4 Policy and Procedure Statements

4.1 University Police Services

4.1.1 Fingerprinting

4.1.1.1 The University Police offers a fingerprinting service for university students who may need their fingerprints taken for selective reasons (such as a required attachment to an employment application). The hours are Monday through Friday 8:00am to 5:00pm.

4.1.2 Blue Light Emergency Phones

4.1.2.1 There are over 65 emergency blue light telephones located across the campus. These phones only require one button to be pushed and the call will ring directly into the University Police Telecommunications Center. The blue light phone system automatically displays the callers location so the telecommunicator can quickly dispatch an officer to assist the caller. These phones are located at residence hall entrances, in parking lots, in tunnels and other strategic locations.

4.1.3 Watauga County CrimeStoppers

4.1.3.1 The Appalachian State University Police Department is an active supporter and participant in the Watauga County CrimeStoppers Program. CrimeStoppers pays to to $1,000 cash for information that leads to the arrest of anyone who commits a crime, recovery of stolen property, seizure of drugs and location of wanted persons. CrimeStoppers allows you to remain anonymous when providing information. Their telephone number is 262-4555.

4.1.4 Crime Alerts

4.1.4.1 The University Police Department posts Crime Alerts on campus when serious incidents occur. The Crime Alerts inform the University community as to the nature of the crime, description of suspects and provides instruction on how to prevent or report crime.

4.1.5 Investigation

4.1.5.1 The University Police Department has investigators on call 24 hours a day, 7 days a week. If you are a victim of a crime immediately call the University Police Department so the incident can be investigated and a report filed. If time is wasted, evidence can be destroyed or lost. Call 8000, or come by the office at 173 Dale Street.

4.1.6 Lost and Found

4.1.6.1 The University Police Department offers a place for individuals to turn in or claim lost and found items. Please call 262-2150 if you need assistance with any lost and found items.

4.1.6.2 Vehicle Assistance - If you have locked your keys in your vehicle the University Police can either assist you directly or call a locksmith. The University Police will not attempt to unlock any vehicle with side airbags or power locks. If you think you have a dead battery, the Parking and Traffic Department has a jump pack you can check out by showing your Appalachian State University ID card.

4.1.7 Bike Registration
4.1.7.1 The University Police Department offers a bicycle registration program for all Appalachian students, faculty and staff. All bicycle riders are encouraged to register their bicycles as a deterrent to crime and to promote safety. There is NO CHARGE for this service. All registration information is stored on computer for future reference. You may contact any of our bicycle officers for a registration form or stop by the Police Department.

4.1.8 Possession of Weapons

4.1.8.1 GS 14-269.2, in North Carolina Law and Procedures makes it unlawful for anyone other than police officers to carry or possess firearms or weapons on campus. This applies even if the weapon is concealed or not concealed. The definition of weapons includes BB guns, air rifles, air pistols, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles, razors and razor blades (except for personal shaving), and sharp-pointed or edged instruments except instructional supplies, unaltered nail files and clips and tools used solely for preparing food instruction, and maintenance. This law is strictly enforced by arrests, in all cases. Student violators are also referred to the student disciplinary process.

4.1.9 On-Campus Alcohol Policy

4.1.9.1 The possession and use of alcohol on the campus of Appalachian State University must comply with the laws of the State of North Carolina and with campus regulations and procedures. The acquisition, possession, transportation and consumption of alcohol by anyone under 21 years of age is prohibited. Alcohol may be possessed or consumed on University property only by persons 21 years of age or older in their rooms or in appropriately licensed and/or approved campus facilities. Persons are expected to assume responsibility for their own behaviors while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the university community. Offenders will be dealt with through established university policies and procedures.

4.1.10 Illegal Drug Policy

4.1.10.1 Appalachian's policy prohibits the unlawful possession, use or distribution of controlled substances or illicit drugs by students, staff, and faculty. The university will take all actions necessary to eliminate the use of illegal drugs from the university community. Appalachian State University adheres to the "University of North Carolina Policy on Illegal Drugs" adopted by the Board of Governors on January 15, 1988. A complete version of the university's policy on illegal drugs can be found in the Student Handbook, published and distributed annually. Appalachian does offer, through the Counseling Center, Student Health Services, Residence Life and the University Police, drug and alcohol educational and counseling services.

4.1.11 University Police Sex Offense Response Policy

4.1.11.1 Sex offenses including date or acquaintance rape, are a serious concern of the University Police. If you feel you are a victim of a sex offense on campus, call the University Police at (828) 262-8000 any time of the day or night. Your University Police will:

1. Meet with you privately, at a place of your choice, to take a complaint report.
2. Not release your name to the public or the press as long as such release is likely to pose a threat to your mental or physical health or personal safety. However, the law requires notification of the campus community of crimes that are "considered to be a threat to other students and employees" and disclosure of the time, date, location and nature of a violation.
3. Not prejudge you. Treat you and your case with courtesy, sensitivity, dignity, understanding and professionalism.
4. If you feel more comfortable talking with an officer of one gender rather than the other we do our best to accommodate your request.
5. Assist you with transportation to a local hospital or other medical treatment facility. Assist you in privately contacting counseling and other available services.
6. Fully investigate your case and keep you informed about the progress of the investigation and/or prosecution.
7. Continue to be available to answer your questions and explain the legal systems and processes involved. If an arrest is made certain information that had previously been held confidential will become public record.
8. Consider your case seriously regardless of your gender or the gender of the suspect.

4.1.11.2 If a sexual assault occurs on campus: Get medical attention; notify University Police immediately; find and maintain a support system (a rape hotline is a good place to start). Remember, any victim of sexual assault has the right to file a complaint with law enforcement authorities. If an assault occurs off-campus, University Police will help you file a report with the appropriate law enforcement agency.

4.1.11.3 To aid the police investigation, take these steps to preserve evidence:
1. If the rape has just occurred, don't shower or bathe before the medical exam.
2. Try not to touch any smooth surfaces that the rapist may have touched until the police have dusted for fingerprints.
3. Save all your clothing and personal items from the crime and tell the police what you have.
4. Document any injury you suffered, either by photograph or by showing it to someone you trust.

4.1.12 Annual Campus Safety Report (Clery Act)

4.1.12.1 It is the policy of Appalachian State University to publish by October 1st of each school year an annual security report that informs current students and employees of its safety and security policies, procedures and practices. The annual report also discloses statistics from the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property, either owned or controlled by the University and owned or controlled by student organizations recognized by the University and on public property within or immediately adjacent to and accessible from the campus. This information will also be made available to prospective students, prospective employees and others upon request.

4.1.13 Skateboard Policy

4.1.13.1 The use of skateboards, skates, roller blades, or similar devices is prohibited on property owned or controlled by Appalachian State University. Anyone observed skateboarding on University monuments, steps, benches, retaining walls, rails and other structures or inside a building shall be issued a university citation. Students will be issued a university citation and their skateboards will be confiscated as evidence. The skateboards will not be released without approval from the Office of Student Conduct. Non-students will be arrested and charged criminally for damage to property when appropriate, and their skateboards will be confiscated as evidence. They will also be given a university citation banning them from campus.

4.1.14 Medical Transport Policy

4.1.14.1 The University Police department will make ALL non-emergency medical transports. Requests for non-emergency medical transports should be made to the University Police Department at 262-2150. This policy does not provide for transport to or from doctors appointments. For Emergency Medical Transports, call 9-911 or 8000.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates