

BELLARMINE UNIVERSITY
THE JEANNE CLERY ACT REPORT FOR 2013-2014
CLERY CRIME STATISTICS FOR 2012-2013

CAMPUS SECURITY AUTHORITY

Campus security authorities at Bellarmine University include the Chief of the Department of Public Safety, Public Safety Officers and staff members and any official of the university who has significant responsibility for student and campus activities including student discipline, student housing, student conduct affairs and student life. Designated university officials are: President, Vice President for Business Affairs, Vice President for Student Affairs, Dean of Students, Assistant Deans of Students, Student Life Coordinator, Director of Residence Life, Assistant Director of Residence Life, Residence Life Coordinators, Athletic Director, Assistant Athletic Directors, Head Athletic Coaches, Head Athletic Trainer and Assistant Athletic Trainer. The President or his designee may identify other officials if necessary.

ENFORCEMENT AUTHORITY

Department of Public Safety officers have the responsibility to enforce university polices and regulations and to report crime violations to local and state authorities. The Department of Public Safety enforces university policies such as weapons possession, alcohol and the controlled substance use violations.

Public Safety Officers are responsible for crime reports, fire and weather related emergencies, medical emergencies and traffic accidents. They also enforce parking laws and regulations. They are trained in emergency medical procedures and CPR, including the use of defibrillators that are stationed in campus buildings and in the Department of Public Safety vehicle.

POLICY ON ALCOHOL

Preamble

The use and especially the abuse of alcohol can pose a serious threat both to the full development of the individual person and the educational environment, which includes not only the campus community but the neighborhood and surrounding community.

Federal regulations (Federal Drug Free Schools and Communities Amendments of 1989) require notification of the following: unauthorized distribution, possession, or use of any controlled substance or illegal drug as defined by the Kentucky Revised Statutes; providing alcoholic beverages to individuals under twenty-one (21) years of age; possession or use of alcoholic beverages by individuals under twenty-one (21) years of age; and unauthorized possession of an open container of an alcoholic beverage, public intoxication; unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution on Bellarmine University premises or at Bellarmine University sponsored activities.

This policy and the related procedures outline the University's responsibilities and the responsibilities of those who work, study, or congregate at the University. This policy applies to students in all academic-related activities and environments on and off campus. Care has been taken to outline these responsibilities so as to allow each member and guest of Bellarmine University to assume the respective responsibilities attendant to his or her status with Bellarmine University.

Risks Associated with Alcohol and Drug Use

All substance use poses some degree of health risk. The level of risk is dependent on the type of substance, frequency, and amount used; interactions with other medications/substances, and individual risk factors including family history, previous substance abuse history, and health conditions (e.g. depression, pregnancy, diabetes, heart disease). For more information about alcohol and drugs and/or to take a free alcohol abuse screening, please visit the following site: www.bellarmino.edu/studentaffairs/counselingcenter/alcoholdrugs

Counseling and Treatment Resources

- Bellarmine University Health Services
502.272.8493 or www.bellarmino.edu/studentaffairs/healthservices/
- Bellarmine University Counseling Center
502.272.8480 or www.bellarmino.edu/studentaffairs/counselingcenter
- Alcoholics Anonymous
502.582.1849 or www.louisvilleaa.org
- Jefferson Alcohol & Drug Abuse Center
502.583.3951 or www.sevencounties.org

Alcoholic Beverage Policy

The following information and guidelines apply to all Bellarmine University students, friends, and guests attending events sponsored by the University. They have been established to provide for the growth of the individuals as persons and to provide for the preservation and enhancement of the environment and communities within which this growth occurs. Those who engage in substance abuse may be referred to appropriate internal and external assistance programs. The University provides counseling and referral services to students through the Counseling Center. Information on this program can be picked up in the Counseling Center, 502.272.8480.

State and City Laws

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 himself 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.

University Regulations Governing the Use of Alcohol

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 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

Each violation of the University Alcohol Policy will be reviewed according to the University's student conduct. The following sanction per alcohol policy offense will be used as guidelines and are not requirements. The sequence of sanctions below might 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.
- **Second offense** - Substance Education Fund fine of \$150.
- **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.*

Advertising and Marketing of Alcohol

Bellarmino University does not permit the advertisement or promotion of the availability of alcohol at social functions as an attraction of the event, nor does it permit the marketing of alcoholic beverages by manufacturers or distributors, or by clubs, organizations, departments or divisions of the University.

Legal and Responsible Use of Alcohol for Registered Students Organizations and Special Student Events

The right to acquire, possess, and consume alcoholic beverages is limited by state laws that establish minimum drinking ages, drinking and driving laws, and public intoxication laws. The possession, sale, use or consumption of alcoholic beverages, while on or off campus or during an RSO sponsored event must be in compliance with all applicable laws of the state, province, county, city, and institution. Bellarmine University has also established policies on alcohol use on campus and off campus by student groups. It is incumbent on students, faculty, and staff to become knowledgeable regarding these policies for planning programs and events for a department or organization, including Registered Student Organizations (RSOs).

Education Requirement

The education requirement pertains to those RSOs that plan to serve or consume alcohol at any student event both on and off campus. All RSOs at the beginning of the fall semester anticipating events with alcohol in the spring semester are encouraged to attend awareness programs when offered. Special accommodations for programming can be requested through the Director of Student Activities or his/her designee.

The University encourages all organizations to participate in alcohol programs even if alcohol is not served at their events.

Fifty percent or 15 members of each RSO, along with RSO presidents and event chair, must have documented attendance at one of the Alcohol Awareness Programs provided by the Director of Student Activities and his/her designee. The President of the RSO and/or the Advisor must sign an Acknowledgement and Review Statement indicating that Alcohol Guidelines have been reviewed with their membership. If a group does not meet the education requirement and documentation is not filed by the last Alcohol Awareness Program, no further events involving alcohol will be scheduled until the education requirement is met.

In situations where it appears impossible to adhere to the membership attendance requirements, a request for waiver of the requirement must be submitted to the Director of Student Activities two weeks prior to the educational program approved by the Director of Student Activities and the Dean of Students.

Event Notification & Guidelines

All RSOs must send appropriate prior notification to the Director of Student Activities regarding events where alcohol will be served or consumed. Event notification forms are available in the Student Activity Center. The Event Notification form must indicate anticipated attendance at the event and what safety and security measures will be taken.

The Event Notification form must be submitted a minimum of two weeks (14 days) in advance of the event to the Director of Student Activities. Events may be cancelled or alcohol will not be permitted if notification is not given. Event Notification forms must be signed by at least one advisor or approved substitute of the sponsoring RSO. At least one advisor that has signed the form must be present for the entire length of the event.

Event Guidelines

Any organization holding an event where alcohol is served must get their promotional materials approved through the Director of Student Activities or his/her designee. The promotional materials may not advertise that alcohol will be served or consumed at their event or present any pictorial, radio, written, or verbal references to alcohol (BYOB or names of alcoholic beverages). Promotional materials may state that: Beverages will be provided with a valid ID but the font must be the smallest of all fonts appearing on the advertisement.

Any person entering an event with the purpose of consuming or purchasing alcoholic beverages must provide a valid driver's license stating that he/she is of age. Bellarmine University identification cards are not acceptable as proof of age.

All persons 21 or older who wish to drink at the event must have a wristband attached upon admission to the function. The third party vendor will be responsible for seeing that only those people with the appropriate wristband will be furnished with a drink. In accordance with state law, no one under the age of 18 is allowed at an event where alcohol is furnished unless a Bellarmine ID is presented.

The above mentioned wristband will have indicated marks where a third party vendor will mark the wristband when a drink is purchased. The wristband will only allow for one drink per hour, with drinks ceasing to be served one hour before the event ends.

Alcohol at the events must be served by a third party vendor. The third party vendor must utilize trained bartenders for all events that are held in licensed facilities and/or that require a one-day license. All bartenders must be certified by programs such as T.I.P.S, Servsafe, or other alcohol server programs. The bartender holds the privilege to refuse service to anyone that is publicly intoxicated. Nonalcoholic beverages and accessible food must be made available by the organization. Those attending events on or off-campus are prohibited from taking alcohol to or from those events and those having their own containers are prohibited from entering an event with the container.

A reasonable number of non-drinkers as determined by the Director of Student Activities or his/her designee from the sponsoring organization must be designated to serve as monitors for the event. This number will consist of no less than 5% of the estimated group size or 5 members of the organization. Monitors assist with making sure no one under the age of 21 is consuming alcoholic beverages, patrolling the event to assist intoxicated individuals with assuring a safe ride home, and making sure non-alcoholic beverages and food is readily available.

It is strongly suggested that the sponsoring organization provide a means of transportation to and from the event for those individuals who are intoxicated. Suggested methods of transportation include establishing a base rate with a taxi company to provide continuous service from the event or obtaining permission for a Bellarmine University vehicle to serve as a shuttle. This suggestion of transportation will be at the discretion of the Director of Student Activities.

A detailed checklist is available in the Student Activities Center for an RSO to ensure that all requirements have been met.

Security Guidelines of Public Safety

Sponsoring organizations must make arrangements to have Security officials at their event. The Security officers will be from the Office of Public Safety or an agency approved by the Director of

Student Activities or his/her designee. The sponsoring RSO is responsible for payment of all Security officers.

At least three Security officers will be assigned to the event. One Security officer is to be in charge of checking identification and issuing wristbands to those who are of legal age to consume alcohol. One Security officer is to be stationed near the alcohol serving area. One Security officer is to make frequent rounds throughout the venue in which the event is being held. In addition to the three mandated Security officers, for events in which the expected amount exceeds 100 persons, there should be one security officer for every 100 persons in attendance.

The advisor of the RSO and an officer or event chair is to meet with the security agency for the event at least 30 minutes prior to the event to outline specific security needs and expectations of the event. Security must remain at the event until all parties have been dispersed. The event chair of the sponsoring RSO must see to it that the head of the security detail submits a post event report to the Director of Student Activities. The report should include any problems or issues that arose during the event.

Responsibility and Liability

Bellarmino University assumes no liability for students who are negligent in upholding the above policies and procedures. RSO leaders and members should educate themselves about potential legal liability and consequences regarding alcohol consumption and accidents resulting in personal injury or death. Each individual is responsible for his or her personal behavior and may be held accountable under the Bellarmine University Code of Student Conduct.

Checklist for RSO events that are providing Alcoholic Beverages:

1. Have the proper campus officials been notified? Submit event form to the Director of Student Activities.
 2. Will any state laws or city ordinances be violated? If the answer is yes you should rearrange your plans to follow University, state laws and/or city ordinances.
 3. Have the members of your organization participated in the education requirement and do they know the governing laws of the institution and state?
 4. How will the organization/group officers maintain control over the function? Has security been acquired?
 5. What alternative beverages and food are to be provided? Who is responsible for this?
- If you have any questions you can contact the Director of Student Activities at 502.272.8433 or the Dean of Students at 502.272.8150.

POLICY ON ILLEGAL DRUGS

Bellarmino does not allow the use of illegal substances. Because the use of illegal drugs 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.

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 judicial 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.

Possession of Marijuana

1. A person is guilty of possession of marijuana when he/she knowingly and unlawfully possesses marijuana. Possession of marijuana can be a misdemeanor or felony depending on the amount in possession and number of offenses.

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 felony.

Criteria for Classification of a Schedule 1 Narcotic

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 for a first offense is a class D felony.

Criteria for Classification of a Schedule 2 Narcotic

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

Drug Conviction & Financial Aid

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 students' aid eligibility.

Possession of Drug Paraphernalia

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.

Sexual Discrimination & Misconduct Policy

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. Sexual Exploitation
5. 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. Sexual Exploitation: Occurs when a student takes non-consensual 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);
- 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

5. 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.

6. 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 nonconsent, 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.

7. 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 non-consensual 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, Ketomine, 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.

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. 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 complainant 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 complainant 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 complainant 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 complainant 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 investigation by the University will occur. Law enforcement investigations do not relieve the school from the need to conduct an investigation. The University will inform and obtain consent from the complainant before beginning an investigation. If the complainant 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 investigation. If a complainant insists that his or her name or other identifiable information not be disclosed to the respondent, 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 complainant 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 complainant if it cannot ensure confidentiality. The complainant 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 investigation before making a decision about how to proceed with the case. The pendency of criminal proceedings shall not be ground for appeal of any findings or sanctions based on the respondent's failure to attend or speak at the hearing. The complainant always has the right to contact LMPD at any point. Not all incidents of sexual assault result in criminal proceedings. In some cases, the complainant chooses not to press criminal charges. 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 respondent's failure to attend or speak at the hearing. The University will request the presence of any witnesses identified by the complainant or respondent. 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 complainant or respondent to provide statements during conduct procedures. A complainant's identity will be kept confidential as much as possible and only released on a need to know basis.

Rights of Complainant and Respondent

Rights of Complainant

The complainant'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 complainant 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 complainant 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 respondent 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 complainant 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 Respondent

The rights of the respondent 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 respondent 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 respondent 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 complainant in the hearing.
3. The right to be informed of the charges in writing, the time and place of the offense, and his or her complainant.
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 complainant and the respondent 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 complainant must be informed that the information provided may not be shared with any other person without the assailant's signed written consent.

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 complainant, the respondent, 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 complainants to determine if retaliation has occurred.

Interim Protective Orders - When a report has been filed and both parties have been informed of the charges, the University may remove the alleged respondent from his or her living arrangement, pending the hearing. Alleged complainants 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 complainant is not harassed by the alleged respondent. All forms of contact between the alleged victim and respondent 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 complainant and the alleged respondent in a sexual assault case live in campus housing, alternative living arrangements for the respondent and/or the alleged complainant may be made when reasonably available and if so requested by the alleged complainant. Unless otherwise requested by the complainant, the alleged respondent will, most likely, be the one to move as the alleged complainant can be further victimized by having to move.

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

Recommended Action

The purpose of this material is to provide information and assistance to alleged complainants of sexual assault and sexual misconduct, and persons who may come in contact with an alleged complainant. 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.

Campus Resources

- Lynn Bynum, Title IX Coordinator: 502.272.8236, lbynum@bellarmine.edu, Horrigan 215-A,
- Hannah Clayborne, Title IX Assistant Coordinator: 502.272.8070
- Leslie Fields, Title IX Assistant Coordinator for Athletics: 502.272.8408
- Cindy Gnadinger, Title IX Assistant Coordinator Academic Affairs: 502.272.8259
- Joan Hughes, Title IX Assistant Coordinator for Human Resources: 502.272.8235
- 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: 502.272.3000
- Anniversary Hall: 502.899.8607
- Petrik Hall: 502.899.8601
- Kennedy/Newman Halls: 502.899.8600
- Siena Complex: 502.272.3500
- BU Properties (1816 Norris): 502.899.8606

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 complainant. 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 complainant 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. A 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 charges.

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 S. 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 the S.O.S. program (Support Our Students), which is comprised of representative from the following areas: Office of Public Safety, Health Services, Counseling Services, Campus Ministries, the Dean of Students Office, and the Office of Multicultural Affairs. These programs are offered to Bellarmine University student, faculty, and staff on an ongoing basis. Additional programs are offered specifically to residential students.

Sexual Harassment Policy

Sexual harassment will not be tolerated in the University community. It subverts the mission of the University and threatens the well-being, educational experiences, and careers of students, faculty, and staff. It is especially threatening in the context of a teacher-student or supervisor-subordinate relationship, in that it can exploit the power inherent in the position of teacher or supervisor regarding grades, recommendations, wage status, or promotion. However, sexual harassment can also occur by subordinates against supervisors, by those of equal status, or by students, thereby creating an environment that is intimidating or offensive in a variety of settings.

Any member of the faculty, staff, or student body of the University who believes that he or she has been or is being subjected to sexual harassment should utilize the mediation procedures. The aggrieved individual can utilize the formal grievance procedures that are promulgated for the various constituencies (*Student Handbook* for students; *Policies and Procedures Manual* for employees).

Definition of Sexual Harassment Prohibited Actions

It is a violation for any member of the University community to engage in sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made:

1. Either explicitly or implicitly a term or condition of an individual's employment or status in a program, course or activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive work or educational environment.

Examples of Sexual Harassment

Any sexual attention that is unwelcome could constitute sexual harassment. Specific acts of sexual harassment include, but are not limited to:

1. Physical assault;
2. Propositions of a sexual nature;
3. Direct or implied threats that submission to sexual advances is a condition of employment, promotion, good grades, recommendations, etc.; and
4. Unwelcome physical or verbal conduct of a sexual nature which an individual regards as undesirable, or offensive, including but not necessarily limited to sexually explicit jokes, statements, and questions or unsolicited remarks about sexual activity or experience.

Inadvertent and Isolated Offenses

A member of the University community who exhibits a singular or isolated act of conduct expressed in the above cited example number 4 may simply lack the sensitivity to know that these actions or statements are creating discomfort or may be humiliating to others. Any member of the University community who becomes aware of such activity is encouraged to caution the individual directly about the questionable conduct in a discreet and confidential manner.

Procedures

The underlying philosophy of this sexual harassment policy is one of correction rather than punishment, although specific sanctions, depending on the nature and severity of the incident(s), ranging from a letter of reprimand, suspension, or termination of employment, are possible outcomes if the formal grievance procedures of the University are invoked. Nevertheless, the guiding principles of this policy are to:

1. Respond in a timely manner to a reported incident of sexual harassment;
2. Take whatever measures are appropriate; and
3. Take all reasonable measures to prevent the incident from recurring.

The University has established mediation and resolution procedures in order to respond immediately to a sexual harassment complaint and investigate it fully. The procedure is designed to mediate and resolve such complaints promptly and fairly. Similarly, a formal grievance structure for handling complaints that cannot be resolved through mediation is also available. In general, any individual with supervisory authority who obtains knowledge of an incident of sexual harassment occurring within his or her area is expected to take the proper steps immediately to address the situation.

Sexual Harassment Mediation & Resolution Procedures

Step 1 - Unofficial

It is often the case that a student, faculty, or staff member of the University, believing that he/she may be experiencing a form of sexual harassment, will attempt to resolve the situation on one's own, or consult with another individual within the University community such as a colleague, supervisor, department or division head, faculty or student advisor, or a member of the student affairs or counseling staff. With the requested aid of an advisor, the individual may attempt to resolve the situation in an informal and unofficial manner. The advisor, acting with discretion and in confidence, may assist the individual in reviewing the situation in the context in which it occurred, aid the individual in identifying the problem, and review the options for resolution that are available.

Step 2 - Official

If the matter cannot be resolved through the unofficial, informal method cited in Step 1, or if the individual chooses not to obtain the help of an unofficial advisor, the complainant may seek the assistance of one of the official University resource persons appointed by the President or his designee. The role of the official University resource persons will be to fact-find, mediate, and resolve the complaint, if possible. The official University resource persons will handle complaints independently and follow these procedures:

1. Be available to dialogue with the complainant or other concerned individuals and the individual accused to determine the nature of the incident related to sexual harassment and the context in which it occurred;
2. Conduct a discreet inquiry into the complaint, gathering and examining all relevant facts;

3. Mediate and resolve the complaint informally if possible;
4. Inform the parties of the formal grievance procedures available when no resolution is forthcoming or if either party is dissatisfied with the progress of the mediation;
5. Keep confidential all information gathered during the investigation, and all processes of mediation and resolution; and
6. Prepare a record of the complaint, the investigation and findings, the mediation and resolution, if any.

The official University resource persons will forward their records to the Director of Human Resources to retain for three years from the date of the complaint. If the matter has been resolved through mediation, and no further incident occurs regarding the accused individual within this period, the record will be destroyed. After a successful mediation, if the behavior is reported as continuing, the record will be retained and can be made available to the appropriate formal grievance body.

If the matter has not been successfully mediated and either party wishes to proceed with formal grievance procedures, the official University resource person will submit the record of the attempted mediation to the formal grievance structure to be utilized in the particular case.

Grievance Procedures

Inasmuch as a formal grievance procedure is expected to be used as a last resort, it is assumed that all efforts to resolve the complaint through the mediation and resolution procedures cited above have been conducted. Formal grievance procedures are found in various handbooks and other documents or publications relating to the various University constituencies (e.g., faculty, administrators, staff and students). Student grievances are handled through the Student Code of Conduct.

Confidentiality

Sexual harassment is a matter of grave concern for both the complainant and the respondent; therefore all procedures designed to deal with sexual harassment should be handled with the utmost sensitivity. All mediations/resolution procedures, as well as formal grievance procedures, shall be held in strict confidence to reasonably insure the privacy of all parties concerned (complainant, respondent, and witnesses, if any) and to offer as much protection of the careers and reputations of the parties involved as possible.

Retaliation

Faculty, staff, and students are encouraged to express their feelings in a responsible manner regarding a problem of sexual harassment. Any member of the University community who attempts to interfere, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual responsibly pursuing a complaint of sexual harassment will be subject to prompt and appropriate disciplinary action.

False and Malicious Charges

The use of this policy for false or malicious purposes is strictly prohibited. Any student, faculty, or staff member who exercises bad faith and brings a false, malicious charge of sexual harassment against another member of the University community will be subject to appropriate disciplinary action.

Dissemination of Policy

It is the responsibility of the Director of Human Resources to distribute the sexual harassment policy to all vice presidents for clear and regular communication, and to all employees within their respective areas. The Vice President for Student Affairs will make the policy available to all students as may be appropriate during orientation and registration periods.

Educational Resources and Assistance

The Human Resources Office and the Vice President for Student Affairs provide educational materials regarding sexual harassment and act as a resource for any questions regarding this policy.

Official University Resource Persons

- Dr. Helen-Grace Ryan, CC-225, 502.272.8150
- Dr. Hannah Clayborne, CC-225, 502.272.8150
- Ms. Lynn Bynum, H-204, 502.272.8236
- Ms. Joan Hughes, H-204, 502.272.8435
- Dr. Fred Rhodes, CC-231, 502.272.8304

RELATIONSHIP WITH LAW ENFORCEMENT AGENCIES

Department of Public Safety works closely with the Louisville Metro Police Department and other local, state, and federal law enforcement agencies. Every crime violation is reported promptly to the local police department. The director of Department of Public Safety meets regularly with the police officials to discuss common crime problems and criminal activity on and near campus. Security provides assistance to local law enforcement agencies when they are conducting an investigation that may involve a university student or employee.

EMERGENCY RESPONSE AND EVACUATION PROCEEDURES

Bellarmino University has compiled protocol for emergency response and evacuation procedures in a Disaster Preparedness Manual, specifically pages 6 - 9. A link to the manual can be found at: http://www.bellarmino.edu/Libraries/Security_Docs/Disaster_Preparedness_Manual_Updated_March_2011_III_2.sflb.ashx

TIMELY WARNING POLICY - SAFETY ALERTS

The purpose of the Safety Alerts bulletins is to notify the University community of a potentially harmful situation and to inform members of possible precautionary measures. The University community will be warned about potentially unsafe, harmful, or threatening conditions in the University and/or surrounding community if/when they arise. Safety Alert text messages and email messages are sent to all students, faculty, and staff who register their cell phones and to those who have computer access. The safety of members of the Bellarmine University community is very important. If the student is aware of behaviors/conditions that may be harmful to others, he/she should notify the Office of Public Safety (502.272.7777) and/or the Dean of Students (502.272.8150).

MISSING STUDENT NOTIFICATION PROCEEDURES

Bellarmino University takes student safety very seriously. To this end, we have developed policies and procedures to assist in locating Bellarmine students who live in campus housing. 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 by the Office of Public Safety no later than 24 hrs 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 of Student Affairs or a designee that they are missing. Residence Life asks for the name of an emergency contact person for all residential students.

CRIME REPORTING

The main office of The Department of Public Safety is located on the ground floor of the Campus Center in Horrigan Hall.

The Department of Public Safety can be reached from on campus telephones at the four digit number 7777. Off campus, local callers can reach The Department of Public Safety at 502.272.7777; callers from long distance areas should dial (502) 272-7777.

Bellarmino Campus is equipped with seven outdoor emergency telephones that are programmed to call The Department of Public Safety automatically when activated. Pressing the red button initiates an emergency call.

Courtesy phones, free of charge, are 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 at the four digit number 7777. The number is printed by or on the telephone. The contact number of The Department of Public Safety is listed in the online office directory at <http://www.bellarmino.edu/contactus.asp>. It is included in the department's brochures and university handbooks. The number is also published on the home page of The Department of Public Safety at <http://www.bellarmino.edu/security/contact.asp>.

Anonymous Crime Report, which doesn't require a name when reporting a policy violation or crime, is available at <http://www.bellarmino.edu/security/report/>.

Campus crime statistics are compiled by collaboration between the Dean of Students' Office, Office of Residence Life and Department of Public Safety.

ACCESS TO CAMPUS FACILITIES

1. Non-residential Buildings: Most non-residential buildings and facilities are accessible to members of the campus community and visitors during normal business hours. Access to any building during the holidays is restricted to faculty, staff and administrators pre-authorized by their department heads to enter during that time. Maintenance and custodial personnel are exceptions to this policy. Safety and Security officers patrol regularly through non-residential buildings. Security officers, who are on duty 24 hours a day, also observe video monitors which are connected to cameras located throughout the campus in public access or circulation areas.

2. Residential Buildings: The exterior doors to residence halls are locked 24 hours a day. Access to the residence halls is limited to residents and their guests. Residents gain access to their buildings by using an electronic card access control system.

The Director of Residence Life, Assistant Director, Graduate Hall Directors and Resident Assistants live in the residence halls, or in close proximity to the halls, and serve in a duty rotation. All Residence Life staff members undergo thorough training in enforcing residence hall safety and security policies. As part of their responsibility for residence hall security, the Residence Life staff participates in workshops associated with the safety and security of the campus conducted by university administrators and security officers.

Bellarmino University has both single-sex and co-ed residence halls, each with inter-visitation from 11:00 a.m. to 2:00 a.m. All residence hall entrance doors are self-closing and locked 24 hours a day. Overnight guests in the residence halls may only be students of the same sex. All windows have locking devices. Special security procedures are in effect for students during low occupancy periods.

Resident students have special responsibilities to keep room and entrance doors locked at all times, to lock windows when out of the room, and to deny entrance to any building or room by unauthorized individuals.

Security officers provide security coverage through regular rounds in the residence halls. The officer will patrol the buildings, identifying and addressing safety, security, and behavioral problems. The security officers work in conjunction with the Residence Life staff members.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

When patrolling, security officers survey exterior lighting, building exterior doors and campus grounds. All maintenance problems are reported to Facilities Management, which maintains the university's buildings and grounds. The Facilities Management inspects, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows, locks and lighting.

The Department of Safety and Security provides the availability of a dusk-to-dawn escort service around the campus. Anyone may request use of this service.

FIRE SAFETY REPORT

Bellarmino University's Department of Safety and Security publishes an annual Security and Fire Safety Report. The report can be found at <http://www.bellarmino.edu/about/consumer/healthandsafety.aspx>

CRIME PREVENTION PROGRAMS

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

Emergency Telephones: Exterior emergency code blue phones are directly linked to The Department of Public Safety's contact line.

Surveillance Cameras: The Department of Public Safety monitors several cameras placed around the campus.

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

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

World Wide Web Site: The Department of Public Safety's Web site contains safety and crime prevention tips at <http://www.bellarmino.edu/security>

Shuttle Transportation Program: The Department of Public Safety oversees a Shuttle Bus operation, transporting students, faculty and staff to campus locations. The hours of operation vary. Information on route times and drop off locations is available at <http://www.bellarmino.edu/security/services/shuttlebus.aspx>

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

Safety Alerts: Timely warning policy is in place to notify the university community of potentially harmful situations and to provide information about precautionary measures. The university community is warned of unsafe, threatening and harmful conditions in the university and surrounding community by a campus wide e-mail alert on password protected university page. Text messaging, voice intercom system, megaphones and other means will be used during the crisis. The current policy of the security department is to deliver messages personally to Building Coordinators, who are trained to inform students and employees about emergency situations. To ensure that the university's public information response to an emergency is quick, accurate, sensitive and responsible, the Office of Communication and Public Affairs coordinates all crisis communications with campus and off-campus constituencies.