

## BELLARMINE UNIVERSITY

### The Michael Minger Act Report for 2017

#### Activity Reported for Calendar Year 2016

**Section 1:** - *definition at KRS 164.948(2):*

**Campus Security Authority** - *definition at KRS 164.948(2):* Campus Security authorities at Bellarmine University include the Director of Public Safety, Public Safety officers and staff and any official of the university who has significant responsibility for student and campus activities including student discipline, student housing, student judicial affairs and student life. Designated university officials are: President, Vice President for Business Affairs, Vice President for Academic and Student Life, Dean of Students, Assistant Vice President for Student Affairs, Assistant Dean of Students, Director of Residence Life, Assistant Director of Residence Life, Athletic Director, Basketball Coach, Baseball Coach, Volleyball Coach, Cross Country Coach, Track Coach, Softball Coach and Field Hockey Coach. The president or his designee may identify other officials if necessary.

**Enforcement Authority:** 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 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 Department of Public Safety has no arrest authority, law enforcement or police powers.

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.

**Relationship with 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 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.

## **Section 2: Description of Information Programs.**

### **Campus Safety and Security**

#### **Programs to Promote Crime Prevention and Campus Safety Awareness**

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Bellarmine University Department of Public Safety maintains comprehensive crime prevention and campus safety awareness programs. Working with the Director of Public Safety, the Public Safety Coordinator develops and monitors procedures and programs to promote safety, security, and crime prevention. A common theme of all safety awareness programs is to encourage students, faculty and staff members to be aware of their responsibility for their own security and the security of others.

The Department of Public Safety responsibilities include, conducting programs, answering questions about safety and security, responding to inquiries about the Department of Public Safety's role on campus, and encouraging the community to become actively safety conscious. To help students and employees protect themselves and their property, the department develops and makes available to the university community a variety of educational programs and materials including:

**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 or as requested.

**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.

**Ride Systems:** Shows bus riders where the bus is and when it will pick them up. It provides live location of buses, arrival predictions, and other important bus route information.

**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.

**Self-Defense Training:** In conjunction with Active Aggressor Training, this course teaches practical physical self-defense techniques to members of the Bellarmine community. Training will be held bi-monthly or as requested.

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

### **How to Report a Crime:**

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 Assistant Provost
- Vice Presidents, Associate Vice Presidents and Assistant Vice Presidents
- Deans and Assistant 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
- Members of the Student Conduct

### **Protection of Victim Confidentiality**

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With the individual’s permission, the Director of Public Safety, or his/her designee, can file a report of the incident without revealing their identity. The report would not include identifying information such as, but not limited to, name, address, contact information, date of birth or other demographic information that would serve to identify any individual. The purpose of the confidential report is to comply with the individual’s 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.

### **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.

### **Crimes Reported to Confidential Reporting Resources**

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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 Reporting Resources include:

<b>Who</b>	<b>Department</b>	<b>Location</b>	<b>Phone Number</b>
Professional Counselors	Counseling Center	Allen Hall, Suite 403	502-272-8480
Medical Staff	Health Services	In Newman Hall, 1st floor, beside Petrik Hall	502-272-8313
Ordained Clergy	Office of Campus Ministry	Centro Horrigan Hall 016	502-272-8051

Confidential Reporting Resources are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, Confidential Reporting Resources are encouraged, if and when they deem it appropriate, to inform persons being treated of the procedures to report crimes

on a voluntary basis for inclusion into the annual crime statistics. 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 (see Sexual Misconduct and Advocacy Resources handout located at <http://www.bellarmino.edu/studentaffairs/dean/SexualDiscriminationMisconductPolicy/>)

### **How to Prevent Crimes:**

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.

### **Section 3: Statements of Policies and Procedures** **Special Reports Policy**

#### **Timely Warnings Procedures:**

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 the names and other 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.bellarmino.edu](http://www.bellarmino.edu).

Individuals may add or update their information on:

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

**Disclosure of the existence of fire suppression system in on campus housing:**

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 information provided to students online.

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

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 Department of Public Safety.

**Policy for maintaining a record of any on campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities**

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.

Notification from the Director of Residence Life is made to the Department of Public Safety. Once this notification is received, it is forwarded in letter from the Director of Public Safety to Louisville Metro Emergency Services. The letter will state what room the resident lives in and the needs of the resident during an emergency evacuation.

**BELLARIMINE UNIVERSITY**  
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**Section 3: Campus Crime Statistics for 2016**

**Table 1 – Crimes**  
**Crimes Reported to Law Enforcement**

Crime Category <sup>1</sup>	On Campus		Off Campus	
	Total Campus Property Crimes <sup>2</sup>	Residential Facility Crimes <sup>3</sup> (subset of Campus)	Recognized/owned/leased/controlled Property Crimes <sup>4</sup>	Public Property Crimes <sup>5</sup>
Arson	0	0	0	0
Assault	2	0	0	1
Burglary	0	0	0	0
Criminal Damage	2	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	1	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	4	0	0	7
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Hate Crimes <sup>6</sup>				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Arrest Only				
Drug-related Violations	0	0	0	1
Liquor-law Violations	0	0	0	4
Other Alcohol Violations	0	0	0	0

Notes for Preceding Chart

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- <sup>1</sup> These are crime categories as required by the Federal and State Statute.
- <sup>2</sup> On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

- <sup>3</sup> Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.
- <sup>4</sup> Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.
- <sup>5</sup> Information as reported from the Louisville Metro Police Department.
- <sup>6</sup> Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.



**BELLARMINE UNIVERSITY**  
**Michael Minger Act**  
**Section 3: Campus Crime Statistics for 2016**  
**Table 2 – Criminal Attempts**  
**Reported To Law Enforcement**

Crime Category <sup>1</sup>	On Campus		Off Campus	
	Total Campus Property Attempts <sup>2</sup>	Residential Facility Attempts <sup>3</sup> (subset of Campus)	Recognized/owned/leased/controlled Property Attempts <sup>4</sup>	Public Property Attempts <sup>5</sup>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Hate Crimes <sup>6</sup>				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Arrest Only				
Drug-related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

**Notes for Preceding Chart**

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<sup>1</sup> These are crime categories as required by the Federal and State Statute.

<sup>2</sup> On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

- <sup>3</sup> Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.
- <sup>4</sup> Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.
- <sup>5</sup> Information as reported from the Louisville Metro Police Department.
- <sup>6</sup> Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

**BELLARMINE UNIVERSITY**  
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**Section 3: Campus Crime Statistics for 2016**  
**Table 3 – Incidents Reported by Non-Law Enforcement Officials**  
**Incidents and Crimes Reported to University Security**

Crime Category <sup>1</sup>	On Campus		Off Campus	
	Total Campus Property Incidents <sup>2</sup>	Residential Facility Incidents <sup>3</sup> (subset of Campus)	Recognized/owned/leased/controlled Property Incidents <sup>4</sup>	Public Property Incidents <sup>5</sup>
Arson	0	0	0	0
Assault	3	0	0	0
Burglary	0	0	0	0
Criminal Damage	26	1	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	1	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	1	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	24	7	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	1	0	0	0
Hate Crimes <sup>6</sup>				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Arrest Only				
Drug-related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

Notes for Preceding Chart

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<sup>1</sup> These are crime categories as required by the Federal and State Statute.

<sup>2</sup> On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

- <sup>3</sup> Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.
- <sup>4</sup> Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.
- <sup>5</sup> Information as reported from the Louisville Metro Police Department.
- <sup>6</sup> Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.
- <sup>7</sup> Drug related, liquor law and alcohol reports are for arrest only.