

2016-2017

# Annual Security and Fire Safety Report



Bellarmino  
University

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## **Bellarmino University**

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Bellarmino University is a vibrant community of educational excellence and ethical awareness that consistently ranks among the nation's best colleges and universities. Bellarmine has a work force of over 600 employees, a student body of almost 4000 and numerous guests who visit the campus daily. The Bellarmine University Department of Public Safety officers and staff members are committed to providing a safe environment on our campus.

The following report provides information about services, personal safety and security programs, fire safety, and evacuation procedures at Bellarmine University. Included in this report are crime statistics that have occurred within the campus jurisdiction as well as those received from local police for the public areas immediately adjacent to the campus. The report also includes statistics on fire and fire alarm related incidents that have occurred on campus.

We hope you find this report informative. Please review it carefully and, in particular, the crime and fire prevention tips included. Personal safety is a responsibility of everyone and we need your assistance to make our campus a safe environment. We look forward to working with you in creating and maintaining a campus environment free of threats to safety and property and enhancing the living, working and learning environment in and around the campus.

## **The Department of Public Safety**

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The mission of Bellarmine University's Department of Public Safety is to ensure a safe living, working and learning environment while being sensitive to the needs of a diverse community. We are committed to achieving the highest standards of professionalism and customer service while being dedicated to fostering cooperative relationships with the Bellarmine community. We are committed to continually striving for excellence through professionalism, collaboration through understanding the needs of the community and exceeding their expectations. Our goal is to become an elite community-based public safety department in higher education.

The Department of Public Safety provides security services to the university in order to maintain a safe environment. The Public Safety Department operates 24 hours a day, every day of the year, monitoring the campus through a series of automobile and foot patrols and through the camera surveillance system. The Department of Public Safety has a security force of 13 officers who are trained to administer CPR and first aid including the use of defibrillators that are stationed in campus buildings and in the security vehicle.

The Director of the Department of Public Safety meets regularly with the Vice President of Student Affairs, the Dean of Students Office and Residence Life representatives. The meetings are focused on developing action plans to prepare, prevent, respond, mitigate and recover from any planned or unplanned events.

If you have any questions regarding security at Bellarmine University please feel free to telephone us at 502-272-7777 or send an email to [security@bellarmine.edu](mailto:security@bellarmine.edu).

## Quick Reference Telephone Directory

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**\*\*For All Police, Fire or Medical Emergencies call 911\*\***

Website: [www.bellarmine.edu/security](http://www.bellarmine.edu/security)

To anonymously report a crime go to: <http://www.bellarmine.edu/security/report/>

To contact the Department of Public Safety please call us at 502-272-7777  
or send an email to [security@bellarmine.edu](mailto:security@bellarmine.edu).

### Important Phone Numbers

Contact	Phone Number
LMPD Fifth Division	502-574-7636
LMPD Anonymous Tip Line	502-574-5673
LMPD Non-Emergency	502-574-7111
Louisville Crisis Hotline	(502) 589-4313 or 1-800-221-0446
Suicide Prevention Hotline	1-800-273-8255

### Bellarmine University Phone Numbers

Contact	Phone Number
Main Number	502-272-8000
Public Safety	502-272-7777
Counseling Center	502-272-8480
Health Services	502-272-8493
Residence Life	502-272-7272

### **Working Relationships with State and Local Law Enforcement Agencies**

The Department of Public Safety works closely with the Louisville Metro Police Department and other local, state and federal law enforcement agencies. The Director of the Department of Public Safety meets regularly with police officials to discuss common crime problems and criminal activity on and near campus. The Department of Public Safety provides assistance to local law enforcement agencies when they are conducting an investigation that may involve a university student or employee. Assistance is also provided to agencies regarding incidents not related to the Bellarmine community.

The Department of Public Safety has no arrest authority, law enforcement, or police powers. The Office of Public Safety enforces university policies regarding alcohol, the use of controlled substances, and weapons. The Office of Public Safety officers have the responsibility for enforcing university policies and regulations and for reporting crime violations to local and state authorities. The Department of Public Safety also has a standing Memorandum of Understanding with Louisville Metro Emergency Services for a Satellite User's Agreement for License Plate Information Lookup.

### **Procedures for Reporting a Crime or Emergency**

All students, faculty and staff members within the Bellarmine community are strongly encouraged to report all crimes and safety related issues accurately and promptly to the Department of Public Safety. It is important to report these crimes for investigations, making necessary timely warnings or if assistance is needed from local law enforcement agencies and other first responders. The Department of Public Safety can be reached on campus telephones at the four-digit number 7777. Off campus callers can reach The Department of Public Safety at 502-272-7777. The Department of Public Safety is located on the ground floor of the Centro Treece Hall in CNTH-054.

Accurate and prompt reporting of all crimes is highly encourage when the victim of a crime elects to, or is unable to, make such a report.

The campus is equipped with eleven outdoor emergency blue phones that are programmed to call the Department of Public Safety automatically when activated. Pressing the red button initiates an emergency call. The emergency blue phones are tested bi-weekly.

Courtesy phones are free of charge and located in the lobbies or inside public areas of most university buildings. Students and employees can use these accessible telephones to call the Department of Public Safety.

The Bellarmine community is also encouraged to download the mobile app 'LiveSafe' that allows users to communicate with the Department of Public Safety through real-time interactions including location-tagged text, calls, photos and videos.

In addition, you may report a crime to a Campus Security Authority (CSA). A CSA is any official of the institution who has a significant responsibility for student and campus activities, including student conduct and student housing. This list of CSA's is subject to modification, and is not intended to be all inclusive due to changes in responsibilities within the university:

- University President

- Provost and Vice Provosts
- Vice Presidents and Associate/Assistant Vice Presidents
- Deans and Assistant/Associate Deans
- Public Safety Department Officers, Sergeants and Administration Officials
- Director, Hall Directors, Residential Assistants and Security Staff for Housing
- Director, Assistant Director, Coaching Staff and Trainers for Athletics;
- Advisors for Student Organizations
- Advisors and Assistant Advisors for Academics

### **Anonymous Reporting**

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Those within the Bellarmine community may voluntarily and anonymously report crimes to the Department of Public Safety at <http://www.bellarmine.edu/security/report/>. If a student, faculty or staff member is aware of behaviors/conditions that may be harmful to others, he/she should also contact the Dean of Students at 502-272-8150.

With this information, the university can keep accurate records of the number of incidents involving students, determine where there may be a pattern of crime with regard to a particular location, method, or assailant, and alert the university community of potential danger when necessary. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

### **Confidential Reporting**

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Confidential resources exist in order to provide a safe place for community members to discuss their options, learn about resources and discuss any concerns before deciding to take any further steps. Unless there is imminent risk of serious harm, information provided without express consent cannot be shared. Confidential, non-reporting resources include:

Counseling Center: Located in Allen Hall, Fourth Floor, Suite 403 or call 502-272-8480.

Health Services: Located in Newman Hall, 1<sup>st</sup> Floor beside Petrik Hall or call 502-272-8313.

Office of Campus Ministry: Located in Centro Horrigan Hall Room 016 or call 502-272-8051.

With the individual's permission, the Director of Public Safety, or his/her designee, can file a report of the incident without revealing the individual's identity. The purpose of the confidential report is to comply with the desire to keep the matter private while taking steps to ensure the future safety of the individual and others.

With this information, the university can keep accurate records of the number of incidents involving students, determine where there may be a pattern of crime with regard to a particular location, method, or assailant, and alert the university community of potential danger when necessary. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

### **Timely Warnings**

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When the Department of Public Safety identifies or receives a report of a crime that constitutes a serious or continuing threat to the Bellarmine community, occurring either on or off campus, the Director of Public Safety (in consultation with the Vice President of Student Affairs), will issue a campus-

wide “timely warning”. The Department of Public Safety notifies the President’s Office when a timely warning is issued.

The timely warning withholds confidential identifying information of victims and will aid in the prevention of similar crimes. Students, faculty and staff members are encouraged to read these reports as soon as they receive them.

Timely warnings will be issued through the University’s Rave Alert system to all students, faculty and staff members who have registered their information; this message will be labeled “TIMELY WARNING”. This system will send emergency information to the Bellarmine community in three ways: by text message, by e-mail to the Bellarmine account, and by posting a notification on the home page of [www.bellarmine.edu](http://www.bellarmine.edu).

Individuals may add or update their information on:

[https://one.bellarmine.edu/community/tsc/services/Pages/Emergency-Notification-\(RAVE\).aspx](https://one.bellarmine.edu/community/tsc/services/Pages/Emergency-Notification-(RAVE).aspx)

The Rave Alert system is tested annually. If you encounter any issues or have any questions about the registration process, please contact the Technology Support Center at 502-272-8301.

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

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When an emergency occurs, the Bellarmine University Department of Public Safety will initiate appropriate action(s) to contain the situation and safeguard life and property. During normal business hours, the Vice President for Student Affairs will be contacted immediately. If he/she is unavailable, the Dean of Students will be contacted. Otherwise, the after-hours emergency contact list (housed in the Department of Public Safety) should be used, and the on-call person will be responsible for contacting the appropriate departmental personnel. The President, the Vice President for Student Affairs or a designee will be notified of the situation and the need for a declaration of a campus state of emergency.

Should a campus state of emergency be declared, only students, faculty and staff members required to be present will be allowed to remain on campus. All others will be asked to leave until the situation permits their return.

Only those faculty and staff members who have been assigned emergency or trauma team duties by their supervisor, department head, Department of Public Safety, or the Emergency Operations Team (EOT) will be allowed to enter the immediate area of the emergency. These assignments can be created *ad hoc* fashion, evolving as the situation dictates, but department heads are also encouraged to assign pre-arranged roles to individuals based upon specific requirements and concerns within a department. Department heads should pre-assign at least general responsibilities to staff members. These teams will report to the Director of Public Safety and all other personnel will remain clear of the affected area(s) and continue with their regular duties unless otherwise instructed.

### **Evacuation**

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Each building on campus has an assigned Building Emergency Coordinator (**BEC**) who is responsible for planning and implementing their assigned Building Emergency Action Plan (**BEAP**). The coordinator’s

role is to provide direction and information for students, faculty, staff members and visitors during an emergency.

Each BEAP was developed not only to provide for the safety of the University community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. The Department Chairpersons and Administrators are responsible to ensure that the department uses and implements the BEAP. Each Department Chairperson and Administrator is assigned a public safety officer who is their liaison to assist them with their **BEAP**.

The Department of Public Safety will educate and train the **BEC** to ensure they are prepared to assume their duties. The assigned **BEC** is responsible for the plan and employee education regarding this plan. Testing will entail conducting an emergency exercise for one chosen section of the plan. During an emergency, the BEC will implement the BEAP and coordinate emergency actions to ensure the safety of the people in the building. The BEC emergency duties include the following:

- Ensure that the notification to emergency agencies can take place.
- Assist in building evacuation.
- Report to the assembly area.
- Account for evacuated personnel.
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, and special hazards in the building, unique conditions).
- Assist physically disabled employees, students, or visitors.

For more information regarding Emergency Response and Evacuation Procedures, please visit: <http://www.bellarmino.edu/docs/default-source/security-docs/2015-disaster-preparedness-plan.pdf?sfvrsn=2>

### **Daily Incident Log**

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In addition to disclosing crime and fire statistics, the Department of Public Safety maintains a Daily Incident Log that includes all non-criminal incidents, criminal incidents, alleged criminal incidents, and fire related incidents that are reported to or identified by the Department of Public Safety. The Daily Incident Log contains the date, time and the nature of the incident, the general location and the disposition of the complainant. The Department of Public Safety will post this information within two business days of receiving a report of an incident. The Daily Incident Log is available for public inspection at the department or online at: <http://www.bellarmino.edu/security/IncidentReports/>.

The Department of Public Safety reserves the right to exclude certain reports or temporarily withhold information from the log under circumstances permitted by law. In accordance with the Clery Act, information may be temporarily withheld if there is clear and convincing evidence that the release of information would jeopardize an on-going investigation, jeopardize the confidentiality of the victim, jeopardize the safety of an individual, cause a suspect to flee or evade detection or result in the destruction of evidence.

### **Security of and Access to Facilities**

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During normal business hours, the University (with the exception of housing facilities and the Flynn Building) is open to the public. During non-business hours, access to certain buildings may be restricted. If an individual needs access to a room/building during normal business hours, they may contact the department responsible for access. For all other building access inquiries, the Department of Public Safety personnel will follow the procedures below:

#### **A. Entrance to Offices/Buildings by Individuals Without Keys**

1. Any individual whose University duties require them to enter a University building or office at a time when the area is secured may gain access to that area by contacting the Department of Public Safety, if needed.
2. No one will be admitted into any work area assigned for use by another without the permission of that individual or that individual's supervisor.
3. Individuals who need access to their work space will go to the Department of Public Safety. They will be required to show identification and the officer admitting the access will document their name, title, the time and the building they are needing access to.
4. When it is determined that the individual is authorized for access to the area requested, a member of the Department of Public Safety will be dispatched to unlock the building and/or room.
5. Student, faculty or staff members authorized to enter a building after hours may not prop or otherwise compromise any entry or exit door.
6. Under no circumstances will persons be allowed to accompany the authorized student, faculty or staff members into the designated building unless notification is given to Public Safety prior to entry.
7. Any person(s) accompanying an authorized student, faculty or staff member must remain in the presence of the authorized individual at all times.

#### **B. Athletic Facilities**

Student athletes will contact the Department of Public Safety to gain access to their field or ask for the equipment shed to be opened for additional practice. When a student athlete calls the office:

1. Ask for their name, athletic team and how long they will be using the facility.
2. The officer should refer to the roster, sent by the Athletic Department, at the beginning of every academic year.
3. If the student athlete's name is not on the list, they will have to contact the coach and the coach will have to e-mail/call the office to grant the student athlete permission to the facility

#### **C. Laboratories**

Students will contact the Department of Public Safety to gain access to the laboratories located in Pasteur Hall and Norton Health Science Center. When a student calls the office:

1. Ask for their name, the lab they are requesting access to and the name of the professor.
2. The officer should refer to the class roster, sent by the professors, at the beginning of every academic year.
3. If the student name is not on the list, they will have to contact the professor and the professor will have to e-mail/call the office to grant the student permission to the laboratory.
4. The lock should be "set" so the student can lock the door after the student's work is finished.

#### **D. After Hours Entrance Policy**

After hours refers to non-business hours, the weekends and when school is closed due to normal and emergency closings. Buildings will remain closed unless otherwise specified by Bellarmine University personnel. Students, faculty and staff members may request access to the buildings as well; please refer to the Entrance to offices/buildings by individuals without keys.

#### **E. Residential Access**

If a resident is requesting access to their residence hall between the hours of 8am-midnight, they need to contact the Office of Residence Life during normal business hours at 502-272-7272. After 5pm, they need to call the Resident Advisor on-call number at 502-475-9367. Between the hours of Midnight-8am, all residents should call the Department of Public Safety at 502-272-7777.

### **Maintenance of Campus Facilities**

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Facilities and landscaping are maintained in a manner that minimizes unsafe conditions. The Department of Public Safety Officers report malfunctioning lights and other unsafe physical conditions to the appropriate department for correction. Any potential safety hazards are prioritized and repaired, beginning with those that present the most immediate and significant safety concerns. Members of the university community are encouraged to report potentially unsafe or hazardous conditions to the Department of Public Safety at 502-272-7777.

### **Sexual Assault and Sexual Misconduct Policy**

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#### **Philosophy**

Sexual assault is a serious violent crime. It is a crime of hostility and aggression, as well as a violation of human dignity. Sexual assault is also a very sensitive crime which is unique in its physical and mental impact upon the alleged victim. When it occurs at Bellarmine University, it is also a flagrant violation of University standards and will not be tolerated.

The Bellarmine University community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual assault or sexual misconduct. Sexual activity should be explicitly agreed upon by both parties. The same holds whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy. In addition, the use of alcohol or other mind-altering substances by either party does not have to be known by both parties for the offense to be considered sexual assault or sexual misconduct. Wanton, unacceptable conduct will be addressed severely for the good of the students and the academic community.

Students who violate this policy will be disciplined under the University's Code of Conduct and may be prosecuted under Kentucky's criminal statutes. Whether or not a criminal prosecution occurs, Bellarmine retains the right to proceed with disciplinary action at any time, and the University need not await the dispensation of any such criminal prosecution. Appropriate disciplinary action may include counseling, educational sanctions, disciplinary probation, suspension, expulsion, and referral to the

proper law enforcement authorities for prosecution. This policy applies to student on student allegations only.

### **Definitions**

The following definitions are offered to inform the Bellarmine University community of the various types of sex offenses that occur most frequently on college campuses. If the institution reasonably should know about student-on-student harassment that creates a hostile environment, immediate action will be taken to eliminate the harassment, prevent recurrence, and address effects, even if the harassment occurred off campus or is reported by a third party.

Sexual misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Incapacitation
5. Sexual Exploitation
6. Stalking
7. Dating Violence
8. Domestic Violence
9. Consent
10. Force
11. Retaliation in connection with any of these offenses

#### **1. Sexual Harassment is:**

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, persistent or pervasive that it,
- Has the effect of unreasonable interference with, denying or limiting someone's ability to participate in or benefit from the University's educational program and/or activities and is
- Based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexually based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; gender-based bullying.

#### **2. Non-Consensual Sexual Contact is**

- Any intentional sexual touching,
- However slight,
- With any object,
- By a man or a woman upon a man or a woman,
- That is without consent and /or by force.

Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of

these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, groin, genitals, mouth or other orifice.

### **3. Non-Consensual Sexual Intercourse is**

- Any sexual intercourse
- However slight,
- With any object,
- By a man or woman upon a man or a woman,
- That is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**4. Incapacitation:** Sexual activity with someone whom one should know to be- or based on the circumstances should reasonably have known to be- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the “who, what, when, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, alcohol, from the taking of rape drugs, is under the age of 16, or other reasons.

**5. Sexual Exploitation:** Occurs when a student takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

**Examples of sexual exploitation include, but are not limited to:**

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Unauthorized sharing or distribution of digital video or audio recording of nudity of sexual activity;
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

**6. Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their personal safety or the safety of others;
- Suffer substantial emotional distress
- Pervasive and ongoing

**7. Dating Violence:** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship

**8. Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the Violence Against Women Act (VAWA)], or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**9. Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. The responsibility to obtain consent rests with the initiator of the activity. Consent is defined as informed, freely and actively given, mutually understandable words or actions. A person has the right at any time to say "no" to sexual activity and that "no" means "no." Verbal communications of non-consent, nonverbal acts of resistance or rejection, or mental incapacitation of the alleged victim due to any cause including the alleged victim's use of alcohol or drugs constitute a lack of consent. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**10. Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.

- Sexual activity with someone whom one should know to be or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction.).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of drugs of any kind. Possession, use and/or distribution of any of any of these substances, including, but not limited to, Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

**11. Retaliation:** Retaliation is any adverse action against a student who reports discrimination or sexual misconduct, files a complaint, assists someone in reporting or filing a complaint, participates in an investigation or hearing of a complaint, or protests what he or she considers to be discrimination or sexual misconduct under this Policy, where the intent of the action is to intimidate, coerce or otherwise deter the student from exercising his or her rights under this Policy. Retaliation includes, but is not limited to, verbal threats, physical abuse or different treatment because of the student’s exercise of his or her rights.

### **Reporting Procedure for Sexual Discrimination and Misconduct Cases**

If a student assault occurs, it should be reported to the Office of Public Safety, the Dean of Students, Residence Life, Health Services, or the Counseling Center. If a faculty or staff assault occurs, it should be reported to the Office of Public Safety or Human Resources ([www.bellarmine.edu/hr/misconduct.aspx](http://www.bellarmine.edu/hr/misconduct.aspx)). Privacy will be maintained unless another student is involved or a potential risk of harm to self or others exists; reports to Health Services or the Counseling Center will be kept confidential, to the extent possible. Information will be shared only with relevant medical and/or therapeutic personnel until such time that a decision is made or temporary, indirect, or direct action taken. Assaults that occur by an assailant not affiliated with the University and/or off-campus should be reported to local police (911). If law enforcement officials are notified first, it is still recommended to contact a campus resource person so that appropriate measures can be taken and support provided. When an alleged sexual assault is reported, campus resource persons will notify the reporting party of the range of resources and alternatives available to him/her both on campus and in the Louisville community. The discussion should include encouraging the reporting party to report the incident to law enforcement authorities. The University can help arrange a meeting with law enforcement authorities and will accompany and support the alleged victim during the meetings. In instances where reports of sexual discrimination or misconduct are found to be falsely made, the reporting party may be charged with a violation of the Student Code of Conduct, specifically, providing false information to University Officials.

### **Informal Action**

1. Immediate medical attention (U of L Hospital has the most comprehensive rape response unit). Refer to subsection on Medical Attention.

2. Referral to free, trained therapists.
3. Access to legal advocacy.
4. Access to printed information to enable informed decisions regarding crime and assistance, and criminal and disciplinary proceedings.
5. No mediation will be used to resolve sexual assault complaints.

### **Formal Procedures**

The reporting party is encouraged to file a formal report, not only in order to deter such assaults from happening to others, but also to receive services that enhance recovery. Once an informal or formal report has been made, a prompt, thorough, and impartial inquiry by the University will occur. Law enforcement inquiries do not relieve the school from the need to conduct an inquiry. The University will inform and obtain consent from the reporting party before beginning an inquiry. If the reporting party requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint, consistent with the request for confidentiality or request not to pursue an inquiry. If a reporting party insists that his or her name or other identifiable information not be disclosed to the responding party, the University will have limited ability to respond to the complaint, but will pursue other steps to limit the effects of the alleged offense and prevent its recurrence. If the reporting party continues to ask that identifiable information not be revealed, the University will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Bellarmine will inform the reporting party if it cannot ensure confidentiality. The reporting party has the option to participate in conduct procedures without being physically present through written statement, phone conference, or other means.

A student who has been sexually assaulted may pursue a complete professional inquiry before making a decision about how to proceed with the case. The pendency of criminal proceedings shall not be grounds for appeal of any findings or sanctions based on the responding party's failure to attend or speak at the hearing. The reporting party always has the right to contact LMPD at any point. Not all incidents of sexual assault result in criminal proceedings. In some cases, the reporting party chooses not to press criminal allegations. In other cases, the prosecutor may decide that there is insufficient evidence to meet the burden of proof "beyond a reasonable doubt." Whether or not criminal proceedings are initiated, campus conduct proceedings will be started when the information warrants. The pendency of criminal proceedings shall not be grounds for appeal of any findings or sanctions based on the responding party's failure to attend or speak at the hearing. The University will request the presence of any witnesses identified by the reporting party or responding party. Please see the Student Conduct Procedures section of this handbook for additional information.

This will be discussed with the student. The University will request the presence of any witnesses identified by the reporting party or responding party to provide statements during conduct procedures. A reporting party's identity will be kept confidential as much as possible and only released on a need to know basis.

### **Rights of reporting party and responding party**

#### **Rights of Reporting Party**

The reporting party's rights include, but are not necessarily limited to, the following:

1. The right to end the informal process at any time and begin the formal stage of the complaint process.
2. The right to confer with an advocate of not more than one person to be chosen by the reporting party from the Bellarmine University campus community (student, faculty, or staff member) to help prepare information to present at the hearing. This advocate may be present at the hearing, but only to answer questions that the reporting party may have during the course of the proceedings. The advocate may not speak at the hearing unless specifically requested to do so by the chairperson of the hearing panel.
3. The right to make his or her statement without being in the presence of the responding party in the hearing.
4. The right to make an “Impact Statement,” which is an oral statement that describes the effect that the incident has had on the reporting party emotionally or physically.
5. The right to call witnesses (other than character witnesses) to testify at the hearing. However, the hearing panel may establish a reasonable limit to the number of witnesses.
6. The right to have witnesses (other than character witnesses) submit written statements.
7. The right to withdraw a complaint at any time prior to the imposition of sanctions.
8. The right to appeal the decision to the Vice President for Student Affairs, as set forth in this policy.
9. The right to file a complaint with law enforcement at any point.

### **Rights of Responding Party**

The rights of the responding party include, but are not necessarily limited to, the following:

1. The right to confer with an advocate of not more than one person to be chosen by the responding party from the Bellarmine University campus community (student, faculty, or staff member) to help prepare information to present at the hearing. This advocate may be present at the hearing, but only to answer questions that the responding party might have during the course of the proceedings. The advocate may not speak at the hearing unless specifically requested to do so by the chairperson to the Hearing Panel.
2. The right to make his or her statement without being in the presence of the reporting party in the hearing.
3. The right to be informed of the allegations in writing, the time and place of the offense, and his or her reporting party.
4. The right to call witnesses (other than character witnesses) to testify at the hearing. However, the hearing panel may establish a reasonable limit to the number of witnesses.
5. The right to have witnesses (other than character witnesses) submit written statements.
6. The right to appeal the decision to the Vice President for Student Affairs, as set forth in this policy.

### **Student Conduct Procedures**

Refer to the Community Standards and Obligations section of the *Student Handbook* for a complete outline of the student conduct procedures. Both the reporting party and the responding party shall be informed of the outcome of any campus student conduct proceeding alleging a sex offense. However, in accordance with the provisions of the Family Educational Rights and Privacy Act, the alleged reporting party must be informed that the information provided may not be shared with any other person without the assailant’s signed written consent.



## **Possible Sanctions**

For cases involving sexual assault, sexual misconduct, stalking, dating violence, and/or domestic violence, conduct sanctions may include probation, residence hall suspension, university suspension, or university expulsion.

## **Prevention of Recurrence & Retaliation**

The University owes a duty to care for the students within its charge and, for this reason, must make every effort to ensure the safety and well-being of all students. The University prohibits retaliation of any sort. Any act of retaliation including, but not limited to, harassment, abuse, threat, or intimidation toward the reporting party, the responding party, or any witness who makes a report is forbidden. Such behavior should be reported to the Office of Public Safety, the Dean of Students, or local law enforcement. The Dean of Students' Office or a designee shall be responsible for contacting reporting parties to determine if retaliation has occurred.

***Interim Protective Orders*** - When a report has been filed and both parties have been informed of the allegations, the University may remove the alleged responding party from his or her living arrangement, pending the hearing. Alleged reporting parties may also request a campus escort. In addition, the Dean of Students or his/her designee may issue an interim "no contact" order to help ensure that the alleged reporting party is not harassed by the alleged responding party. All forms of contact between the alleged victim and responding party will be prohibited. Harassment by either party or their acquaintances will also be prohibited. Such interim measures will be in effect through the end of the student conduct hearing process, and may be extended after the hearing.

***Living Arrangements*** - When the alleged reporting party and the alleged responding party in a sexual assault case live in campus housing, alternative living arrangements for the responding party and/or the alleged reporting party may be made when reasonably available and if so requested by the alleged reporting party. Unless otherwise requested by the reporting party, the alleged responding party will, most likely, be the one to move as the alleged reporting party can be further victimized by having to move.

***Academic Considerations*** - Should the alleged reporting party and alleged responding party be enrolled in the same class, alternative class assignments may be made when reasonably available, and if requested by the alleged reporting party.

## **Recommended Action**

The purpose of this material is to provide information and assistance to alleged reporting parties of sexual assault and sexual misconduct, and persons who may come in contact with an alleged reporting party. The University encourages reporting all incidents of assault to Security. On-campus sexual assault or sexual misconduct should also be reported as quickly as possible to a campus resource person.

## **Preserving Evidence**

All minutes from conduct hearings resulting in suspension or expulsion will be maintained in a locked and secure location indefinitely. All other records from conduct hearings will be maintained for a period

of seven years. After seven years, materials from incidents not resulting in suspension or expulsion will be destroyed.

### Campus Resources

Name	Position	Phone Number	E-mail
Lynn Bynum	Title IX Coordinator	502-272-8236	lbynum@bellarmine.edu
Dr. Sean McGreevey	Dean of Students	502-272-8150	smcgreevey@bellarmine.edu
Melanie Brunsdon	Asst. AD for Compliance	502-272-8408	mbrunsdon@bellarmine.edu
Elizabeth Cassady	Asst. Dean of Students	502-272-8150	ecassady@bellarmine.edu
Patrick Englert	AVP Student Affairs	502-272-8323	penglert@bellarmine.edu
Dr. Jay Gatrell	Vice Provost	502-272-8259	jgatrell@bellarmine.edu
Joan Hughes	Benefits Manager	502-272-8435	jhughes@bellarmine.edu
Jim Vargo	Director of Track/Cross Country	502-272-8042	jvargo@bellarmine.edu
Office of Public Safety		502-272-7777	
Vice President for Student Affairs		502-272-8304	
Dean of Students		502-272-8150	
Counseling Center		502-272-8480	
Health Services		502-272-8493	
Director of Residence Life		502-272-7273	
Anniversary Hall		502-899-7405	
Petrik Hall		502-272-7017	
Kennedy/Newman Halls		502-272-7491	
Siena Complex		502-272-7501	
BU Properties (1816 Norris)		205-272-7501	

The best **off-campus resource** is the Center for Women and Families, 1.877.803.7577 (24-hour Domestic Violence and Rape Crisis Line 581.7222). There an individual can receive counseling and/or be directed to a safe place if the individual feels they are in danger of further harm. Making decisions and regaining control are important to the healing process after an offense. The choice of how to proceed after the assault belongs largely with the alleged reporting party. The following are a number of factors to consider.

**Emotional Trauma** is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty or distrustful. However, there are many people who understand and places where support is available while one is recovering. The University Counseling Center is the best on-campus resource for students.

**Medical Attention** is critical. Even if the alleged reporting party ultimately decides not to report the assault, it is still very important to seek immediate medical attention for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. Taking a shower or washing any part of the body;
2. Douching;
3. Brushing teeth;
4. Drinking liquids;
5. Changing clothes or changing sheets before seeking medical help; and
6. Putting anything in the mouth (gum, cigarettes, mints).

A particularly well-equipped emergency room with a Sexual Assault Response Team is located at University of Louisville Hospital. At the Emergency Room, the doctor will collect hair samples, semen samples, and other evidence, including clothing. An alleged victim should bring a change of clothing to wear home. The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press allegations.

### **University of Louisville Hospital**

530 S. Jackson St. Louisville, KY 40202

Directions: Turn right onto Newburg Rd./KY 1703 and continue to follow northwest 1.6 miles. KY 1703 becomes Baxter Ave. Turn left onto E. Broadway and follow for 1 mile. Turn right onto S. Jackson St. and end at 530 South Jackson St.

**Counseling** is a very important step in helping someone who has been sexually assaulted regain control of his/her life. Sexual assault is an extremely traumatic experience that needs professional attention. The University urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help alleged victims decide what further steps may be taken following an assault. The best resources are the Center for Women and Families and the University Counseling Center.

### **Note to Friends, Faculty, and Staff**

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the alleged victim will not report the offense, anyone with knowledge of the assault may inform the Dean of Students and/or the University Counseling Center that a sexual assault has occurred.

### **Campus Statistics**

In compliance with the Campus Security Act and the Higher Education Amendments of 1998, Bellarmine University annually publishes statistics on campus crimes, including reported sex offenses. These statistics are located in the back of the *Student Handbook*.

### **Educational Programs**

To foster awareness of sex offenses, unhealthy relationships, and alleged victims' options, and to promote responsible behavior, Bellarmine University offers educational sessions through representatives from the following areas: Office of Public Safety, Health Services, Counseling Services,

Campus Ministry, the Dean of Students Office, and Housing and Residence Life. These programs are offered to Bellarmine University students, faculty, and staff on an ongoing basis. Additional programs are offered specifically to residential students.

### **Sex Offender Registration**

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The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) mandates that universities advise the campus community where law enforcement agency information concerning registered sex offenders can be obtained. The Kentucky State Police provides sex offender and criminal offender registration to the public through their website. The intent of this site is public safety, awareness and to alert possible victims of potential danger, and is not intended to punish or embarrass offenders. Convicted sex offenders and criminals have always lived in our communities, but only in recent years have laws been passed which have required these offenders to register with authorities. It is important to note that only criminal offenses covered by statute require registration with the state police. The Kentucky State Police Sex Offender Registry (SOR) can be located at: <http://www.kentuckystatepolice.org/sor.htm>.

The Family Educational Rights and Privacy Act (FERPA) was amended to make it clear that institutions may disclose information received through the state registration and community notification programs, even if the sex offender is a student.

### **Alcohol and Drug Policy**

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#### **University Regulations Governing the Use of Alcohol**

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The following regulations govern the use of alcohol on the Bellarmine University campus:

1. The use or possession of alcoholic beverages is allowed at on-campus and off-campus student sponsored events or at University-sponsored activities for students when approved by the Director of Student Activities and the Dean of Students. A student-sponsored event includes, but is not limited to, private parties and events at which a University or student organization funds or resources are used. This policy applies, therefore, to all out-of-state travel or travel abroad, regardless of the alcohol policies/laws that exist elsewhere.
2. Intoxication and/or alcohol abuse shall not be permissible as an excuse for unlawful behavior or misconduct. Public drunkenness as commonly defined by slurred speech, erratic behavior and physical coordination difficulties, is prohibited. In addition, disorderly conduct, property destruction, intimidation, verbal abuse or harassment, or other infringements of the rights of others as a result of alcohol use is prohibited.
3. Alcoholic beverages of any kind are prohibited at University-sponsored athletic events on and off campus. Such beverages may be served to adult groups (guests of the University) within the controlled environment of the Booster Room or one of the rooms provided for entertaining guests.
4. No driver shall consume alcoholic beverages in any University vehicle or in a University sponsored vehicle. State law prohibits alcohol consumption in any vehicle on public highways.

#### **Alcohol Policy Violations and Sanctions**

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Each violation of the University Alcohol Policy will be reviewed according to the University's Code of Conduct. The following sanctions, per alcohol policy offense, will be used as guidelines and are not requirements. The sequence of sanctions below may not be followed for more severe alcohol policy violations (e.g. excessive amounts of alcohol). Failure to meet the terms of any sanction in the allotted time period will result in further disciplinary actions, including additional sanctions and/or fines.

**First offense:** Warning and completion of AlcoholEDU for Sanctions within time frame allotted by Hearing Officer, Substance Education Fund Fine of \$100. Bellarmine University provides students educational resources and opportunities to change their behavior on their own. However, the Dean of Students or his/her designee may choose to notify parents/guardians\*, depending upon the severity of the offense.

**Second offense:** Substance Education Fund fine of \$150 and Parental Notification\*.

**Third offense:** University Probation and Parental Notification\*

**Fourth offense** - University Suspension

Additional sanctions may be assigned as deemed necessary by the appropriate student conduct body. Additional sanctions may include, but are not limited to, assignment of community service hours, residence hall probation, educational sanctions, restitution, etc.

*\*In accordance with the Family Educational Rights and Privacy Act, which is part of the Higher Education Act, the University has a right to notify parents/legal guardians if a student under the age of 21 violated an alcohol or drug policy or is accused of a violent crime. Bellarmine University may inform parents/legal guardians of students who have received the sanction of University or Residence Hall Probation or higher.*

## **State and City Laws**

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Members of the University community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages. Alcohol concentration of or above 0.08 is the definition of intoxication in the State of Kentucky.

Students who are cited for violations of such laws or ordinances by state or municipal authorities also may face University disciplinary proceedings and/or be required to pursue counseling or treatment as a condition of continued enrollment at the University. The laws of the Commonwealth of Kentucky are applicable to every person on the Bellarmine University campus, regardless of his or her state or country of origin.

The following are important Kentucky and City of Louisville laws or ordinances:

1. It is illegal for any person under twenty-one (21) years of age to attempt to purchase, consume, possess, or transport any alcoholic beverages.
2. It is illegal for any person under twenty-one (21) years of age to knowingly and falsely present him or herself to be twenty-one (21) years of age for the purpose of procuring any intoxicating beverage.
3. It is illegal for any person to represent to a dealer or any other person that a minor is over twenty-one (21) years of age for the purpose of inducing the dealer or other person to serve alcoholic beverages to that minor.

4. It is illegal for any person to request anyone over twenty-one (21) years of age to purchase or offer to purchase any alcoholic beverage from a licensed dealer for a minor.
5. It is illegal for any person to sell, furnish or give away any alcoholic beverage to a person under twenty-one (21) years of age or to any person who is visibly intoxicated.
6. It is illegal to operate or control a motor vehicle while under the influence of alcohol.
7. It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license.
8. It is illegal for any person to induce anyone under twenty-one (21) years of age to commit any of the above criminal acts.

A City of Louisville ordinance prohibits the consumption of alcoholic beverages and the possession of open containers of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Louisville. The penalties for violating the above laws and ordinance are severe. Moreover, individuals may face severe financial consequences from a civil lawsuit arising out of the use or misuse of alcohol.

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### **Illegal Drug Use Policy**

Bellarmine University does not allow the use of illegal substances because it is dangerous to the well-being of individual users and to the goals of this educational community. The following regulations are in effect. Students involved in the manufacture, sale, offering to sell, delivery, use or possession of a controlled substance or paraphernalia will be referred to the Dean of Students. Such conduct could entail suspension or expulsion from the University and/or a requirement that the student enroll and actively participate in a drug counseling and rehabilitation program as a condition of continued enrollment or readmission. The University reserves the right to evict a residential student involved in any of the above-mentioned behaviors from its residence halls at any time during the academic year. These regulations are not substitutes for criminal sanctions provided for by state and federal statutes.

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### **Laws Concerning Illicit Drugs**

The following laws concerning specific illicit drugs are drawn from the Controlled Substance Act of the Commonwealth of Kentucky. A representative listing of specific drugs and the violations inherent in illegal activities related to such drugs is provided below. The failure to list all drugs included in the above act does not exonerate individuals from responsibility for their actions as it relates to illegal drugs, nor does it preclude the University from taking steps to address illegal activity in terms of its own internal counseling and referral system or its conduct system.

Among others, the following acts and the causing thereof are prohibited within the Commonwealth of Kentucky:

- The manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance or drug paraphernalia.
- The penalty for violation of these acts is based upon the nature or schedule of the drug involved and the weight of the substance.

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### **Possession of Marijuana**

1. A person is guilty of possession of marijuana when he/she knowingly and unlawfully possesses marijuana. Possession of marijuana is a class A misdemeanor.

2. A person is guilty of marijuana cultivation when he/she knowingly and unlawfully possesses marijuana plants with the intent to sell. Possession of 5 or more plants of marijuana is a class D felony.

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**Criteria for Classification of a Schedule 1 Narcotic**

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A Schedule 1 narcotic is one that has high potential for abuse and has no accepted medical use in treatment in the United States. Possession of a Schedule 1 narcotic is a class D felony.

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**Criteria for Classification of a Schedule 2 Narcotic**

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A Schedule 2 narcotic is one that has a high potential for abuse and has a current medical use in treatment in the United States. Possession of a Schedule 2 narcotic is a class A misdemeanor.

Trafficking in narcotics or marijuana within one-thousand (1000) yards of any school is a class D felony.

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**Drug Conviction & Financial Aid**

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If a student is convicted in a court of law for possessing or selling illegal drugs while receiving federal student aid, this action may negatively affect the student's future eligibility to receive such aid. Please contact the Office of Financial Aid to discuss the student's aid eligibility.

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**Possession of Drug Paraphernalia**

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Possession of any drug paraphernalia is a class A misdemeanor; however, the presence of any illegal controlled substance in/on this paraphernalia may change this to a class D felony.

For complete information on alcohol and drug policies, please visit:

<http://www.bellarmino.edu/docs/default-source/student-affairs-docs/student-handbook.pdf?sfvrsn=10>

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**Weapons Policy**

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Possession or storage, even if legally owned, of weapons, explosives, fireworks, ammunition, or other materials that could be harmful to the members of the community is prohibited.

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**Missing Student Policy**

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Bellarmino University takes student safety very seriously. To this end, we have developed policies and procedures to assist in locating missing Bellarmine residential students. Individuals who believe a residential student to be missing should contact the Office of Public Safety at 502-272-7777 to complete a missing person report.

Upon notification that a student is missing, security will conduct an investigation to confirm that the student is missing and determine when they were last seen. When a student has been determined to be missing for 24 hours or more the student's designated contact person will be notified by the Vice President for Student Affairs or a designee. The designated contact person is confidential. If the student does not have a designated contact person, the local Police Department will be contacted no later than 24 hours after the student has been determined missing. Students who are under 18 years of age will have their parents or guardians notified by the Vice President for Student Affairs or a designee that they

are missing. Residence Life asks for the name of an emergency contact person for all residential students.

### **Off Campus Activity**

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The Bellarmine Community acknowledges the existence of both rights and responsibilities of each student. The administration, faculty, and student leadership are committed to personal and academic excellence. Student community members are individually and collectively responsible for their behavior and fully accountable for their actions both on and off campus.

Any student, faculty or professional staff member may submit charges against any person believed to be in violation of any University regulation or policy. All charges are to be filed with the Dean of Students 502-272-8150 and the Office of Public Safety.

If asked, The Department of Public Safety may assist with the investigation in cooperation with local, state, or federal law enforcement. Louisville Metro Police routinely work and communicate with the Department of Public Safety on any serious incidents occurring off campus, within neighborhoods and businesses immediately surrounding the campus. Students in these incidents may be subject to arrest by LMPD and university disciplinary proceedings through the Dean of Students Office.

For complete information on Off Campus Student Activity, please visit:

<http://www.bellarmino.edu/docs/default-source/student-affairs-docs/student-handbook.pdf?sfvrsn=10>

### **Campus Security Awareness and Prevention Programs**

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Active Aggressor Training: The Department of Public Safety will host a number of Active Aggressor training sessions throughout the school year focusing on the protocol of Run. Hide. Fight. Training will be held bi-monthly.

Crime Prevention Publicity: Crime prevention articles are printed in the student newspaper and the employee daily e-mail.

Daily Building/Lighting Checks: When patrolling, officers survey exterior lighting, building exterior doors and campus grounds. All maintenance problems are reported to Facilities Management. Checks are conducted daily during patrols.

Emergency Telephones: Exterior Emergency Blue Phones are directly linked to the Department of Public Safety's contact line; they are tested bi-weekly.

Escort Program: The Department of Public Safety's escort service to all campus locations is available to the Bellarmine community 24 hours a day, 7 days a week.



LiveSafe: Promotes the concept of “See Something, Say Something” with two-way communication between the user and the Department of Public Safety. Has various information on safety tips including Active Aggressor and Severe Weather.

Security Awareness and Workplace Violence Training: Each semester the director provides detailed information on how to prevent workplace violence and how to identify possible offenders and the steps to take if violence occurs. The course covers warning signs information, reporting mechanisms and sources of counseling when possible offenders are identified. Training is held as requested.

Surveillance Cameras: The Department of Public Safety supports over 200 cameras placed around the campus. Cameras are checked daily.

### **Safety Tips**

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Being on a college campus is an exciting experience but it's important to prevent yourself from becoming more vulnerable than necessary or putting yourself into potentially harmful situations. The following tips can help you to avoid possible dangers.

1. **Don't let anyone into your residence hall, dorm room, apartment or house door that you don't know.** Your personal safety is of the utmost importance. Do not allow a stranger to make you feel guilty about taking safety precautions or intimidate you into compromising your safety.
2. **Make sure your room is locked at ALL times.** A simple precaution to protect your personal items.
3. **Be careful with your keys.** Do not loan your keys (room or car) out to anyone. If you lose your dorm keys, pay the fine and get a new set.
4. **If you have a car, lock it.** It seems so easy to remember, yet it's so easy to forget. Also, if you live on campus, check on your car multiple times throughout the week.
5. **If you have a bike, properly secure it.** Secure bikes through the wheel and frame with a high quality lock; the U-Lock is recommended.
6. **Watch your belongings.** Never leave items like your backpack, laptop or cell phone unattended even if it's just for a minute. Make it a habit to take these valuables with you.
7. **Walk with a friend when out late at night.** There's always safety in numbers. If you do not have any friends available, please call the Office of Public Safety for an escort.
8. **Know the location of the nearest emergency phones on campus.** There are a number of Blue Phones and Yellow Phones on campus. If needed, please use them in the event of an emergency; they will ring directly to the Office of Public Safety.
9. **If you see something, say something.** If you see something that looks suspicious or dangerous, please contact the Office of Public Safety immediately. If your life (or the life of another) is in imminent danger, call 911 then call the Office of Public Safety.
10. **Stay alert!** Pay attention to what is going on around you and avoid blocking sounds or using distracting devices such as a cell phone. Your ears and eyes are your best defense to being taken by surprise.

### **Drug and Alcohol Education Prevention Programs**

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The Department of Public Safety, in conjunction with the Dean of Students Office and Residence Life will host a Safety Fair during the month of September. During the fair, there will tables focusing on healthy

relationships, drug use and alcohol use. Also, during the month of March, the Residence Life Hall Council host a St. Patrick's Day Alcohol Awareness Event.

Other drug or alcohol abuse educational programs include:

"Choices," is a brief (90 minute), alcohol education program for college students. It was developed based on behavioral change research and utilizing principles of harm reduction, motivational interviewing and interactive journaling. The program focuses on educating students about the effects and risks of alcohol consumption, while also engaging students in self-reflection about their personal values and goals and how those personal factors influence their behavioral choices. Bellarmine University presents the *Choices Program at Crossroads*, which is a 3-day orientation program for first year students.

eCheck-up: This is an on-line, brief alcohol use intervention program, which provides students with individualized feedback about their alcohol consumption and utilizes principles of motivational interviewing to encourage students to low-risk behavioral decisions. This program is free to all BU students and available at any time, accessible via the Counseling Center web site.

BASICS (Brief Alcohol Intervention for College Students): This is a model of brief intervention utilized by the Counseling Center staff when working with students referred to our office for mandated assessments (following violation of university policy). BASICS is a semi-structured intervention, where a counselor meets individually with a student to assess their current and past substance use, emotional/psychological issues, and various associated risk factors (e.g. family history). After the initial assessment interview, the counselor has two follow-up appointments to provide feedback to the student, identify any changes/goals that the client may have and monitor their progress in meeting those goals.

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

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Bellarmino University's Department of Public Safety publishes an Annual Security Report (ASR) which discloses crime statistics and security information as required by the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This Act requires all colleges and universities who receive federal financial aid under Title IV to alert the campus community to certain crimes in a timely manner which will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. This report will provide information on safety and security within the Bellarmine community.

These crime statistics are gathered from several sources within the university community including, but not limited to Public Safety, Dean of Students, Housing, and local law enforcement agencies for crimes occurring on campus, on public property immediately adjacent to the campus and non-campus buildings owned or controlled by the university. The completed ASR is available to students, employees, families and the public by going to: <http://www.bellarmino.edu/about/consumer/healthandsafety/>, by October 1; a notice is also sent to the university community on how to view this report. For more information regarding the ASR or to request a printed copy, please call the Department of Public Safety at 502-272-7777 or e-mail at [security@bellarmine.edu](mailto:security@bellarmine.edu).



## Bellarmine University 2015 Annual Crime Statistics

CRIMINAL OFFENSES				
Category	Venue	2013	2014	2015
MURDER / NON-NEGLIGENT MANSLAUGHTER	On Campus**	0	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
MANSLAUGHTER BY NEGLIGENCE	On Campus**	0	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
SEX OFFENSE forceable	On Campus**	4		
	In residence halls or conference facilities	4		
	Non-campus building or property	0		
	On public property	0		
SEX OFFENSE non-forceable	On Campus**	0		
	In residence halls or conference facilities	0		
	Non-campus building or property	0		
	On public property	0		
RAPE *	On Campus**		3	1
	In residence halls or conference facilities		3	1
	Non-campus building or property		0	0
	On public property		0	0
FONDLING *	On Campus**		0	0
	In residence halls or conference facilities		0	0
	Non-campus building or property		0	0
	On public property		0	0
INCEST *	On Campus**		0	0
	In residence halls or conference facilities		0	0
	Non-campus building or property		0	0
	On public property		0	0
STATUTORY RAPE *	On Campus**		0	0
	In residence halls or conference facilities		0	0
	Non-campus building or property		0	0
	On public property		0	0
ROBBERY	On Campus**	0	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
AGGRAVATED ASSAULT	On Campus**	0	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
BURGLARY	On Campus**	0	1	0
	In residence halls or conference facilities	0	1	0
	Non-campus building or property	0	0	1
	On public property	0	0	0
MOTOR VEHICLE THEFT	On Campus**	1	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
ARSON	On Campus**	0	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0

\*The above chart reflects new sex offense categories

\*\* The "On Campus" category includes all on-campus incidents, including those listed in the category, "in residence halls or conference facilities"; therefore, the two categories are not cumulative, but duplicative.

VAWA OFFENSES				
Category	Venue	2013	2014	2015
DOMESTIC VIOLENCE	On Campus**	0	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
DATING VIOLENCE	On Campus**	0	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
STALKING	On Campus**	1	1	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
** The "On Campus" category includes all on-campus incidents, including those listed in the category, "in residence halls or conference facilities"; therefore, the two categories are not cumulative, but duplicative.				

ARRESTS AND DISCIPLINARY REFERRALS				
Category	Venue	2013	2014	2015
ARRESTS: WEAPONS	On Campus**	0	0	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
DISCIPLINARY REFERRAL: WEAPONS	On Campus**	0	1	0
	In residence halls or conference facilities	0	1	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
ARRESTS: DRUGS	On Campus**	0	1	0
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	0
DISCIPLINARY REFERRAL: DRUGS	On Campus**	5	7	27
	In residence halls or conference facilities	5	7	19
	Non-campus building or property	0	0	0
	On public property	0	0	0
ARRESTS: ALCOHOL	On Campus**	2	0	2
	In residence halls or conference facilities	0	0	0
	Non-campus building or property	0	0	0
	On public property	0	0	1
DISCIPLINARY REFERRAL: ALCOHOL	On Campus**	168	89	129
	In residence halls or conference facilities	165	87	116
	Non-campus building or property	0	0	0
	On public property	0	0	0
** The "On Campus" category includes all on-campus incidents, including those listed in the category, "in residence halls or conference facilities"; therefore, the two categories are not cumulative, but duplicative.				

<b>HATE CRIMES</b>
There were no reported Hate Crimes for the years 2013, 2014 or 2015.
<b>UNFOUNDED CRIMES</b>
There were no Unfounded Crimes for the years 2013, 2014 or 2015.

## **Policies for Fire Safety**

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### **Disclosure of the existence of fire suppression system in campus housing**

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In accordance with Senate Bill 63, Residence Life informs all residential students that we currently have fire suppressant systems in Anniversary, Kennedy, Newman, Petrik, Siena Primo Siena Secondo, Siena Terzo and Siena Quarto Residence Halls. All residence halls are within regulated fire code of the state of Kentucky and fire safety information is covered at required residential floor meetings and in the Bellarmine University Student Handbook.

### **Procedures**

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If a fire occurs, individuals are instructed to sound the building fire alarm by pulling the red alarm pull box and, call 911. Then, if possible, call the Department of Public Safety at 502-272-7777.

Once a fire alarm has been sounded, individuals should evacuate immediately using the nearest fire exit door or stairwell. Individuals should not use elevators because they may become inoperative due to the fire. If possible, abled persons should assist disabled persons in exiting the building. Disabled persons who cannot use stairs should wait in the stairwell until the Department of Public Safety or firefighters arrive. Individuals should notify Department of Public Safety officers or fire authorities of the location of any disabled persons remaining in the building. Individuals should also notify Department of Public Safety officers or firefighters if they suspect that someone may be trapped inside.

The fire alarm may not sound continuously. Even if the alarm stops, individuals should continue evacuating the building. Warn others who may enter the building after the alarm stops.

Individuals should evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Individuals should not return to the building until instructed to do so by the Public Safety officers or other authorized personnel.

When a fire alarm has been sounded or a fire otherwise reported to the Department of Public Safety, the Department of Public Safety dispatcher will initiate the notification procedures for contacting appropriate personnel.

### **How to Report That a Fire Has Occurred**

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For purposes of counting and disclosing fires in the University's annual fire statistics, individuals should notify the Department of Public Safety at 502-272-7777 that a fire has occurred.

## **Fire Safety Improvements**

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The University assesses and upgrades fire safety equipment to ensure that all equipment meets National Fire Safety standards. The University continues to evaluate and improve smoke/heat detection systems, as necessary, to meet life safety requirements and protect University assets. It periodically assesses the need for other improvements in fire safety, making recommended improvements as soon as possible.

## **Policy for appliances in regard to fire safety concerns**

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Limitations are imposed on electrical appliances because of fire safety concerns. Acceptable appliances include: iron, radio, stereo, TV, study lamp, video game console, electric razor, hair dryer, personal computer and VCR/DVD. Small coffeepots and hot air corn poppers with an automatic cutoff element and enclosed heating unit are permitted, provided they do not exceed 5000 watts or 120 volts. Hot plates, toasters, toaster ovens, electric grills, space heaters and other open element electrical appliances are not permitted in the residence halls. In addition, halogen lamps are not allowed in the residence halls for safety reasons. Prohibited electrical equipment will be confiscated and returned at semester break.

## **Policy for giving students with disabilities priority for first floor housing**

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Students requesting first floor housing should contact the Disability Services Office at 502-272-8490. The Director of Disability Services enforces University's policies and services for students with disabilities. The Director of Disability Services also maintains records 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

If students require any assistance evacuating the residence halls in an emergency, they must notify the Director of Residence Life at the beginning of the semester and include the nature of assistance needed. This information will be shared with the Residence Life, Public Safety and Fire Department personnel.

## **Procedures Used to Educate the Campus Community about Fire Safety**

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The University's Department of Public Safety is assigned the task of educating and informing the campus community on safety and emergency response procedures. Each year throughout the semester the following information, training, and drills are made available to students, faculty, and staff.

- Fire drills at each building annually
- Quarterly Campus Safety Committee meetings
- Building evacuation training for all student Resident Assistants
- Campus wide email sent to students, faculty, and staff, on fire safety concerns as needed.
- The *Concord* (Student newspaper) news articles on fire and safety concerns.
- Campus wide Annual Safety Week in September.

### **Location of Fire Extinguishers**

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There are fire extinguishers' in every building, 330 total on campus. All fire extinguishers are inspected monthly by the Department of Public Safety and inspected bi-annually by a vendor selected by the department of Public Safety. All inspections records are maintained in the Office of Public Safety.

### **University Smoking Policy**

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#### **Tobacco Use Policy**

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In keeping with Bellarmine's intent to provide a safe and healthy learning environment, tobacco use is not permitted in any University buildings, on the campus property, or in University-owned vehicles. Tobacco may be used in an individual's own personal vehicle. Tobacco products means all forms of tobacco including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), electronic cigarettes, and smokeless tobacco products. This policy applies to all individuals including but not limited to faculty, staff, students, volunteers, patients, customers, contractors, and visitors to the campus.

#### **Smoking Policy for Residence Halls**

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All residence halls are smoke-free. No smoking is allowed anywhere within the residence halls. Students found smoking inside the residence halls will be subject to conduct sanctioning.



### **Bellarmino University Campus Buildings Fire Alarm Systems and Locations**

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<b>Building Name</b>	<b>Panel Mode</b>	<b>Location</b>
Centro Treece Hall	Simplex 4020	CNTH- 019-C
Centro Treece Hall	Simplex-4100 Siemens MXL	CNTH-055
Brown Library	Simplex 4100	Front Lobby
Pasteur Hall	Simplex-4100u	P051 Mechanical Room
Norton Health Science Center	Simplex 4010	Boiler Room Basement
Wyatt Hall	Simplex 2120	Near W102
Norton Music Building	Simplex 2120	By the Front Door
Alumni Hall	Simplex 2120	Near Front Door
Miles Hall	Simplex 4100	M117
Allen Hall	Simplex 4010	Mechanical Room #215
FM Custodial Services	Simplex 4004	Inside the Office
SURF Center	Simplex 4010	Next to the Front Door
Knight's Hall	Simplex 4100ES	Next to the Front Door
Chapel	Simplex 4005	Basement
Siena Primo	Siemens MXL	1 <sup>st</sup> Floor Mechanical Room
Siena Secondo	Siemens MXL	The Room Next to S109
Siena Terzo	Siemens MXL	Front Lobby Main Entrance
Siena Quarto	Siemens MXL	Room 129
Petrik Hall	Simplex 4100	Main Lobby
Kennedy/Newman	Simplex 4100	Front Lobby
Anniversary Hall	Siemens MXL	Room 109
Flynn Building	Siemens Fire Finder XLS	Room 124

## Fire Alarm Statistics

<i>Residence Halls</i>			
Year	2015	2014	2013
Total Alarms	39	29	22
<b>Fires</b>			
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0
Total Fires	0	0	0
<b>False alarms</b>			
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0
Total False Alarms	22	12	00
<b>Unwanted Alarms</b>			
damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0
Total Unwanted	17	17	22

### Definitions

**Fire:** An instance of an open flame burning, smoke from fire or other burning in an area not intended for fire. An open flame or smoke burning in an uncontrolled manor.

**False Alarm:** The fire system was activated, intentionally or accidentally, when no fire or danger existed, or the system malfunctioned.

**Unwanted Alarm:** The fire alarm system activated properly; however, the ultimate cause was determined to be false. Examples of a false alarm include, dust entering a smoke detector, popcorn burnt in a microwave, etc.

## **Fire Incident Reports for 2013-2015**

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### **FIRE INCIDENT REPORT FOR 2015**

<b>Name of Residence Hall</b>	<b>Address</b>	<b># of fire-related deaths</b>	<b># of individuals requiring treatment as a result of fire</b>	<b>Value of property damage caused by fire</b>
Anniversary Hall	2450 Ursuline Road	0	0	0
Kennedy Hall	2417 Ursuline Drive	0	0	0
Newman Hall	2417 Ursuline Road	0	0	0
Petrik Hall	2407 Ursuline Road	0	0	0
Siena Primo Hall	2552 Thomas Merton Lane	0	0	0
Siena Secondo Hall	2560 Thomas Merton Lane	0	0	0
Siena Terzo Hall	2554 Thomas Merton Lane	0	0	0
Siena Quarto Hall	2556 Thomas Merton Lane	0	0	0

### **FIRE INCIDENT REPORT FOR 2014**

<b>Name of Residence Hall</b>	<b>Address</b>	<b># of fire-related deaths</b>	<b># of individuals requiring treatment as a result of fire</b>	<b>Value of property damage caused by fire</b>
Anniversary Hall	2450 Ursuline Road	0	0	0
Kennedy Hall	2417 Ursuline Drive	0	0	0
Newman Hall	2417 Ursuline Road	0	0	0
Petrik Hall	2407 Ursuline Road	0	0	0
Siena Primo Hall	2552 Thomas Merton Lane	0	0	0
Siena Secondo Hall	2560 Thomas Merton Lane	0	0	0
Siena Terzo Hall	2554 Thomas Merton Lane	0	0	0
Siena Quarto Hall	2556 Thomas Merton Lane	0	0	0

# **FIRE INCIDENT REPORT FOR 2013**

<b>Name of Residence Hall</b>	<b>Address</b>	<b># of fire-related deaths</b>	<b># of individuals requiring treatment as a result of fire</b>	<b>Value of property damage caused by fire</b>
Anniversary Hall	2450 Ursuline Road	0	0	0
Kennedy Hall	2417 Ursuline Drive	0	0	0
Newman Hall	2417 Ursuline Road	0	0	0
Petrik Hall	2407 Ursuline Road	0	0	0
Siena Primo Hall	2552 Thomas Merton Lane	0	0	0
Siena Secondo Hall	2560 Thomas Merton Lane	0	0	0
Siena Terzo Hall	2554 Thomas Merton Lane	0	0	0
Siena Quarto Hall	2556 Thomas Merton Lane	0	0	0