

## **Hope College Campus Security, Safety and You Annual Disclosure of Crime Statistics**

Questions about this brochure may be directed to  
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The full report can be viewed at:

[http://www.hope.edu/admin/campsafe/docs/campus\\_safety\\_and\\_you.pdf](http://www.hope.edu/admin/campsafe/docs/campus_safety_and_you.pdf)

Hope College annually prepares a brochure “Hope College Campus Security, Safety and You”. This brochure includes a statement of security measures, the annual crime statistics and is in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Copies of the report may be obtained at Campus Safety, Student Development, Human Resources and the Admissions Office.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is a landmark federal law, originally known as the Campus Security Act, that requires colleges and universities to disclose information in a timely manner about crime on and around their campuses. It also requires colleges to print and make available a report of specific categories of crimes on campus and in areas close to campus on an annual basis.

### **Timely Warning / Alert System**

The College has a system in place for notifying the campus community when there is a matter of urgency that requires immediate attention. The College has the capability to send a text message to the cell phones of members of the campus community who have registered an emergency contact number through their KnowHopePlus account. The CAMPUSMAIL email system allows for the dispatch of messages by the College to the Hope College email address of every student and employee. The College’s internal website (KNOWHOPE) is also utilized for posting messages of importance. The College also has in place an emergency telephone Calling Tree for notifying departments and buildings of matters of importance such as severe weather alerts. Messages deemed important to an external audience are posted on the College’s website HOPE.EDU

### **Missing Person Policy**

A Student at Hope College will be considered missing:

If after 24 continuous hours a student’s location is not known and with reasonable inquiry cannot be determined where they are.

OR

A student is missing, when their behavior is contrary to an established pattern or there are unusual circumstances that may have contributed to their absence.

Official notification procedures of missing persons

- a. Any individual on campus who has information that a residential student may be a missing person should notify Campus Safety or a Residential Life staff member as soon as possible.
- b. Campus Safety will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.

- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Campus Safety will contact the appropriate local law enforcement agency to report the student is a missing person and the local law enforcement agency will take charge of the investigation.
- d. No later than 24 hours after determining that a residential student is missing, the Dean of Students or designee will notify the appropriate parties (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- e. Each Hope College student that lives in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

## **Family Education Rights and Privacy Act of 1974**

### General Guidelines Governing Keeping of Student Records

Records are kept in the various offices of the College in the interest of its students and alumni. It is the intention of the College that the data entered and the documents are kept in each student files as well as any subsequent release of information contained within it should be determined by what is in the best interest of the student. Hope College determines to reflect this attitude in its records-keeping policies and consequently has adopted the following guidelines for the creation and maintenance of student records in its offices.

The College supports the Family Educational Rights and Privacy Act of 1974, and this statement of policy incorporates the rights accorded and the privacy guaranteed the student by this Act.

Records information is classified in two categories, public and confidential. Public or directory information includes the following data:

- Name
- Local and permanent address
- Telephone number
- Name of parent or guardian
- Date of attendance
- High School attended
- Teacher certification
- Degrees and dates of degrees
- Awards and honors received

Unless the student requests in writing that such public information be withheld, public/directory information is available to anyone. It should be noted, however, that the College does try to exercise some restraint in the release of public information and tries to ensure that such information is not released indiscriminately, without regard for the student's welfare. All other information collected and stored on a student is considered to be confidential. The confidentiality of this information is guaranteed the student and will be release only upon the written consent of the student.

To view the complete Family Educational Rights and Privacy Act (FERPA) please go to the following website:  
[www.hope.edu/about/policies](http://www.hope.edu/about/policies)