

**West Liberty University**

**Annual Security and Fire Safety Report**

**2013**

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## **Campus Police**

By virtue of West Virginia state law, University Police Officers have the same responsibilities and authority as that of any other law enforcement officers in the State, which includes having the authority to make arrests on property owned, leased, or controlled by West Liberty University. Uniformed officers provide 24-hour-a-day patrol protection to the campus, adjacent University-owned facilities and parking lots.

University police officers must satisfactorily complete the mandatory basic police-training course and be certified as law enforcement officers in the state of West Virginia. All officers receive training in numerous public safety and law enforcement-related subjects and additional in-service and specialized training in firearms, criminal investigation, legal matters, patrol procedures, etc.

Officers are responsible for a full range of public safety and law enforcement related services, including the investigation of all crime reports, and traffic accidents; responding to medical and fire emergencies; enforcement of state laws; and responding to all other incidents requiring police assistance that occur within our jurisdiction, which includes all University-owned or controlled properties, and/or all properties under the jurisdiction of the West Liberty University Board of Governors.

The West Liberty University Police Department (WLUPD) maintains a close working relationship with the Ohio County Sheriff's Department (OCSD), the town of West Liberty Police Department (WLPD), and WV State Police (WVSP). A mutual aid agreement exists between the departments that encourages collaboration between departments in managing emergencies and responding to criminal actions and crisis events. WLUPD prepares and submits a monthly report of incidents through a statewide system of crime reporting. These figures routinely become a part of the Annual Uniform Crime Report.

Members of the West Liberty University community are encouraged to report all emergencies and criminal actions to the West Liberty University Police Department immediately. Additionally, general concerns for campus safety can be reported directly to the West Liberty University Police Department by any person by calling (304)336-8021 from any off-campus phone, or by dialing 8021 from any on campus phone. In addition, there are emergency "blue light" phones located in parking lots on campus that dial directly to West Liberty University Police Department. Members of the campus community should report criminal incidents to the West Liberty University Police Department for the purpose of issuing timely warning notices to the campus community and for disclosure in the annual crime statistics for the University.

WLU does not have a process for allowing victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. If a crime is reported to a campus security authority, such as a resident assistant or the dean of students, etc. the statistic will be provided to the West Liberty University Police Department and the West Liberty University Office of Student Services for inclusion in the crime statistics. Pastoral and professional counselors are exempt from reporting crime statistics to WLUPD when acting in their capacity as a counselor and information shared with them will not be included in the annual disclosure of crime statistics.

Officers are available with WLUPD 24 hours a day to answer your calls. In response to a call, WLUPD will take the required action, either dispatching an officer or asking the victim to report to WLUPD to file an incident report. WLUPD incident reports are forwarded to the Office of Student Services for review and referral to the Judicial Coordinator for potential action, as appropriate. WLUPD Officers will investigate a report when it is deemed appropriate.

Additional information obtained via the investigation will also be forwarded to the Judicial Coordinator. If

assistance is required from the Ohio County Sheriff's Department, West Liberty Police, or West Liberty Fire Department, WLUPD will contact the appropriate unit. If a sexual assault or rape should occur, an officer from the Ohio County Sheriff's Department or WV State Police will be notified to respond in the investigation in coordination with WLUPD. Additionally, the Office of Student Services will offer the victim information on a wide variety of services.

### **Crime Prevention and Security Awareness Programs**

The University presents crime prevention and security awareness programs and information to the members of the University community. The Office of Campus Police distributes multiple informational pieces on a variety of safety concerns. The Office of Student Services will provide an annual personal safety presentation to all first year students. The Office of Housing and Student Life provides multiple programs each semester for residential students.

### **Access to and Maintenance of Campus Facilities**

The Facilities and Maintenance Department maintains the University's buildings and the grounds with a concern for safety and security of the University community. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Personnel inspect campus facilities regularly and promptly make repairs affecting safety and security, and respond quickly to reports of potential safety and security hazards, such as damaged doors, broken locks and windows. The Office of Campus Safety assists them by reporting potential safety and security hazards. Any other member of the University community may also call Facilities and Maintenance Office at (304) 336-8009 to report any safety or security hazards.

A Safety Committee consisting of representatives from Campus Police, Student Services, Housing & Student Life, Student Government, Facilities Management, Human Resources, and Campus Safety meets monthly to review policies and procedures and address campus safety concerns. Students, administration, faculty and staff representatives also periodically conduct walks of the entire campus to review lighting and other safety-related environmental concerns.

There are outdoor, two-way voice communications, emergency/service telephones strategically located throughout the campus which are directly connected to the University Police. Eight of these units are located on the entrances to the residence halls and the College Union. Three of these units are blue in color and mounted in parking lots located by Beta Hall, on the walkway between Boyd Hall and Campbell Hall, and behind Blatnik Hall in the Myers Maintenance Building parking lot.

Except for Residence Halls, most University facilities are open to the public during the day and evening hours when classes are in session. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card access after normal business hours, and all of these buildings have varied levels of access. Most academic and administrative buildings do not have a WLUPD officer assigned to them. However, WLUPD officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, see the building manager or a department head. For information about access and security in the residence halls, see the On Campus Student Housing section below.

During the time that the University is officially closed, buildings are generally locked and only faculty, staff and students with proper authorization are admitted.

### **Investigations**

Officers' assigned duties in this unit are responsible for the follow-up investigations of all reports involving criminal incidents and major violations of University regulations.

Members of the unit also interact with other area law enforcement agencies in matters of concern related to the safety and welfare of members of the University Community and surrounding area. WLUPD and the OCSO maintain a written mutual aid agreement.

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

West Liberty University maintains an extensive web page describing emergency procedures at <http://www.westliberty.edu/emergencies>, including tips for personal safety.

### **Emergency Response**

The University's Critical Incident Response Plan includes information about Incident Teams; University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

WLU police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually WLUPD, OCSO, WLPD, WVSP, and the West Liberty Fire Department (WLFD), and they typically respond and work together to manage the incident. Depending on the nature of the incident, other WLU departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for WLU are publicized each year as part of the Institution's Clery Act compliance efforts, and that information is available on the WLU website.

### **Notification to the WLU Community about an Immediate Threat**

Various offices on campus could be in a position to confirm an emergency situation or incident that poses a threat to the health and safety of members of the West Liberty University community, including the WLUPD, Student Health, Office of Health and Safety, and Office of Housing & Student Life, for example. If one of these departments confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the WLU community, (WLU, Office of Health and Safety, and Office of Student Services) will collaborate to determine the content of the message. Dean of Students, and/or his/her designee is responsible for activating the WLU Alert System and will use some or all of the features described below to communicate the threat to the WLU community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.) WLUPD, Office of Health and Safety, and Office of Student Services 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 judgment of the first responders (including, but not limited to WLUPD, OCSO, WLPD, WVSP, and WLFD), will compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the WLU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the WLU campus community. These methods of communication include the WLU Alert Emergency Notification System utilizing telephone, text, and e-mail messages.

The University will post updates during a critical incident on the University web page.

Members of the larger community who are interested in receiving information about emergencies on campus should use the WLU website for obtaining updates in the event of an emergency on campus.

WLU community members are encouraged to notify WLUPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. WLUPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, WLUPD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, Federal Law requires that the Institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

### **Evacuation Procedures**

An evacuation drill is coordinated by WLU Office of Health and Safety and Office of Housing & Student Life, each semester for all residential facilities on campus, and by the Office of Health and Safety for academic and administrative buildings.. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. WLU does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WLUPD and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At WLU, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Evacuation drills are monitored by WLU Office of Health and Safety to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Office of Housing & Student Life staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

### **Timely Warnings**

West Liberty University will make a "timely warning" to the campus community of crimes considered to be a threat to students and employees that are reported to campus security authorities or to local police agencies.

In an effort to provide timely notice to the WLU community, and in the event of a serious incident, which may pose an on-going threat to members of the WLU community, a Timely Warning Notice is sent via the WLU Alert System to all students and employees on campus. Typically, the University will use the email system to distribute a timely warning notice. The notices are generally written by Dean of Students and/or his/her designee, and they are approved and distributed to the community by Office of Student Services or the Office of Institutional Advancement. Updates to the WLU community about any particular case resulting in a Timely

Warning Notice may be distributed via blast email, may be posted on the WLU web site or may be posted through the electronic board system.

Timely Warning Notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by WLUPD. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other WLU community members and a Timely Warning Notice would not be distributed. The WLU Police and Dean of Students or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted. Timely Warning Notices may also be posted for other crime classifications, as deemed necessary.

A daily crime and fire log is available for review at the WLUPD at their office, located by the east wing of Main Hall currently, 7:00 a.m. – 3:00 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. The information about fires in on campus residential facilities includes the nature of the fire, date, time and location.

### **Sex Offender Registry**

The State of West Virginia requires sex offenders to register with the State Police. The State makes this information available to law enforcement agencies. This information is available to the public at the following website: <https://apps.wv.gov/StatePolice/SexOffender>.

### **On Campus Student Housing**

There are seven residence halls, two apartment complexes and multiple student houses on campus. The main lobby of each residence hall is monitored by residence life staff each evening between 7pm and midnight. Each hall is administered by either an Area Coordinator or a Hall Director, with the assistance of Resident Assistants on each floor. West Liberty University Police Department, Housing Maintenance Department, and the Office of Housing & Student Life are jointly responsible for the development of procedures and programs to promote the greatest possible safety and security of the residence halls.

Within each residence hall all doors are kept locked and armed with alarms that alert residents and residence life staff of any attempted entry, or unlocked or open doors. All residence halls have specific entrances that are accessible by the student's Topper Card. Only residents of the building will have access to the residence hall, and students are permitted from giving their Topper Card to any other student or guest.

West Liberty University's visitation and guest policies are intended to provide security and protect the privacy of students living in the residence halls. Guests are required to be escorted within the building at all times by their host or hostess. Overnight guests must be registered with the residence life staff on duty. Guests may not stay in the building if their host/hostess leaves the building, room or floor. Students are encouraged to lock doors and windows at all times. Screens are provided for all windows with ground floor access. Room doors have conventional locks.

Educational programs emphasizing security and personal safety are provided by the Office of Housing & Student Life Staff and other campus services, as appropriate to meet the needs of the residents and the goals of this policy.

We make every effort to ensure that all residence halls are free from uninvited visitors, but it is imperative

that residents themselves take active roles in making sure that strangers are reported and that doors are not propped open. Crime reduction in large part is due to the willingness of the residents to accept responsibility for safeguarding themselves and their Residence Halls:

- Residence Hall Staff are encouraged to challenge, and residents are encouraged to report the presence of strangers or uninvited guests in the Residence Halls.
- In compliance with University policy, all guests must be properly signed in and escorted by a resident at all times.
- Residents are held accountable for their guest's actions.

### **Missing Persons Notification Policy**

Any student residing in a residence hall who is determined to be "missing" for more than 24 hours may be reported to the Area Coordinator or Hall Director of the student's residence hall. Any student reported missing will be reported by the Area Coordinator or Hall Director to the West Liberty University Office of Housing & Student Life, as well as WLU Police Department. Missing Person contact information is collected at the time residents move into the residence halls. The contact information will be kept confidential and will be disclosed only to authorized campus officials and law enforcement in furtherance of a missing person investigation or other appropriate purpose (e.g. injury, illness, etc.).

The confidential contact and the local police department will be notified within 24 hours if the student is determined missing by the institutional police department, unless the local law enforcement agency is the agency that determined the person to be missing. In addition to any additional contact person designated by the student, if a student is under 18 years of age and not emancipated, the University is required to notify a custodial parent or guardian within 24 hours when the student is determined to be missing.

### **Sexual Assault**

Victims of any sexual offense occurring on University owned or controlled properties should immediately report the incident to the West Liberty University Police Department, (304) 336-8021. Individuals may also report a sex offense to the Office of Student Services or Office of Housing & Student Life staff. These offices will coordinate with WLUPD and OCSD/WVSP to investigate and appropriately respond to the incident. The institution's sexual harassment policy, including a description of the grievance procedures, is described on the WLU website at <http://www.westliberty.edu/bog/files/2010/01/Policy-32-Sexual-Harassment-and-Other-Unlawful-Discrimination.pdf>.

In cases of sexual assault, it is critically important that the victim:

- seek medical attention immediately
- do not bathe or douche
- preserve their clothing (do not use plastic bags)

These steps are essential in the preservation of evidence necessary to prove criminal sexual assault.

For assistance and additional resources, please call:

West Liberty University Police Dept. (304) 336-8021

Office of Student Services (304) 336-8343

Office of Housing & Student Life (304) 336-8345

Counseling Services (304) 336-8215

Title IX Coordinator (304) 336-8018

### **Alcoholic Beverages**

West Liberty University has established a policy and guidelines governing the sale, possession and

consumption of alcoholic beverages on the University campus that are consistent with West Virginia state law. State law prohibits the sale and consumption of all alcoholic beverages to persons under the age of 21. The University prohibits the use, possession, or consumption of alcoholic beverages at campus events and locations unless prior exception has been made by the University's administration.

### **Illegal Drugs**

The university prohibits the possession, use, or furnishing of any illegal drugs or drug paraphernalia (bongs, pipes, etc.) in the residence halls or on University-owned or supervised property. Any student found in violation of this policy will be immediately placed on interim suspension from the residence halls and/or the institution pending completion of the university's judicial process as outlined in the Student Code of Conduct. Any residential suspension predicated on a violation involving a felony-weight of drugs and/or possession with intent to deliver also shall result in imposition of "full restrictions." Written notification will be sent to student, parent(s) or guardian(s), faculty advisor, and where applicable, athletic coaches. In addition, any person found in violation of this policy may be subject to legal action. Note: Presence in an area where drugs are present may subject all persons present to discipline/legal action.

### **Crime Statistics**

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the WLU Police Department (WLUPD), non-police officials (as defined below) Ohio County Sheriff's Office, Marshall County Sheriff's Office, and Wetzel County Sheriff's Office. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all non-police officials who are defined as Campus Security Authorities (as defined by federal law). Statistical information is requested and provided to WLUPD.

All of the statistics are gathered, compiled, and reported to the University community via the Campus Security Report, which is published by WLU. WLU submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

WLU distributes a blast email notice to all enrolled students and current employees on an annual basis. The notice includes a brief summary of the contents of the Campus Security Report. The email also includes the address where the Campus Security Report can be found on-line at [www.westliberty.edu](http://www.westliberty.edu), and information about how to request a hard copy of the brochure.





<b>Stalking **</b>	0	0	0	0	1	0	0	0
<b>Domestic Violence **</b>	0	0	0	0	0	0	0	0
<b>Dating Violence **</b>	0	1	0	0	0	0	0	0

*\*\* Stalking, Domestic Violence, and Dating Violence statistics were not required to be compiled for years prior to 2013. As explained in the Dear Colleague Letter in 2013, institutions must make a good faith effort to include these statistics for these crimes for 2013. WLU has worked to compile the statistics for the years 2010-2013 based on judicial documentation.*

### **Branch Campuses and Non-campus locations**

West Liberty University offers classes at one locations considered a “branch campus” and three locations considered “non-campus locations.”

#### *West Liberty University – Highlands Campus*

The Highlands Campus of West Liberty University is located at 355 Wharton Circle, Suite 200, Triadelphia, WV 26059, just off interstate 70 at the Cabela Drive exit.

There is generally a contracted security officer on duty at this campus. The security officer regularly meets with the Highlands Campus Manager to ensure safety and security issues are addressed. If students at the Highlands Campus need to report a crime, they should contact the security officer or the Campus Manager at the Highlands Campus during business hours or dial 911 outside of business hours or in the case of an emergency situation. Normal business hours are posted at the campus. Students taking Highlands Campus classes will receive “timely warnings” of serious incidents via the normal timely warning process (see Timely Warning section above).

### **West Liberty University – Highlands Campus**

<b>Type of Incident Reported</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>Murder/Non-Negligent Manslaughter</b>	*	*	*	*
<b>Negligent Manslaughter</b>	*	*	*	*
<b>Forcible Sex Offenses</b>	*	*	*	*
<b>Non-Forcible Sex Offenses</b>	*	*	*	*
<b>Robbery</b>	*	*	*	*
<b>Aggravated Assault</b>	*	*	*	*
<b>Burglary</b>	*	*	*	*
<b>Motor Vehicle Theft</b>	*	*	*	*
<b>Arson</b>	*	*	*	*
<b>Liquor Law Arrests</b>	*	*	*	*
<b>Drug Law Arrests</b>	*	*	*	*
<b>Illegal Weapons Arrests</b>	*	*	*	*

<b>Liquor Law Disciplinary Referrals</b>	*	*	*	*
<b>Drug Law Disciplinary Referrals</b>	*	*	*	*
<b>Illegal Weapons Disciplinary Referrals</b>	*	*	*	*
<b>Hate Crimes (Includes above categories and simple assaults)</b>				
<b>Race</b>	*	*	*	*
<b>Gender</b>	*	*	*	*
<b>Religion</b>	*	*	*	*
<b>Sexual Orientation</b>	*	*	*	*
<b>Ethnicity</b>	*	*	*	*
<b>Disability</b>	*	*	*	*
<b>Stalking **</b>	**	**	**	**
<b>Domestic Violence **</b>	**	**	**	**
<b>Dating Violence **</b>	**	**	**	**
<i>*Statistics were requested from the respective law enforcement agency, but were not submitted from that agency.</i>				
<i>** Stalking, Domestic Violence, and Dating Violence statistics were not required to be compiled for years prior to 2013. As explained in the Dear Colleague Letter in 2013, institutions must make a good faith effort to include these statistics for these crimes for 2013. WLU has worked to compile the statistics for the years 2010-2013 based on judicial documentation.</i>				

**West Liberty University – Non-Campus Locations**

Classes are offered to high school students by the University at three Ohio Valley High Schools. Wheeling Park High School is located at 1976 Park View Road, Wheeling, WV 26003-9370. John Marshall High School is located at 1300 Wheeling Ave., Glen Dale, WV 26038. Magnolia High School is located at 601 Maple Avenue, New Martinsville, WV, 26155.

There is NOT normally a West Liberty University police officer or a security officer on duty at this location. However, county sheriff’s departments for the three locations respond to calls and have resource officers at the locations. If students at the non-campus locations need to report a crime, they should contact a campus administrator during business hours or dial 911 outside of business hours or in the case of an emergency situation. Normal business hours are posted at the campus. West Liberty University students taking classes at this location will receive “timely warnings” of serious incidents via the normal timely warning process (see Timely Warnings section above). Statistics were requested but not received from Ohio County Sheriff’s Department (for Wheeling Park High School); Marshall County Sheriff’s Department (for John Marshall High School); and Wetzel County Sheriff’s Department (for Magnolia High School).

## West Liberty and Ohio County – Public Property

The following statistics are received from the Ohio County Sheriff's Department, and include statistics for all of Ohio County, WV.

*\*\*Statistics were requested, but not received from the OCSD.*

Type of Incident Reported	2010	2011	2012	2013
<b>Murder/Non-Negligent</b>				
<b>Manslaughter</b>	0	*	*	*
<b>Negligent Manslaughter</b>	0	*	*	*
<b>Forcible Sex Offenses</b>	5	*	*	*
<b>Non-Forcible Sex Offenses</b>	2	*	*	*
<b>Robbery</b>	0	*	*	*
<b>Aggravated Assault</b>	102	*	*	*
<b>Burglary</b>	45	*	*	*
<b>Motor Vehicle Theft</b>	7	*	*	*
<b>Arson</b>	1	*	*	*
<b>Liquor Law Arrests</b>				
	95	*	*	*
<b>Drug Law Arrests</b>				
	74	*	*	*
<b>Illegal Weapons Arrests</b>				
	1	*	*	*
<b>Liquor Law Disciplinary Referrals</b>				
	N/A	*	*	*
<b>Drug Law Disciplinary Referrals</b>				
	N/A	*	*	*
<b>Illegal Weapons Disciplinary Referrals</b>				
	N/A	*	*	*
<b>Hate Crimes (Includes above categories and simple assaults)</b>				
<b>Race</b>	*	*	*	*
<b>Gender</b>	*	*	*	*
<b>Religion</b>	*	*	*	*
<b>Sexual Orientation</b>	*	*	*	*
<b>Ethnicity</b>	*	*	*	*
<b>Disability</b>	*	*	*	*
<b>Stalking **</b>				
	**	**	**	**
<b>Domestic Violence **</b>				
	**	**	**	**
<b>Dating Violence **</b>				
	**	**	**	**

*\*Statistics were requested from the respective law enforcement agency, but were not submitted from that agency.*

*\*\* Stalking, Domestic Violence, and Dating Violence statistics were not required to be compiled for years prior to 2013. As explained in the Dear Colleague Letter in 2013, institutions must make a good faith effort to include these statistics for these crimes for 2013. WLU has worked to compile the statistics for the years 2010-2013 based on judicial documentation.*

## **Crime Statistics Appendix**

### **Specific Information about Classifying Crime Statistics**

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics. The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Office of Judicial Affairs for disciplinary action for violations of those specific laws.

Hate Crime statistics are reported by the crime, geographic area, and category of prejudice. Hate crimes are captured for all of the above related crime categories, if the perpetrator selected the victim based on his/her race, gender, religion, sexual orientation, ethnicity/national origin, and/or disability. In addition, the institution is required to report any hate crime involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

### **Specific Information about the Crime Statistics Reported by WLU**

Statistics for "Residential Facilities" are also counted in the "On-Campus" crime category. The law requires institutions to break out the number of "On-Campus" crimes that occur in residential facilities.

Crime statistics for the category of larceny are not required by law, but are still provided in the interest of informing the community about the most frequent crimes that occur at WLU.

### **Sex Offenses Definitions**

(As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program)

#### **Sex Offenses – Forcible**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### **Forcible Rape**

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the

person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

### **Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### **Sexual Assault with an Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### **Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### **Sex-Offenses – Non-Forcible**

Unlawful, non-forcible sexual intercourse.

### **Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### **Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **Other Crime Definitions**

(As Per the Uniform Crime Reporting Handbook)

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

**Burglary:** The unlawful entry of a structure 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).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**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, violence, and/or causing the victim fear.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

**Drug Abuse Violations:** Violations of state and 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, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance 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. (Drunkness and driving under the influence are not included in this definition.)

### **Offense Definitions relating to Hate/Bias Related Crime Statistics**

(As per the UCR Hate Crime Reporting Guidelines)

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious 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.

### **Additional Offenses included in the Violence Against Women Act and Campus SaVE Act**

**Domestic Violence:** Felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,



- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- 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.

**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; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of the relationship; and
  - the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his/her safety or the safety of others; or
- suffer substantial emotional distress.

### **Geography definitions from the Clery Act**

**On-Campus-Defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area 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).

**Non-Campus Building Or Property-Defined as:** (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-Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The WLU crime statistics do not include crimes that occur in privately owned homes, businesses or other private property within or adjacent to the campus boundaries.

## **Annual Fire Safety Report**

### **Overview**

The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008. Recent changes to this law now require all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to West Liberty University.

### **On-Campus Housing Fire Safety Equipment**

At West Liberty University, all residence halls are protected by fire detection and alarm systems. The buildings are also equipped with either emergency generators or lighting fixtures that incorporate backup batteries; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. All fire safety systems and equipment are strictly maintained and tested in accordance with applicable national standards. Fire detection systems are required to be tested at least annually. All fire detection systems at West Liberty University are inspected and tested twice per year (once per semester).

### **Fire Safety Education, Training and Fire Drills**

All residence life staff receives annual training in First Aid, CPR, AED, and Fire Safety. Each resident is required to review and comply with the requirements outlined on the Housing and Residence Life web site (available at: [www.westliberty.edu/residence-life](http://www.westliberty.edu/residence-life)), which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. There is an emergency evacuation map posted on each residence hall room door and resident assistants review building evacuation procedures during each semester's initial floor meeting. Fire drills are conducted in residence halls at a minimum of two times per year in coordination with West Liberty University's office of Health and Safety, Maintenance and Housing & Student Life.

If there is an actual fire emergency students are instructed to:

1. Sound the Alarm: If you discover or suspect a fire, sound the fire alarm. If there is no alarm in the complex, warn the other occupants by knocking on doors and shouting as you exit the building.
2. Exit the Building: Try to aid others, but only if you can do so safely. After leaving the building remain at least 100 feet away from it. Do not return to the building until university personnel has given an "all clear" signal.

### **Fire Reporting**

Overall direction and authority for the Critical Incident Response Team of the University lies with the Executive Vice President/General Counsel. The Critical Incident Response Team will delegate an Incident Commander to direct response actions to save lives and protect in coordination with first responders.

All emergencies including fires must be reported to West Liberty University Police Department (WLUPD), the Director of Housing & Student Life (if the emergency occurs in a residential facility) and the Health and Safety Specialist.

Lt. Tom Hostutler  
Lead Officer of Campus Police (WLUPD)  
**(304) 336-8021**

Anthony Salatino  
Health and Safety Specialist

**(304) 336-8009**

Marcella Snyder

Associate Dean of Student Services/Director of Housing & Student Life

**(304) 336-8345**

### **Specific Fire Prevention Related Policies and Programs**

- All faculty, staff and students must comply with university health and safety policies and programs, attend required training, report any identified safety or health hazard, and know their roles in an emergency. The State Fire Marshal's Office and the West Virginia Board of Risk and Insurance Management inspect all campus buildings and facilities.
- Smoking is prohibited in all university properties owned and operated by West Liberty University, including residence halls. Tobacco of any kind is not permitted to be used on the campus of West Liberty University.
- An application must be submitted for certain types of events on campus, and these events are subject to a review and approval process. The use of open flames and pyrotechnics, layout of assembly areas/events, and use of decorations are all evaluated during this review.
- All tents, stages and other temporary facilities must comply with West Virginia's Fire Code, including the prohibition on the use of open flames near or under any tent.
- All students, faculty, and staff must evacuate the building upon fire alarm activation.
- Resident Life staff members are trained to perform safety inspections of residential rooms, coordinate emergency evacuations and warning procedures, and facilitate the performance of fire drills.
- The West Liberty University Office of Housing & Student Life limits the types of electrical appliances allowed in residence halls, establishes expectations for compliance with drills and training, provides for monthly health and safety inspections of residence rooms, affirms limitations on materials that may be stored in resident rooms, prohibits open flames, limits the use of combustible decorations/furnishings, and notifies the Judicial Coordinator if students violate University policies and programs.
  - Specifically: the possession of extension cords, hot plates, toaster ovens, halogen lamps, microwave ovens, barbeque grills, or other heat-producing cooking utensils is NOT permitted. NO appliances with open or exposed heating elements or coils are permitted.
  - Refrigerators rated at more than 10 amps are not permitted in student rooms.
  - Coffee pots and popcorn poppers encased with heating units are the only cooking appliances permitted in the residence halls. Their use must be restricted to the purposes for which they are designed, i.e., heating liquids or making popcorn.
- Electrical extension cords are NOT permitted, nor are multi-outlet electrical plugs that are plugged into or attached to wall outlets.
- The use of power strips/surge protectors is permitted for computers, TV's, cell phone chargers and radios.
- All large electrical appliances (such as refrigerators, microwaves, etc.) must be plugged directly into a wall outlet. If you have any questions concerning safe usage of surge protectors, contact the Housing and Residence Life Office.

### **Plans for Future Improvement**

West Liberty University maintains a prioritized list of projects to upgrade older fire systems, enhance the capabilities of existing systems, or install new fire safety systems in existing buildings.

<b>Facility</b>	<b>Number of Fires</b>	<b>Cause of Fires</b>	<b>Deaths Related to Fires</b>	<b>Injuries Related to Fire</b>	<b>Value of Property Damage</b>	<b>Number of Fire Drills</b>
<b>eta Hall</b>	0	N/A	0	0	0	2
<b>nar Hall</b>	0	N/A	0	0	0	2
<b>oyd Hall</b>	0	N/A	0	0	0	2
<b>mmons Apt.</b>	0	N/A	0	0	0	2
<b>rtis Hall</b>	0	N/A	0	0	0	2
<b>ghes Hall</b>	0	N/A	0	0	0	2
<b>ise Hall</b>	0	N/A	0	0	0	2
<b>gers Hall</b>	0	N/A	0	0	0	2
<b>tudent houses</b>	0	N/A	0	0	0	2
<b>iversity ace Apt.</b>	0	N/A	0	0	0	2