

## **THE INSTITUTE OF WORLD POLITICS**

### **Campus Security Policy and Report, 2011-2012**

#### **Campus Police Authority and Jurisdiction**

The Institute of World Politics (IWP) does not have a security office. However, each employee has the authority to ask a person for identification to determine whether the individual has lawful business at the Institute. IWP staff has no more authority to arrest than an average citizen. Criminal incidents are referred to the local police who have jurisdiction on the campus. IWP maintains a professional working relationship with the Washington, DC Metropolitan Police Department (WDCMPD). The Institute does not have a campus police unit. IWP relies upon the WDCMPD for policing, but does not have a contract or arrangement with the police. IWP does maintain a Security Policy and Crime Log (in binder form) in the main lobby behind the receptionist's desk. All crime victims and witnesses are strongly encouraged to immediately report the crime to the WDCMPD and the Vice President of Student Affairs, Jason Johnsrud, who can be reached at 202-462-4600 ext. 310. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

#### **Crime Statistics**

Crime statistics for the Police Service Area 208, Second District (to which the Institute belongs) may be found on the WDCMPD website <http://crimemap.dc.gov/presentation/query.asp> (which is temporarily down at the time of this publication). The WDCMPD website notes that, "All statistics presented here are based upon preliminary DC Index crime data reported at least two business days before today's date. The data do not present official statistics submitted to the FBI under the Uniform Crime Reporting (UCR) program. All preliminary offenses are classified based upon DC criminal code and not the FBI offense classifications. Because the data are preliminary all statistics are subject to change." The information is arranged based upon the type of crime, the year the crime was reported, and location at which the incident occurred. The calendar year begins January first and ends December 31<sup>st</sup>. The WDCMPD website does not include statistics for Hate Crimes. Due to the way statistics are gathered from the WDCMPD website, we take the crimes that occurred within 100 feet of Church Street NW from 15<sup>th</sup> St NW to 16<sup>th</sup> St NW and add them to the incidents within 100 ft of 16<sup>th</sup> St NW from Church St NW to Q St NW in order to derive the number for the incidents that occurred "on campus." IWP's campus consists of two buildings, Marlatt Mansion (1521 16<sup>th</sup> St, NW) and Bentley Hall (1523 16<sup>th</sup> St, NW). IWP does not have dormitories or any other residential facilities; therefore, there are no records to maintain. The Institute neither owns nor maintains any off campus or non-campus buildings.

As IWP works to meet all of the *Clery Act* requirements, its understanding of those requirements has evolved. In previous Crime Statistics Reports, IWP included, "all offenses reported to the Washington, D.C. Police Department. The reporting area includes crimes that occurred within 300 ft of 16th Street, NW and Church Street, NW. This comprises Bentley Hall and the IWP Library as well as part of the local neighborhood that would normally be considered off campus. The counting for each year begins on October 29th." During

2011, only one crime (theft of a wallet) occurred on the IWP campus proper. Most of the crime immediately surrounding IWP consisted of late-night window break-ins of parked cars.

Criminal Offenses - On campus (Oct. 29, 2011-Sept. 27, 2012)

Criminal offense	Total occurrences On campus	
	2011-2012	
a. Murder/Non-negligent manslaughter	0	
b. Negligent manslaughter	0	
c. Sex offenses - Forcible	0	
d. Sex offenses - Non-forcible	0	
e. Robbery	1	
f. Aggravated assault	0	
g. Burglary	0	
h. Motor vehicle theft	0	
i. Theft (wallet)	1	
j. Arson	0	

Criminal Offenses - Public Property (Oct. 29, 2011-Sept. 27, 2012)

Criminal offense	Total occurrences on Public Property	
	2011-2012	
a. Murder/Non-negligent manslaughter	0	
b. Negligent manslaughter	0	
c. Sex offenses - Forcible	0	
d. Sex offenses - Non-forcible	0	
e. Robbery	5	

f. Aggravated assault	0
g. Burglary	1
h. Motor vehicle theft	3
i. Arson	0

\*Hate Crimes have not been included due to the WDCMPD crime Statistics Reporting website.

\*\*IWP has neither Residential facilities, non-campus property, nor is there public property that exceeds the on-campus designation (100 ft within Church St NW from 15<sup>th</sup> St NW to 16<sup>th</sup> St NW and 100 ft from 16<sup>th</sup> St NW from Church St NW to Q St NW).

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

IWP’s Director of Operations prepares this report with the help of the Institute’s staff to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (*Clery Act*). The full text of this report is located on our website (<http://www.iwp.edu/about/page/institute-of-world-politics-campus-crime-report>). IWP prepared this report in cooperation with the help of Washington, DC Metropolitan Police Department (WDCMPD) and the help of the Office of Student Affairs, which provides current information on educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include, but are not limited to, crimes reported to the Office of Student Affairs, as well as those reported to the Washington, DC Metropolitan Police. These statistics may include individuals not associate with IWP, as well as crimes that have occurred in private residences and businesses not covered by the *Clery Act*.

Each fall semester, IWP’s Office of Student Affairs will send an email notification to all enrolled students by October 1 that will provide the website where the report may be accessed. At the end of the September pay period, the Human Resources Department will include the report with faculty and staff paychecks. Copies of the report will be available in the Office of Student Affairs or can be requested by calling the Director of Operations 202-462-2101. The Executive Vice President will have copies available for all prospective employees and can be reached at 202-462-2101, and the website address will be attached to IWP’s employment application.

### **Timely Warnings**

In the event that a situation, either on or off campus, arises that the Director of Operations determines is an ongoing or continuing threat, a campus-wide “timely warning” will be issued through the college email system to students, faculty, and staff. For situations that pose an immediate threat, an additional message will be posted on the front page of the Institute’s website ([www.iwp.edu](http://www.iwp.edu)) as well as the student bulletin board ([http://www.iwp.edu/student\\_services/page/student-bulletin-board](http://www.iwp.edu/student_services/page/student-bulletin-board)), and if possible, may post notices at the entry of all campus buildings. The Institute is also implementing an emergency alert system (Rave Alert), which should be operational by Fall 2012.

Anyone with information that may warrant a “timely warning” message should immediately contact either IWP’s Director of Operations (Dominic Bonaduce) 817-793-2295 or the VP of Student Affairs (Jason Johnsrud) at 202-462-4600 ext. 310.

## **To Report a Crime**

It does not matter if the victim or assailant is an IWP student; it is important to notify the correct persons upon realizing a crime is being committed. Students and employees should report criminal offenses to IWP’s Director of Operations (Dominic Bonaduce) at 202-462-4600 ext. 317 for non-emergencies as soon as possible, and dial 9-1-1 for emergencies only. Please report any suspicious activity or person seen in parking lots, loitering around vehicles or inside IWP buildings to the Washington, DC Metropolitan Police Department (WDCMPD). The Institute of World Politics is located in Police Service Area 208 within the Second District of the Washington, DC Metropolitan Police Department. The Second district Station is located at 3320 Idaho Ave, NW and can be reached at 202-715-7300 by phone or 202-715-7382 by fax.

Students may report a crime to the VP of Student Affairs (Jason Johnsrud) at 202-462-4600 ext. 310 or by email [johnsrud@iwp.edu](mailto:johnsrud@iwp.edu). Employees may report a crime to the Executive Vice President (Douglas Mills) 202-462-2101 or by email [mills@iwp.edu](mailto:mills@iwp.edu).

## **Confidential Reporting Procedures**

If you are a victim of a crime and do not want to pursue action within the criminal justice system, you may still make a confidential report. With your permission, IWP’s VP of Student Affairs or Executive Vice President can file a report on the details of the incident without disclosing your identity. The purpose of the confidential report is to comply with a victim’s wish to keep the matter confidential, while taking steps to safeguard the future safety of the student body and staff. With this information, the Institute can keep an accurate record of the number of incidents involving students to determine if and where there is a pattern of crime pertaining to a location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the Institute. The *Clergy Act* does not require crimes to be reported anonymously, but personally identifiable information **cannot** be included in the Institute’s disclosure of crime statistics.

## **Crime Reporting**

The Institute of World Politics encourages anyone who is a victim or witness to any crime to promptly report the incident to the Washington, DC Metropolitan Police (WDCMPD). Because police reports are public records under state law, the Institute cannot hold reports of crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can generally be made to the Institute’s Director of Operations (Dominic Bonaduce) at 202-462-4600 ext. 317.

## **Access Policy**

At the Marlatt Mansion, during normal business hours, front desk reception will monitor and, at its discretion, allow access into the Institute by students, parents, employees, invitees, guests, and contractors. During class time at night, when there is no front desk reception, access to the school will be limited by a key pad security pin, which must be entered to gain admittance.

To gain access to IWP's Library (Bently Hall) requires the same key pad security pin as the front door of the main building. Though the library stacks may not be open, access into the building is available 24/7 for those with an access code.

IWP does not maintain residence halls.

Emergencies may necessitate changes or alterations to these schedules. Areas that are found to be problematic will require a security survey that will be reviewed by the VP of Student Affairs and the Director of Operations. These surveys will consider security issues such as alarms, locks, lighting, landscaping, and communications.

### **Security Awareness Programs**

During orientation, students are informed by the VP of Student Affairs about previous crimes that happened on-campus and the surrounding neighborhoods. Similar information is provided to new and prospective employees through the Executive Vice President.

IWP will be working with the Washington, DC Metropolitan Police (WDCMPD) to provide periodic presentations on crime prevention and awareness for students and staff. The common theme of these presentations will be the need for students and employees to be aware of their responsibility for their own security and the security of others.

When an incident occurs and the student body and staff need to be informed, the Institute's Director of Operations will disseminate an email to the IWP community through the Institute's electronic mail system, as well as, post alerts on the front page of the Institute website ([www.iwp.edu](http://www.iwp.edu)). The Institute is also implementing an emergency alert system (Rave Alert), which will be operational by Fall 2012.

### **Criminal Activity Off-Campus**

The Institute of World Politics neither maintains off-campus housing nor sanctions any on-campus or off-campus student organizations. Due to most students living outside the District of Columbia and in Virginia and Maryland, IWP does not monitor or maintain records of off-campus criminal activity.

### **Crime Prevention Programs**

The Institute does not have any crime prevention programs.

### **Alcoholic Beverages**

Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the District of Columbia Alcoholic Beverage Regulation Administration (DCABRA). It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place that is open to the public is illegal. It is also a violation of the IWP Alcohol Policy for anyone to consume or possess alcohol in any public or private area of the grounds without prior approval from the Institute. The possession, sale, manufacture or distribution of any controlled substance is illegal under both district and federal law. Individuals violating the alcohol/substance policies or laws may be subject to expulsion by the Institute.

### **Illegal Drugs**

IWP's campus has been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Washington, DC Metro Police Department. Violators are subject to criminal prosecution, fine, imprisonment and disciplinary action by the Institute.

### **Alcohol and Substance Abuse Prevention Programs Information**

IWP does not have any programs for alcohol or drug education. The Institute does not provide counseling services, but can make a referral to an outside organization upon request from a student or employee. The VP of Student Affairs will review all student related incidents and determine if there is a need to refer it for disciplinary actions.

### **Public Safety Information**

The Institute of World Politics is located in Police Service Area 208 within the Second District of the Washington, DC Metropolitan Police Department. The Second district Station is located at 3320 Idaho Ave, NW and can be reached at 202-715-7300 by phone or 202-715-7382 by fax. The closest Police Station Center is 1620 V St, NW and can be reached at 202-673-6815. The closest fire station is the Engine 9 Station at 1617 U Street, NW.

### **Sexual Assault Prevention and Response**

If you are a victim of a sexual assault at IWP, your first priority is to get to a place of safety. Then, you should obtain necessary medical treatment, which should include evidence preservation. IWP strongly encourages

victims of sexual abuse to report the incident in a timely manner to Washington, DC Metropolitan Police Department. Time can serve as a critical factor for evidence collection and preservation. Any assault should also be reported to the VP of Student Affairs and/or the Director of Operations. Filing a report with an Institute official does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- a. Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- b. Provide the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, use the toilet, douche or change clothing prior to a medical/legal exam);
- c. Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The Institute strongly recommends that victims contact the 24hr hotline at the DC Rape Crisis Center at 202-333-RAPE (7273) or TTY 202-328-1371 or via email [dcrcc@dcrcc.org](mailto:dcrcc@dcrcc.org).

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Catalog and Student Handbook*.

Procedures for campus disciplinary action in cases of an alleged sex offense,

- i. The accuser and the accused are entitled to the same opportunities to have others, who have had no formal legal training, present to accompany them throughout a disciplinary proceeding;
- ii. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Disclosure concerning the outcome of the proceedings must be unconditional; a victim cannot be required to sign a nondisclosure agreement or otherwise agree to a prohibition from discussing the case. A student found guilty of violating the Institute's sexual misconduct policy could be criminally prosecuted in the state or federal courts and maybe subject to expulsion from IWP. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

At all times the Institute will comply with a student's request for assistance in notifying authorities, which is mandated by the *Clery Act*. Students that engage in sexual harassment, sexual assault as well as any other forcible or non-forcible sex-offenses are subject to expulsion.

### **Sexual Offender Registration (District of Columbia)**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. THE CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The federal law requires that District of Columbia agencies provide the Institute with a list of registered sex offenders, who have indicated that they are enrolled, employed or carrying on a vocation at the Institute of World Politics.

The Institute is required to inform the campus community that a list of registered sex offenders will be maintained within the Institute's Operations Manager office in Marlatt Mansion. In addition, a list of all registered sex offenders in the DC area is available from the District of Columbia Government Website at <http://sexoffender.dc.gov/>. The Institute is located at 1521 16<sup>th</sup> St, NW Washington, DC 20036.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institutions concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the Sex Offender Registration Act of 1999.

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the *Jeanne Clery Act* and the Family Educational Rights and Privacy Act of 1974, the Institute is providing a link to not only the DC Sex Offender Registry website, but also the Virginia State and Maryland State Sex Offender Registry. The SCSPA requires that institutions of higher education issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police. In the State of Maryland, convicted sex offenders must register with the Department of Public Safety and Correctional Services.

## **Virginia**

Students residing in Virginia should consult the Virginia State Police Sex Offender Registry: <http://sex-offender.vsp.virginia.gov/sor/zipSearch.html>

## **Maryland**

Students residing in Maryland should consult the Maryland State Department of Public Safety and Correctional Services Sex Offender Registry: <http://www.dpscs.state.md.us/sorSearch/>