I of the Student Right to know and Campus Security Act requires that institutions complete and distribute upon request graduation rates of students, particularly those receiving athletic scholarships. Title III of the Act makes the same requirements regarding the institution's default rates for student loans. Title II of the Act is the part dealt with in this Manual. It requires institutions to make security policies and campus crime statistics available to interested parties.

In July of 1992 the Higher Education Amendments of 1992 (HEA) was enacted. The HEA imposed new requirements for preventing, reporting, and investigating sex offenses that occur on campus. This Manual also reflects the changes that the 1992 HEA made to the Act.

In July of 1999 the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted. This act broadened the list of reportable crimes and imposed new reporting requirements for crimes, the location of those crimes, and authorities that have to report those crimes.

Covenant College has always practiced a spirit of open disclosure in its policies and practices, and is pleased to make this compilation of Security Policies and Campus Crime Statistics available. If, after reading this booklet, you have other comments or questions please address them to:

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Section A

A statement of current campus policies regarding crime reporting and response.

(i) Procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus

Covenant College has contracted with a private firm to provide a night watchman. A night watchman is on duty from 9:00 p.m. to 7:00 a.m., seven nights a week. The watchman may be reached from campus phones by dialing extension 1615. If there is no answer, the security company can be reached by calling 267-6724. At this number, an automatic message will answer, press “0” to get the dispatcher. The caller should state their name, location, and need to the dispatcher, and this information will be transmitted immediately to the night watchman via a two-way radio or cell phone.

Covenant College has established a Campus Student Safety Team. The team provides a helping hand to all students and supports a safe campus environment in the evening hours of 9:00 p.m. to 2:00 a.m. Their responsibilities are: patrolling the campus in the Campus Safety Truck, escorting/shuttling students, helping with disabled vehicles, and reporting unusual situations on campus. They can be reached from campus phones by dialing extension 4121 or by calling 400-2654.

All students are informed at the beginning of each academic year, through orientation sessions, that they are to make Student Development or Safety and Security offices aware of any crime or security violations.

Residence hall, Safety and Security and switchboard staff have been trained in emergency procedures. The night watchman is instructed to inform Student Development or Safety and Security of any emergency on campus, once the situation has been stabilized. A call from the night watchman reporting a violent crime or emergency involving students will also initiate a response from campus personnel for counseling or victim support services.

In the event of a life-threatening or serious medical emergency, anyone on campus is instructed to call 911, which will result in the appropriate emergency agency being dispatched to campus. They are then instructed to contact Student Development or Safety and Security staffs.

If law enforcement or medical help is needed for non-emergency situation, it can be reached through Student Development or Safety and Security.

Criminal actions or campus incidents are to be recorded in the Campus Crime Log located in the Safety and Security office. The Campus Crime Log is maintained in the Safety and Security office and is available to the public upon request.

(ii) The institution's response to criminal reports

The college community will be informed, in accordance with the policies developed by the Emergency Response/Management Team (ERMT), of criminal activities, campus emergencies, and security violations considered to indicate possible threats to other students and employees. This information will be disseminated by Student Development through student, faculty, and staff electronic bulletin boards and the campus phone system. The announcement will include information designed to aid in the prevention of similar occurrences. The ERMT meets at least annually to review these policies and procedures in addition to any meetings necessitated by emergencies.

(iii) The preparation of the annual disclosure of campus crime statistics

Campus Security Authorities are to report all crime on campus within 48 hours to the campus crime log in the Safety and Security Office where it is maintained by the Safety and Security Coordinator (SSC). The campus community is also encouraged to report crimes on college property to the campus crime log.

In June of every year, the campus crime log is tallied by the SSC for all reportable crimes. The Campus Crime Survey Administrator (CCSA) then sends a formal survey to the Dean of Academic Affairs, Dean of Students, and the Vice President for Administration and Finance. Each of these authorities is responsible to report crimes made known within their department. The CCSA conducts necessary phone interviews with local state and federal agencies. To date, local crime statistics are not compiled by Dade County. Statistics compiled by the local Federal Department of Interior are not applicable because they include crimes that occur outside the contiguous area of
Covenant College property. As a practice the CCSA inquires of the Department of Interior if crimes occurred in the areas contiguous to campus property.

Once these sources have been surveyed, the SSC and CCSA compare the surveyed statistics to the crime log to ensure that all reportable crimes are correctly classified, counted, and that there are no omissions or redundancies. If a possible discrepancy is noted a meeting may be called of the applicable authorities to resolve the discrepancy. This process finalizes the reportable crime statistics for the preceding school year.
The SSC then updates the “Security Policies and Campus Crime Statistics” booklet for distribution.
The CCSA posts the reportable statistics to the Department of Education web site.

Section B

A statement of current policies concerning safety of and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

Covenant College has an open campus. While this affords freedom of movement for the campus community, it also means that access to campus facilities is not limited to members of the campus community. It is essential that all employees and students take precautions to avoid unfortunate incidents with unwelcome campus visitors. Students are urged to keep watch on each other's vehicles and personal possessions, and to help control access to their residence halls by securing doors and taking notice of strangers in the resident areas.

All students are issued an ID card at the beginning of each academic year, and employees are given ID's when they begin employment at the college (new faculty and staff ID's are issued annually). They are expected to carry their ID with them while on campus, and to present it to college security, campus student safety team, or law enforcement personnel upon request.

Non-residence buildings are locked nightly after midnight, during the night watchman's round. They are unlocked prior to 6:00 a.m. when the night watchman goes off-duty. Non-residence buildings remain locked throughout the day on Sunday. Access to these areas after-hours is limited to persons who have offices in those buildings or to persons who have obtained after-hours permission from college officials. All other persons will be asked to leave the premises, and a report, including names of individuals involved, will be recorded in the night watchman’s report.

Upon receipt of this report, the Maintenance office will forward the information to Student Development.

Peripheral doors to residence facilities are locked nightly after midnight, and unlocked by 6:00 a.m. (including Sundays). The main entrance doors to each building are capable of being opened after hours by a resident student using his or her access card. Safety guidelines are published in the Residence Hall Manual, given and explained to each resident student at the beginning of each academic year.

College maintenance workers wear uniforms while working, making them identifiable to students and employees. All college personnel are expected to announce themselves prior to entering the residence areas of the other gender. Non-college staffs (outside contractors for example) are ordinarily accompanied by college personnel when they enter residence facilities.

The night watchman, with the support of the campus student safety team, makes nightly inspections of campus lighting, and notes insufficient or non-working lights on the security report. Bushes, trees, and shrubs on campus are pruned regularly, and the grounds department inspects the campus for possible visibility or security problems.

Section C

A statement of current policies concerning campus law enforcement

(i) The enforcement authority of security personnel, including their work relationship with State and local police agencies and whether those security personnel have the authority to arrest individuals

Walden Security, Inc., the company providing the services of a night watchman, has written instructions to guide its officers in handling its operations on campus. Walden and the campus student safety team maintains a close working relationship with all law enforcement agencies in the Northwest GA area and Chattanooga, TN area, including the Georgia Highway Patrol and the smaller City Police Departments, to assist and be assisted as necessary.
Covenant College is in Dade County and the jurisdictional law enforcement agency is the Dade County Sheriff's Department. Appropriate situations on campus will be reported to the proper law enforcement authorities.

The night watchman and the campus student safety team cooperate fully with the Dade County Sheriff's Department on matters that necessitate their intervention.

Law enforcement authorities at Lookout Mountain, Georgia, and Lookout Mountain, Tennessee, will be informed as directed by the college of any significant situations that would involve the college and its relationship with their communities.

The College is in Dade County, Georgia. It has a contract with the County for fire protection. Medical emergencies are responded to by the city of Lookout Mountain, Georgia, Hamilton County Rescue, and Hutcheson (Tri-County) Medical Center. All matters needing the attention of the police are handled by the Dade County Sheriff Department. The SSC is the liaison officer between the local area law enforcement agencies as well as the liaison officer between these other agencies and the college.

(ii) Policies which encourage accurate and prompt reporting of all crimes to the campus security authorities and the appropriate police agencies.

Instructions in the Covenant College staff manual request all staff to report crimes to their person or property on campus to the Safety and Security office. Students are instructed through the Student Handbook, Residence Hall Manual, and various orientation sessions, to report all crimes to their person or property to Residence Life, Student Development or Safety and Security staffs. Upon receipt of this report, the information gathered by any of those campus security authorities is given to the SSC who is the campus liaison officer to area law enforcement agencies.

Section D

A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

Each institution participating in any program under this title shall make timely reports to the campus community on crimes considered to be a threat to other students and employees described in paragraph (1) (F) that are reported to campus security authorities or local law enforcement agencies. Such reports shall be provided to students and employees in a manner that is timely and that will aid in the prevention of similar occurrences.

Covenant's campus is fairly isolated, surrounded by residential areas. The majority of Covenant's students reside in campus housing. Orientation and information programs for all resident students are held at the beginning of each semester. Included in these meetings is information about safety on campus. A handout on campus safety is distributed to each student at orientation sessions, and made available in the registration line.

All students and employees who register a vehicle on campus are given a list of parking regulations, which includes safety suggestions for their use.

Section E

A description of programs designed to inform students and employees about the prevention of crimes.

The campus-wide Committee on Safety is responsible for developing programs for campus-wide safety awareness and protection. The Committee on Safety meets annually in the spring to revise the Safety Manual and review policies. Individual residence halls conduct an additional workshop on safety once each semester.

The Emergency Management/Response Team is responsible for determining whether and how college employees will be notified of violent crimes that have been reported to the police or to campus security authorities. Such information will be disseminated in ways appropriate given the particular circumstances of each incident.

Section F

A statement of policy concerning the monitoring and recording through local police agencies of criminal activity engaged in by students at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.
Since Covenant College has no buildings owned or controlled by student organizations recognized by the institution [Sec 204 (f) (5) (A) (ii)] it has established no policy regarding monitoring criminal activity at such locations. The College, does, however, make a reasonable effort to obtain information regarding criminal activity involving students or endangering members of the college community from the law enforcement agency having jurisdiction.

Section G

Policy/Programs in relation to drug and alcohol possession, use and sale.

(i) A statement of policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of State underage drinking laws and Federal and State drug laws.

Covenant College recognizes the state's interest in enforcement of alcohol and drug laws, and will remand any student found in violation of said laws on campus over to the appropriate legal authorities in addition to whatever penalties they may receive from the college.

In accordance with the Covenant College Student Handbook, Covenant College enforces all applicable laws regarding the possession, use, or sale of alcohol by underage persons or of illegal drugs. In addition, Covenant College prohibits the on-campus possession and/or use of tobacco products and alcoholic beverages by all students, regardless of age. All students who live in college housing, who are financially dependent upon their parents, or who are single students living off-campus are additionally required by the college to refrain from possession and/or use of tobacco products and/or alcoholic beverages, on or off campus, regardless of age, unless they are at their parent's home or expressly under their parent's authority.

(ii) A description of any drug or alcohol abuse education programs as required under section 1213 of the Higher Education Act of 1965, as amended.

The Covenant College Employee's Handbook proclaims Covenant as a Drug Free Workplace. A Health Fair, held yearly on campus, and available to all students, faculty, and staff of the college, includes a display depicting the health risks associated with the use of illicit drugs and the abuse of alcohol.

The Director of Health Services is also available for counseling and referral for any student or employee who seeks assistance in these areas.

Section H

A statement of policies regarding sex offenses.

The current revision of the Student Handbook outlines the policies and procedures on sexual offenses occurring while enrolled as a student. Distribution of the Student Handbook is to all students. This revision assures compliance to the 1992 Higher Education Amendment. Legal Counsel was consulted to maintain an up-to-date legal posture for the institution in regards to sexual offenses. The handbook states possible sanctions after the disciplinary process.

(i) A statement of education programs to promote awareness of rape, acquaintance rape, and other sex offenses.

The Resident Housing Handbook provides immediate information for a student to maximize his or her living environment as safe and reasonable.

The orientation of all new students to the campus covers all policies regarding sexual behavior, sexual harassment and procedures if reporting becomes necessary. Repeated levels of orientation cover policies and procedures accordingly.

Personal Counseling Services are available to all students free of charge. The Center will present a minimum of one workshop each semester regarding sexual conduct and train the student assistance program as necessary regarding sexual offenses.

The Health Services department offers brochures and videos regarding sexual behavior.

The Critical Health Issues Course is offered through the Physical Education Department. This course discusses sexually transmitted diseases.
(ii) A statement of possible sanctions for rape, acquaintance rape, or other sexual offenses (forcible and non-forcible) following an on-campus disciplinary procedure.

The following is a list of sanctions, one or more of which may be imposed on students judged guilty of violating the Standards of Conduct or any other college regulation. The disciplinary bodies are free to modify, qualify, or create new and different sanctions in accordance with the individual circumstances and needs of the student. Generally speaking, there is a "ladder" of increasing discipline as a consequence for repeated or serious actions.

1. No action: Information that comes to the attention of the student dean may, in some instances, require no action.
2. Reprimand: A written documentation sent to a student regarding inappropriate behavior.
3. Restitution: Assessment of charges to repair or repay losses incurred by a student's actions.
4. Loss of Privileges: Removal of leadership responsibilities, intramural activities, club or organization participation, intercollegiate athletic or other co-curricular opportunities.  
5. Monetary Fine: A monetary discipline assessed to the student that is to be paid by the student, not put on the bill.
6. Holds: Registration holds or transcript holds may occur if a student leaves campus without completing the disciplinary responsibility.
7. Counseling: Personal or assessment counseling.
8. Campusing: Students may be confined to their room during an appeal or as an act of discipline if their potential behavior may disrupt the personal, academic or spiritual nature of the college or if it is in the best interest of the student. Students will be free to attend classes, chapel, practical work or work study, and meals as scheduled.
9. Probation: Students may be placed on a disciplinary probation for a first time violation of the Standards of Conduct. Probation will usually involve a "Loss of Privileges".
10. Suspension: Students may be suspended from campus in the event of a serious violation(s) of the Standards of Conduct. Students are not to return to campus while on suspension unless permission is granted from one of the student deans.
11. Discontinuation of enrollment: The College may choose not to allow a student to re-enroll for a coming semester.
12. Immediate Suspension without appeal: A student that is viewed as an emergency health or safety threat to the Covenant College community, or disruptive to the academic and/or spiritual atmosphere of the college, may be suspended outside the standard process of appeal by power of the President, the VP of Academic Affairs, and the VP of Student Affairs (or a designee of each of these offices.)
13. Personal and Public Reconciliation and Confession: Every member of this community is encouraged to make private confessions of his or her sins to God. If a student offends a brother or sister or a group or whole of this body, public confession to those offended is encouraged and may also be required.

1May only be imposed by a student dean.

(iii) A statement of procedures students should follow if a sex offense occurs, including who should be contacted, what legal options are available, the importance of preserving evidence as may be necessary to the proof of criminal assault, and to whom the offenses should be reported.

In the event of a sexual offense, the student should immediately see a resident director or student dean to determine the notification options for law enforcement authorities (including local police) and the options to be assisted by campus authorities.

The college rape victim advocate is the Director of Health Services, Barb Michal. The advocate will accompany the victim through the entire process to assure that the victim's needs are attended to and the victim is protected from further trauma or embarrassment. Medical treatment is available at Hutcheson Memorial Hospital and is recommended. The staff at Hutcheson will see to it that all physical evidence is preserved as necessary.
Both the Dade County Sheriff and the Dade County District Attorney take an aggressive and progressive attitude toward the prosecution of sexual offense cases in the event that a victim of a sexual offense decides to pursue the legal options.

(iv) A statement of procedures for on-campus disciplinary action in cases of alleged sexual assault, including the rights of both the accused and the accuser during and following disciplinary action.

Students violating the Standards of Conduct will undergo the process of discipline outlined in the Standard of Conducts Manual published by Student Development. The VP of Student Affairs will initiate the disciplinary meetings assisted by the Associate Dean of Residence Life. The student may request a faculty or staff member, or student to be present at the disciplinary meetings. Based upon the nature of the disciplinary action, the disciplinary history of the student(s) involved and/or the timing of the violation, the student deans may elect to involve participation of other members of the residence hall staff, college staff or faculty. Once the student deans have determined the necessary people to be involved in the initial disciplinary committee, the "committee" will follow the process outlined in the Standards of Conduct.

(v) A statement of counseling and protective services available to victims of sexual assault.

The student may see a student dean to determine the existing campus and community counseling, mental health, or student services available for student victims of sexual assault.

The student may see a student dean regarding the options for, and available assistance in, changing academic and living arrangements precipitated by the offense if requested by the victim and if these changes are reasonably available.

Section I

A statement advising the campus community where law enforcement agency information provided by a State under section 14071(j) of Title 42, concerning registered sex offenders may be obtained.

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act) requires the State’s Obligation to distribute information about sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carried on a vocation, or is a student.

The State of Georgia is required to obtain information when a registered sex offender is employed or enrolled at an institution of higher education. The State must then notify the institution "promptly."

The College is required to advise our campus community where it can obtain the information about registered sex offenders. The web page that students, faculty, and staff may access and therein identify Sexual Offenders through the State Registry is as follows: <http://www.ganet.org/gbi/sorsch.cgi>.

As required by law, Covenant has appointed the Safety and Security Coordinator to serve as the first contact for the State. If there any questions about this Act, please contact Greg Ford at greg.ford@covenant.edu or 706.419.1229.

Section J

A description of the criminal offenses for which occurrence statistics are to be reported.

All colleges and universities are to provide statistics for the most recent calendar year, and during the two preceding calendar years. Occurrences reported to campus security authorities or local agencies which occurred on campus, certain non-campus properties, and certain public property areas for the following criminal offenses* are to be reported:

(i) Murder

(ii) Non-negligent manslaughter

(iii) Negligent manslaughter

(iv) Sex Offenses
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson

* When hate crimes occur they are reported by the following category of prejudice with the General disclosure offenses listed in sections I and J of this manual.

(i) Race = ra
(ii) Gender = g
(iii) Religion = re
(iv) Sexual Orientation = s
(v) Ethnicity = e
(vi) Disability = d

**Each of the above categories is represented in the crime statistics table by the letter to the right of each category. Each crime that is motivated by a type of bias or prejudice will have a letter notation in parenthesis for the type of bias. Numbers in the parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias.

According to the UCR (the FBI's Uniform Crime Reporting system) these crimes are defined as follows:

**Murder** - Criminal Homicide 1. Murder & Non-negligent Manslaughter - "the willful (non-negligent) killing of one human being by another." This does not include assaults to murder, attempted murder, or deaths which are indirectly the result of other criminal activity (such as a heart attack caused by a robbery, etc.). 2. Negligent manslaughter – the killing of another person through gross negligence. Traffic fatalities are excluded.

**Rape, forcible and non-forcible sex offenses** - The HEA enlarges upon the UCR rape definition of the carnal knowledge of a female forcibly and against her will. The enlarged definition includes forcible and non-forcible sex offenses. A forcible sex offense is "any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent."* This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of "unlawful non-forcible sexual intercourse."** These include incest and statutory rape (Acquaintance rape could be in either category depending on circumstances).

*Taken from the National Incident Based Reporting System (NIBRS).

**Robbery** - "The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear." (Force, or the threat of force, must be present even though a weapon is not involved.)

**Aggravated Assault** - "An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm." Injury does not need to result if a weapon is used (threat of bodily injury with a weapon of some sort is considered aggravated assault).

**Burglary** - "The unlawful entry into a structure to commit a felony or theft." Theft from a building to which a person has legal access (a public building during open hours or a residence hall by one of the residents of the building) is considered Larceny-theft and is not reportable here.

**Motor Vehicle Theft** - "The theft or attempted theft of a motor vehicle." This does not include theft of parts or accessories from a vehicle.

**Arson** – willful or malicious burning of or attempts to burn structures, vehicles, or other property, with or without intent to defraud.
Section K

A description of crimes for which statistics are reported when campus arrest or campus discipline is involved.

All colleges and universities are to provide statistics concerning the number of arrests and campus disciplinary actions for the following crimes occurring on campus:

(i) Liquor law violations;
(ii) Drug abuse violations; and
(iii) Weapons possessions

According to the NIBRS these violations are defined as follows:

**Liquor Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**Drug Abuse Violations** - (Drug/Narcotic Offenses) The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their production and/or use.

**Weapons Possessions** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Section L

Covenant College Campus Crime Statistics

If a hate crime occurs it is represented in the crime statistics table by the letter to the right of each category of prejudice represented below. Each crime that is motivated by a type of bias or prejudice will have a letter notation in parenthesis for the type of bias. Numbers in the parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias.

(i) Race = ra
(ii) Gender = g
(iii) Religion = re
(iv) Sexual Orientation = s
(v) Ethnicity = e
(vi) Disability = d

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Sex Offenses:
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<th>In dorms or other residential facility</th>
<th>Other areas on-campus</th>
<th><strong>Total occurrences on-campus</strong></th>
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<tr>
<td>Robbery</td>
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Distributed to comply with Title II of Public Law 101-542
(Crime Awareness and Campus Security Act)

Covenant College
Lookout Mountain, Georgia

Security Policies and
Campus Crime Statistics