

## **Spencerian College Campus Security Policy and Campus Crime Statistics Act 2009**

Spencerian College prepares this report every year in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The campus crime statistics in this report include those reported to campus officials and local law enforcement agencies. Copies of this report can be obtained upon request from the Assistant Dean's Office in Student Services.

This report includes statistics for the previous three years concerning reported crimes that have occurred on campus, housing, or in public property immediately adjacent to the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and alcohol and drugs on campus.

This report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in conjunction with Sullivan University.

It is the policy of Spencerian College to inform current and prospective students, faculty, and staff of criminal activity that may have occurred on campus for the last three calendar years. Current employees and students will be notified annually thereafter.

### **College Policy on Reporting Crimes**

It is the policy of Spencerian College that all criminal actions detected during school operating hours are to be reported to the Associate Dean of Student Services immediately. If the Associate Dean is not available, crimes are to be reported directly to the highest-ranking administrator on campus. Criminal actions detected other than during school operating hours are to be reported directly to the Shively Police at (502) 448-6181. In the event of imminent danger, the use of the 911 emergency call number is strongly recommended. The school will immediately alert the campus community in a timely manner of any crimes involving murder, rape, robbery, aggravated assault, burglary, vehicle theft and/or any of these crimes believed to show evidence of prejudice as prescribed by the Hate Crimes Statistics Act.

Spencerian College students who qualify for housing accommodations utilize the East Chase Apartments, Fenwick Place Apartments, Park Laureate Apartments, and Camden Meadows Apartments. Students in housing should report any crime or need for security assistance to the Louisville Metro Police at (502) 574-2111 for all apartments except Park Laureate (267-0505). In all situations, a Spencerian College/Sullivan University System Incident Report must be completed by the aggrieved person and/or witnesses and forwarded immediately to the Associate Dean of Student Services. Spencerian College supports the enforcement of all local, state and federal laws and regulations. The school will cooperate with appropriate law enforcement agencies in the investigation of any illegal activity occurring on campus or at a school-related activity. Misrepresenting criminal activity or falsely reporting an incident could result in prosecution.

### **Drugs and Alcohol**

College policy states that no student, employee or guest may possess, use, or sell liquor or drugs on campus or at any off-campus college-related activity. See the Student Handbook, the Sullivan College System Faculty/Staff Manual at <http://manual.sullivan.edu> and Spencerian College and You United Against Substance Abuse pamphlet for more information. These publications are available in the student lounge or through the bookstore. The College will refer students in need of special help with substance abuse problems to the appropriate local agencies for crisis intervention, information dissemination and counseling. For this information, please contact the Dean's Office.

Spencerian College has a zero tolerance alcohol/drug policy. Spencerian College reserves the right to required unannounced drug or alcohol testing of any student at any time. Any student determined to be under the influence of drugs or alcohol as evidenced by a positive drug or alcohol test will be terminated from the College. The student does not have to have consumed these substances on campus to be considered under the influence. Under the influence is defined as any value higher than zero on a drug or alcohol test which cannot be verified as an acceptable dosage for substances prescribed by a physician. Any student who refuses to comply with requested drug or alcohol testing or who is unable to provide an adequate testing sample within the allotted time frame will be considered to be an automatic positive result which will result in termination from the College.

Additionally, any student selling or distributing drugs or alcohol on school premises (including clinical and/or externship sites) will be terminated and, if appropriate, reported to the authorities.

### **Clinical Safety Policy**

One of the primary responsibilities of the academic department directors is to ensure the safety of all students, faculty, clinical personnel, and patients both in the academic setting and at the clinical site. Therefore, it is the responsibility of the student to inform their designated academic department chair of any physical or mental condition which might in any way affect the student's ability to safely perform clinical skills on campus or at a clinical site. Any student who has a medical or treatment condition which may impair their cognitive abilities, skills, or judgment should notify the academic department chair prior to entering their designated program or immediately upon onset of the medical or treatment condition.

In addition, the department chair has the authority to prevent a student from entering a clinical rotation if the student has exhibited evidence of erratic behavior or impaired judgment in the academic setting. The department director also has the right to remove a student from a clinical site if there is any evidence that the student is exhibiting erratic or abnormal behavior or has been found to exhibit inappropriate judgment in the clinical setting. Any student acting in a manner that is deemed unsafe or a danger to themselves or other persons in a campus course or clinical rotation may be removed from the course and/or the clinical setting. If the condition or behavior is such that it cannot be corrected with additional instruction or medical intervention it may be necessary for the student to be removed from the program of study or the college. The determination for removal will be considered by the academic department director along with the academic dean of the college on an individual basis.

### **Sexual Assault and Harassment**

Victims of sexual assault should get help as soon as possible. If you are physically injured, seek medical treatment immediately. Contact the school administration or appropriate law enforcement as soon as possible to report the incident. It is important to preserve any evidence of the crime to assist with the investigation. You should not bathe, wash or change clothes if possible before being examined at a medical facility. If the offense involves another student, disciplinary action may be initiated within the College. Sanctions may include required counseling and/or temporary suspension or dismissal. Both the accuser and the accused are entitled to have others present during any proceeding. The outcome of the proceedings will be provided to both the accuser and the accused for any proceedings where sexual assault is alleged. The College will assist victims of sexual assault in notifying appropriate authorities, if requested. The Dean's Office can assist victims of sexual assault in seeking counseling, medical, or other related services. The College will attempt to assist with the victim's requested changes in academic and/or student housing situations wherever possible.

It is the policy of Spencerian College that it will not tolerate verbal or physical conduct by any student, faculty, or staff member that harasses, disrupts, or interferes with another's education or which creates an intimidating, offensive, or hostile environment.

All forms of discrimination and harassment are prohibited, including but not limited to that based on race, color, national origin, religion, age, gender, sexual preference or orientation, pregnancy, disability, membership in the armed services, or any other protected status.

Harassment is defined as verbal or physical conduct designed to threaten, intimidate, or coerce. This may include, but is not limited to:

1. Offensive physical actions, written or spoken, and graphic communication
2. Any type of physical contact when the action is unwelcomed by the recipient
3. Expectations, requests, demands or pressure for sexual favors
4. Slurs, jokes, posters, cartoons, and gestures that are found to be offensive by someone else
5. Graphic or suggestive comments about an individual's dress or body.

Any student who believes that the actions or words of an individual or fellow student constitute unwelcome harassment has a responsibility to report the complaint as soon as possible to the Associate Dean of Student Services, Associate Dean Evening Division, Dean of the College and or Executive Director. The College official will investigate all complaints of harassment in as prompt, impartial, and confidential manner as possible.

Any student who, after appropriate investigation, is found to have engaged in harassment of another student for any reason will be subject to appropriate disciplinary action up to and including termination from the College.

Likewise, there is to be no harassment of any form of students by faculty or administrative staff. Complaints by students of any harassing behavior from faculty or staff will be taken seriously and will be

subject to investigation and disciplinary action. If you feel you are being harassed, contact the Dean, Associate Dean, or Executive Director.

**Weapons on campus**

Bringing a weapon onto school property is strictly prohibited. In order to protect all our students, Spencerian College reserves the right to search any person (and their vehicle) who is suspected of concealing a firearm or other weapon. Any student involved in this activity will be terminated from the College and reported to the authorities.

**Personal Safety**

Individuals should always remain aware of their surroundings and report any suspicious or odd activity to the College Administration. Furthermore, the College affirms the right of each individual to protect themselves against imminent danger. Information is available on various safety and security issues through the Dean's Office. Questions regarding this report should be directed to Alice Phillips, Associate Dean of Student Services, Spencerian College, 4627 Dixie Highway, Louisville, KY 40216.

**Campus Law Enforcement**

Spencerian College does not maintain its own law enforcement office, but uses the services of Veterans-Andy Frain Security, 332 W. Broadway, Louisville, KY 40202. There is a security guard on campus during day and evening class hours.

**Security and access to campus facilities**

Students are required to wear appropriate department uniforms and to have their photo ID badge worn visibly at all times while on campus or at clinical/externships sites. This is to help security identify persons on campus and it verifies who you are and that you are authorized to attend and make transactions at the College.

**Reported Crimes**

In compliance with the Campus Crime legislation, Spencerian College reports campus and housing crime statistics each year for the last three years. Main campus statistics only are included in this report. There are no procedures for the filing of anonymous crime reports or complaints that would render inclusion within this report.

**Spencerian College Louisville Main Campus Statistics:**

	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Sex Offenses	0	0	0
Aggravated Assault	0	0	1
Robbery	2	1	2
Burglary	2	0	1
Car Theft	1	0	0
Weapon Violations	0	0	0
Liquor Violations	0	0	0
Drug Violations	0	0	0

<b>Sullivan University System Housing Statistics: (Non-campus)</b>			
	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>
Arson	0	0	0
Aggravated Assault	1	1	2
Burglary	0	4	0
Car theft	3	0	0
Manslaughter	0	0	0
Murder	0	0	0
Robbery	0	0	0
Sex offenses	0	0	1
Weapons violation arrests	0	0	0
Weapons referrals	2	1	1
Liquor referrals	34	42	25
Drug referrals	27	15	14
Liquor violation arrests	0	0	0
Drug violation arrests	0	0	0

Housing statistics are reported by Sullivan University in the Campus Safety Annual Report

Note: No crimes recorded/listed above appeared to exhibit any “evidence of prejudice.”

**Megan’s Law Information**

Information on registered sex offenders in the state of Kentucky can be found at [www.klaaskids.org/st-ken.htm](http://www.klaaskids.org/st-ken.htm) or <http://kpsor.state.ky.us>