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PLAYING IT

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A guide
of
rules,
regulations
and
safety tips
for
Agnes Scott
College
students,
faculty
and
staff.

Dear Students,

This booklet was compiled by the Agnes Scott College Department of Public Safety in an effort to familiarize you with some of the services we provide as well as give you information we feel will assist you in the event of an emergency. Our mission revolves around the responsibility to protect persons and property in the Agnes Scott campus community. This is accomplished in large part by the enforcement of Georgia law, Decatur ordinances and Agnes Scott regulations, within our jurisdiction. We ask for your assistance in helping us keep our campus community safe. One big step in the right direction is becoming familiar with the following information. We truly hope that most of this material will never be necessary in your experiences, but in the event it is, hopefully you will be better prepared.

Sincerely,

A handwritten signature in cursive script that reads "Rus Drew". The signature is fluid and elegant, with a large initial "R" and "D".

Rus Drew
Director of Public Safety

A Student's Guide to Playing It Safe

INTRODUCTION

Whenever a police, fire or medical emergency occurs on campus, notify the Department of Public Safety. Our department is staffed twenty-four hours a day by police officers who are certified by the state of Georgia. Almost all of them have had experience with other metro-area agencies such as Decatur, Atlanta, MARTA and Marietta police departments.

The jurisdiction for our department extends 500 yards beyond the boundaries of the main campus. This allows officers to establish a perimeter around the school by patrolling neighboring streets as well as the campus itself. This type of high visibility helps discourage people from coming on campus to commit crimes. It also creates an overlap between our jurisdiction and that of the Decatur Police Department. Our department handles all calls on campus property (including rental houses) as well as handling or helping the Decatur Police Department handle calls within our jurisdiction but off college-owned property.

WHEN YOU NEED POLICE HELP

The Department of Public Safety has dispatchers as well as officers on duty twenty-four (24) hours a day. This means you will always be able to talk to someone in the office.

For business calls, dial 638-6355.

For emergencies, dial 638-6400.

MEDICAL EMERGENCIES

If you have a medical emergency please call the Department of Public Safety before you dial 911 (unless you feel that the situation is so serious that a few seconds could mean the difference between whether a person lives or dies). Our officers are all trained in basic CPR and first aid as part of their certification process. Thus an officer can respond to a medical emergency, evaluate the situation

and begin first aid while waiting for EMS (Emergency Medical Services) to arrive.

Once notified, our Department can contact EMS if necessary and arrange for an officer to meet them and show them to the proper location on campus. This can be very important since most EMS personnel will know where to find Agnes Scott but not specific buildings on campus. Having an officer escort them to the scene can save time which may be important to the injured person's health.

If a student becomes sick when the Health Center is not open, call the Department of Public Safety. An officer will come check on the student. If the situation is serious the officer will have EMS dispatched to the scene to transport the student. If the situation is not serious or life threatening but the student needs or wants to go to the DeKalb Medical Center Emergency Room, the officer will try to arrange for a friend or the student's RA to transport her to the hospital.



The officer will transport the student to the hospital only if there is no other way for her to get to the Emergency Room. If there is only one officer on campus he/she will not be able to leave campus to transport the student—other arrangements must be made.

SECURITY IS AN ATTITUDE

1. **Security is an individual responsibility**—yet it affects us all! Propping a door open in a residence hall may assist your friends and foes alike, resulting in theft, vandalism or even sexual assault.
2. **Security does not compromise**—it must be consistent to be effective. Security may also create inconvenience for you but remember what is at stake—your life, safety and that of your friends. Tactics such as propping doors defeat the conscientious efforts of others and compromise everyone's safety.
3. **Security is maturity**—any system is only as effective as the people who employ it. You are your sister's keeper when you share the responsibility for her safety and security.

Because officers cannot be everywhere at once we need your eyes and ears to help stop crime. If you notice any kind of suspicious activity, report it immediately to the Department of Public Safety at 638-6400. We would much rather investigate something which turns out to be a false alarm than have a crime occur because

someone was hesitant to report something they saw or heard.

REPORTING SUSPICIOUS PERSONS OR ACTIVITY

High on the list of standard citizen complaints is the charge that you cannot find a police officer when you need one. Yet studies show that people often debate whether or not to call the police even after a serious crime has happened. If a victim or witness of a crime makes a report immediately after the incident occurs, the chances of catching the perpetrator will be much greater than if he/she waits even just a few minutes. Because officers cannot be everywhere at once, **we need your help.** As a member of the Agnes Scott community you have an opportunity and an obligation to report any suspicious activity or persons that you see on campus. Your special efforts regarding prompt and accurate reporting of these incidents can help keep our campus safer for everyone. Below is a set of guidelines on reporting suspicious persons or activity. Keep them in mind when you call our office to make a report.

1. On seeing suspicious persons or activity, remember the four **W's—Who, What, When and Where.**
 - a. Who is the suspicious person?
 - b. What is the suspicious activity?
 - c. When did the incident occur or is it still taking place?
 - d. Where is the suspicious person/activity?

Study the suspect identity chart on page six to familiarize yourself with what to look for when you want to report a suspicious person or criminal activity. **It is very difficult for an officer to properly handle a call when there is little or no specific information on what he/she is looking for at the scene. Take the few extra seconds necessary to gather the information the officer will need.**
2. Remember—a crime is never solved unless someone reports it!
 - a. Call the Department of Public Safety as soon possible.
 - b. Tell the dispatcher your name, where you are calling from and if possible the number from which you are calling.
 - c. Give all the information you have on the incident and/or person to the dispatcher.
 - d. Do not hang up until the dispatcher is finished with his/her questions. Officers may need more information from you in order to properly handle the call.
3. There are some things to remember when you see a crime or suspicious person.
 - a. **Do not try to handle the problem yourself.** That is what police officers are trained and paid to do.

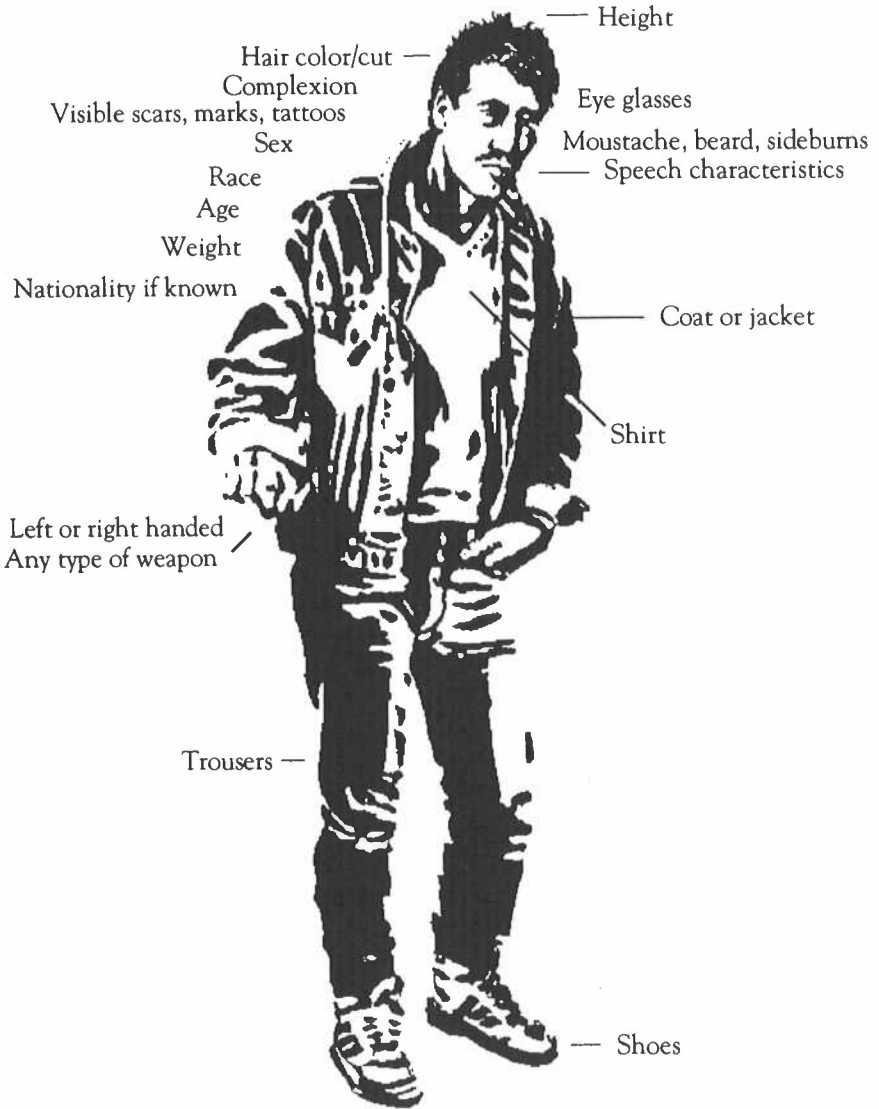
- b. Do not delay reporting the incident.
 - c. Do not leave the location from which you are reporting the incident unless you are in danger. The dispatcher may need to get more information from you.
4. **What is a suspicious person or activity?** Obviously, not everything you see is suspicious. You must learn what is normal for the campus before you can report anything abnormal. For example, a lone male walking across campus is not really suspicious—he may be a student's date or relative. A lone male in a parking lot, going from car to car and looking in the windows while pulling on the door handles IS suspicious.

NOTE: VENDORS AND REPAIRMEN ON CAMPUS

Access to residence halls or other buildings by vendors and repairmen is regulated through our office. They sign in before beginning their work and are issued a badge which they are required to wear while on campus. Once they finish their job they must sign out at our office and return the badge.

If you see a workman or vendor who is not wearing a badge in your residence hall or another building, please contact our office.

SUSPECT IDENTITY CHART



Method of Escape

Direction of Escape

Vehicle Description:

Tag # _____

Make _____

Model _____

Year _____

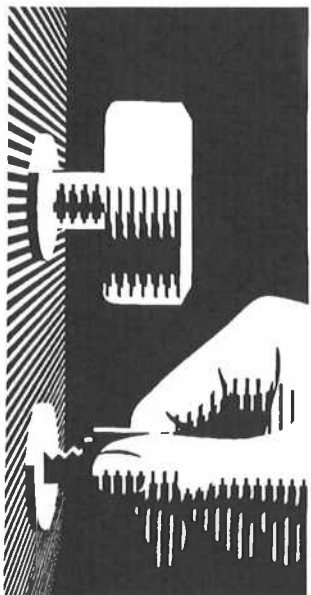
Color _____

RESIDENCE HALL SECURITY

Residence hall security is the responsibility of every student on campus. It only takes the carelessness of one student on one occasion to jeopardize the safety of everyone in the residence hall. Ted Bundy entered a dormitory at Florida State through a door which was propped open and killed several women. So please remember to follow the guidelines below.

1. WHENEVER YOU ENTER OR LEAVE A RESIDENCE HALL.

CHECK THE DOOR BEHIND YOU to be sure it locked properly.



This only takes a few seconds and is well worth the effort. The wooden doors in the residence halls are beautiful but, because of their weight and tendency to swell when the weather changes, they frequently will not lock properly when allowed to close on their own. You may need to pull the panic bar up and then close the door to be sure the lock catches.

2. NEVER PROP A DOOR OPEN UNLESS SOMEONE WILL BE THERE AT ALL TIMES to be sure no unauthorized person enters the building (this means the person "on watch" has to be able to see the door at all times). It only takes a few seconds for someone to slip in a door and get out of sight so they can cause problems later.

3. ALWAYS HAVE YOUR RESIDENCE HALL KEY WITH YOU. You are given a key by the college because you are assumed to be mature enough to use it properly. This includes keeping it with you at all times, just as you would with an apartment key, so that you can come and go from your residence hall any time you want to. Don't count on getting back before your hostess goes off duty or the building is locked—keep your key with you at all times! If by accident you are locked out of your residence hall, call your RA, roommate or a friend to let you in. Do not call the Department of Public Safety until you have tried these other alternatives.

4. CLOSE THE BLINDS OR SHADES IN YOUR ROOM WHEN IT GETS DARK, even if you do not live on the ground floor.

Almost all upper level rooms in the residence halls are visible to people on the streets in and around the campus.

5. CONSIDER KEEPING YOUR ROOM LOCKED AT ALL TIMES. Although Agnes Scott has an honor system which most

members of the community take seriously, there are always some people who don't. And of course the thief off the street won't be at all concerned with the honor system when he or she steals your jewelry or other valuables. If you lived in an apartment you would not leave your door unlocked and a residence hall is not much different. If you want to leave your room unlocked, at least consider locking your valuables in your closet.

SECURITY OF OTHER BUILDINGS

Your safety and security are of concern not only in the residence halls but in other buildings as well. This is particularly true of academic buildings late in the evening or after closing hours.

1. **BUILDING MONITORS** will be on duty Sunday through Thursday from 5:00 p.m. until 10:00 p.m. in the academic buildings and the gym. During these hours you must enter the building by the door at the building monitor's station and sign in. When you leave you must sign out and leave through the same door. Do not exit the building from any other door since some of them will not lock properly behind you, thus jeopardizing everyone's safety.
2. **FACILITIES USE PERMITS** are required if you want to be in a building after hours. These permits must be signed by a professor and can be for an evening, a week, a semester or whatever period of time you will need access to the building. **You must have a facilities use permit to stay in a building after hours.** Verbal permission from a professor is not enough, you must have a written permit.



GENERAL CRIME PREVENTION TIPS

One of the most important things you can do to protect yourself and your belongings is to be aware of what is going on around you at all times. Wherever you are and whatever you are doing, be aware of who is around you and what they are doing.

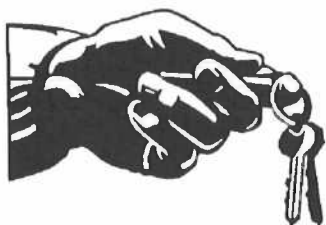
Beyond that, here are some more suggestions for you.

Be aware while walking:

1. Walk with confidence and be aware of your surroundings. After dark, walk with others.
2. Avoid alleys, short cuts (like the tunnel under the railroad tracks) and vacant lots, particularly at night.
3. Vary your route if you routinely travel between the same destinations (i. e. home to work, work to school).
4. Pay attention to cars that pull up beside you or pass you more than once.
5. Listen for footsteps or voices. Do not wear a walkman when walking or jogging.
6. If you are being followed, stay in a lighted area and seek safety in a public place. Always notify the police.
7. Keep your purse close to your body and do not use an open one. Use one with a zipper or a flap that fastens.
8. Divide your money up and put it in different places in your purse, pockets, etc.

Be aware while driving your car:

1. Always keep your doors locked when you drive. Make locking the doors the first thing you do when you get in your car.
2. If possible, keep your windows up when you drive, at least enough to keep someone from reaching in and unlocking your door when you stop.
3. Have your keys in your hand when you approach your car.



Practice opening your car door by feel so you can continue to observe the area around you.

4. Check the back seat and floor of your car before getting inside. Also, check under your car as you approach it.
5. Park in a well-lit, crowded area or in a lot with an attendant. Park as close to the door of the building you will be entering as possible.
6. If possible, do not go to your car alone at night.
7. Never pick up hitch-hikers. You simply cannot tell by looking at people who is "safe" and who is not.
8. If you suspect you are being followed, drive into a well-lit business establishment and call the police.
9. Leave only your ignition key with service station repairmen or parking lot attendants.
10. If you have car trouble, signal for help by raising the hood or tying a handkerchief to the door handle or antennae if you feel

it is safe to get out of the car. Or even better, buy and use one of the windshield screens with a "Help Needed" message on it. If anyone offers to help ask them to call the police. Do not get out of your car.

11. To help the driver of a disabled vehicle, don't stop and get out of your car. Report it to the police and send help.

12. Make sure you have enough gas to reach your destination. Don't let it fall below 1/4 or 1/2 tank; it may take you a while to find a gas station once you start looking.

13. Do not park near a van. If a van has pulled in beside you when you return to your car, get into the car from the side farthest from the van.

14. If your car has an automatic door lock that opens all the doors at once, have it adjusted so it will only unlock the driver's door.

15. A cellular phone or CB radio in your car to use if you need help is a good investment.

16. When taking trips, don't stop at empty rest areas. Use rest areas only when necessary.

17. Keep your purse and other valuables on the floor rather than on the seat beside you.



Be aware at home or in your residence hall:

1. Have your keys in your hand when you leave your car or another building to enter your residence.

2. When you enter or leave your residence hall close the door immediately and be sure it locks behind you.

3. Don't leave doors open.

4. Don't leave keys lying around or lend them to anyone. Don't attach anything with your name and address or phone number to your key chain.

5. Keep your room door locked when you are asleep or not in your room. This is good advice even at Agnes Scott.

6. Know who is at the door before you open it.

7. Don't let strangers into your home. If someone wants to use your phone, make the call for them.

8. Install a peep-hole in your door and use it.

9. Ask for I.D. from any "official looking" people who want to

come into your home. This includes police.

10. If you live alone or with other women use only your initials on mailboxes and in the phone book.
11. Don't use your name or phone number on your answering machine message. If you live alone or with other women have a male friend make your message if possible.
12. Never reveal your number to a wrong number caller. Ask what number they dialed and advise them to try again.
13. Don't reveal to a caller that you are alone.
14. Hang up on obscene callers.
15. Don't reveal personal information (name, age, etc.) to a stranger on the phone.
16. Keep the shrubs around your house trimmed so no one can hide behind them.
17. Use plenty of outdoor lighting around



your house at night. This is one of the most effective and easiest ways to deter crime.

18. If someone is prowling outside, call the police.
19. Get solid core outer doors for your home and use dead bolt locks on them.
20. Get a solid core door for your bedroom and install a dead bolt lock on it.
21. If someone enters your bedroom while you are in bed, don't call attention to yourself. Memorize a description of the intruder. Start with the hair color and style and work your way down to a description of the clothes and shoes.
22. Warn roommates not to give out information on the phone such as who is in, who is out and what time they are expected back.
23. Be cautious in isolated laundry rooms or laundromats.
24. Report unauthorized persons or suspicious behavior to the police immediately.
25. Don't advertise when you are going to be away from home. Be sure to have your mail and newspapers stopped or have a neighbor pick them up each day.
26. Consider getting some type of security system or burglar bars for your home.
27. When you are working in your yard keep your doors locked.
28. You may want to consider using a post office box or voice mail box phone number on your checks rather than your home phone number.
29. Take security measures seriously for your own protection as well as that of others.

CAMPUS SAFETY REPORT

As a state certified law enforcement agency since 1983 the ASC Department of Public Safety reports campus crime statistics to the Georgia Bureau of Investigation (GBI) (O.C.G.A. 35-3-36). The GBI sends this information to the FBI (O.C.G.A. 35-3-33) which uses it in the U. S. Department of Justice Uniform Crime Report for the nation.

According to the Campus Security Act of 1990, all institutions receiving federal funds have been required to compile, publish and distribute this information since Sept. 1, 1992. To comply with federal law, these statistics as well as appropriate policies and procedures are made available to students, employees and applicants for enrollment or employment. A summary of statistics for the past three years (July 1 - June 25) is below.

<u>Charge/Offense</u>	<u>94-95</u>	<u>93-94</u>	<u>92-93</u>
Bad Checks	0	1	0
Burglary	3	4	2
Criminal Damage to Property	5	2	2
Criminal Trespass	2	4	6
Discharging a Firearm	0	1	0
Entering Auto	0	4	2
Fighting in Public	1	0	0
Forgery	1	0	0
Giving False Information to Police	1	1	1
Harassing Phone Calls	7	0	3
Kidnapping	0	1	0
Missing Person	4	1	0
Motor Vehicle Theft	0	0	2
Peeping Tom	1	0	0
Public Indecency	2	0	0
Rape	0	0	1
Sexual Battery	0	2	0
Terroristic Threats	1	0	0
Theft by Receiving	0	0	1
Theft by Shoplifting	0	1	0
Theft by Taking	20	6	20

Drug/Alcohol/Weapons Offenses

Controlled Substance	2	1	1
Driving Under the Influence	1	9	2
Public Drunk	1	0	0
Underage Alcohol	2	4	0
Weapons Offenses	0	1	1

In addition to the campus safety report which is published and distributed at least twice a year, other efforts are made to keep the campus community aware of further criminal activity. Articles in each issue of *The Profile*, the student newspaper, include routine updates of criminal activity. If a serious crime or crime attempt occurs on campus or in the surrounding neighborhood, special notices are posted in the residence halls and other areas around campus.

In addition to a few formal dances, Agnes Scott sponsors only one off campus activity each year. Georgia State University and Agnes Scott operate an observatory at Hard Labor Creek State Park which provides students from both schools with the opportunity to perform experiments with equipment which neither school alone could provide. At this time no complaints of criminal activity at the observatory have been reported to the police having jurisdiction over the observatory, but the occurrence would need to be reported in our crime statistics as well.

Although we are not equipped to record reports of criminal incidents involving members of the Agnes Scott community which occur off campus, we do encourage crime victims to report these incidents to the law enforcement agency having jurisdiction over that location. This is particularly true of serious crimes such as rape. We will then work as closely as possible with the other agency to help investigate the crime.

RAPE PREVENTION

Although adhering to the previously mentioned general crime prevention tips will be **your best safe guard against rape** there are some additional things you might want to keep in mind. This is particularly true when you are considering going out with someone you have just met.

1. On the first date, choose cozy but public places as opposed to dark parking lots, "country drives" or his apartment to share intimate moments.
2. When you blind date, try to double with a friend.
3. Do not be compromised into submission by engaging in illegal acts or narcotics use which may discourage you from later reporting an assault.
4. Do not judge anyone by the clothes they wear or their occupation. Designer clothes and an illustrious career will not guarantee your safety on a first (or even later) date.
5. Realize your body is yours and no one has the right to touch you unless you want him/her to!



HELP AFTER AN ASSAULT

Agnes Scott has a sexual assault awareness group known as CHOICES which is composed of students, faculty and staff. Members include the counselor, someone from Health Services and an officer from the Department of Public Safety. If you have questions or problems feel free to contact any member of CHOICES.

Also, DeKalb Medical Center and Grady Hospital operate Rape Crisis Centers which provide a variety of medical and counseling services to rape victims. The centers are open 24-hours a day if you need help.

DeKalb Rape Crisis Center	377-1428
Grady Rape Crisis Center	616-4861

HARASSING PHONE CALLS

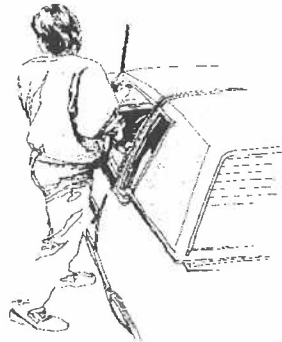
Harassing phone calls are not just a nuisance, they are a crime. If you get only an occasional or isolated harassing phone call simply hang up when you realize what kind of call it is. However, if you get several calls in a short period of time, especially if it sounds like the same person each time or there seems to be a pattern to the calls (the time of the calls, what is said, etc.) report it to the Department of Public Safety.

If you get several calls keep a record of the time, date and what is said during the calls. Also, try to determine anything you can from the person's voice such as sex, race, age or whether the person has an accent or speech impediment. Also try to recognize any background noise you hear during the call to help locate the caller. If the person leaves a message on your answering machine do not erase it, give it to an officer so it can be used as evidence later if necessary.

AUTO THEFT/VANDALISM PREVENTION

Vehicles are often the target of thieves—either the car itself or items inside the car. **Although stopping a determined auto thief is almost impossible, there are some things you can do to protect your car.**

1. Park your car in well-lit or well-traveled areas.
2. Always close your windows and lock your car when you will be away from it, even if it is only for a few minutes. And never leave your keys in your car.
3. Do not hide a spare key on the outside of your car; most thieves know where to look. Instead, carry your spare key with you.
4. When you leave your car take all loose valuables with you or lock them in the trunk. Often a thief picks a car because there are easy-to-take items inside it.
5. Record the serial numbers and model numbers of valuables stored or installed in your car. Also, record your tag number and VIN (the number found on the dash of the car by the windshield or on the side of the driver's door). Keep this information in your purse if possible.
6. Keep a copy of your registration in your car and the original in a safe place.
7. If your car is stolen or broken into notify the police department in



whose jurisdiction the incident occurred (i.e. Atlanta, DeKalb County, Agnes Scott, etc.). If the car was only broken into, don't touch or move it until after the police have finished their investigation. This will alert the police to the problem but you will also need a copy of a police incident report for your insurance company.

8. Automobile alarms or other anti-theft devices are available if you decide they are worth the money.

FIRE SAFETY



Once a semester each residence hall will have an unannounced fire drill. The Decatur Fire Department will participate in some of them while others will be completely in house. During these drills (and any time a fire alarm goes off in your residence hall) you should evacuate the building as rapidly as possible using the following procedures which the Residence Hall Association will discuss with you.

Note that some of the steps below have been changed from previous lists.

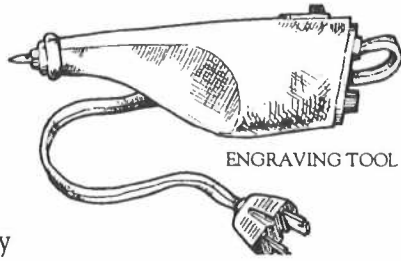
1. Shades up.
2. Light on.
3. Windows closed.
4. Exit the building immediately, particularly if smoke is visible. Do not worry about trying to get to the bathroom to wet a wash cloth to take with you.
5. Leave the building immediately. If you can locate them in a second or two, get a robe and some shoes to take with you. Do not spend time looking for particular items of clothing.
6. Unlock and close door.
7. Get with your fire buddy for roll call once you have evacuated the building. Do not go into the hall away from the exits to look for your fire buddy.

Your worst enemy in a fire is time. You may have only seconds (not minutes) to evacuate a building once the alarm has sounded. Leave the building immediately after the alarm activates.

OPERATION I. D.

Operation I.D. is one basic step you can take to prevent thefts on and off campus. Operation I.D. works even if your property is stolen or lost. It helps the police contact you when the property is recovered and lets you identify it so it can be returned to you. Just follow these guidelines.

1. Stop by our office and pick up some inventory cards and sign-out an engraving tool. Please be considerate and return the engraving tool as soon as possible.
2. You will be given two sets of inventory cards. Be sure to make one record of your property and keep it in a safe place. The second set will be kept on file in our office in case your first copy is lost.
3. When engraving, hold the tool straight up, not at an angle. If you have questions one of our officers will be glad to demonstrate for you.



Operation I.D. can help you protect your valuables so please make use of this service. Any officer can provide you with the engraver to label your belongings with your social security number or other identifying mark.

PARKING AT AGNES SCOTT

Besides the parking regulations you will get when you register your car, get your parking permit and pay your registration fee, there are several things you need to keep in mind about parking on campus.

1. Spaces on the Main Loop and other areas of the campus are reserved as marked from 8:00 a.m. to 5:00 p.m. on Monday through Friday. If this restriction is not adhered to by students then officers will have to use orange warning stickers, placed on the side windows of offending vehicles, for the first violation. A second violation will result in the immediate removal of the vehicle by Hunt's Wrecker Service. These restrictions on parking in reserved spaces do not apply on weekends or holidays with the exception of the spaces reserved for the President, the Dean of Students and R.D.'s and S.R.'s.

NOTE: The orange stickers have to be removed with an acetone solution such as nail polish remover.

2. Remember that parking in fire lanes, in front of fire hydrants, in handicapped spaces or in front of handicapped ramps are all violations of the law for a reason. The safety of other members of the campus community as well as your own is jeopardized when you park in these areas. Blocking access to handicapped spaces and ramps causes undue hardship on some members of our

community. **Be considerate!**

3. The College reserves the right to close any parking area for College purposes (See Student Handbook.) **WHEN YOU SEE BARRICADES OR CONES IN DRIVEWAYS OR IN CERTAIN PARKING SPACES, DO NOT MOVE THEM AND DRIVE ON OR PARK ANYWAY.** This will prevent you from having to move your car at a later and possibly inconvenient time or even having it towed if you cannot be reached. Also, this is in violation of Georgia traffic law (O.C.G.A. 40-6-203).
4. Officers in our department can write campus or City of Decatur tickets for parking offenses on campus, depending on the violation. We can also write citations for moving violations within our jurisdiction.

You may not get a space as close to your destination as you want everytime. But please be considerate and safety conscious and do not park illegally.

ESCORT SERVICE/ TAXI FUND/ MOTORIST ASSIST

The Department of Public Safety considers student escorts to be an important service. However, **ESCORTS ARE PROVIDED FOR STUDENT SAFETY NOT STUDENT CONVENIENCE** (i.e. a taxi service). Students, faculty and staff are entitled to such service on a need/availability basis. This simply means that an officer or vehicle may not be available at the very instant an escort call arises. An escort, particularly from MARTA, is normally considered a high priority call. However, emergencies may arise without warning and an officer may not be able to respond to a request for an escort immediately.

No one should feel hesitant to ask for an escort around campus, to and from parking lots or to and from the Decatur MARTA station at night. Escorts to and from the MARTA station are provided for one or two students. Three or more students in a group constitute their own security.

We cannot provide escorts because the weather is bad or you have a lot of books or luggage to carry—you can call a taxi or ask a friend for a ride under these circumstances. Also, if your date is with you we cannot give both of you an escort to or from MARTA. Escorts of the last type are a matter of student convenience not safety and tie officers up unnecessarily. **Remember, officers have been employed by the College to perform a wide range of safety, security and law enforcement duties—not to serve as a taxi service.**

Because our officers cannot leave the campus area due to our

responsibilities here, the Department of Public Safety has a taxi fund that you can borrow from if your car breaks down or for some other reason you are stranded off campus (i.e., you don't want to drive because you have had too much to drink). Money from this fund will be used to help pay your cab fare if you do not have enough cash to pay the bill yourself. But remember, you must reimburse our department for the money borrowed for your cab fare! Otherwise the funds will be depleted and unavailable to someone who needs help later.

Although our officers are not mechanics, we do provide jump starts for cars on campus and we will try to unlock your car if you lock your keys inside it. You must sign a release to have your car unlocked since this can occasionally damage the door locks. But remember, because of personnel restraints and other duties officers cannot leave campus to perform these services.

ALCOHOL POLICY

Alcoholic beverages are permitted on the Agnes Scott campus in compliance with Georgia and Decatur laws. These laws are as follows:

A. Georgia

1. The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.
2. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior in any public place, in any private residence other than one's own, or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars.
3. It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

B. Decatur

It is unlawful to drink alcoholic beverages in automobiles—parked or moving—on the streets, highways or alleys of the city. It is also unlawful to carry any type of open liquor container in public.

C. Agnes Scott

Alcohol is restricted to campus-wide social functions held in designated areas as coordinated, evaluated and approved by the Dean of Students, and to designated areas of the residence halls.

Designated areas for alcohol are

1. residence hall rooms: consumption, preparation and storage.
2. residence hall kitchens: consumption, preparation and storage.
3. TV lounges: consumption only.

When transporting alcoholic beverages to the designated parts of the residence halls, students must carry them in a bag or similar covering, unless transporting them between dorm rooms or from the kitchen to dorm rooms.

Hall and lobby parties involving the consumption of alcoholic beverages are prohibited.

Alcohol and alcoholic beverages must be covered when they are transported outside of the dorms.

Agnes Scott defines defines drunk on campus as "evidencing vulgar or boisterous behavior which is disruptive to the campus community." Agnes Scott's alcohol policy applies to students who are drinking on campus underage or drunk on campus regardless of age and to students of legal drinking age who sell or furnish alcohol on campus to students not of legal drinking age.

PENALTIES ARE AS FOLLOWS:

1. **First Offense**, to be handled by the Residence Hall Association (RHA):

Restricted Campus; - with parietals if the student turns herself in;
 - without parietals if she is turned in by another student.

2. **Second Offense**, to be handled by Honor Court upon referral of the RHA president: Warning File

3. **Third Offense**, to be handled by Honor Court upon referral of the RHA president: Social Probation or more serious punishment.

All violations of the alcohol policy are to be directly reported to an RHA member who will refer it to the RHA president.

As is the practice with any particularly serious or flagrant violation of policy, the RHA president reserves the right to refer any case involving this policy to a higher court than the one stipulated above.

STUDENTS MAY NOT DRINK ALCOHOL IN ANY PART OF THE DORMS EXCEPT IN THE DESIGNATED AREAS, OR IN ANY AREA OF THE GROUNDS EXCEPT DESIGNATED AREAS AT CAMPUS-WIDE FUNCTIONS.

Student Government funds may be used for the purchase of alcoholic beverages at any function held on or off campus and sponsored by the College or any organization within the College in accordance with the following guidelines:

1. In order to facilitate the efficient processing of the alcohol requisition forms, they will be available from the Dean of Students' Office upon completion of activity approval forms. Requisition forms must be submitted no later than one week prior to the date

of the function. At the beginning of each semester, organizations are advised to submit a proposed agenda of events which will require alcohol.

2. Completed alcohol requisition forms will be submitted to the Dean of Students.
3. Upon establishment of the organization's itemized budget, the SGA treasurer will ensure that only a reasonable portion of the money allotted for refreshments at campus-wide functions will be for alcohol.
4. It will be understood that the Agnes Scott alcohol policy and honor system will be enforced at all functions where alcohol is served.

Only a student 21 years or older may serve alcoholic beverages, and a non-alcoholic beverage must also be served at the function. Alcoholic beverages which may be served at campus-wide functions are beer and wine. At times, certain campus functions which are restricted to faculty, staff, students, and their invited guests may serve beer, wine, and liquor. These closed campus events must be designated as special events by the Dean of Students. Other closed campus events may also be designated as "Bring Your Own Beverage" (commonly known as B.Y.O.B.) by the Dean of Students.

The coordinator of Student Activities sponsors programs throughout the year to educate students on alcohol abuse. These include programs in conjunction with National Alcohol Awareness Week. Actual counseling on alcohol or drug abuse would be done or initiated by the Chaplain, Counselors, or someone from Student Health Services.

At social functions where alcohol is served, student I.D.'s are checked by specially trained students or officers - depending on the size and location on campus of the event. Officers and students on Social Council also try to stop students who may be too intoxicated to drive and provide them with alternate means of transportation.

DRUG POLICY

In accordance with Agnes Scott's commitment to academic excellence and the belief that mind altering drugs may lead to impaired judgement and reduced achievement, the possession and use of illegal drugs is prohibited on campus.

Any student engaged in the unlawful manufacturing, distribution, dispersing, possession or use of controlled substances by any means whatsoever will be subject to suspension or dismissal, the terms of

which will be recommended by Honor Court to the Judicial Review Committee.

As is the case with all judicial recommendations of suspension or dismissal, these penalties are automatically reviewed by the Judicial Review Committee, whose final approval is necessary and who may contact civil authorities. Penalties for unlawful manufacturing, distribution, dispersing, possession or use of controlled substances may involve fines and/or imprisonment.

Agnes Scott College is in compliance with the Drug Free Schools and Communities Act Amendment of 1989.

IMPORTANT NUMBERS TO REMEMBER

Department of Public Safety	638-6355 (non-emergency)
	638-6400 (emergency)
On Campus	Ext. 6355 Ext. 6400

We hope this brochure has given you some information to help make your years at Agnes Scott as safe and enjoyable as possible. If you have any questions about Playing It Safe or other safety issues please stop by our office and we will try and answer them for you.

Also, stop by and help yourself to the crime prevention tips and other materials on the display rack in the lobby.

Welcome to Agnes Scott!

Booklet design by the Agnes Scott College Office of Publications, for the Department of Public Safety.

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