

Published: Monday, September 24, 2019

**Department of Campus Security**  
**Heritage Christian University**  
**2019 Annual Safety and Security Report**

The 2018 Annual Safety and Security Report is prepared in accordance with the 1998 Jeanne Clery Disclosure Act. This report informs the Heritage Christian University community about procedures, policies, and campus crime rates. An announcement will be emailed annually to faculty, staff, and students notifying them that the report can be obtained on the department website at: <http://www.hcu.edu/current/studentaffairs>. Hard copies of the report can also be acquired from the Department of Student Affairs. Potential students and employees are allowed to obtain this report when they receive an application for employment or admission.

**Security Personnel**

Pat Moon, Vice President for Administration 256-766-6610 x 334

Philip Goad, Vice President of Advancement 256-766-6610 x 310

Travis Harmon, Director of Campus Security, Dean of Students 256-766-6610 x 316

**Nondiscrimination**

Heritage Christian University does not discriminate on the basis of age, sex, religion, disability, race, color, national or ethnic origin in administration of its education policies, admission policies, scholarship and loan programs, and other school-administered programs.

**Reporting Crimes and Requesting Assistance**

Reporting crimes is important in achieving the goal of maintaining a safe working and learning environment for faculty, staff, and students. Any person who is a victim or a witness of a crime should immediately report the occurrence to the Director of Campus Security or the Dean of Students so the local authorities may be notified. Reporting of crimes by victims and/or witnesses may be done voluntarily and on a confidential basis. Privileges of confidentiality in criminal offenses that are handed over for prosecution in a court of law may be subject to exposure. The Director of Campus Security and the Dean of Students will work closely with the local authorities to ensure the safety of the victim or witness is maintained. Always call 911 first if your life or the life of another person is in danger.

## **Timely Warnings**

Timely warnings will be issued to the Heritage Christian University community for any event that arises, either on or off campus, which poses an ongoing threat to HCU faculty, staff, and students. Events that constitute a timely warning will be in the judgment of the Director of Campus Security. Timely warnings must be related to a crime that is reportable under the Clery Act or that represents a threat to the Heritage Christian University community, i.e. murder, manslaughter, rape, kidnapping, arson, and robbery. Any person with information that they feel merits a timely warning should report it to the Director of Campus Security or the Dean of Students.

## **HCU Text Alert Emergency Notification**

The HCU Text Alert system is used to warn faculty, staff, and students to take protective action (e.g. evacuate, lockdown) and to provide them with information. In addition, all staff and faculty are trained to Dial 111 to reach all phones on campus as a public address system.

## **Building Security Policy**

Heritage Christian University provides door access codes and keys for use by authorized faculty, staff, and students. This is a university service provided to maintain building and office security and allow access by personnel authorized to be on campus. The purpose of this policy is to maintain a safe and secure working and learning environment and to prevent thefts from buildings. Access to Heritage Christian University's facilities is limited during the evening and weekends to only authorized individuals. Normal operating hours are between 8:00am and 4:30pm Monday–Friday. After hours and weekend use is granted through keyed entry, as well as a keyless door access system.

## **Alcohol Use Policy**

All HCU faculty, staff, and students are expected to comply with applicable local, state, and federal laws regarding the possession, use, or sale of alcohol, whether on or off-campus, and are expected to comply with all University regulations regarding alcohol possession or use. No HCU student is permitted to attempt to purchase, purchase, possess, or consume alcoholic beverages. Students in violation of the alcohol policy will be subject to suspension for one week for the first violation, one semester for the second violation, and expulsion for the third violation.

## **Alcohol Counseling Services and Community Support**

Full and part-time HCU students may use the services of Dr. Bill Bagents or Dr. Rosemary Snodgrass. Individual counseling, assessment, and referral are available on a strictly confidential basis. To make an appointment, call 256-766-6610 or email [bbagents@hcu.edu](mailto:bbagents@hcu.edu) or

rsnodgrass@hcu.edu.

In addition to campus resources, the community also offers support for HCU students. Please review the resources below to make sure you are knowledgeable about resources available in the Shoals to help you or a friend who might need assistance.

Bradford Health Services  
<https://bradfordhealth.com>

Mission of Mercy Shoals  
<http://www.moms-inc.org>

New Day Recovery Services  
<http://www.crosspointcoc.org/get-involved>

Riverbend Center for Mental Health  
<http://www.rcmh.org>

### **Legal Consequences – State of Alabama**

Alcohol-related violations can be costly, both financially and educationally. Following are some of the consequences related to alcohol and other drug violations:

1. DUI. The cost of a single DUI offense, just if you get pulled over, can run between \$600 and \$2,100. If there is an accident, it can be much worse. DUI facts you should know:

- You don't have to be driving to be convicted of DUI – being in physical control of the vehicle (sitting in the driver's seat with the keys in the ignition) is enough.
- Even on a first DUI offense, jail time may be given, especially when there's an accident or a high blood-alcohol level.

2. PUBLIC INTOXICATION. Arrest is automatic for this offense, which covers any behavior in a public place that indicates intoxication, either alcohol or drug induced. The cost of a public intoxication arrest is \$336. Offenders must also attend a drug or alcohol-abuse program and pay the program cost.

3. OPEN BEVERAGE CONTAINERS. It is illegal in Florence to carry an open alcoholic beverage in public, or to drive a car in which there is an open alcoholic beverage. This ordinance includes cups, bottles, and cans, and applies equally to partygoers and patrons of bars. A violation could cost \$236.

4. IMPROPER IDENTIFICATION BY A MINOR (Fake IDs). Improperly identifying yourself can cost you \$336 and possible suspension of your license for 90 days.

5. MINOR IN POSSESSION OF ALCOHOL. If you're under 21 and you are in possession of alcohol, it could cost you at least \$336. If you're over 21, read items 6 and 7 below.

6. SALE OF ALCOHOL TO MINORS. A first offense can cost \$686; a second offense could include jail time plus a fine.

7. ADULT ALLOWING MINORS TO CONSUME OR POSSESS ALCOHOL AT AN OPEN HOUSE PARTY. If cited for this offense, you must appear in court and can be fined up to \$661.

8. DOMESTIC VIOLENCE III. Including members of the same household or a dating relationship, this offense typically results in the arrest of one or both of the parties involved and requires a mandatory court appearance.

### **Drug Use Policy**

All HCU faculty, staff, and students are expected to comply with applicable local, state and federal laws regarding the possession, use or sale of drugs, whether on or off-campus, and are expected to comply with all University regulations regarding drug possession or use. No HCU student is permitted to purchase, possess, or use illegal narcotics, depressants, stimulants, hallucinogens, solvents or drug paraphernalia. Prescription drugs are for the exclusive use of the person for whom the physician prescribed the medication. Penalties for drug violations are suspension for one semester for the first violation, and expulsion for the second violation.

### **Parental Notification**

A Family Educational Rights and Privacy Act (FERPA) amendment adopted in the fall of 1998 permits colleges and universities to inform the family of a student under age 21 when their student has been found in violation of university alcohol and drug policies and/or in the case of a health or safety emergency. Heritage Christian University's Student Conduct procedures include parental notification once a student under the age of 21 has been found in violation of an alcohol or illegal drug policy.

### **Weapons Policy**

In order to protect lives and property from accidental or deliberate harm, the use or possession of firearms (including BB guns, pellet guns, and/or other projectile devices), weapons, ammunition, and explosives on campus is prohibited.

### **Sexual Assault**

Sexual violence includes sexual assault, sexual battery and sexual coercion. All such acts are forms of sexual harassment and covered under Title IX. Members of the Heritage Christian

University community have the right to work and learn in an environment that is free from verbal or physical sexual conduct that might create a climate that is hostile, intimidating, or offensive. Sexual harassment in all forms, whether verbal, visual, or physical, is in violation of the professional ethics expected of HCU employees (see *Administrative/Staff Handbook* p. 10–11) and the Student Code of Conduct (see p. 7 of the *Student Handbook*). Questions regarding HCU’s policy regarding sexual discrimination and/or harassment and how to file a grievance should be directed to the Title IX Coordinator, Mechelle Thompson, who will provide information immediately upon request.

### **What to Do if You Have Been Sexually Assaulted**

1. Get to a safe place away from your attacker. Contact someone you trust – a friend, relative, or police officer to meet you.
2. Seek medical attention at the closest medical facility or E.R.
3. Preserve the evidence. If you have already changed clothes, place your clothing and other items (sheets, blankets) in a paper (not plastic) bag. Avoid drinking, bathing, showering, brushing your teeth, etc. before evidence is collected. Write down or have a friend write down everything you can remember about the incident. You don’t have to decide if you want to prosecute right away, but preserving the evidence helps if you decide to prosecute at a later date.
4. Report the incident by calling law enforcement.
  - a. Emergency Assistance 911
  - b. Florence Police Department 256-760-6500
5. Talk about the incident. Remember that being a victim of sexual assault is not your fault. You are not responsible for the actions of others, and you did not cause someone to decide to hurt you. Talking with supportive people may help you regain a feeling of control and help you feel less alone.

### **Resources for Support**

National Resource Center on Domestic Violence Hotline: 800-799-SAFE

National Sexual Violence Resource Center <http://www.nsvrc.org>

Shoals Crisis Center (Rape Response) <http://www.shoalscrisiscenter.org/ser>

Personal, confidential counseling is provided on campus by Dr. Bill Bagents or Dr. Rosemary Snodgrass. Phone 256-766-6610 to set up an appointment.

## **Campus Security Crime Prevention and Safety Programs**

### *Security Camera Surveillance*

Surveillance cameras are installed across campus to provide additional security coverage in parking lots, facilities, and traffic areas. Security cameras are monitored by several individuals across campus to include, but not limited to, the President, a Vice President, the Director of Campus Security, and the Dean of Students.

### *Directed Patrols*

Special patrols by the Florence Police Department are directed on campus as necessary.

### *Security Escort Service*

Campus security will escort individuals to their destination on campus. If this service is needed, please call the Director of Campus Security or the Dean of Students well enough in advance to ensure a security officer is available at that time.

### *Sex Offender Search*

The Director of Campus Security can search the name of any individual you suspect of being a sex offender. If you wish, you may search the Alabama Sex Offender Registry yourself at:

<http://dps.alabama.gov/Home/wfContent.aspx?ID=20&PLH1=plhAlerts-SexOffenders>

## **Missing Student Notification**

Each student living on campus, age 18 and over, has the option to identify contact person(s) to be notified if the student is determined missing (within 24 hours of officially missing). However, if a student has registered confidentially, choosing not to disclose any personal information to anyone, this notification option is not available.

Parents or guardians of any student living on campus, under age 18 and not emancipated, must be notified if the student is determined missing (within 24 hours of officially missing).

Local police will be notified if any student living on campus is determined missing (within 24 hours of officially missing).

University personnel, including Director of Campus Security, the Dean of Students, Campus Life Assistants, Vice President of Academic Affairs, and Vice President of Operations, will be notified if any student living on campus is determined missing (within 24 hours of officially missing).

## Crime Statistics

Crime	University Property On Campus			Student Housing			Public Property Bordering Campus		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offences - Forcible	0	0	0	0	0	0	0	0	0
Sex Offences – Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Arrests</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

## Hate Crimes

There were zero hate crimes reported in 2016–2018.

## Fire Safety Policies in On-Campus Student Housing

The Department of Student Affairs has fire safety policies in place that give clear directions to students living in on-campus housing. These policies include the prohibition of the following in on-campus housing:

- Open fires (including candles and incense)
- Interfering with any wiring or electrical equipment
- Explosives and fireworks

There were zero fires reported in on-campus, active, student housing facilities in 2016–2018.

**HERITAGE CHRISTIAN UNIVERSITY**  
**Weapons and Firearms Policy**  
**Adopted 11/15/2018**

**Purpose**

This policy governs the possession and use of firearms, ammunition, and other weapons at Heritage Christian University. It is applicable to all staff, faculty, students, and visitors.

**Policy Statement**

No firearms, ammunition, or weapons are allowed in buildings or other facilities of Heritage Christian University at any time. A gun permit does not authorize a staff member, faculty member, student, or visitor to bring firearms into University buildings or into other facilities. HCU prohibits the possession and use of firearms, ammunition and other weapons on University property. This policy applies to all employees (faculty and staff), contractors, students, and visitors. Exception is made for police officers, civil law enforcement officers, for any private security in the employ of the University, and for any persons officially authorized by the Director of Campus Security.

The University complies with and shall encourage and support the enforcement of all applicable local, state, and federal laws and regulations relative to this policy and necessary for its enforcement.

**Responsibilities for Enforcement**

As with any Heritage Christian University policy, the directors or administrative heads of each department are responsible for enforcing this policy as it relates to employees, including faculty. The Dean of Students is responsible for enforcing the policy as it relates to students. The HCU Office of Campus Security is responsible for enforcing the policy as it relates to contractors and visitors to the campus.

It is recognized that under certain circumstances enforcement of this policy may result in a volatile or dangerous situation or encounter. Therefore, the procedures listed below are included as a guide for handling enforcement of this policy.

Questions concerning enforcement of the policy in volatile or dangerous situations or encounters should be directed to the Office of Campus Security. Any questions concerning the administrative procedures for enforcing this policy should be directed to one's supervisor, as appropriate.

## **Procedures for Enforcement**

1. This policy will be published in staff, faculty, and student handbooks of the University. Until such time those handbooks sufficiently incorporate the provisions of this policy, any stipulations in those handbooks which are contrary to the provisions of this policy are superseded by the wording of this policy.
2. Signs indicating that firearms are not allowed in HCU buildings may be placed in campus locations as deemed appropriate. However, signage is not required for this policy to be binding.
3. Persons who enter HCU buildings, or other facilities in possession of firearms, ammunition, or dangerous weapons should be made aware of this policy and must leave the premises immediately. They may return without the firearm, ammunition, or weapon.
4. Visitors to the campus who violate this policy and who refuse to leave the premises with their firearms, ammunition, or weapons are to be escorted from the premises by Florence Police. Staff members, faculty members, or students who violate this policy are to be disciplined and are required to turn over the firearms, ammunition, or weapons to the Director of Campus Security. If they refuse to do so, they are to be escorted from the premises by the Florence Police.

## **Corrective Action for Employees**

A violation of this policy by employees, including faculty, will result in corrective action up to and including termination.

As indicated above, enforcement of this policy may result in a volatile or dangerous situation or encounter in which case the Florence Police should be summoned. Once the immediate situation has been handled, violations of this policy by students should be reported to Student Affairs and to the Director of Campus Security.

It should be reported in the same manner in which other instances of nonacademic misconduct are reported and handled.

## **Procedures for Firearms on Campus**

Firearms Prohibited on Campus: Heritage Christian University prohibits firearms on campus.

The following information will guide you on dealing with firearm situations that may arise. Keeping in mind that every situation cannot be addressed, this is an outline/guide for the areas that can be used to cover as many situations as possible. Regardless of the situation your safety and that of students, staff and faculty should always be at the forefront of your approach and

actions. If you are concerned about a particular interaction call 911 and seek police assistance and/or notify the Director of Campus Security immediately.

Caution and common sense should be used when confronting someone who is suspected to be in violation of this policy. In the State of Alabama, individuals may legally carry a concealed weapon. It should not be assumed that everyone who is suspected of carrying a concealed weapon has the intent to do harm. It should also not be assumed that an individual suspected of carrying a concealed weapon has no intent of doing harm. Common sense and caution should dictate behavior when interacting with someone who is suspected or known to be in violation of this policy.

- I. **Non-students on property not their own:** The individual in question will be advised that the University is a firearms free campus. The individual will be asked to leave the premises immediately. If the individual refuses to comply with the request to leave the premises, call the Florence Police Department and notify the Director of Campus Security. Request that the Florence Police department remove the individual and inform them that they are baned from campus, and any attempt to return will be trespassing. This means that they cannot return to Heritage Christian University until the Director of Campus Security has removed the ban. Any attempt to return will result in arrest.
- II. **Students:** Students at HCU have always been prohibited from having any type of weapon on campus. This provision remains in effect. No student is allowed to have a firearm, concealed or otherwise, anywhere on campus or properties operated by the University. Students are not allowed to have a firearm in their vehicles on campus. If you come in contact with a student who has a weapon in his/her possessions, advise the student that the University is a firearms free campus.
  - a. Give the student an opportunity to leave the premises and inform them that they are not to return with the firearm or weapon.
  - b. If they cannot leave to secure the firearm off campus, the student can be given an opportunity to sign a release that the Director of Campus Security will safe keep the firearm until they have an opportunity to leave campus with the weapon.
  - c. If they will not cooperate with your directions, call the Florence Police Department and notify the Director of Campus Security. Request that the Florence Police Department remove the individual, inform them that they are banned from campus and that any attempt to return will be trespassing. This means that they cannot return to Heritage Christian University until the Director of Campus Security has removed the ban. Any attempt to return will result in arrest.
- III. **Employees of the University:** The firearms free campus includes all employees/contractors alike. At this time, Heritage Christian University does not restrict or prohibit the transportation or storage of a lawfully possessed firearm or ammunition in an employee's privately-owned motor vehicle while parked or operated in a public or private parking area of the University if the employee satisfies all of the following:

- a. The employee either:
  - i. Has a valid concealed weapon permit; or
  - ii. If the weapon is any firearm legal for use for hunting in Alabama other than a pistol:
    1. The employee possesses a valid Alabama hunting license;
    2. The weapon is unloaded at all times on the property;
    3. It is during a season in which hunting is permitted by Alabama law or regulation;
- b. The motor vehicle is operated or parked in a location where it is otherwise permitted to be.
- c. The firearm is either of the following:
  - i. In a motor vehicle attended by the employee, kept from ordinary observation within the person's motor vehicle.
  - ii. In a motor vehicle unattended by the employee, kept from ordinary observation and locked within a compartment, container, or in the interior of the person's privately owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.
  - iii. If the University believes that an employee presents a risk of harm to himself/herself or to others, the University may inquire as to whether the employee possesses a firearm in his or her private motor vehicle. If the employee does possess a firearm in his or her private motor vehicle on the property of the University, the University may make any inquiry necessary to establish that the employee is in compliance with all subsections above.

### **University buildings/events:**

No firearms will be allowed in any building or at events. The same procedure of warning and trespass for carrying/possession on campus will apply to incidents in buildings and any events.

All incidents require written submissions to the Office of Campus Security. All incidents involving students will be referred to the Dean of Students, and all employee incidents will be sent to the his or her direct supervisor and to the Vice President who is responsible for that department for further action.

Every incident must be reported to the Office of Campus Security. Any disciplinary action or known or suspected violation should be reported to the Director of Campus Security. All questions or concerns should also be made known to the Director of Campus Security.

*Special thanks to  
Dr. Kevin Gillilan  
University of North Alabama Chief of Police*

## Otherwise Authorized Persons

To be authorized as listed above you must meet the following Requirements.

1. Be the President of Heritage Christian University or a Vice President of HCU and:
  - a. Have the legal right to carry a concealed weapon in the state of Alabama.
  - b. Have successfully completed at least 4 hours in training from the Director of Campus Security.
  - c. Have qualified using the NRA handgun *instructor standards* for qualification.
  - d. Requalify on an annual basis.
  - e. Has submitted to a background check.
  
2. Or be a staff or faculty member who:
  - a. Has written approval from the Director of Campus Security.
  - b. Has a legal right to carry a concealed weapon in the state of Alabama.
  - c. Has successfully completed “Handgun 1” class from the Florence Police Department or other approved class at his or her own expense.
  - d. Has successfully completed “Handgun 2” class from the Florence Police Department or other approved class at his or her own expense.
  - e. Has successfully completed a minimum of 4 hours of training from the Director of Campus Security at his or her own expense.
  - f. Has qualified using the NRA handgun instructor standards for qualification at his or her own expense.
  - g. Is approved unanimously by the Administrative Council.
  - h. Requalifies on an annual basis at his or her own expense.
  - i. Has submitted to a background check.
  
3. Or in the event of an eminent violent threat, individuals may be granted temporary permission to carry a weapon by the highest-ranking security officer on campus until the threat is abated.
  - a. The chain of command for Heritage Christian Universities’ Campus Security Department will be as follows;
    - i. Travis Harmon, Director of Campus Security
    - ii. Pat Moon, Vice President of Administration
    - iii. Philip Goad, Vice President of University Advancement
    - iv. Dr. Kirk Brothers, President
    - v. Dr. Bill Bagents, Vice-president of Academic Affairs
    - vi. Dr. Ed Gallagher, Dean of Men
    - vii. Dr Rosemary Snodgrass, Dean of Women