Joseph S. Bruno Auburn Abroad in Italy  
(Ariccia, Italy)  

2015 Auburn University Annual Security and Fire Safety Report

Published September 30, 2016

Department of Public Safety & Security – Auburn University
# TABLE OF CONTENTS

Introduction ............................................................................................................................................................ 1  
Prompt Reporting of a Crime or Emergency .................................................................................................... 2  
Timely Warning of Crimes ...................................................................................................................................5  
Emergency Preparedness ................................................................................................................................... 5  
Emergency Notifications ...................................................................................................................................... 7  
Campus Security and Law Enforcement ........................................................................................................... 9  
Missing Student Policy Statement ...................................................................................................................... 9  
Dangerous Weapons and Firearms Policy ....................................................................................................... 10  
Threat Assessment Team .................................................................................................................................... 10  
Access To and Security of Campus Facilities ................................................................................................... 11  
Crime Prevention and Security Awareness Programs ..................................................................................... 11  
Crime Prevention Tips ........................................................................................................................................ 12  
Sexual Assault, Domestic & Dating Violence, and Stalking ........................................................................... 14  
Drug-Free Campus and Workplace Policy Statement ...................................................................................... 28  
Separate Campuses ........................................................................................................................................... 30  
Clery Act Crime Statistics .................................................................................................................................... 30  
Clery Act Reporting Definitions .......................................................................................................................... 33  
University Risk Management & Safety Staff Responsible for Fire Safety ....................................................... 37  
Fire Statistics ....................................................................................................................................................... 37  
Description of On-Campus Housing and Fire Safety Systems ........................................................................ 37  
Fire Drills .............................................................................................................................................................. 37  
Student Housing Policies on Portable Electrical Appliances, Smoking and Open Flames ......................... 38  
Fire Evacuation Procedures for All Campus Buildings Including Campus Housing .................................... 39  
Fire Safety Education and Training Programs for Students, Faculty and Staff ............................................ 39  
Reporting Fires .................................................................................................................................................... 40  
Plans for Future Improvements in Fire Safety .................................................................................................. 40
INTRODUCTION

The Joseph S. Bruno Auburn Abroad in Italy (“Ariccia”) campus, within the Auburn University College of Human Sciences, provides a semester-long program in Ariccia, Italy for students from Auburn and other U.S. colleges and universities. Students are immersed in Italian history on Auburn’s overseas campus, the grand Palazzo Chigi, a 16th century palace, where they both reside and attend classes. The curriculum combines a mixture of classroom lectures and field trips. The campus has two directors, an executive director who works for Auburn University, and a resident director who works for the university’s Italian affiliate, Interlinea. The executive director manages the program and the resident director manages the facility and compliance with local laws and standards.

This report has been prepared by the Auburn University Department of Public Safety & Security and the Auburn University Department of Risk Management & Safety in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). It includes important information regarding policies on campus safety and related issues, such as crime reporting; emergency procedures and notification; alcohol and drug use; weapons; sexual violence and relationship violence; fire safety in on-campus residential facilities; and other safety and security topics. The report also includes crime statistics for the previous three calendar years covering crimes reported to have occurred within the university’s Clery geography (on campus; in certain off-campus buildings and property owned or controlled by the university and used by students; and on public property within or immediately adjacent to and accessible from the campus) and fire statistics for the previous three calendar years covering fires occurring in on-campus residential facilities.

Campus crime, arrest and referral statistics contained in this report include those reported to the City of Auburn Police Division, other law enforcement agencies, the Auburn University Department of Public Safety & Security, and designated “campus security authorities” as defined under the Clery Act (including, but not limited to Residence Life, Student Conduct, Athletics, and the Title IX Coordinator), and are compiled by the Auburn University Department of Public Safety & Security. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Statistics are provided for crimes specified under the Clery Act as referenced in the Crime Statistics section of this report.

This report is published by October 1 each year and is available by selecting the appropriate link at www.auburn.edu/campussafety. Hard copies may be obtained at the Auburn University Department of Public Safety & Security located at 543 West Magnolia Avenue, Auburn. In addition to this report, a daily crime log and fire log are maintained, which are available for review at this location. The logs are also available online at www.auburn.edu/safety.

Auburn University is an equal opportunity educational institution/employer and operates without regard to race, sex, color, age, religion, national origin, disability or veteran status. As a matter of policy, Auburn University prohibits discrimination on the basis of sexual orientation, gender identity, or gender expression in matters regarding academic acceptance, academic performance or dismissal, as well as employment decisions regarding hiring, promotion, and termination.
PROMPT REPORTING OF A CRIME OR EMERGENCY

Ariccia students, faculty, staff, contractors, and visitors are encouraged to follow this procedure for reporting a crime or emergency:

- Immediately and accurately report all crimes and public safety-related incidents to police, fire or medical emergency services at the numbers in the table below.
- Immediately notify one of the following facilitators who can assist with interpretation and coordination with emergency services:
  1. Cinzia Bracalente
  2. Roberta Londi
  3. Maurizio Antonini
- Notify the executive director, Dr. Linda Ruth, or designee.

Students are provided cards with these emergency contact numbers when they arrive for the Ariccia program, and are encouraged to keep the cards with them at all times. Individuals are encouraged to report a crime when the victim elects not to or is unable to make such a report. When calling for emergency services, the operator will most likely not speak English. To ensure help is sent to campus, continually repeat “Palazzo Chigi, Ariccia.” Callers should also be prepared with as much of the following information as possible, which can be shared with emergency responders through one of the facilitators listed above:

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

For any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of the campus community, the Ariccia executive director will initiate emergency notification to members of the campus community where appropriate. For serious crimes and emergency situations, the executive director will also immediately notify the Auburn University Department of Public Safety & Security on-call emergency coordinator at 334-750-9795. Crimes reported to the Auburn University Department of Public Safety & Security will be assessed for timely warning notification and potential inclusion in the annual statistical disclosure.

In addition to crimes, all suspicious activity should be reported to the police. Examples of suspicious activity include a person with a weapon; dangerous actions or comments; someone acting unusual, out of place, or loitering; and someone accessing unauthorized areas.

CALL ANY OF THE FOLLOWING TO SUMMON EMERGENCY SERVICES 24 HOURS A DAY

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICE</td>
<td>Dial 113</td>
</tr>
<tr>
<td>FIRE EMERGENCY</td>
<td>Dial 115</td>
</tr>
<tr>
<td>MEDICAL EMERGENCY</td>
<td>Dial 118</td>
</tr>
</tbody>
</table>
When emergency services are summoned by dialing the number for police, fire or emergency medical services above, the appropriate emergency service personnel will be dispatched to assist as appropriate. All reported crimes will be investigated by the responding agency, generally Polizia di Stato in Albano Laziale, and may become a matter of public record. The Auburn University Department of Public Safety & Security requests information about crimes occurring on Ariccia’s Clery geography from the Polizia di Stato in Albano Laziale.

Certain details from these reports may be shared with the Division of Student Affairs for review and referral to the Office of Student Conduct for potential action, as appropriate. If sexual assault, domestic/dating violence or stalking is reported, Ariccia staff will offer the victim a wide variety of services, detailed in the section of this report on sexual assault, domestic violence, dating violence and stalking.

Anyone who witnessed or has been a victim of a crime is encouraged to immediately report the incident to the police. The Italian police do not have a confidential or anonymous reporting process available. The Ariccia campus does ask students to complete a mid-term and final program evaluation, on which crimes may be reported anonymously.
The Clery Act requires Auburn University to include in our annual crime statistics disclosure all reported crimes that fall into one of the Clery reportable crime categories and occur on our Clery geography. (See the section of this report on Clery Act reporting definitions for more information about Clery reportable crime categories and geography.) Confidential reports for inclusion in the annual disclosure of crime statistics, and for assessment for a timely warning notice, generally can be made to those campus security authorities who are not members of the City of Auburn Police Division; however, if a violation of the Title IX Policy is reported, or if there is a potential for a serious or ongoing threat to the campus community, some information may be required to be shared with certain campus administrators. In all cases, every effort will be made to maintain the confidentiality of crime victims to the extent possible. Individuals are always encouraged to report incidents to the police so they can be properly investigated.

**Campus Security Authorities**

Campus security authorities are defined by the Clery Act as City of Auburn Police Division officers, Auburn University Department of Public Safety & Security personnel, other individuals who have responsibility for campus security but who do not work for the Department of Public Safety & Security (including contracted security providers), or officials who have significant responsibility for student and campus activities. The Auburn University Department of Public Safety & Security maintains a list of all campus security authorities and the training they receive.

The Auburn University Department of Public Safety & Security collects crime reports from the identified campus security authorities, which typically include (but are not limited to) certain staff from the following units: Auburn University Public Safety & Security, Auburn Police Division, Parking Services, Residence Life, Office of Health Promotion and Wellness Services, Office of Student Conduct, Athletics (directors/ coaches/ assistant coaches), Greek Life advisors, Student Involvement, Student Center, advisors to student organizations, Title IX coordinators and investigators, First Year Experience staff, Campus Recreation staff, and International Programs coordinators. Campus security authorities are asked to promptly notify the Department of Public Safety & Security of all crimes reported to them through the crime reporting form available at www.auburn.edu/safety. Each of these reports is reviewed by Department of Public Safety & Security personnel to assess whether it meets reporting requirements under the Clery Act (including timely warning notification) and to avoid duplicate reporting where possible.

**Campus Counselors and Confidential Reporting**

Campus “pastoral counselors” and “professional counselors,” when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. Counselors are defined as:

**Pastoral Counselor:** An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. Auburn University does not have any pastoral counselors.

**Professional Counselor:** A professional counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Auburn University does not have procedures that encourage pastoral and professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual statistical disclosure of crime statistics. The staff of Student Counseling Services, if and when they deem it appropriate, does encourage clients to report crimes to the City of Auburn Police Division.
TIMELY WARNING OF CRIMES

The Auburn University Department of Public Safety & Security will issue timely warning notices (called Public Safety Notices) to members of the Ariccia campus community whenever a crime is reported directly to Auburn University Department of Public Safety and Security, campus security authorities or local law enforcement that is determined by the executive director of Public Safety & Security, or a designee, to represent a serious or ongoing threat to students or employees. Such warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Timely warnings are usually distributed for the following crime classifications when they are determined to pose a serious or ongoing threat to the campus community and they occur on campus; in certain off-campus buildings and property owned or controlled by the university and used by students; and on public property within or immediately adjacent to and accessible from the campus:

- Murder/non-negligent manslaughter;
- Sexual assault (considered on a case-by-case basis depending on the facts of the case, when the incident occurred, when it was reported, and the amount of information known by the Auburn University Department of Public Safety & Security);
- Robbery, involving force or violence (cases involving pick pocketing and purse snatching are classified as larceny in the Uniform Crime Reporting system and will typically not result in the issuance of a crime alert, but will be assessed on a case-by-case basis);
- Aggravated assault (cases involving assaults, such as two students fighting, which results in aggravated injury, will be evaluated on a case-by-case basis to determine if there is an ongoing threat to the campus community);
- Major incidents of arson;
- Other crimes as determined necessary by the executive director of Public Safety & Security or, in the executive director’s absence, an associate director within the Auburn University Department of Public Safety & Security.

Timely warnings will generally be distributed to the campus community via blast e-mail, group texts, and in person via site administrators. The Auburn University Department of Public Safety & Security develops the contents of the messages, initiates distribution of the messages via blast e-mail, and communicates with site administration to initiate group texts and in-person notification.

EMERGENCY PREPAREDNESS

Emergencies can occur at any time, often without warning. Auburn University’s emergency guidelines can help you deal with many emergency situations appropriately. Your judgment often determines whether an incident is an emergency. If in doubt, err on the side of safety. Visit the Auburn University Emergency Management Web page for more information on emergency management: www.auburn.edu/emergency. Emergency guidelines are also available in the Auburn University official mobile app available for download through iTunes and the Google Play store.

What to Do in the Event of a Campus Emergency

If you have an EMERGENCY requiring police, fire or ambulance, DIAL the appropriate emergency services number without delay.

- When you call for emergency services, the operator will most likely not speak English. To ensure help is sent to campus, continually repeat “Palazzo Chigi, Ariccia.”
- Be informed and prepared in advance. Review emergency guidelines and do not wait until an emergency strikes to know what to do.
- Be aware of your surroundings, and report any suspicious activities.
- Know the locations of fire alarm activation buttons (3) and how to evacuate the building if the alarm is set off.
- Know when to seek shelter in the Palace, if there is severe weather.

Questions or suggestions regarding emergency procedures and response on campus should be directed to:

- AU Emergency Management – emergencymanagement@auburn.edu
- AU Executive Director of Public Safety & Security – publicsafety@auburn.edu

**Emergency Response and Evacuation Procedures**

**Emergency Response Procedures**

The Auburn University Department of Public Safety & Security has primary responsibility for emergency management at properties owned or controlled by Auburn University. Auburn University has an *Emergency Operations Plan* in place that defines the organizational structure for response to emergencies of a magnitude that would cause significant disruption to university operations. The plan identifies responsibilities of the Crisis Management Team, which is responsible for managing the operational aspects of the university’s response to an emergency event at any of the university’s properties. The *Management of International Travel Crises* plan outlines additional structure for managing four levels of crisis involving Auburn University programs and travel overseas.

In the event of any crisis situation, including a fire, weather emergency, significant utility disruption, hazardous materials release, or campus violence incident, the appropriate members of the Crisis Management Team may, if needed, assemble to mitigate the consequences, promote the safety of the community, and provide for “continuity of business” for the university’s educational, research and outreach missions.

**Standard Operating Guidelines**

Standard Operating Guidelines (SOGs) provide a more detailed framework for university operations during emergency events. Since all emergencies are unique in nature, these guidelines are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Emergency response guidelines are available from the Department of Public Safety & Security in a variety of formats, including fold out emergency guidelines cards for students (which are provided to all incoming students at student orientation and to others at outreach events and provide general guidelines for various types of emergencies), emergency guidelines folders (which are provided to new employees at new hire orientation and to others at outreach and training events), and hazard-specific guidance on both the Emergency Management Web page (www.auburn.edu/emergency) and in the university’s official mobile app for iOS and Android devices. In the mobile app, users can access emergency guidelines by selecting the “Emergency” menu item.

**Evacuation Procedures**

The senior site administrator present (Ariccia executive director or designee), in coordination with emergency responders, is responsible for initiating any partial or campus-wide evacuations. The Auburn University Department of Public Safety & Security is available 24 hours a day at 334-750-9795 for assistance or consultation as needed.

When deciding whether to conduct an evacuation, consideration will be made for the type of hazard or threat, credibility of the threat, area of campus in danger, and ability to contain the threat to a specified area of campus. Evacuation instructions may vary depending on the nature and timing of the threat, as well as other hazards that may impact the safety of persons evacuating.
Communication of an evacuation order should be facilitated through the senior site administrator present, using in-person notification, group texting, and e-mail. Instructions should include the nature of the incident and directions for the Ariccia campus community, including when the evacuation will begin, how to evacuate, where to go, and how updates will be provided.

The method and direction of the evacuation route during a campus evacuation will depend on the nature and location of the emergency or disaster warranting the evacuation. Once public safety officials and site administrators decide it is safe to return, announcements will be made to return to normal operations.

**Tests of Emergency Procedures**

The Auburn University Department of Public Safety & Security reviews and updates plans and coordinates tests of emergency response and evacuation procedures at least annually, via announced and/or unannounced tests, to evaluate the university’s response. Tests include drills, exercises and follow-through activities to review each test. Emergency response and evacuation procedures are publicized during these tests and documentation of the tests are maintained by the Auburn University Department of Public Safety & Security.

Tests of the components of the emergency notification system listed below are conducted and documented each semester, via announced tests. Performance results are documented.

**EMERGENCY NOTIFICATIONS**

The Polizia di Stato in Albano Laziale have the primary responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document, emergencies on campus. Ariccia campus resources can be requested through the campus’ executive director, and additional university resources can be requested through the Auburn University Department of Public Safety & Security. In addition, the responding public safety agency has the responsibility to determine if the situation does, in fact, pose a threat to the Ariccia campus community and to notify the Ariccia resident director or one of his staff when this determination is made, who will then notify the Ariccia executive director. If a situation poses an immediate threat to the Ariccia campus community, the executive director will immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The Ariccia site administration utilizes different methods of emergency notification depending on the nature of the incident or event requiring notification, as further outlined below.

**Notification Procedure**

Upon confirmation by the responding public safety agency that a significant emergency or dangerous situation poses an immediate threat to the health or safety of members of the Ariccia campus community, the agency making the determination will immediately notify the program’s resident director or one of his staff, who will in turn, notify the executive director. The Ariccia site administration may receive information regarding significant emergencies or dangerous situations from other sources as well, such as campus administrators, other emergency responders and the U. S. Department of State. In such cases, the Ariccia site administration will be responsible for confirming that a significant emergency or dangerous situation poses an immediate threat to the health or safety of the Ariccia campus community. This may be done in consultation with the Auburn University Department of Public Safety & Security and/or emergency responders, if needed.

Upon confirmation of an immediate threat to the safety or health of the Ariccia campus community, the Ariccia executive director, in consultation with the Auburn University Department of Public Safety & Security as necessary, will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of emergency responders (police, fire, or emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
The Ariccia site administration, with support from the Auburn University Department of Public Safety & Security, is charged with coordinating communication of immediate threats to the Ariccia campus community, or to the appropriate segment(s) of the community that may be affected, and will determine the content of the notification using all available information. The content will convey the nature of the threat and immediate actions to be taken by the campus community, or affected segment thereof. The notification will be initiated by the executive director or designee. Campus staff members are instructed that they are responsible for notifying others on the campus without delaying taking protective actions for themselves.

**Notification Components**

Auburn University has several systems in place for communicating information quickly to Ariccia students, faculty, staff, and visitors. The main components that are used for notification to the Ariccia campus are briefly described below.

**Text and E-mail Messaging**

Group texting and e-mail lists are used to notify students, faculty, and staff of critical information and situations affecting campus. These systems make immediate notifications to the Ariccia campus community without delay. Students are set up in the text and e-mail groups upon arrival at the Ariccia campus. Staff and faculty are included in the notification groups as well.

**Building Fire Alarm**

A fire alarm system is in place to notify building occupants of possible fire dangers. The fire alarm has a distinct tone that is not used for any other purposes, and indicates a need to immediately evacuate the building.

**In-Person Notification**

Due to the size of the facility and close proximity of the classroom and on-campus student housing, in-person notification is often a very quick and effective means of communicating with students and employees.

**Additional Notification Methods**

Emergency management personnel are routinely evaluating and adopting new technologies for emergency notification in an effort to most effectively reach members of the campus community during an emergency. Because the campus is small and close-knit, notification systems do not need to be sophisticated to be effective.

Alerts for the Ariccia campus community are developed and distributed to the Ariccia community by the Ariccia executive director or designee.

**Emergency Updates**

Pertinent follow-up information will be disseminated as soon as it is available. For members of the campus community, updates and follow-up messages may be sent via the appropriate communication methods listed above. In addition, for members of the larger community (parents, neighbors, etc.), the Ariccia campus will post information during a significant emergency or dangerous situation on its Web page at [http://www.humsci.auburn.edu/italy/](http://www.humsci.auburn.edu/italy/) (either directly on the page or through a prominent link).
CAMPUS SECURITY AND LAW ENFORCEMENT

The Polizia di Stato in Albano Laziale provides police services, including the investigation of criminal incidents, for the Ariccia campus. Officers conduct investigations, write reports for criminal offenses, and enforce all laws.

The Ariccia campus does not have a campus police or security department, and does not employ security personnel or contract for such services. Local law enforcement personnel may patrol on and near the campus, but not through a written agreement or contract for these services.

Auburn University maintains a good working relationship with local law enforcement agencies, and is assisted by the Italian program facilitator in communication and coordination with law enforcement and other public safety agencies.

Non-Campus Organizations

The Ariccia campus does not have any recognized student organizations. Student organizations are coordinated through the main campus Division of Student Affairs and the College of Human Sciences.

MISSING STUDENT POLICY STATEMENT

The Ariccia campus provides on-campus student housing for students completing the semester-long study abroad program. If a member of the campus community has reason to believe that a student residing in on-campus housing is missing, he or she should immediately notify the Ariccia executive director, who will evaluate the situation and notify local police as appropriate. The local police have primary responsibility for investigating reports of missing students residing in Ariccia on-campus housing and will make an official determination as to whether a student is missing.

Upon investigation, should the Polizia di Stato in Albano Laziale determine that the student is missing, they will promptly notify Ariccia site administration, who will notify the Auburn University Department of Public Safety & Security. Within 24 hours of a determination by police that a student is missing, Auburn University will notify:

- The student’s missing person confidential contact(s), if he or she has registered any;
- The student’s custodial parent or legal guardian, and any other designated contact person, if the missing student is under the age of 19 and is not an emancipated individual.
  - Because the age of adulthood in Alabama is 19, we choose to notify the parent or legal guardian of a missing student who is under the age of 19, which also meets the Clery Act requirement to notify the parent or legal guardian of a missing student under the age of 18.

Auburn University will make reasonable efforts to assist with missing person investigations for all Auburn University students, regardless of whether they reside in on-campus housing.

Identifying Emergency Contacts and Missing Person Confidential Contacts

In addition to registering general emergency contacts, students, faculty, and staff have the option to confidentially identify one or more individuals to be contacted by Auburn University in the event the student, faculty, or staff member is determined to be missing for more than 24 hours. Missing person confidential contact information is only accessible to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation.

In AU Access, on the Campus Life tab, there is a channel titled “My Emergency Contacts” where students, faculty, and staff can register the following:

- AU ALERT contact information. This is how the university notifies students, faculty, and staff of emergencies requiring their immediate action.
General emergency contacts: This is who the university will contact in the event a student, faculty member, or staff member is involved in a serious emergency or crisis.

Missing person confidential contacts: This is who the university will contact if the police determine the student, faculty member, or staff member to be missing.

Students residing in on-campus housing are notified upon arrival at the Ariccia campus of the need to provide missing person confidential contacts.

DANGEROUS WEAPONS AND FIREARMS POLICY

Possession of fireworks, firearms, other weapons, or explosives is prohibited conduct within the Joseph S. Bruno Auburn Abroad in Italy program and its facilities. This is stated in the program’s Code of Conduct policy that each student signs prior to coming to Italy to indicate that they have read and understand. Consequences for possession of these items can lead to removal from the program and premises and may, in addition, result in a decision by Auburn University to impose further sanctions, such as suspension or dismissal from school. Misconduct abroad refers to student actions that, in the judgment of the program executive director and/or Auburn University officials, jeopardize the student's own welfare or that of fellow students and/or the program.

The Auburn University Dangerous Weapons and Firearms Policy, available on the policies Web site at www.auburn.edu/policies, also applies to the Ariccia campus.

THREAT ASSESSMENT TEAM

The Auburn University Threat Assessment Team is in place to advise and make recommendations on incidents involving members of the university community that pose, or may reasonably pose, a threat to the safety and well-being of themselves and/or other members of the university community. This is accomplished through outreach and educational programming, consultation, and appropriate referrals.

Referrals to the Threat Assessment Team

It is the responsibility of the university community to report any situation that could possibly result in a threat to the safety and well-being of other members of the university community. Any member of the university community that may become aware of such a situation can report the matter to the Threat Assessment Team.

It is important to emphasize that reports to the Threat Assessment Team not be made anonymously because of the limitations to investigating without complete information. Please include, at a minimum, your name, phone number and e-mail address.

Threat Assessment Team Contact Information

Phone: 00-1-334-844-5010

E-mail: autat@auburn.edu

Emergency Situations

In cases where a person may pose an immediate risk of violence to self or others, please DIAL 113 for local police.

More information about the Auburn University Threat Assessment Team can be found on their Web page: http://www.auburn.edu/administration/public_safety/threat_assessment.html.
ACCESS TO AND SECURITY OF CAMPUS FACILITIES

The Ariccia campus is not open to the public. Access is restricted to students, faculty and staff, who are given a security code which is used to access the facility. The 5-number code sequence is changed periodically due to security concerns or for other reasons. Students, faculty and staff are notified by the Ariccia executive or resident director whenever the security code is changed. For information about the access protocol, contact the Ariccia executive or resident director.

Access to on-campus student housing is restricted by policy to residents and site administrators. Bedroom doors are equipped with deadbolt locks on the interior and only the executive director and Interlinea staff have access to the keys. As per the policies of the program, guests, parents, and service providers are not allowed into the bedroom areas at any time unless accompanied by the executive director, the teaching assistant, or one of the Interlinea staff that works directly with the program (the resident director, program coordinator, or program facilitator).

The Ariccia executive director lives in Ariccia within a 4-minute walk to/from the campus.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus personnel are encouraged to report malfunctioning lights and other unsafe physical conditions to the Ariccia resident director for correction.

CRIME PREVENTION & SECURITY AWARENESS PROGRAMS

The university offers a variety of informative programs for students and employees dealing with crime prevention, security awareness and campus safety. These programs are available several times a year and upon request by student groups, employees, or individuals. Programs address topics such as security procedures and practices, personal safety, emergency preparedness and response, alcohol and drug abuse awareness, sexual assault, and violence prevention. All programs offered on the main campus are available to members of the Ariccia campus community, for students when they are attending classes at the main campus and for employees through classes offered on site or via teleconference upon request.

During the 2015-2016 academic year, Auburn University Department of Public Safety & Security provided 33 scheduled security awareness and crime prevention programs on the main campus. Other programs were provided upon request by specific groups. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Community members are encouraged to take part in the programs listed below in order to receive important tips and information pertaining to their personal safety. A training schedule for the courses on main campus is available on the Public Safety & Security Web site at http://www.auburn.edu/administration/public_safety/emergency/training_resources.html. The Department of Public Safety & Security will schedule trainings for the Ariccia campus upon request to emergencymanagement@auburn.edu.

For Students

Students participating in the Ariccia program are required to attend a pre-departure safety training that addresses issues such as security awareness, crime prevention, and emergency response. They are encouraged to attend the trainings listed below prior to traveling abroad as well.
Campus Safety and Active Shooter Response Training

This two-hour training program is offered periodically during the year by the Department of Public Safety & Security. It covers general emergency preparedness, crime prevention and security awareness, and guidelines for responding to an active shooter situation.

Rape Aggression Defense (RAD) Class for Women

This 12-hour training program is offered at four different times each semester as a for-credit class (one credit hour) through Physical Education. Students can sign up when they register for classes by selecting PHED2200. This class, taught by Department of Public Safety & Security and local law enforcement personnel, teaches security and safety awareness, risk reduction strategies, and hands-on self-defense techniques. Questions about the class can be sent to aurad@auburn.edu.

For Employees

Employee Emergency Preparedness

This one-hour training program is offered on a regular basis by the Department of Public Safety & Security, generally at least twice per semester, and covers emergency guidelines, crime prevention and security awareness.

Active Shooter Response Training

This two-hour training program is offered on a regular basis by the Department of Public Safety & Security, generally at least twice per semester, and provides an overview of a variety of options available in response to an active shooter situation.

Rape Aggression Defense (RAD) Class for Women

This 12-hour training program is offered by the Department of Public Safety & Security periodically for employees, and teaches security and safety awareness, risk reduction strategies, and hands-on self-defense techniques.

CRIME PREVENTION TIPS

Campus safety is everyone's responsibility. It is important that we all take our personal safety seriously. It is impossible to prevent all crimes and the perpetrator ultimately decides whether to commit a crime. However, there are some actions you can take to reduce your chance of being a victim of crime.

Three Simple Rules for Personal Safety

- Stay alert and tuned in to your surroundings. Be aware and prepared.
- Stand tall and walk confidently; do not show fear.
- Trust your instincts.
  - If you do not feel comfortable in a place or situation, leave.
  - If you see suspicious activity or a person behaving suspiciously, notify the Ariccia executive director, resident director, program facilitator, program coordinator and/or police.

Protecting Your Property

- Don't mark your key chain with your name, address and/or license number. Lost keys can lead to theft. Take care of keys; don't give anyone the chance to duplicate them.
• Engrave all valuable personal property with your name and a unique number known only to you. Keep a detailed list of all valuables and serial numbers. Keep a copy of this list at your permanent residence as a backup. This list may help police recover your belongings. Don’t take valuables overseas.
• Copy all important papers and cards that you carry in your purse or wallet, including your driver’s license. Keep the copies in a safe place. The information will be invaluable if anything is stolen or lost.

Protecting Yourself At Home

• Keep doors and windows locked at all times, even if you are only away for a few minutes. Do not “prop open” doors to the Palace.
• Make sure hallways, entrances, garages, and grounds are well lit. Keep blinds and curtains shut after dark and never dress in front of a window.
• On campus, immediately report lights that are out to the Ariccia executive director.
• Do not open the door to strangers or let them in. If they need assistance and ask to use your phone, make the phone call for them.
• If you are traveling over the weekend, do not state you are away or when you will return on your voice mail recording, e-mail automated reply, or social media networks.
• If you come home and see a broken window or a jimmied door, don’t go inside. Confronting a burglar can be dangerous. Contact the Ariccia executive director, resident director, program facilitator, program coordinator and/or police immediately.

Protecting Yourself Away from Home

• Walk or jog with one or more friends. Avoid jogging after dark. If you must jog at night, stay in well-lit, well-traveled areas and do not go alone.
• Carry a whistle and don’t hesitate to use it to alert others you need help. Vary your pattern frequently.
• Don’t wear ear buds when jogging or biking, or at least leave one ear open so you can hear what’s going on around you. Ear buds and headphones significantly reduce your ability to hear and thus affect your awareness.
• Tell someone where you are going and when you will return.
• Make sure your cell phone is charged before you go out, in case you need to use it to call for help.
• Don’t fight back if your purse or wallet is snatched. Throw it in one direction and run in the other rather than risk personal injury. Call the police immediately at 113.
• Be careful when and where you patronize ATM machines. Accessing ATM cash machines in remote locations, particularly at night, could increase your risk of robbery and personal injury. While you are standing at the machine, keep turning around and scanning for people approaching you or loitering around.
• Avoid working or studying alone in a building other than the campus at night.
• Stand and walk tall with a brisk, purposeful stride. Make brief eye contact with someone who makes you feel uneasy to let them know that you see them and are not afraid, but don’t stare too long or prolong your glance.
• Trust your instincts.

Have a Plan

It is very important for you to have a plan if an attacker tries to steal your bag, attack you from behind, or you get separated from your travel companions. Knowing how you would handle situations if you should ever have to face an attacker could save your life. Always be on your guard, pay attention to your surroundings, trust your instincts and report suspicious activity to the appropriate authorities.

If you have a cell phone, keep it charged and with you at all times so you can call for help if needed.
SEXUAL ASSAULT, DOMESTIC & DATING VIOLENCE, AND STALKING

Auburn University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. Sex-based discrimination includes all forms of sexual misconduct, including sexual or gender-based harassment, sexual assault, domestic violence, dating violence, and stalking. As a result, Auburn University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual or gender-based harassment, sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a university official. In this context, Auburn University prohibits the offenses of sexual or gender-based harassment, sexual assault, domestic violence, dating violence, and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of Auburn University’s Policy on Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence and accompanying procedures and appendices, visit https://aub.ie/tixpolicy. The University’s Title IX Coordinator, Kelley Taylor, can be contacted by calling 334-844-4794, by visiting her campus office at 317 Foy Hall, or by emailing her at taylokg@auburn.edu. The university also has two Deputy Title IX Coordinators, Lady Cox and Meredith Jenkins. Lady Cox can be contacted by calling 334-844-3200, by visiting her campus office at Suite 3248, Student Center, or by emailing her at lady@auburn.edu. Meredith Jenkins can be contacted by calling 334-844-9733, by visiting her campus office at the Auburn Athletics Complex, or by emailing her at heinsml@auburn.edu.

Definitions

There are numerous terms used by Auburn University in our policies and procedures. Some key definitions applicable to sexual assault, domestic violence, dating violence, and stalking are listed below.

Definitions According to Italian Law


“Sexual violence” is committed under the Italian Penal Code whenever a person with force or by threat or abuse of authority forces another person to commit or suffer sexual acts. Neither “rape” nor “sexual assault” is separately defined under the Code.

The Code also recognizes the crime of “violence in family or against children,” which covers all forms of violence perpetrated against a family member or partner.

A person commits “stalking” under the Code through persistent harassing, threatening or persecuting behavior which causes the victim either: (1) to feel anxious or fearful, (2) to fear for his/her own safety or the safety of a family member or person with whom the victim has an emotional relationship, or (3) to change his/her living habits.
Sexual Assault Definition According to the Clery Act

Sexual Assault: “Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is defined as 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.

- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest** is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence Definition According to the Clery Act

Domestic Violence: The term “domestic violence” means felony or misdemeanor crimes of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the Clery Act, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence Definition According to the Clery Act

Dating Violence: The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

For the purposes of this definition:

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of the Clery Act, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
**Stalking Definition According to the Clery Act**

**Stalking:** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the requirements of the Clery Act, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Important Information Regarding Sexual Assault in Italy**

Laws in Italy differ from those in the U.S. The information below is taken directly from the U.S. embassy in Italy's web page: [http://italy.usembassy.gov/acs/emergency/emergency-crime.html](http://italy.usembassy.gov/acs/emergency/emergency-crime.html)

**Special Information for Cases of Sexual Assault and Rape:**

Physical evidence is very important in sexual assault cases, and can deteriorate as time passes. As such, victims should not change clothes, avoid bathing if possible, and have a physical exam at the first opportunity. You should take these steps even if you are unsure about whether to report the crime to police. If you decide to pursue a prosecution at a later time, these steps preserve evidence that will assist the prosecutor. A consular officer or after-hours duty officer from the U.S. Embassy or nearest U.S. Consulate General may be able to accompany victims of sexual assault for the medical exam.

According to Italian law, the definitions of sexual assault and rape overlap and do not differ from region to region. Italian law regards all forms of sexual assault, including date rape, spousal rape, and rape of males, as serious violent crimes. Rape/sexual assault is defined as the act of forcing someone to perform or experience sexual acts by using violence, under threat of injury, or by abusing her/his authority, and is punishable with imprisonment from 5 to 10 years.

You should get medical attention to determine if you have been injured in any way and to discuss treatment and prevention options for pregnancy and sexually transmitted diseases. Emergency contraception, in the form of the ‘morning-after’ pill, is available at all public hospitals in Italy or through any private gynecologist. HIV prophylaxis is also available in Italy. The victim can be accompanied to the hospital by a support person. Emergency medical and forensic exams are paid for by the government of Italy.

If the victim reports the sexual assault or rape to emergency room doctors, they are able to begin collecting forensic evidence. Forensic collection for sexual assault normally involves a pelvic exam, vaginal/penile/anal swabs, head and pubic hair samples, fingernail scrapings, blood samples, and saliva samples. Victims can file rape/sexual assault charges (within six months of the crime’s occurrence) without a medical exam; however, without forensic evidence the case will be more difficult to prosecute.
A list of local English-speaking doctors can be found at:
http://italy.usembassy.gov/acs/professionals/doctors/doctors-main.html

When medical exams and forensic collection are complete, you should file a police report at the local police station. In larger Italian cities, some police stations are staffed with translators as well as police officers trained in working with victims of violent crime. In addition to police investigators, you should also expect to be interviewed by the public prosecutor who will lead the investigation and ultimately bring the case to court.

Rape hotlines are available at the following websites:

http://www.vitadidonna.it/salute/violenza/centri-antiviolenza.html

http://www.telefonorosa.it/

Operators do not necessarily speak English.

**Important Information Regarding Domestic Violence in Italy**

Laws in Italy differ from those in the U.S. The information below is taken directly from the U.S. embassy in Italy’s web page: http://italy.usembassy.gov/acs/emergency/emergency-crime.html

**Special Information for Cases of Domestic Violence:**

Domestic violence is considered a crime in Italy. If domestic violence occurs, the victim should notify local law enforcement authorities, file a police report, and seek medical attention at the nearest public hospital. A protective/restraining order against the perpetrator can be issued by a local judge. If the perpetrator violates the judge’s restraining order, the victim should call the police to intervene. Domestic violence shelters are available throughout Italy and are considered secure. The number of beds and rooms offered may vary from shelter to shelter. To be admitted to a shelter, the victim has to be evaluated by shelter staff. Depending on the circumstances, victims may be accepted on a walk-in basis. At most shelters, children are also admitted.

Although some operators may speak English, it is not the general rule.

Victims can contact the following domestic violence websites for more information.

http://www.telefonorosa.it

http://www.solideadonne.it

http://www.vitadidonna.it/salute/violenza/centri-antiviolenza.html

**Procedures for Reporting a Complaint**

The university has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. Procedures include informing individuals about their right to file or choose not to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance referrals, visa and immigration assistance and other services on and/or off campus; and additional remedies to prevent contact between a complainant1 and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The university will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students should contact Safe Harbor survivor advocates at 00-1-334-844-7233 or safeharbor@auburn.edu, or the Title IX Coordinator at 00-1-334-844-4794 or taylokg@auburn.edu for assistance

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1 This document will use “victim,” “survivor,” “accuser,” and “complainant” interchangeably. The terms “perpetrator,” “respondent,” and “accused party” are also used interchangeably.
with accommodations requests. Employees should contact the Title IX Coordinator at 00-1-334-844-4794 or taylokg@auburn.edu for assistance with accommodations requests.

After an incident of sexual assault, domestic violence and/or dating violence, the survivor should consider seeking medical attention as soon as possible. It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred. This evidence may also be helpful in obtaining a protection order. If survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infection, as appropriate.

Survivors of sexual assault, domestic violence, dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking posts, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the university conduct process/investigation or to police. Although the university strongly encourages all members of its community to report violations of this policy to the police, it is the survivor’s choice whether or not to make such a report and survivors have the right to decline involvement with the police. The Ariccia director and/or program facilitator will assist any survivor with notifying local police if they so desire.

If you have been the victim of sexual assault, domestic violence, dating violence, or stalking, you should report the incident promptly to the Title IX Coordinator, Kelley Taylor, by calling or writing (317 Foy Hall, Auburn, AL 36849 or 00-1-334-844-4794) and the local police (if the victim so desires.) The university will provide resources, on campus and/or off campus, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic violence, dating violence, and stalking; to maintain confidentiality and fairness consistent with applicable legal requirements; and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult.

If a formal complaint of sexual assault, domestic violence, dating violence, or stalking is made to the university through the Title IX Coordinator, below are the procedures that the university will follow, as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report.

**Incident Type Being Reported: Sexual Assault, Domestic Violence, Dating Violence or Stalking**

**Evidentiary Standard:** Preponderance of the evidence

**Procedure Auburn University Will Follow:**

1. Depending on when reported (immediate vs. delayed report), university will refer survivor to medical care resources, if appropriate.
2. University will assess immediate safety needs of survivor and assist survivor with safety planning.
3. University will provide a written resource booklet to survivor outlining important information, including reporting options, resources available, how to preserve evidence, and how to apply for a protection order.
4. University will assist survivor with contacting local police if survivor requests and provide survivor with contact information for local police department.
5. University will provide survivor with referrals to on- and off-campus mental health providers, as requested.
6. University will assess need for and provide interim or long-term protective measures, such as housing changes, changes in class schedules, or a “No Contact” directive between both parties directing survivor and accused party not to contact each other.
7. University will provide a “No Trespass” directive to accused party through the Department of Public Safety & Security, banning the accused from university property and/or events, if deemed appropriate.

8. University will provide a copy of the Title IX Policy and Procedures for Student Sex Discrimination or the Policy Regarding Prohibited Harassment of Employees to survivor and inform the survivor regarding anticipated timeframes for inquiry, investigation and resolution.

9. University will inform the complainant and accused of the outcome of the investigation, whether or not the accused will be administratively charged, and the outcome of the hearing (if applicable).

10. University will enforce the retaliation prohibition and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

**Assistance for Survivors: Rights & Options**

Regardless of whether a survivor elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist survivors of sexual assault, domestic violence, dating violence, and stalking and will provide each survivor with a written explanation of their rights and options.

**Safe Harbor – Advocates for Sexual Assault Survivors**

Auburn University strives to foster a community free of sexual assault and interpersonal violence. Sexual assault or intimate partner violence can have a profound impact on one’s personal and academic life. If sexual assault or an act of interpersonal violence occurs, the university strongly encourages individuals to take action in whatever appropriate way that they see fit.

For many individuals, Safe Harbor can be the most beneficial first point of contact. Safe Harbor has trained survivor advocates who have the ability to connect survivors with a variety of available resources. Through Safe Harbor, university personnel will assist survivors in evaluating options and identifying resources to help with immediate and long-term recovery.

Services are available 24 hours a day, 7 days a week for students and employees. To contact Safe Harbor, please call 00-1-334-844-7233 (SAFE).

**Protection Orders**

If a student or employee at the Ariccia campus obtains a protective/restraining order from an Italian judge:

- Remember that a protection order is a piece of paper that must be respected by the stalker/abuser to be effective. After it has been served, if you feel you are in danger, or if the abuser/stalker does not comply with it, call the police immediately (113).
- When you get your copy of the order, make sure it says exactly what you want. If there are errors, ask for help getting it corrected.
- Keep a copy with you at all times. This is important if the abuser/stalker violates the order and you must call the police or seek help from other authorities.

Auburn University recognizes orders of protection. Any person who obtains a protection order while participating in the Ariccia program should provide a copy to the Ariccia executive director, resident director, program facilitator and program coordinator. The Ariccia executive director may share the protection order with the Auburn University Title IX Coordinator, with your permission.

Personnel from the Auburn University Department of Public Safety & Security can help by phone (334-750-9795) with safety planning if needed. A safety action plan is a plan for public safety personnel and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, where reasonable, but is
not limited to: escorts, providing a temporary cell phone, or making special arrangements for completion of coursework.

**University Protective Actions and Accommodations**

The university may issue an institutional no contact order if deemed appropriate or at the request of the survivor or accused. Upon the survivor’s request and to the extent of the survivor’s cooperation and consent, university offices will work cooperatively to assist the survivor with their health, physical safety, work and academic status, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, working or transportation situations regardless of whether the survivor chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to complete a medical withdraw or make special arrangements for completing coursework in a non-traditional manner. To the extent possible, Auburn University will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

**Confidentiality**

Additionally, personally identifiable information about the survivor will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the survivor. (For example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the survivor, as defined in 42 USC 1395 (a) (20).) Further, the university will maintain as confidential any accommodations or protective measures provided to the survivor to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The university does not publish the names of crime victims nor house identifiable information regarding victims in the public safety department’s daily crime log or online. Victims may request that directory information on file be removed from public sources by request to the Office of Communications & Marketing at 00-1-334-844-9999.

**Resources for Survivors of Sexual Assault, Domestic Violence, Dating Violence & Stalking**

To access the resource booklet, *Resources, Information and Support for Addressing Sexual Misconduct*, go to [http://www.auburn.edu/administration/aaeeo/docs/SexualAssaultResources.pdf](http://www.auburn.edu/administration/aaeeo/docs/SexualAssaultResources.pdf).

### MAIN CAMPUS RESOURCES (available to Ariccia students & employees)

<table>
<thead>
<tr>
<th><strong>Safe Harbor</strong></th>
<th>00-1-334-844-7233</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, 24 hours a day</td>
<td>E-mail: <a href="mailto:safeharbor@auburn.edu">safeharbor@auburn.edu</a></td>
</tr>
<tr>
<td>Information on a full range of services available, including medical care, law enforcement, student conduct, Title IX, counseling, accommodations requests</td>
<td><a href="http://www.auburn.edu/safeharbor">www.auburn.edu/safeharbor</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Title IX Coordinator</strong></th>
<th>00-1-334-844-4794</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receives official complaints of sexual misconduct and assists with reasonable accommodations for survivors</td>
<td>E-mail: <a href="mailto:taylorkg@auburn.edu">taylorkg@auburn.edu</a></td>
</tr>
<tr>
<td><a href="http://www.auburn.edu/aaeeo">http://www.auburn.edu/aaeeo</a></td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>Office of International Programs</strong></th>
<th>00-1-334-844-5001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa and immigration assistance and assistance for students on Auburn Abroad programs</td>
<td>E-mail: <a href="mailto:auab@auburn.edu">auab@auburn.edu</a></td>
</tr>
</tbody>
</table>
ARICCIA & NEARBY COMMUNITY RESOURCES

<table>
<thead>
<tr>
<th>United Healthcare Global</th>
<th>International travel emergency assistance services</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-1-410-453-6330</td>
<td></td>
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<table>
<thead>
<tr>
<th>Sexual Assault Support and Help for Americans Abroad</th>
<th>Advocacy services for survivors of sexual assault</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-1-866-879-6636</td>
<td><a href="http://sashaa.org/">http://sashaa.org/</a> (A program of the Americans Overseas Domestic Violence Crisis Center)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Americans Overseas Domestic Violence Crisis Center</th>
<th>Advocacy services for survivors of domestic/dating violence and stalking</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-1-866-879-6636</td>
<td><a href="http://www.866uswomen.org">www.866uswomen.org</a></td>
</tr>
</tbody>
</table>

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- [http://www.rainn.org](http://www.rainn.org) - Rape, Abuse and Incest National Network
- [http://www.ovw.usdoj.gov/sexassault.htm](http://www.ovw.usdoj.gov/sexassault.htm) - Department of Justice
- [http://www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html) - Department of Education, Office of Civil Rights

**How to be an Active Bystander**

Auburn University does not tolerate power-based personal violence, and everyone has a role in preventing it. Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the events that could lead to violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders may not always know what to do even when they want to help. Below is a list of some ways to be an active bystander. For further information regarding bystander intervention, contact the Division of Student Affairs Office of Health Promotion & Wellness Services at [hpws@auburn.edu](mailto:hpws@auburn.edu).

- If you or someone else is in immediate danger, dial police at 113. This may include when a person is being physically abusive towards another, or the conflict seems to be escalating, and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

**Risk Reduction**

With no intent to blame victims and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)):

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
• Don't allow yourself to be isolated with someone you don’t trust or someone you don’t know.
• Avoid using ear buds or headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
• When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
• Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, notify the Ariccia executive director, resident director, program facilitator program coordinator or police.
• Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
• Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
• Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
• If you suspect you or a friend has been drugged, contact the Ariccia executive director, resident director, program facilitator, or program coordinator immediately for assistance.
• If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  o Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  o Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  o Have a code word with your friends or family so you can let them know you are in an uncomfortable situation without alerting the person who is making you uncomfortable. Your friends or family can then come to get you or make up an excuse for you to leave.
  o Lie. If you don’t want to hurt the person’s feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
• Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
• If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
Adjudication of Policy Violations

Whether or not criminal charges are filed, a person may file a complaint under the university’s Policy on Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence, alleging that a student or employee was subject to misconduct under the university’s policy.

Applicable Policy: Policy on Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence (https://aub.ie/tixpolicy)

Decision-Making Process: Preponderance of the evidence standard

Anticipated Timeline for Resolution: Approximately 60 days (30 days for alternative resolution)

Resolution Options: Alternative resolution (if available) or formal resolution

Major Steps in Policy:

1. The Title IX Coordinator conducts an Initial assessment of the report, including discussion with the complainant about health and safety concerns, options, and resources.
2. Resources and protective or remedial measures are provided, as appropriate and requested.
3. If the complainant wishes to pursue disciplinary action, or if the Title IX Coordinator determines that the university’s obligations to the health and safety of the complainant and other members of the university community require that disciplinary action be pursued, alternative or formal resolution is pursued, based on the nature of the report and input from the complainant. Alternative resolution can only be pursued if both parties agree, and is not an option in sexual assault cases.
4. The following steps are completed for a formal resolution:
   a. Investigation;
   b. Preliminary investigation report;
   c. Review and response period;
   d. Notice of responsibility or non-responsibility;
   e. Impact or mitigation statements;
   f. Final investigation report;
   g. Notice of outcomes to both parties;
   h. Appeal process; and
   i. Final outcome letter.

Reports of all sexual assault, domestic violence, dating violence, and stalking made to Auburn University Department of Public Safety & Security will automatically be referred to the Title IX Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges. The complainant may choose not to participate in the investigation, which may limit the ability of the university to eliminate or address the conduct. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university’s ability to respond to the complaint may be limited.

The university disciplinary process is consistent with the university’s policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct is completed within 60 days of the report; however, the proceedings timeframe allows for extensions for good cause, with notice to the accuser and the accused of the delay and the reason for the delay. The Title IX coordinator, deputy Title IX coordinators, and investigators are trained annually on the issues related to sexual assault, domestic violence, dating violence, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the survivor and promotes accountability.

University policy provides the following expectations for complainants and respondents:

- Prompt and equitable resolution of allegations of violations of the Policy on Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence;
• Privacy in accordance with university policy and any legal requirements;
• Reasonably available interim remedial measures
• Freedom from Retaliation for making a good faith report of Prohibited Conduct or participating in any proceeding under the Policy;
• The responsibility to refrain from Retaliation directed against any person for making a good faith report of Prohibited Conduct or participating in any proceeding under the Policy;
• The responsibility to provide truthful information in connection with any report, investigation, or resolution of Prohibited Conduct under the Policy or these Procedures;
• Timely notice of any meeting or proceeding at which the party’s presence is expected under these Procedures;
• The opportunity to have an advisor of choice, including the right to have that advisor attend any meeting or proceeding at which the party’s presence is expected under these Procedures;
• Written notice of an investigation, including notice of potential Policy violations and the nature of the alleged Prohibited Conduct;
• The opportunity to challenge the Investigator or any decision maker for actual bias or conflict of interest;
• The opportunity to offer or present information and identify witnesses during an investigation;
• Timely and equal access to any information that will be used during Alternative or Formal Resolution proceedings and related meetings;
• The opportunity to be heard prior to the final determination of a Policy violation and the imposition of any sanction(s);
• Reasonable time to prepare any response allowed by these Procedures;
• Written notice of any extension of timeframes for good cause, and the reason for the extension;
• Written notice of the outcome of any Formal Resolution proceedings, including the determination of a Policy violation, imposition of any sanction(s), and the rationale for each;
• The opportunity to appeal the decision of the Investigator on the bases of procedural error that materially impacted the outcome; lack of sufficient evidence to support the Investigator’s finding(s) by a Preponderance of the Evidence; sanction(s) grossly disproportionate to the violations committed, considering relevant aggravating and/or mitigating factors; or substantial new evidence that was not previously available, but that would materially impact the outcome.

Confidentiality

The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Where the Title IX Coordinator has determined that the university must proceed with an investigation despite a Complainant’s request that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken, the Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, actions that may be required as part of the University’s investigation typically involve speaking with the Respondent and others who may have relevant information, in which case the Complainant’s identity may have to be disclosed. In such cases, the Title IX Coordinator will notify the Complainant that the University intends to proceed with an investigation, but that the Complainant is not required to participate in the investigation or in any other actions undertaken by the University.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Policy on Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions including those listed below may be imposed upon those determined to have violated this policy. Sexual assault, domestic violence, dating violence, stalking, and harassment are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.
Possible sanctions for students found responsible for violating the policy include admonition, warning notice, reprimand, disciplinary probation, restitution, suspension held in abeyance, suspension, expulsion, and no trespass order.

Possible sanctions for employees found responsible for violating the policy include informal and formal counseling, written reprimand, written final reprimand, suspension with or without pay, demotion, transfer of position, removal of administrative appointment, recommended initiation of tenured faculty dismissal process, performance improvement plan required education/training, loss of annual pay increase, loss of supervisory responsibility, termination of employment, and no trespass order.

Possible sanctions for third parties found responsible for violating the policy include termination of relationship with the university, withdrawal of privileges of being on university premises, and no trespass order.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a university order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Auburn University.

The university will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### Registered Sex Offender Search Sites

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student.

In Italy, there is no sex offender registration requirement.

### Education and Prevention Programs

The university engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, domestic violence, dating violence, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identify sexual assault, domestic violence, dating violence, and stalking as prohibited conduct;
- Define what behavior constitutes sexual assault, domestic violence, dating violence, and stalking using definitions provided both by the Department of Education as well as state law;
- Define what behavior and actions constitute a lack of consent to sexual activity in the state of Alabama;
• Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

• Include information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;

• Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The university has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; conducting events throughout the year to include presentations to specific groups, such as Athletics, Greek Life, and student organizations; BeWell Hut peer-to-peer education activities; concourse outreach events; and targeted events during certain months of the year such as Domestic Violence Awareness Month and Sexual Assault Awareness Month.

Each year, prior to matriculation, all students are asked to take an education and awareness program called Haven, which educates students about consent, sexual misconduct, and the importance of being an active bystander in preventing sexual misconduct. The Green Dot We.Auburn bystander intervention education program engages faculty, staff and students as leaders for intervention around power-based interpersonal violence with the goal of reducing sexual violence, relationship violence and stalking. The program engages all communities at the University for a unified prevention effort. A Green Dot is a moment in time when words, choices and behaviors communicate intolerance of violence. Training and social media focus on giving campus community members tools to intervene, as well as building a culture around the premises that (1) violence will not be tolerated, and (2) everyone has a role in preventing violence.

Students participating in Auburn Abroad programs attend a pre-departure session that addresses sexual assault, domestic/dating violence, and stalking prevention and response.
The following **primary prevention and awareness programs** were offered for all incoming students in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Frequency</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiger Tables Resource Fair</td>
<td>Multiple during Camp War Eagle</td>
<td>SA, S</td>
</tr>
<tr>
<td>What Does It Mean to Live the Creed?</td>
<td>Multiple during Camp War Eagle</td>
<td>DoV, DaV, SA</td>
</tr>
<tr>
<td>Safety &amp; Health for Incoming Students – Parent Session</td>
<td>Multiple during Camp War Eagle</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>AlcoholEdu &amp; Haven for FYS Students</td>
<td>Multiple in summer</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Graduate School Convocation</td>
<td>Annually in summer</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>

- DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The following **primary prevention and awareness programs** were offered for new employees in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Frequency</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee Orientation</td>
<td>Bi-weekly, year-round</td>
<td>SA</td>
</tr>
<tr>
<td>Academic Advisor Caucus Presentation on Safe Harbor</td>
<td>Annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Health Fair</td>
<td>Annually in spring</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>New Resident Assistant Orientation</td>
<td>Annually in August</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>New Faculty/GTA Orientation</td>
<td>Annually in August</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>

- DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The following **ongoing awareness and prevention programs** were offered for students in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Frequency</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Harbor Advocate Trainings</td>
<td>Monthly</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>RAD Self-Defense for Women (4 sessions each semester)</td>
<td>Fall &amp; spring semesters</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Health Fair</td>
<td>Spring semester</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month Events</td>
<td>Annually in April</td>
<td>SA</td>
</tr>
<tr>
<td>Study Abroad Pre-Departure Bystander Intervention Video and Discussion</td>
<td>Fall &amp; spring semesters</td>
<td>SA</td>
</tr>
<tr>
<td>Residence Life – RA Training</td>
<td>Summer annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Addressing Sexual Harassment, Sexual Assault and Interpersonal Violence</td>
<td>Summer annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>First Year Seminar Bystander Intervention and Alcohol Risk Reduction Group Motivational Enhancement—50 minute sessions</td>
<td>Multiple (70+ convenings) annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Domestic Violence Awareness Month Events</td>
<td>Annually in October</td>
<td>DoV, DaV, S</td>
</tr>
<tr>
<td>Greek Life Risk Management – Safe Harbor and Bystander Intervention Presentation</td>
<td>Annually in October</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Crisis Counseling Class – Safe Harbor Resource Presentation</td>
<td>Annually in October</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Health Communications Social Media Projects</td>
<td>Annually</td>
<td>SA</td>
</tr>
</tbody>
</table>
DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The following **ongoing awareness and prevention programs** were offered for **employees** in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Frequency</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Harbor Advocate Trainings</td>
<td>Monthly</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month Events</td>
<td>Annually in April</td>
<td>SA</td>
</tr>
<tr>
<td>Preventing Unlawful Harassment</td>
<td>Fall &amp; spring semesters</td>
<td>SA</td>
</tr>
<tr>
<td>Manager’s Guide to Dealing with Discrimination or Harassment</td>
<td>Multiple annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Graduate Student Resident Assistant Clery &amp; Title IX Training</td>
<td>Summer annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>First Year Seminar Instructor Training</td>
<td>Summer annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Resident Assistant Clery &amp; Title IX Training</td>
<td>Summer annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Preventing Sexual Harassment, Assault, and Interpersonal Violence</td>
<td>Fall Annually</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX Training for Student Discipline Committee Members</td>
<td>Fall Multiple</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Domestic Violence Awareness Month Events</td>
<td>Annually in October</td>
<td>DoV, DaV, S</td>
</tr>
<tr>
<td>Addressing Sexual Harassment, Sexual Assault, and Interpersonal Violence on Campus</td>
<td>Multiple in fall</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>

DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

**DRUG-FREE CAMPUS AND WORKPLACE POLICY STATEMENT**

The full *Drug-Free Campus and Workplace Policy* can be found on the university’s policies Web page at [www.auburn.edu/policies](http://www.auburn.edu/policies).

**Standards of Conduct**

The unlawful manufacture, distribution, dispensation, sale, possession, or use of illicit drugs or alcohol by students or employees of Auburn University are prohibited at any time on any university property or at any university activity. No employee will report for work, will work, or be present in the workplace that is impaired by an illegal drug or by alcohol. No student, who is impaired by illegal drugs or alcohol, will attend classes or any other university activity.

Students attending the Ariccia program are required to sign a Housing Policy prior to arrival that outlines acceptable alcohol consumption on the program. This is also discussed during on-campus orientation. Laws governing alcohol consumption are different in Italy than in the U.S. In Italy, it is the norm to drink wine in moderation with meals. As such, students are allowed to have wine in the campus area of the Palace and to drink it in moderate portions. No hard liquor of any kind is allowed in the housing facilities. By the same token, excessive drinking and public intoxication will not be tolerated. Any student who “gets drunk,” either in the housing facilities or in other contexts, will be counseled by the Ariccia executive director and, concurrently, will be given a written warning. As per the program’s Code of Conduct, immediate expulsion from the program may also occur concurrently. Students are also responsible for guests who violate this policy.
Disciplinary Sanctions

The university will impose sanctions (consistent with local, state, and federal law) upon all employees and students who violate these standards of conduct. Such sanctions may include but are not limited to:

- Referral for prosecution;
- Probation, suspension, or expulsion of students;
- Suspension or termination of employees.

Education and Treatment Programs

The university has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including information/education resources, self-help resources, and professional treatment. Educational and treatment programs are available to students and employees of Auburn University, who may be referred back to the main campus for services. Programs include the following:

Employee Assistance Program (EAP): Auburn University’s EAP provides information and referral to employees about a variety of topics, including alcohol and drugs.

Auburn University Medical Clinic (AUMC): AUMC provides students and employees medical evaluation for alcohol and other drug concerns, treatment and/or referral for intensive inpatient or outpatient services, when indicated.

Student Counseling Services (SCS): SCS provides assessment, education, and first-level intervention (individual & group counseling) for students with alcohol and other drug concerns. Referrals are provided for intensive inpatient or outpatient services when indicated. Educational information on alcohol and other drugs is available through SCS. Staff is available to provide campus-wide educational programs upon request. Additional educational resources/links and an online alcohol screening are available at www.auburn.edu/scs. Click on the "Mental Health Screening" icon on the home page and then type in keyword “Auburn.”

Auburn University Pharmaceutical Care Center (AUPCC): The AUPCC is located on the second floor of the Harrison School of Pharmacy (HSOP) which is located in the Walker Building on campus. The AUPCC offers the "Pack It Up" tobacco cessation program for employees and students who wish to stop smoking or stop using smokeless tobacco products. This individualized service is provided by pharmacy faculty, post-doctoral pharmacy residents, and senior pharmacy students. Pharmacists meet with each patient one-on-one to evaluate readiness to quit using tobacco and assess whether a medication (such as nicotine replacement therapy, bupropion, varenicline, etc.) might be beneficial. If a prescription product is appropriate, the pharmacist coordinates this care by working with the patient’s physician. Exhaled carbon monoxide levels are monitored to provide feedback for smokers during the quit attempt. Pharmacists provide continued monitoring, assistance, and support.

East Alabama Mental Health Center: Intensive outpatient treatment for substance abuse problems is available through: Opelika Addictions Center and Russell County Addiction Center.

Private Alcohol and Drug Treatment Programs: A number of private programs are operated in proximity to Auburn University, throughout Alabama, and in neighboring states. Those programs are too numerous to list, but information may be obtained from the above referral sources.

Auburn University Health Promotion and Wellness Services (HPWS)

This office is responsible for developing and implementing alcohol and drug prevention programs, such as the Tiger Education and Screening Intervention (TESI) and the Auburn University Recovery Community. TESI is an individual educational intervention program for Auburn University students who have experienced negative consequences or other problems related to alcohol use. TESI is designed to help students make better alcohol-
use decisions and to reduce their risks for alcohol-related harm. The Auburn University Recovery Community provides a supportive environment in which students recovering from addictive disorders can successfully pursue academic, personal, and professional goals to become productive members of society.

For the full Drug Free Schools and Communities Act Policy, including information on how to access these resources, visit https://cws.auburn.edu/shared/content/Files/1146/Drug_free%20campus_2013.pdf.

**SEPARATE CAMPUSES**

Auburn University has identified 11 separate campuses, listed below. For the purpose of Clery requirements, a location is a separate campus if it meets all of the following criteria:

- The University owns or controls the site;
- It is not reasonably geographically contiguous with the main campus;
- It has an organized program of study; and
- There is at least one person on site acting in an administrative capacity.

The following locations have been determined to be **separate campuses without on-campus student housing**. A separate Annual Security Report has been prepared for each.

- Auburn University Regional Airport – Auburn, AL
- National Center for Asphalt Technology – Auburn, AL
- E.W. Shell Fisheries Center, North – Auburn, AL
- The Harrison School of Pharmacy, Mobile Campus – Mobile, AL
- The Harrison School of Pharmacy, Montgomery Campus – Montgomery, AL
- The Center for Architecture and Urban Studies – Birmingham, AL
- Poultry & Animal Nutrition Center – Auburn, AL

The following locations have been determined to be **separate campuses with on-campus student housing**. A separate Annual Security & Fire Safety Report has been prepared for each.

- Harris Early Learning Center – Birmingham, AL
- Joseph S. Bruno Auburn Abroad in Italy – Ariccia, Italy
- Rural Studio – Newbern, AL
- Solon Dixon Forestry Education Center – Andalusia, AL

The Annual Security Report or Annual Security & Fire Safety Report for each facility can be found at www.auburn.edu/campussafety. Auburn University encourages all current and prospective students and employees to review the report(s) specific to the campus(es) they attend and make themselves familiar with the content.

**CLERY ACT CRIME STATISTICS**

The statistics on the following pages are provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Crime statistics include reports made in good faith which are collected from the Polizia di stato in Albano Laziale, other law enforcement agencies, the Auburn University Department of Public Safety & Security, and designated “campus security authorities” as defined under the Clery Act (including, but not limited to Student Conduct, Athletics, and the Title IX Coordinator). Statistics are compiled and published by the Auburn University Department of Public Safety & Security. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.
If you have any questions about how statistics are gathered, categorized or reported, please visit the Office of Postsecondary Education Campus Security Search (http://ope.ed.gov/security), or contact Auburn University Public Safety & Security at 00-1-334-844-2207 or crimereport@auburn.edu.

### Clery Act Crime Statistics – Criminal Offenses

<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Student Housing Facilities</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
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<tr>
<td></td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Rape</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fondling</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td></td>
<td>2014</td>
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<tr>
<td></td>
<td>2013</td>
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<tr>
<td>Incest</td>
<td>2015</td>
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</tr>
<tr>
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<td>2014</td>
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</tr>
<tr>
<td></td>
<td>2013</td>
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¹The Student Housing Facility category is a subset of the On Campus category, and is not included in the total in order to avoid double counting.

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<th>Non-Campus</th>
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</tbody>
</table>

1The Student Housing Facility category is a subset of the On Campus category, and is not included in the total in order to avoid double counting.

Hate Crime Reporting

2015

There were no hate crimes reported for 2015.

2014

There were no hate crimes reported for 2014.

2013

There were no hate crimes reported for 2013.

CLERY ACT REPORTING DEFINITIONS

The Clery Act specifies the categories of crimes and specific geographic locations that must be included in annual crime statistics. This allows students, parents, and employees to make reasonable comparisons of crime rates at different institutions.

Geographic Locations Included

For purposes of reporting statistics, the university must count criminal offenses according for where they occur. There are four geographic locations for which statistics must be reported. These include:

On Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area (generally within one mile of the edge of the core of campus) and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

On-Campus Student Housing Facilities: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This includes fraternity houses where the land is owned by the university but the building is owned by the fraternity. Crime statistics for on-campus student housing facilities must be reported as a subset of the on-campus totals (i.e. they are included in both on-campus and on-campus student housing facility categories).

Non-Campus: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. This generally includes public streets bordering the campus and the sidewalk on both sides of the street.
Definitions of Reportable Crimes

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Any death caused by injuries sustained in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-negligent Manslaughter. Do NOT count suicides, fetal deaths, traffic fatalities, accidental deaths, attempted murder, or justifiable homicide.

**Negligent Manslaughter:** The killing of another person through gross negligence. Do NOT count deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or traffic fatalities.

**Sex Offenses** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **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.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**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.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Include assaults or attempts to kill or murder, poisoning, assault with a dangerous or deadly weapon (firearm, knife, mace, hands, fist, feet, or other dangerous weapon), maiming, mayhem, assault with explosives, and assault with disease.

**Burglary:** The unlawful entry of a structure (4 walls, a roof, and a door) to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding). Include automobiles, trucks, buses, other vehicles, golf carts, trail bikes, mopeds, self-propelled motor homes, motorcycles, motor scooters, motorized wheelchairs, all-terrain vehicles, and snowmobiles.

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

**Domestic Violence:**

(i) A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;
(B) By a person with whom the victim shares a child in common;
(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking:**

(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person's safety or the safety of others; or
(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Bias-Related (Hate) Crimes:**

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias of race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and/or disability. We are required to report statistics for bias-related (hate) crimes for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, AND larceny, simple assault, intimidation, and vandalism. If a hate crime occurs where there is an incident involving larceny, vandalism, intimidation, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Arrests (or Citations) & Referrals for Disciplinary Action:**

**Weapon Law Violations:** The violation of state or local laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying concealed deadly weapons; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state or local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. Drunkenness, public intoxication, and driving under the influence are NOT included.

**Unfounded Crimes:**

Auburn University may withhold a reported crime from its crime statistics only if sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” According to Department of Education federal regulations, only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of Clery crime statistics reporting. Auburn University is required to report to the Department of Education and disclose in this report the total number of crimes that were unfounded and subsequently withheld from its crime statistics, effective beginning with calendar year 2014.
UNIVERSITY RISK MANAGEMENT & SAFETY STAFF RESPONSIBLE FOR FIRE SAFETY

MaryAnn May, Fire & Life Safety Specialist
Jon Haney, Fire & Life Safety Specialist
Patricia Davis, Fire & Life Safety Technician

FIRE STATISTICS

Fire Statistics for On-Campus Student Housing Facilities 2013-2015

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<th>Location</th>
<th>Year</th>
<th>Fire Cause</th>
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<th>Number of Deaths</th>
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DESCRIPTION OF ON-CAMPUS HOUSING AND FIRE SAFETY SYSTEMS

Palazzo Chigi di Ariccia, Via del Parco 149, 00040 Ariccia (Rome), Italy

Constructed in approximately 1580, Palazzo Chigi di Ariccia houses the Joseph S. Bruno Auburn Abroad in Italy campus, including student housing and classroom facilities. The building has four student bedroom suites that can house up to 22 students at any given time. Fire safety features include:

- Two easily accessible emergency exits, one to the exterior of the building and the other into an enclosed courtyard associated with the public museum that occupies the remainder of Palazzo Chigi.
- All bedrooms are equipped with smoke detectors.
- A central fire alarm system can be activated by a push button.
- Portable fire extinguishers are provided throughout the building.
- Fire evacuation maps are posted throughout the campus.

FIRE DRILLS

Fire drills have not been held previously because building occupants are transient. Beginning in January 2016, fire drills were held at least once during each semester. These drills are conducted and evaluated by the Ariccia executive director, with assistance from the Department of Risk Management & Safety and/or the Department of Public Safety & Security, if needed.

All residents are required to participate in fire drills if present. Evacuation is required in all instances. No residents may remain in the building during the fire drill. Residents must remain outside until cleared to return. Procedures for evacuation are explained in orientation shortly after students arrive on site.
STUDENT HOUSING POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES

Appliances

- Appliances prohibited in student housing include, but are not limited to: air-conditioning units, ceiling fans, halogen lamps, personal microwaves exceeding 700 watts, personal refrigerators exceeding 4.3 cubic feet, dishwashers, hot plates, personal washers and dryers, space heaters, crockpots, toaster ovens, toasters, appliances with open or exposed heating coils, and those which pose an electrical overload hazard.

Fire Safety

- **Arson:** Regardless of size of fire or whether or not damage is caused, starting and/or maintaining a fire or causing an explosion in any student housing facility, other campus building, or outside area is prohibited.
- **Candles/Incense:** The burning of candles and/or incense is prohibited. Candles with burnt wicks are prohibited.
- **Evacuation Procedures:** Interference with or non-adherence to emergency evacuation procedures in student housing during a fire drill are prohibited. Returning to the building before the “all-clear” signal has been given after a fire drill is prohibited.
- **Fireworks/Explosive Materials:** The storage, possession, or use of any type of fireworks, firecracker, or explosive material in student housing or surrounding vicinity is prohibited.
- **Flammable:** The storage, possession, or use of flammable materials/liquids in student housing is prohibited. Gas grills and gas cylinders/tanks are prohibited.
- **Vandalism of Safety Equipment:** Removal, tampering with, and/or the disabling of fire alarm activation buttons, smoke or heat detectors, fire extinguishers, or other life safety equipment is prohibited.
- **False Fire Alarms:** Activating a fire alarm without due cause and/or falsely reporting a fire to the police or fire department is prohibited.

Smoking

- Smoking is prohibited within all university buildings, facilities, grounds, university-owned vehicles, and property leased to or managed by the university with the exceptions of:
  - Controlled research, or educational, theatrical, or religious ceremonial purposes, with prior approval from the dean or director responsible for the facility.
  - Privately-owned vehicles and locations outside of the campus perimeter.
- Littering the campus with remains of disposable tobacco products is prohibited.
- Assistance with smoking cessation for students, faculty and staff is available through the Auburn University Medical Clinic, the Harrison School of Pharmacy, and the Office of Health Promotion and Wellness Services. More information can be found at [http://auburn.edu/smokefree](http://auburn.edu/smokefree).

Candles

- Candles and other sources of open flame are not permitted inside university buildings.
FIRE EVACUATION PROCEDURES FOR ALL CAMPUS BUILDINGS INCLUDING CAMPUS HOUSING

In the event of a fire or fire alarm:

- Exit the area immediately.
- Close all doors as you leave, taking keys and medications with you if possible. DO NOT delay evacuation to retrieve these items.
- Activate the closest fire alarm pull station along your evacuation route.
- Notify others around you as you leave.
- Dial 115 and report the emergency after you are out of the building and safe.

If the fire is small enough, you may attempt to extinguish it with a portable fire extinguisher, ONLY IF: The fire alarm has been activated; 115 has been dialed; you are properly trained; and the fire is trash can size or similar.

- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
- If smoke is present, stay low. The best quality air is near the floor.
- Once the building is evacuated, do not re-enter it for any reason. Return to the building ONLY when instructed to do so by emergency responders or administrators.
- DO NOT return for personal belongings.
- Direct and assist visitors and persons with disabilities who appear to need direction or assistance.
- Notify Public Safety & Security at 00-1-334-750-9795 that a fire has occurred AFTER you exit the building.

If You Are Trapped and Cannot Evacuate

- Close any doors between you and the fire.
- If available, wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Call 115 and notify the dispatcher of your location.
- Remain on the phone with the 115 dispatcher as long as possible.
- Break a window only as a last resort, such as needing oxygen to breathe.
- Use caution when breaking any window.

Response to Fire Alarms

- NEVER assume that a fire alarm is a false alarm.
- If the alarm sounds and/or emergency strobes begin to blink, evacuate immediately.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS, FACULTY AND STAFF

The fire safety policies and procedures covered in this document are discussed with Auburn University students residing in on-campus student housing during orientation to the program.

Risk Management & Safety provides the following education/training to all other faculty, staff and students:

- Portable fire extinguisher training (upon request)
- Other fire safety education as requested
REPORTING FIRES

Students and employees may report that a fire occurred to the following persons and organizations:

In event of a fire emergency, report the fire by dialing 115.

After the emergency is over, please contact MaryAnn May or Jon Haney with the Department of Risk Management & Safety on the main campus. Risk Management and Safety is responsible for investigating and tracking all university fires and recording them on the fire log. This information allows us to take proactive measures to reduce future occurrences.

Contact information is as follows:

MaryAnn May, Fire & Life Safety Specialist: zm0036@auburn.edu, 00-1-334-734-1715
Jon Haney, Fire & Life Safety Specialist: haneyjd@auburn.edu, 00-1-334-740-8727
Risk Management and Safety Main Office: 00-1-334-844-4870

The fire log can be viewed on-site at the Ariccia campus by request to the Ariccia executive director.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Risk Management and Safety will continue to work collaboratively with the College of Human Sciences, Facilities Management, and other administrative offices to ensure plans for future renovations or new construction projects include the required fire protection systems and fire-rated building components.