

# Spencerian College

## The Michael Minger Act Report for 2010

### Section 1: Campus Security Authority

List campus security authority personnel (definition at KRS 164.948(2)):

Chancellor

President

Executive Director

Academic Dean

Compliance Officer

Director of Student Services/Housing

Evening Director

University Public Safety Staff

Describe the extent and nature of enforcement authority of campus security authority personnel:

Spencerian College campus maintains a Department of Public Safety that employs individuals with a background and/or education in the criminal justice system. Employees are not sworn peace officers. Spencerian College articulates that public safety personnel have the same right as any other citizen to conduct felony arrests as described in KRS 431.005(4). This authority is granted by law when the individual has probable cause to believe a felony has been committed.

Administrative personnel who are considered campus security authorities have the responsibility to document a crime reported to them and to respond to the matter in accordance with College policies. Additionally, the administrative personnel are responsible for informing the public safety staff of an incident to ensure the proper documentation is complete for inclusion in required crime reports.

All above defined security authority staff are fully empowered to enforce College policies on any College owned or controlled property. Reports are regularly made by public safety staff members to the administration of the college when policy violations are discovered.

Describe the working relationship of campus security authority personnel with state and local police agencies:

Spencerian College has developed a good working relationship with local, state and federal agencies.

**Section 2: Description of Information Programs**

Describe programs that inform students and employees about:

(a) Campus safety and security:

New students are presented information regarding safety and security during new student orientation. Printed materials including the student handbook, the System and You United Against Substance Abuse brochure, the Security and Crime Awareness Annual Report (Jeane Clery report) and brochures regarding self-defense and other safety related issues are available and distributed to students and employees of the institution.

Programs and activities are occasionally offered and have, in the past, addressed issues including; rape awareness, drunk driving, substance abuse and self defense.

(b) How to report a crime:

All criminal actions and institutional policy violations must be reported to the Spencerian College Public Safety Department or to one of the designated administrators described above. The individual to whom a report is made will assume responsibility for documenting and responding to the situation. Criminal actions detected after normal business hours should be reported to a College security official as soon as possible.

(c) How to prevent crimes:

Students, faculty, staff and guests are strongly encouraged to report all crimes detected to a security authority staff member. All students, faculty and staff are encouraged to

report suspicious persons and to report all acts of criminal activity. Individuals are cautioned to safeguard their belongings and to copy and keep in a safe place, serial numbers for valuables brought to the campus such as laptop computers, etc.

### **Section 3: Statements of Policies and Procedures**

(a) Provide the institution's policy statement on making Special Reports to the campus community of crimes that present a safety or security threat to students or employees. KRS 164.9481(d)

A "Crime Alert" will be issued to the college community if/when it is determined that such notification may prevent further victimization when a pattern of crime exists. Isolated incidents will not, normally, result in the issuance of a crime alert; such notifications are used when knowledge of a pattern of crime would assist members of the college community in taking precautions to prevent victimization. These notifications may come as email and posters/placards placed throughout the college building.

(b) If the institution provides student housing facilities, describe the institution's procedure for disclosing the existence or nonexistence of automatic fire suppression systems in on-campus housing facilities. KRS 164.9492

A detailed letter is provided for each housing student during his or her registration process. The letter clearly states that fire suppression equipment is present in Spencerian College apartments. The student must also sign an acknowledgement form stating he or she has been informed that each apartment does contain fire suppression equipment and a smoke detector. Spencerian College student housing is off campus.

(c) If the institution provides student housing facilities, provide the institution's policy for giving students with disabilities priority for first-floor housing. KRS 164.9495 (1)

Students with disabilities will be given priority for first floor units on a first come first serve basis. It is imperative that requested accommodations are made as soon as possible so that if modifications are needed they occur in a timely manner. Some apartments have been modified to provide accessibility features such as grab bars, roll in showers, shower seats, accessible kitchens and hallways for physical disabilities. Visual alarms for deaf/hard of hearing students may also be installed upon request.

(d) If the institution provides student housing facilities, describe the institution's policy for maintaining a record of any on-campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities. KRS 164.9495 (2)

Spencerian College Housing and Residence Life office will compile a list at the start of each quarter of students identifying disabilities or medical conditions. This list will be maintained and distributed by the Director of Housing and Residence Life. The List will provide the student's name, housing assignment, and description of disability/accommodations.

The following offices will receive a copy of the aforementioned list: Department of Public Safety, Director of Student Services, and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, in particular medical or fire emergencies requiring personnel to be notified. The Lexington fire Department will be notified at the start of each quarter regarding students living within Spencerian College apartment units who may have mobility or sensory related disabilities. The students name will not be released; however the unit in which he or she is living as well as the type of disability will be disclosed.

#### **Missing Student Policy and Procedure:**

Spencerian College is concerned with student safety and security and takes reasonable steps toward helping create an environment that is safe and free from criminal activity. Criminal activity can and does happen, however, throughout society and Spencerian College is not immune or excessively insulated from criminal activity. Knowing this Spencerian College has developed this policy to assist in locating missing students who are living in college-owned or sponsored housing.

The overwhelming majority of missing person reports made to college officials is due to students altering their routines without telling their parents, friends, etc. Anyone who believes a student is missing should communicate their concerns to an institutional administrator or housing staff member. Such a report will generally initiate the procedures listed with his policy.

During the move-in process, students are asked to provide emergency contact information; however, providing such information is voluntary if the student is over the age of 18. Students will be invited annually thereafter to update their emergency contact information. Emergency contact information for resident students will be maintained in their housing files; emergency contact provided by non-resident students will be maintained in their academic files.

#### **General Procedure:**

1. The Spencerian College official receiving the initial report will gather information that includes:
  - a. Name of the reporting individual and their relationship to the missing student.
  - b. The last known location of the missing student and the date and time of the last known sighting.
  - c. Known habits and/or routines of the missing student including employment, local and out-of-town contacts and friends.
  - d. Any recent changes to the missing student's mood, demeanor or behavior.
  - e. The missing student's cell phone number if known.
  - f. Any other information that may be of value to the administration and/or investigators.
  
2. The Spencerian College administrator or housing staff member will inform the Spencerian College Department of Public Safety and one of the following executive administrators: The Executive Director, Academic Dean, Compliance Officer or the Director of Student Services/Housing. If a student is determined to have been missing for at least 24 hours, the executive administrator to whom the report is made will first direct appropriated staff members to immediately begin the following steps. A report of progress should be made to the executive administrator within 1 hour to enable further action that is of a timely manner.
  - a. Call the missing student's apartment or cell phone to attempt contact.
  - b. If no one can be contacted at the missing student's residence, send a staff member to check their apartment/room.
  - c. Initiate contact with the student's RA, neighbors, instructors, etc., to confirm or adjust the last known date/time and location of the individual's known whereabouts.
  - d. Send the student an email advising them they are being sought.
  - e. Send the student a text message (if cell number is known) advising them they are being sought.
  - f. If possible, check MySpace and Facebook for any information that may be helpful.
  - g. Contact the housing staff and/or public safety to obtain the student's car make, model, year and color along with the vehicle's license plate number and state. Check on campus and at housing to see if the missing student's vehicle is accounted for.
  - h. Contact College I.T. staff to determine when the missing student last accessed the College's computer network.

3. Upon being updated by assigned staff members, the executive administrator will make a determination as to whether to contact local police. If parents/guardians are involved and/or are the initial reporters of a student's missing status, generally, the decision to notify police authorities will be that of the parents/guardians but such decision can be facilitated by university officials. If parents/guardians are involved in the initial report, a decision will be made regarding notification of the missing student's emergency contact or parent. If it becomes necessary to contact police authorities, their procedures and protocols will be followed by the College. If a missing student is under the age of 18 and not emancipated from their parents, the custodial parent will be immediately notified by College officials.
  
4. When a missing student is located, they will be asked to communicate with the individual(s) involved in reporting his/her disappearance. College officials will communicate internally on a need-to-know basis that the missing student has been located. All media requests will be referred to the Spencerian College /Sullivan University System office.

**See Clery Act For Crime Data Listed By Category**