



# Atlanta's John Marshall Law School Annual Security Report 2015

Updated: 9/23/2015

## **Overview**

Atlanta's John Marshall Law School (AJMLS) is committed to providing a safe and secure environment for all faculty, staff, students, and visitors. AJMLS maintains the building and grounds with a concern for safety and security. Its staff regularly inspects the campus, evaluates lighting, and makes repairs affecting safety and security hazards such as broken windows and locks. The AJMLS Security Officers assist the Maintenance Department by reporting potential safety and security hazards. No campus is isolated from crime; however, AJMLS has taken responsibility to employ a variety of security measures to protect the campus community. These measures include an ID card access system and the use of Closed Circuit Television (CCTV) cameras. All persons who come to campus are expected to obey all laws and institutional rules related to the use of the Law School. Those who fail to comply are subject to arrest by local law enforcement and/or disciplinary action through the Law School.

## **Campus Security Location**

The AJMLS Campus Security Office is located on the first floor. They are open from 7:00 am to 10:00pm Monday through Friday; 11:00am to 7:00pm on Saturday and from 1:00pm to 9:00pm on Sunday. These hours are subject to change.

## Responsibilities

The AJMLS Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at AJMLS. Security officers do not have arrest powers. Officers do write incident reports and refer criminal reports to the Atlanta Police Department/Midtown Blue who have jurisdiction on the campus. The Security Office maintains a highly professional working relationship with the Atlanta Police Department/Midtown Blue. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **How Can You Help Make A Safe Campus?**

Safety, security and crime prevention are the responsibilities of everyone. The cooperation and involvement of faculty, staff and students are absolutely essential to having a safe campus. The safety and security of you and your belongings begin with your own awareness and commitment to the overall safety of the community. Three elements must be present for a crime to occur: desire, ability and opportunity. A person may want to commit a crime and have the ability to do it, but if we deny them the opportunity, then a crime is less likely to be committed. The following is a list of resources you can use to help create a safe campus for yourself and others.

### Report Incidents:

Like any other community AJMLS experiences accidents, injuries, crimes, and other emergencies. To report voluntary incidents, potential criminal actions or suspicious incidents, AJMLS faculty, staff, students, and visitors should notify the AJMLS Security Officer at (404) 380-4240 or any Campus Security Authority. To report an incident of a confidential nature, an individual should contact a Campus Security Officer or the Associate Dean for Student Services at (404)872-3593). The Law School responds to reports of criminal actions or emergencies as it deems appropriate under the circumstances. The response may include contacting local law enforcement authorities, the fire department, emergency medical services or other outside entities, notification to the Law School community, and internal investigation and action.

### AJMLS Campus Security Authorities:

Senior Campus Security Officer Richard Mason	(404)380-4240
Senior Facility Engineer John Cospers	(404)569-8686
Associate Dean of Finance Allan Brezel	(404)872-3593, ext. 162
Associate Dean of Academics Scott Boone	(404)872-3593, ext. 298
Associate Dean for Student Services Sheryl Harrison	(404)872-3593, ext. 112

### Stay Informed

The Law School uses a variety of methods to keep the campus informed about incidents occurring on or near campus. Additionally, the Law School will inform faculty, staff and students annually regarding security procedures and practices on Law School property.

### Crime Alert Notification by cell phone and email

Students are able to sign up on the school online student services portal to receive crime alerts by cell phone and email. This service must be renewed at the beginning of each academic year. Additionally, the Law School will send a comprehensive email to all faculty, staff and students regarding any criminal activity on campus.

### Escort Service

Upon request by students, employees and visitors a security escort will be provided. Officers are available to walk you to your vehicle in either the AJMLS parking garage or the parking lot on the south side of the Blackburn Center. Call (404) 380-4240 to arrange an escort in advance or notify the Security Officer at the entrance to the 1422 building.

### **Lost and Found**

AJMLS operates a lost and found area. You can stop by the Administrative Offices located on the 7th floor of bldg. 1422 to drop off property or inquire about lost property.

### **Federal Campus Sex Crimes Prevention Act:**

The Federal Campus Sex Crimes Prevention Act, (section 1601 of Public Law 106-386) enacted on October 28, 2000, went into effect October 28, 2002. It is a law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or those working or volunteering on campus. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already registered in a State to provide notice to the appropriate state agency, as required under state law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. This information is required to be reported to the Fulton County Sheriff's Department (404)612-5100. The Security Office maintains an up to date log of sexual offenders in the Fulton County which provided by the Fulton County Sheriff's Office on at least a monthly basis. Information on registered sex offenders can also be obtained on the following websites listed below.

Fulton County Sex Offender Registry: <http://www.fultonsheriff.org/> State website:  
<http://gbi.georgia.gov/georgia-sex-offender-registry> National Sex Offender Public Registry:  
<http://www.nsopw.gov>

### **Sexual Offenses**

#### What to Do?

No matter how careful you are or how safety conscious your behavior, you might at some point find yourself or someone you know experiencing an unwelcome sexual encounter. We recommend the following procedures to ensure your safety and well-being. If you are sexually assaulted on the AJMLS campus, we recommend that you call the AJMLS Security Officer at (404)380-4240. An Officer will respond immediately to your location, stay with you and call the Atlanta Police Department who will immediately transport you to the nearest Hospital. Although your first instinct after a sexual assault is to bathe, it is very important that you do not bathe, wash, gargle, brush your hair, or change your clothes. Important evidence could be destroyed if you do so. In the event that you bathe inadvertently, it is still important to seek medical care. Reporting a sexual assault may prevent another assault. Reporting the incident does not mean that the survivor must proceed with a prosecution. Immediately following an attack the survivor should try to write down everything she or he remembers about the incident.

#### Due Process

Students have a right to due process when accused of a sexual offense. This right includes the following:

1. A notice in writing of any charges and the opportunity to be made aware of the evidence against him or her.

2. The right to have a fellow student present whose role is limited to consultation with the accused.
3. The accuser and the accused will be notified of the outcome of the disciplinary hearing.
4. Upon a finding of responsibility under the Honor Code, one or more of the following sanctions may be imposed: notation or reprimand, disciplinary probation, compensatory damages or restitution to the Law school or other appropriate entity, suspension from Law school or expulsion from Law School. Other sanctions may be imposed as determined by the hearing team.

### **Access to Campus**

AJMLS has taken responsibility to employ a variety of security measures to protect the campus community. One such measure is the ID card access system. Although AJMLS has numerous visitors during regular business hours, it does have ID card access restricted to students, faculty, staff and other authorized persons. The main entrance of the building is typically open from 7:30 am to 9:00 pm. A Security Officer is present in the lobby to monitor, and to assist authorized visitors. Visitors must state their business, show proper identification, and sign in using the visitor log before they are issued a temporary access card. After 7:00 pm the doors lock automatically and entry can only be gained by badge access. CCTV cameras are strategically deployed outside the building and in the parking garage.

### **Security Consideration in the Maintenance of Campus Facilities**

Atlanta's John Marshall Law School is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. The AJMLS Security Officers continually conduct inspections to ensure campus lighting is adequate and that the landscape is appropriately controlled. Officers conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate a maintenance request to the Senior Facility Engineer. We encourage community members to report any deficiency in lighting to AJMLS Security at (404) 380-4240 or directly to maintenance at [maintenance@johnmarshall.edu](mailto:maintenance@johnmarshall.edu). Any community member who has a concern about physical security should contact the Security Officers. Security Officers are available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe walkways on campus, and unsecured equipment.

### **Campus Safety Advisories:**

In the event a serious crime occurs, the suspect has not been arrested, and there is belief that the campus community could be targeted, specific messages or advisories are quickly distributed. Additionally, if a natural or manmade mishap could affect a significant segment of the campus community, an advisory will be released. The Law School distributes Campus Safety Advisories in various ways. Once Atlanta's John Marshall Law School determines that an advisory will be issued, the announcement and/or advisory will be posted on the AJMLS website. Campus Alerts by cell

phones via text messages and emails are available to those who have signed up on the school website. The Law School may also post Advisories on bulletin boards throughout the building and on the JMTV monitors and on the Law School main telephone system.

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

In the event of an emergency or dangerous situation, the Dean, Associate Dean for Finance, or the Associate Dean for Academics will initiate an Evacuation Notification. Each floor will be assigned an Emergency Response Floor Marshall who will be designated at the beginning of each academic year by the Associate Dean for Administration. The Floor Marshall will in turn, designate a Deputy Floor Marshall in the event they are not available and notify the Associate Dean of Administration of the designation. This person(s) will be responsible for ensuring all persons located on their assigned floor are notified of the emergency situation and the need to evacuate. Designated Floor Marshalls will notify Security Officers of any persons needing assistance vacating the floor by calling (404) 380-4240.

### Designated Meeting Areas:

In the event of an evacuation, the following areas have been designated Emergency Meeting Areas:  
Building 1422 Floors 1-5: Pershing Point Park (on East side of West Peachtree Street)  
Building 1422 Floors 6-9: City Pocket Park (corner of W. Peachtree Street and Spring Street)  
Building 1430 Floors 5-7: Pershing Point Park (on East side of West Peachtree Street)

All AJMLS faculty, staff and students are directed to go to their assigned meeting areas immediately upon notification of the evacuation or at the first sound of a fire alarm. At no time should members of the AJMLS Community interfere with or get in the way of emergency responders.

### **Daily Crime Log**

The AJMLS Safety and Security maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus. The Daily Crime Log is available for public inspection at the Security Officer's desk. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to security, as well as the disposition of the complaint, if this information is known at the time the log is created. The security officer posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

### **Criminal Incidents On Campus**

#### Crime Statistics:

Major crimes reported to the Law School for January through December of 2012 are listed in the following chart. Disciplinary referrals for violations of the Code of Student Responsibility, which

may include some criminal offenses specified for this report, can be found in the Office of the Associate Dean for Students.

Note: Any incidents that may have been reported only to professional counselors of the Law School are generally protected by privacy rights of the client or patient and are not included in any of the following statistics, nor for any timely warning notifications to the campus.

### Important Definitions

Crimes reported for AJMLS are classified as being on or off campus by using the following boundaries. For the purposes of classifying the reported crimes, the following definitions apply:

Campus: (1) Any building or property owned or controlled by the Law School within the same reasonably contiguous geographic area and used by the Law School in direct support of, or in a manner related to, the Law School's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the Law School but controlled by another person, is frequently used by students, and supports the Law School's purposes (such as a food or other retail vendor).

### Non-campus building or property:

(1) Any building or property owned or controlled by a student organization that is officially recognized by the Law School; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the Law School's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### Public property:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

**AJMLS Crime Statistics - Crime Statistics Mandated by the Clery Act**

	2012			2013*			2014		
	ON-Campus	Non-Campus	Public Property	ON-Campus	Non-Campus	Public Property	ON-Campus	Non-Campus	Public Property
Murder/Non-Negligent	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	4	0	0	0	0	0	7
Aggravated Assault	0	0	2	0	0	0	0	0	1
Burglary	0	0	0	0	0	0	0	0	5
Motor Vehicle Theft	0	0	3	0	0	0	0	0	7
Arson	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>									
Murder/Non-Negligent	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Weapons Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Weapons Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

\*We made a good faith effort to obtain statistics for this year with local law enforcement agencies but the agencies did not comply with our request.



	Criminal Offense	2014 Hate Crimes Category of Bias								
		2014 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
<b>On-Campus</b>										
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d.	Rape	0	0	0	0	0	0	0	0	0
e.	Fondling	0	0	0	0	0	0	0	0	0
g.	Incest	0	0	0	0	0	0	0	0	0
h.	Statutory rape	0	0	0	0	0	0	0	0	0
i.	Robbery	0	0	0	0	0	0	0	0	0
j.	Aggravated assault	0	0	0	0	0	0	0	0	0
k.	Burglary	0	0	0	0	0	0	0	0	0
l.	Motor vehicle theft	0	0	0	0	0	0	0	0	0
m.	Arson	0	0	0	0	0	0	0	0	0
n.	Simple assault	0	0	0	0	0	0	0	0	0
o.	Larceny-theft	0	0	0	0	0	0	0	0	0
p.	Intimidation	0	0	0	0	0	0	0	0	0
q.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
<b>Public Property</b>										
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d.	Rape	0	0	0	0	0	0	0	0	0
e.	Fondling	0	0	0	0	0	0	0	0	0
g.	Incest	0	0	0	0	0	0	0	0	0
h.	Statutory rape	0	0	0	0	0	0	0	0	0
i.	Robbery	0	0	0	0	0	0	0	0	0
j.	Aggravated assault	0	0	0	0	0	0	0	0	0
k.	Burglary	0	0	0	0	0	0	0	0	0
l.	Motor vehicle theft	0	0	0	0	0	0	0	0	0
m.	Arson	0	0	0	0	0	0	0	0	0
n.	Simple assault	0	0	0	0	0	0	0	0	0
o.	Larceny-theft	0	0	0	0	0	0	0	0	0
p.	Intimidation	0	0	0	0	0	0	0	0	0
q.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

	Criminal Offense	2013 Hate Crimes Category of Bias						
		2013 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
<b>On-Campus</b>								
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses – Forcible	0	0	0	0	0	0	0
f.	Sex offenses – Non-forcible	0	0	0	0	0	0	0
g.	Incest	0	0	0	0	0	0	0
h.	Statutory rape	0	0	0	0	0	0	0
i.	Robbery	0	0	0	0	0	0	0
j.	Aggravated assault	0	0	0	0	0	0	0
k.	Burglary	0	0	0	0	0	0	0
l.	Motor vehicle theft	0	0	0	0	0	0	0
m.	Arson	0	0	0	0	0	0	0
n.	Simple assault	0	0	0	0	0	0	0
o.	Larceny-theft	0	0	0	0	0	0	0
p.	Intimidation	0	0	0	0	0	0	0
q.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0
<b>Public Property</b>								
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses – Forcible	0	0	0	0	0	0	0
f.	Sex offenses – Non-forcible	0	0	0	0	0	0	0
g.	Incest	0	0	0	0	0	0	0
h.	Statutory rape	0	0	0	0	0	0	0
i.	Robbery	0	0	0	0	0	0	0
j.	Aggravated assault	0	0	0	0	0	0	0
k.	Burglary	0	0	0	0	0	0	0
l.	Motor vehicle theft	0	0	0	0	0	0	0
m.	Arson	0	0	0	0	0	0	0
n.	Simple assault	0	0	0	0	0	0	0
o.	Larceny-theft	0	0	0	0	0	0	0
p.	Intimidation	0	0	0	0	0	0	0
q.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

	Criminal Offense	2012 Hate Crimes Category of Bias						
		2012 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
<b>On-Campus</b>								
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses – Forcible	0	0	0	0	0	0	0
f.	Sex offenses – Non-forcible	0	0	0	0	0	0	0
g.	Incest	0	0	0	0	0	0	0
h.	Statutory rape	0	0	0	0	0	0	0
i.	Robbery	0	0	0	0	0	0	0
j.	Aggravated assault	0	0	0	0	0	0	0
k.	Burglary	0	0	0	0	0	0	0
l.	Motor vehicle theft	0	0	0	0	0	0	0
m.	Arson	0	0	0	0	0	0	0
n.	Simple assault	0	0	0	0	0	0	0
o.	Larceny-theft	0	0	0	0	0	0	0
p.	Intimidation	0	0	0	0	0	0	0
q.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0
<b>Public Property</b>								
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses – Forcible	0	0	0	0	0	0	0
f.	Sex offenses – Non-forcible	0	0	0	0	0	0	0
g.	Incest	0	0	0	0	0	0	0
h.	Statutory rape	0	0	0	0	0	0	0
i.	Robbery	0	0	0	0	0	0	0
j.	Aggravated assault	0	0	0	0	0	0	0
k.	Burglary	0	0	0	0	0	0	0
l.	Motor vehicle theft	0	0	0	0	0	0	0
m.	Arson	0	0	0	0	0	0	0
n.	Simple assault	0	0	0	0	0	0	0
o.	Larceny-theft	0	0	0	0	0	0	0
p.	Intimidation	0	0	0	0	0	0	0
q.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

		2012		2013		2014	
		ON-Campus	Public Property	ON-Campus	Public Property	ON-Campus	Public Property
<b>VAWA Offenses</b>							
a.	Domestic violence	0	0	0	0	0	0
b.	Dating violence	0	0	0	0	0	0
c.	Stalking	0	0	0	0	0	0
<b>Arrests</b>							
a.	Weapons: carrying, possessing, etc.	0	0	0	0	0	0
b.	Drug abuse violations	0	0	0	0	0	0
c.	Liquor law violations	0	0	0	0	0	0
<b>Disciplinary Actions</b>							
a.	Weapons: carrying, possessing, etc.	0	0	0	0	0	0
b.	Drug abuse violations	0	0	0	0	0	0
c.	Liquor law violations	0	0	0	0	0	0
<b>Unfounded Crimes</b>							
a.	Total unfounded crimes	0	0	0	0	0	0

*Crime Statistics are available on the AJMLS website and are distributed by email to all faculty, staff and students. For more information regarding the Campus Safety and Security Data Analysis please visit <http://ope.ed.gov/security/>.*

## **Definitions of Reportable Crimes**

### Criminal Homicide

- Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter. The killing of another person through gross negligence.

### Forcible sex offenses

- Forcible rape

The carnal knowledge of a person, forcibly and/or against that person's will; or forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

- Forcible sodomy.

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

#### Non-forcible sex offenses

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

#### Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

#### Aggravated Assault

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

#### Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

#### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access even if the vehicle is later abandoned, including joy riding.)

#### Arson

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

#### Hate Crimes

Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity, or disability.

#### Other Offenses

- *Liquor law violations.* The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)
- *Drug abuse violations.* Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine)
- *Weapons law violations.* The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

### **Alcohol and Drug Abuse**

AJMLS is committed to preventing the use of illegal substances by students, faculty, and staff and to encouraging responsible behavior regarding alcohol and legal addictive substances through policy, needs assessment, education, and treatment.

AJMLS prohibits the unlawful manufacture, distribution, dispensing, possession, consumption, sale or use of controlled substances and alcohol on or in AJMLS owned or controlled property or in the course of AJMLS business or activities. Students who violate this policy shall be subject to discipline, termination/dismissal, debarment, arrest or citation, and referral by School officials for prosecution, as applicable. Additionally, students who violate this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by AJMLS.

### **Safety Tips**

- Be alert. Watch for obvious strangers around your office, your home or apartment.
- Check for signs of a break-in before entering an empty house, office or car. Call the police if you see signs of forced entry to a building or a car.
- Call the police if you are experiencing any minor theft problems over a period of time.
- Involve your associates. If you are expecting a delivery or a guest in your absence, leave your keys with a neighbor or a coworker. Let your office staff and neighbors know when you will be away from home and ask them to challenge strangers in the area.
- Maintain a record of serial numbers of your property and of identification and credit cards.
- Include a brief description with each and keep this information in a safe place.
- Report any crime or suspicious activity to the police. Be prepared to supply as much information as possible; such as descriptions of people, property and cars.

- Post the number for the AJMLS Security Officer, (404)380-4240, near your phone at work and your local police and fire departments at home.
- If you would like additional information on crime prevention or wish to discuss a problem which may be crime related, contact the Associate Dean for Administration at (404)872-3593. Help prevent crime and help provide yourself a safe home, study, and work environment.

**I am a victim of ID theft...what should I do??**

File a report with the authorities in the jurisdiction where the crime occurred.

Contact one of the three major credit card reporting bureaus (Equifax 800-525-6285, Experian 800-301-7195, or Trans Union 800-680-7289) to report the fraud. Ask that a fraud alert be placed on your file and request a copy of your credit report. The other two bureaus will automatically be notified to place a fraud alert on your credit file and all three reports will be sent to you free of charge.

Contact the creditors for the accounts that have been tampered with and opened fraudulently to close those accounts. Advise them of the fraudulent use of your information and request that they send you a fraud dispute form. Most creditors will accept the FTC fraud affidavit.

<http://www.ftc.gov/bcp/online/pubs/credit/affidavit.pdf>

File a complaint with the Federal Trade Commission (FTC). The FTC maintains a database that Law enforcement can use to assist with their investigation.

### **Campus Security Phone Numbers**

Security Officer	(404)380-4240
Senior Facility Engineer	(404)569-8686
Associate Dean for Student Services	(404)872-3593, ext. 112
Associate Dean of Academics	(404)872-3593, ext. 298
Associate Dean of Finance	(404)872-3593, ext. 162

### **Community Help**

1. State Bar of Georgia Lawyer's Assistance Program  
1-800-327-9631  
[www.gabar.org/programs/lawyer\\_assistance\\_program/](http://www.gabar.org/programs/lawyer_assistance_program/)
2. Alcoholics Anonymous  
404-525-3178  
[www.aaaatlanta.org](http://www.aaaatlanta.org)
3. State Bar of Georgia Lawyer's Assistance Program  
1-800-327-9631
4. Fulton County Mental Health  
866-821-0465
5. DeKalb Crisis Center  
404-294-0499
6. GCAL (Georgia Crisis & Access Line)  
800-715-4225