

Misawa Campus

**2020 Annual Security Report**

(2017-2019 Clery Crime Statistics)

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**Embry-Riddle Aeronautical University – Worldwide**

**Misawa Campus**

**2020 Annual Security Report**

**(2017 – 2019 Clery Crime Statistics)**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092) (“Clery Act”) is a federal consumer protection law passed in 1990 that requires colleges and universities participating in Title IV student financial aid assistance programs to disclose campus crime statistics and other security information to students and the public. This information is available through the Annual Security Report published by October 1<sup>st</sup><sup>1</sup> of each year. The Annual Security Report includes security-related policy statements and crime statistics for the preceding three calendar years.

It is Embry-Riddle Aeronautical University (University or ERAU) policy to comply with the requirements of the Clery Act and all related rules, regulations, and procedures promulgated by the U.S. Department of Education and other cognizant agencies.

### **Preparing the Annual Security Report (ASR)**

The ASR for the Misawa Campus, is prepared by the Assistant Campus Director and includes input from other areas/offices with significant responsibility for Worldwide Campus student affairs and compliance. The Worldwide Campus Clery Coordinator (Clery Coordinator) collects crime statistics in relation to Clery Act reportable crimes, hate crimes, and violations of state and local drug, liquor, and weapons laws that occurred at the Misawa Campus, specifically the areas owned or controlled by the University or immediately adjacent to the Campus. The Clery Coordinator collects crime report information for the purposes of Clery Act compliance. The collected data is reviewed and approved by the Vice Chancellor of Campus Operations, Worldwide, prior to the reporting deadline each year. The Legal Department provides advice and counsel as needed to facilitate an accurate and compliant report.

Crime statistics are also requested annually from Air Force Air Station Misawa’s PMO to determine if they are aware of any Clery reportable crimes that should be documented in the Misawa Campus’s ASR.

On or before the publishing date of October 1<sup>st</sup> an email will be sent to the Embry-Riddle Aeronautical University Worldwide campus community providing a direct URL link to view the Annual Security Reports. This report will also be made available to all prospective students and employees at publicly accessible URL links.

<sup>1</sup> The Department of Education has extended the date for institutions to distribute their Annual Security Report (ASRs) to required recipients to December 31, 2020 (due to COVID-19).

## Reporting Crimes or Emergencies

Embry-Riddle Aeronautical University strongly encourages the University community to **immediately report emergencies or suspicious activity** to the proper authorities. Crimes alleging actual or attempted bodily harm, a hate crime, or a significant crime against property are encouraged to be reported to local law enforcement officials for investigation.

## Campus Law Enforcement & Security

The Misawa Campus is a non-residential branch campus of Embry-Riddle Aeronautical University - Worldwide.

In case of emergency call: **911**

For non-emergencies call: **Misawa AB Police**

**Tel# DSN: 226-3600**

## Reporting Crimes to Campus Security Authorities

Employees who have significant responsibility for students and student activities are designated as Campus Security Authorities (CSA) under the Clery Act. Individuals may feel more comfortable reporting criminal activity to a CSA rather than reporting to law enforcement.

At the **Misawa Campus**, the Campus Security Authority (CSA) is Amy Allen.

For Clery purposes, a crime is considered “reported” when, in good faith, it is brought to the attention of a CSA by anyone (victim, witness, offender, 2nd/3rd party), whether or not they are affiliated with the University. If a reporting person requests anonymity, the request will be honored to the extent permitted by law. However, CSA’s are obligated to report any crime reported to them to the Worldwide Campus Clery Coordinator. CSA’s are not required to disclose identifying information about the crime victim to the Worldwide Campus Clery Coordinator. It is not necessary that a reported crime be investigated or determined to be true. Data collected will only be used to get a more accurate number of crimes on campus.

Crimes may also be reported to any of the following University officials:

- Dean of Students, Worldwide Campus, +1-888-292-5727
- Title IX Coordinator, Worldwide Campus, +1-386-226-7971
- Daytona Beach Campus Safety, +1-386-226-SAFE (7233)

Faculty members with no responsibility for student and campus activity beyond the classroom and most clerical staff are not considered CSAs and are not required to report under the Clery Act.

## Counselor Reporting Process

The **Misawa Campus** is a non-residential branch campus and does not utilize pastoral or professional counselors. Options for off-campus confidential supporting services are available. Contact the Worldwide Dean of Students for more information at +1-888-292-5727 or [wwsdos@erau.edu](mailto:wwsdos@erau.edu).

## Limited Confidential Reporting Process

The University encourages anyone who is a victim of a crime or a witness to a crime to report the incident. In all cases, every effort will be made to maintain the confidentiality of crime victims to the extent possible. Individuals are always encouraged to report incidents to law enforcement so that they can be properly investigated. As the University's crime report forms may be subject to discovery by subpoena, absolute privacy cannot be guaranteed. If you wish to make a report anonymously you may call +1-386-226-SAFE (7233) and advise that you wish to remain anonymous.

## Emergency Notifications and Timely Warnings

The Clery Act requires colleges and universities to keep their students and employees informed about threats to their safety and health in a manner that allows them to protect themselves.

ERAU is committed to promoting and maintaining a safe campus environment. In the event of an emergency, specific procedures are in place to protect students, faculty, and staff. The University maintains methods to communicate immediate emergency information throughout the campuses. These systems may be used when campus authorities and/or local emergency responders confirm a significant emergency exists and determine emergency notification is warranted. The University will make every effort to compose a brief but descriptive emergency message that can be issued in a responsible but timely fashion. Notification may not be immediate if doing so compromises efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

Worldwide Campus locations on military bases will follow the base's safety response policies and procedures.

During an emergency at a Worldwide Campus location leadership responsibility will default to the ranking staff member (by position, then by length of employment) on site at the Campus at the time of the emergency. The ranking staff member is responsible for the following:

- Immediate safety of all our staff, faculty, and students on site.
- Following and directing subordinates to follow the instruction given in the campus Emergency Preparedness Plan (EPP), any safety authorities, Campus Operations, or the University Safety Office as applicable.
- Reporting the situation to Worldwide Campus Operations as soon as that report can be safely made.
- Maintaining continued communications with Worldwide Campus Operations as the situation develops.
- Reporting the situation to the University Safety Office.

The authority regarding guidance for immediate action steps in an emergency will default in the following order of priority:

- Local Safety Authorities
- Worldwide Campus Operations
- The Campus Emergency Preparedness Plan

Customized Emergency Preparedness Plans (EPP) are available for each campus location within the Embry-Riddle Worldwide Campus network. Each plan contains educational information and safety response procedures for a variety of natural disasters and other events. Each plan provides specific contact information for local emergency responders and, where possible, evacuation routes.

- A hard copy of the Emergency Preparedness Plan for the Misawa Campus is available for review at Misawa Education Center 35 FSS/FSDE Attn: Embry Riddle Unity 5019 APO AP 96319. Copies are available in the office and in the classroom(s). In addition, an electronic copy of the Emergency Preparedness Plan for the Misawa Campus is available at

<https://ernie.erau.edu/Departments/University-Safety-Office/emergency-management/EPPInternational/PAC%20Misawa%20EPP.pdf/>

The decision to close the campus office and/or cancel class sessions in the interest of the safety of staff, instructors, and/or students will be made at the discretion of the ranking staff member on site at that time (typically, the Campus Director). On military installations, the Base Commander or Education Services Officer (ESO) may also initiate a closure or course cancellation.

Subsequent guidance and general information may be communicated via campus email or announcement, via [eUnion](#), campus social media, or in [ERNIE](#).

The purpose of a timely warning is to notify the campus community when there is a serious or continuing threat to students or employees. The Campus Security Authority may consult with Worldwide Campus leadership, the university's General Counsel, the Worldwide Dean of Students office, and local law enforcement agencies to determine if the situation at hand is a reportable Clery crime that requires a timely warning. Assistant Campus Director will then be responsible for notification. The Misawa Campus shall provide timely warnings where required that reach the required or appropriate campus community of covered crimes. The method and specific details to include in the warning are a matter of policy to be decided by the Worldwide Campus Chancellor, or designated authority, in consultation with appropriate campus staff.

The warning may be issued using a variety of methods:

- Campus email sent to students, faculty and staff
- Campus Homepage (or social media page)
- Written notice on bulletin boards or near entrances and exits
- Text message
- Voice message
- eUnion

## Crime Statistics

If a Clery Act qualifying crime or an incident that may be a crime is reported to a Campus Security Authority (CSA), the CSA is obligated to record and submit the information using the Campus Security Authority Crime Report Form. CSA's shall promptly transmit reports of crimes to the Worldwide Campus Clery Coordinator. Information collected from these Forms will be used to determine the category of the crime or incident. Employees who report to a CSA shall inform their supervisors of any act or offense covered by Clery immediately.

Crime statistics are also requested from local law enforcement agencies and are included in the ASR.

## Reportable Crimes

The Clery Act requires colleges and universities to report statistics of specific crimes alleged to have occurred on or in the Misawa Campus's Clery geography. The reportable criminal offenses are:

- Murder
- Non-negligent Manslaughter
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

In addition, the Clery Act requires reporting hate crimes that have occurred on or in the Misawa Campus's Clery geography. Embry-Riddle Aeronautical University takes hate crimes very seriously and encourages the campus community to report any incident that may fall into this category.

A hate crime is a criminal offense (as defined for Clery purposes) committed against a person or property, which is motivated, in whole or in part, by the offender's bias. Any of the criminal offenses noted above as well as larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property that manifests evidence that the victim was selected because of the perpetrator's bias, is considered a hate crime. The categories of bias are:

- Race
- Religion
- Sexual Orientation
- Gender
- Gender Identity
- Ethnicity
- National Origin
- Disability

The Clery Act also requires reporting of arrests and/or disciplinary referrals for the following:

- Liquor law violations
- Drug law violations
- Illegal weapons possession

The Violence Against Women Act (VAWA) amendments to the Clery Act also requires colleges and universities to compile statistics for incidents of the following:

- Dating Violence
- Domestic Violence
- Stalking

## Missing Student Notification

The Misawa Campus does not maintain on-campus housing facilities; thus, is not subject to the Clery Act guidelines for policy disclosure on missing students.

## Monitoring Off Campus Locations of Recognized Student Organizations

At the present time, the Misawa Campus does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

## Security of and Access to Campus Facilities

The address and hours operation of the Misawa Campus operation are as follows:

### Campus Address

Misawa Education Center 35 FSS/FSDE Attn: Embry-Riddle University Unit 5019 APO AP 96319

Access to campuses located on military installations is subject to the official policy for the installation. Students must adhere to the Department of Defense and base regulations and requirements, as applicable, concerning standards of conduct on the installation and access to the base. The University must report all disruptive behavior to the United States Government, and students may be barred from access to a military installation.

The maintenance of Campus facilities is the responsibility of the **Misawa Air Base. Safety-related facilities issues should be reported to** the base PMO

### Hours of Operation

0800 - 1630

## Security Procedures and Practices

Embry-Riddle Aeronautical University believes that safety is everyone's responsibility and that members of the University community must take responsibility for their own personal safety, the safety of others, and their property (when possible), as they do when away from the Campus.

Information and literature on crime prevention and personal safety is available to the Campus community. For information, visit the Campus Safety & Security Department website at

<https://ernie.erau.edu/Departments/campus-safety-security/Pages/Default.aspx>

## Crime Prevention

The following crime prevention measures are recommended by the University:

- Stay alert and know your surroundings.
- Lock your car and do not leave any valuables in your car.
- Park in well lighted areas.
- At night avoid dark and isolated areas. If possible do not walk to your car alone.
- Do not leave your personal property unattended.

## **Alcohol and Drug Policies**

The primary concern of the University is the health and safety of all members of the Embry-Riddle community. The University provides alcohol and drug awareness and prevention information to our students and employees using guidelines established by the Drug-Free Schools and Communities Act.

Alcohol/Drugs/Tobacco:

Use and/or possession of alcohol or tobacco on University owned property with the exception of approved designated areas or events is prohibited. Policies may differ regarding tobacco usage on military installations and on property that ERAU leases. It is advisable to check directly with those facilities. Illegal drugs are prohibited at all university owned or leased properties. Disruptive or destructive behavior associated with, or as a consequence of, drinking or the use of drugs is not an acceptable form of conduct. Being under the influence of alcohol or drugs does not excuse students from negative behaviors and/or violations of the code of conduct, policies, state and federal laws.

Alcohol and drug assistance programs and policies for Embry-Riddle students may be found on the Dean of Students – Worldwide website at

<https://ernie.erau.edu/Departments/dean-of-students-worldwide/Pages/Alcohol-and-Drug-Assistance-Program.aspx>

Alcohol and drug assistance programs and policies for Embry-Riddle employees may be found on the Human Resources website at

<https://ernie.erau.edu/Departments/human-resources/appms/Documents/alcohol-drug-assistance-program.pdf>

This information will also be made available to all prospective students and employees at publicly accessible URL links.

The University's employee policy on Alcohol and Other Drugs (AOD) can be accessed at

<https://ernie.erau.edu/Departments/human-resources/appms/Documents/alcohol-drug-assistance-program.pdf>

The University prohibits the unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees. Any student or employee who violates the University's Alcohol and Other Drugs (AOD) policy is subject to both institutional sanctions and criminal sanctions provided by federal, state, and local law.

## **Violence Against Women Act**

Embry-Riddle Aeronautical University does not tolerate sex discrimination, sexual harassment or sexual violence of any kind. Questions about whether a behavior is considered a violation should be directed to Worldwide's Title IX Coordinator. Additional information and policies are available at the University's Title IX website.

#### Title IX Contact Information

### Worldwide Campus

**Linda Dammer**

*Coordinator Title IX Compliance,*

*Florida – Worldwide Campus*

1 Aerospace Blvd.

Daytona Beach, FL 32118

☎ 386-226-7971

✉ dammerl@erau.edu

✉ wwtitle9@erau.edu

Visit the **Worldwide Campus'**  
**Office of Title IX Compliance**

Any member of the campus community that has information about sexual assault is encouraged to report the incident to a Campus Security Authority or the Title IX office. It is imperative employees report any incidents of sexual violence to the Title IX Coordinator immediately, even if the report complaint was initially filed with another individual or office. The Campus Security Authority and the Title IX office will encourage anyone reporting a crime to report it to the local or military police agencies. Options for off-campus confidential supporting services will also be provided.

Embry-Riddle affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. The **Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Resolution Procedures** are designed to provide guidance to faculty, staff and students who may have concerns regarding discrimination in employment and/or in access to educational opportunities. Discrimination can include sexual misconduct such as sexual harassment, sexual assault, sexual coercion and stalking. For more information on the prevention and response to a sexual assault on campus can be found in the University's Civil Rights Equity and Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy at <https://erau.edu/leadership/title-ix/>

Additional information, including definitions of dating violence, domestic violence, sexual assault and stalking, can be found in the University's Title IX Sexual Harassment Policy at:

<https://ernie.erau.edu/Departments/dean-of-students-worldwide/Documents/Title%20IX/Title-IX-Sexual-Harassment-Policy.pdf>

Depending on the location of the violation, other state statutes may apply.

University faculty and staff receive annual online sexual harassment training. Online training for Worldwide Campus students is not currently offered.

Worldwide Campus students are responsible for knowing and adhering to all published policies and regulations for student conduct. Policies and regulations are available in the Worldwide Student Handbook, Student Code of Conduct and Student Rights and Responsibilities. The policies and regulations are available at:

<https://worldwide.erau.edu/-/media/files/worldwide/ww-student-handbook-2018-2019.pdf?la=en&hash=1F222F32518FBA07EBED9CFC6BAAD45B65CFE7AC>

<https://ernie.erau.edu/Departments/dean-of-students-worldwide/student-conduct/Documents/2020-2021%20Catalog-%20Student%20Code.pdf>

<https://ernie.erau.edu/Departments/dean-of-students-worldwide/student-conduct/Documents/Student-Rights-Responsibilities.pdf>

## **Registered Sex Offenders**

The Clery Act requires colleges and universities to provide a statement advising the campus community about where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

To learn the identity of registered sex offenders on or near a campus, or anywhere in the United States, visit the sex offender databases at <https://nsopw.gov>. You can search by city, county or ZIP code. This information is collected by other agencies, and this institution cannot guarantee this information is correct or complete.

## **Crime Statistics**