

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics  
and Fire Safety Report**

**October 1, 2014 Annual Notice**

**Spencerian College  
4627 Dixie Highway  
Louisville, KY 40216**

Spencerian College prepares this report every year in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The campus crime statistics in this report include those reported to campus officials and local law enforcement agencies. This report includes statistics for the previous three years for reported crimes that have occurred on campus, housing, or in public property immediately adjacent to the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and alcohol and drugs on campus.

Copies of this report can be obtained upon request from the Director of Student Services Office. Questions regarding this report should be directed to the Director of Student Services.

**College Policy on Reporting Crimes**

The cooperation of faculty, staff, and students is critical to the maintenance of a safe environment. Faculty, staff, and students are encouraged to report all public safety and security incidents, hazards, suspicious activity, or damage to property immediately. Any criminal actions detected during school operating hours are to be reported to any of the following individuals:

Main switchboard 447-1000, ask for security

Executive Assistant to the Director  
449-7801

Academic Dean 449-7811

Associate Dean, evening division 449-  
7812

Director of Student Services 449-7820

Nursing annex: Notify front desk,  
449- 7859

Criminal actions detected other than during school operating hours are to be reported directly to the Shively Police at (502) 448-6181. In the event of imminent danger, the use of the 911 emergency call number is strongly recommended. The school will alert the campus community in a timely manner of crimes involving murder, rape, robbery, aggravated assault, burglary, vehicle theft and/or any of these crimes believed to show evidence of prejudice as prescribed by the Hate Crimes Statistics Act.

Spencerian College students who qualify for housing accommodations utilize Gardiner Point Residence Hall. Students in housing should report any crime or need for security assistance to Housing and Residence Life at (502) 213-8330. In all situations, a Spencerian College/Sullivan University System Incident Report must be completed by the aggrieved person and/or witnesses and forwarded immediately to the Director of Student Services at Spencerian College.

Spencerian College supports the enforcement of all local, state and federal laws and regulations. The school will cooperate with appropriate law enforcement agencies in the investigation of any illegal activity occurring on campus or at a school-related activity. Misrepresenting criminal activity or falsely reporting an incident could result in prosecution.

**Notification and Warning of Criminal Activity**





Spencerian College will generate an emergency notification upon receiving notice from a College member or local law enforcement of a crime that is occurring in or around our campus

buildings and that represents an ongoing threat to the College community. Faculty, staff, and students may be notified either through e-mail, emergency notification system, the College website, or through the **SmartNotice** system.

Spencerian College uses the **SmartNotice** system of communication as one notification tool for students. This allows students to be notified quickly of real-time situations as they are developing via SMA text message, voicemail, or e-mail. Registration for the **SmartNotice** system is voluntary and students must complete an online registration process. To register for **SmartNotice** notification, go to CGE/BF21394D3733 and follow the registration instructions on the left side of the screen.

### **Emergency Preparedness Information**

Spencerian College seeks to maintain the safety and security of all students in any emergency/crisis situation. The following information is provided to the student as part of the campus Safety and Emergency Preparedness Plan to help ensure student awareness of their role in case of an emergency/crisis situation.

- *Always report any suspicious individuals to campus security officials or a member of administration immediately.*
-  **FIRE:** *In the event of a fire the students will hear a repeated horn blast. All students would exit the building as quickly and orderly as possible. Instructors will lead students out of the building using the closest exit. Students, faculty and staff are not to use elevators during this emergency. An emergency exit map is located in each classroom of the building.*
-  **TORNADO:** *In the event of a tornado the students will hear a constant ringing of the dismissal bell. The students should evacuate classrooms with windows or those located adjacent to an exterior wall. Students should line the hallways, seated on each side, with their heads protected. There should be no one in front of the doorways or windows, and absolutely no one in the mobile classrooms, or on the second floor of any building. Please remember to close doors to all classrooms. Interior rooms with no windows will be considered safe rooms provided the room has no skylight.*
-  **BLIZZARD OR SNOW EVENT:** *In the event of a blizzard or snow conditions that occur once students are on campus the students will be notified by administration if classes will be dismissed early. Administration will determine when it is necessary to evacuate the campus in order to allow safe travel of all students in the snow. If the snow event occurs during the night hours students should consult the Spencerian College Weather Watch found on the Spencerian College webpage at [www.spencerian.edu](http://www.spencerian.edu). Instructions for students will be posted on this web site. Students can also tune to local television and radio stations for closures or snow schedule delays.*
-  **EARTHQUAKE:** *If you are outside, stay outside. Move quickly to an open area away from buildings, trees, power lines, roadways. If you are inside a building, stay inside. Do not evacuate or go outside; falling debris could cause injury. Take cover beneath a desk or table or shelter in a doorway. DUCK, COVER & HOLD until the shaking stops! PROTECT YOUR HEAD AND NECK. Keep away from overhead fixtures, windows, filing cabinets, bookcases and other*

objects that could fall on you. **DO NOT USE ELEVATORS.**



- **TOXIC FUMES:** *If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area and immediately. If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, lights, etc. Evacuate immediately and notify college personnel. Do not re-enter the area until advised to do so by emergency personnel.*



- **HOSTAGE SITUATION:** *In the event of a hostage situation, if you are not involved, remove yourself from the area and notify campus security or administration immediately. If you are a part of the situation, remain calm, avoid quick movements, and be cooperative with the hostage taker. Avoid further agitation of the hostage taker and do not be confrontational. Stay alert and follow the instructions of the police or hostage negotiator.*



- **BOMB THREAT:** *In the event of a bomb threat students will be evacuated by campus personnel immediately. Remain calm and exit the area as quickly and quietly as possible. Evacuation should be done in an orderly manner to avoid injury*



- **WEAPONS/FIREARMS:** *Spencerian College does not permit the possession of any type of weapon on the campus. If you see any person in possession of a firearm or deadly weapon, report the incident to campus security or administrative personnel immediately. Do not confront the individual yourself. In the event of an active shooter situation the following guidelines should be used:*
  1. *If you are in a room without a safe exit, shut, lock, and barricade the door if possible. Move away from the door, conceal yourself if possible or lie on the floor.*
  2. *If you cannot get to a room with a lockable door, find concealment to avoid being struck by a random bullet.*
  3. *If you cannot find a lockable room or concealment, play dead.*
  4. *If all else fails, cooperate with any demands made by the shooter.*
  5. *The college affirms your right to defend yourself against imminent danger.*

### **Campus Sexual Violence Elimination Act**

As part of the Clery reporting requirements, the Violence Against Women Act (VAWA) adds domestic violence, dating violence, and stalking to the categories that must be reported if the incident was reported to a campus security authority.

Spencerian College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. The policy applies to all students and employees, regardless of national origin, sexual orientation or gender identity, and applies to third parties. The relevant terms are defined as follows:

1. Domestic violence (KRS 403.715 to 403.785) Physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious

- physical injury, sexual abuse, or assault between family members (spouse, former spouse, grandparent, parent, child, stepchild, or any other person living in the same household if the child is the alleged victim) or members of an unmarried couple.
2. Dating violence (42 USC § 13925) Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, (iii) the frequency of interaction between the persons involved in the relationship.
  3. Stalking (42 USC § 13925) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or, (B) suffer substantial emotional stress.
  4. Consent: a voluntary agreement to engage in sexual activity. A person who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat or either invalidates consent.

### ***Reporting and Confidentiality Disclosing Sexual Violence***

Victims of sexual assault, domestic violence, dating violence, and/or stalking are encouraged to get help as soon as possible. If you are physically injured, seek medical treatment immediately. Different employees on campus have different abilities to maintain a victim's confidentiality.

» The College does not have professional counselors on staff that provide mental health counseling. The Student Services Office can assist victims of sexual assault in seeking counseling, medical, or other related services. The Center for Women and Families has a 24 hour crisis line: (877) 803-7577.\*

» Individuals who work or volunteer on campus can generally talk with someone and should report the nature, date, time and general location of an incident to the College. Victims must understand that if they choose to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident.

» Responsible employees are College employees who have the authority to redress sexual violence and who have the duty to report incidents of sexual violence or other student misconduct. The following categories of employees are the College's responsible employees: the Executive Director, Dean of the College, Associate Dean for Academic Affairs, Director of Student Services, and the Compliance Officer.

If a victim requests confidentiality or requests that no investigation be conducted, the College must weight that request against its obligation to provide a safe, non-discriminatory environment for all students. There may be times when the College will not be able to honor a victim's request.

\*NOTE: Professional, licensed counselors who provide counseling to members of the school community are not required to report any information about an incident to the Title IX coordinator without a victim's permission. A victim who wants to maintain confidentiality must understand that the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

## **Harassment**

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

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

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

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

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

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

Likewise, there is to be no harassment of any form of students by faculty or administrative staff. Complaints by students of any harassing behavior from faculty or staff will be taken seriously and will be subject to investigation and disciplinary action. If you feel you are being harassed, contact the Director of Student Services, Dean, Associate Dean, or Executive Director.

## **Drugs and Alcohol**

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

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

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

### **Weapons and Firearms Policy**

The possession or use of firearms, explosives, dangerous chemicals, other dangerous weapons or instruments that may reasonably be considered as weapons are strictly prohibited on College owned or controlled property except as may be required for law enforcement and/or duly authorized security personnel. Any student found to be in possession of a weapon or firearm may be terminated from the College and reported to the authorities.

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

Spencerian College students who reside in on-campus housing through Sullivan University are advised of the following procedures for reporting a missing student. These procedures can be found at this link beginning on page 28:

<http://housing.sullivan.edu/pdf/Student%20Handbook.pdf>

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

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

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

### **General Procedure:**

1. The University official receiving the initial report will gather information that includes:
  - a. Name of the reporting individual and their relationship to the missing student.
  - b. The last known location of the missing student and the date and time of the last known sighting.
  - c. The student's status from the "check-out" binder at the Reception Desk.
  - d. Known habits and/or routines of the missing student including employment, local and out-of-town contacts and friends.
  - e. Any recent changes to the missing student's mood, demeanor or behavior.
  - f. The missing student's cell phone number if known.
  - g. Any other information that may be of value to the administration and/or investigators.
  
2. The University administrator or housing staff member will inform the Sullivan University Department of Public Safety and one of the following executive administrators: The Executive Vice President/C.E.O., the Chief Academic Officer/Provost or the Vice President for Student

Services/Dean of Students. If the student is enrolled in the Sullivan College of Technology and Design (SCTD) or Spencerian College, the University or housing staff member will also notify the Executive Director or one of the Deans at SCTD or Spencerian. If a student is determined to have been missing for at least 24 hours, the executive administrator to whom the report is made will first direct appropriate staff members to immediately begin the following steps. A report of progress should be made to the executive administrator within 1 hour to enable further action that is of a timely manner.

- a. Call the missing student's room or cell phone to attempt contact.
- b. If no one can be contacted at the missing student's residence, send a staff member to check their room.
- c. Initiate contact with the student's RA, neighbors, instructors, etc., to confirm or adjust the last known date/time and location of the individual's known whereabouts.
- d. Send the student an email advising them they are being sought.
- e. Send the student a text message (if cell number is known) advising them they are being sought.
- f. If possible, check MySpace and Facebook for any information that may be helpful.
- g. Contact the housing staff and/or public safety to obtain the student's car make, model, year and color along with the vehicle's license plate number and state. Check on campus and at housing to see if the missing student's vehicle is accounted for.
- h. Contact University I.T. staff to determine when the missing student last accessed the University's computer network.

3. Upon being updated by assigned staff members, the executive administrator will make a determination as to whether to contact local police. If parents/guardians are involved and/or are the initial reporters of a student's missing status, generally, the decision to notify police authorities will be that of the parents/guardians but such decision can be facilitated by university officials. If parents/guardians are not involved in the initial report, a decision will be made regarding notification of the missing student's emergency contact or parent. If it becomes necessary to contact police authorities, their procedures and protocols will be followed by the University. If a missing student is under the age of 18 and not emancipated from their parents, the custodial parent will be immediately notified by university officials.

4. When a missing student is located, they will be asked to communicate with the individual(s) involved in reporting his/her disappearance. University officials will communicate internally on a need-to-know basis that the missing student has been located. All media requests will be referred to the Sullivan University System office.

### **Personal Safety**

Individuals should always remain aware of their surroundings and report any suspicious or odd activity to the College Administration. Furthermore, the College affirms the right of each individual to protect themselves against imminent danger. Information is available on various safety and security issues through the Director of Student Services Office.

### **Campus Law Enforcement**

Spencerian College does not maintain its own law enforcement office, but contracts with Security First for campus security. Their main office is located at 8704 River Birch Ct., Pewee Valley, KY 40056. There is a security guard on campus during day and evening class hours,

between the hours of 7:00 AM and 10:00 PM. Spencerian College also uses the services of the Shively Police Department.

**Security and access to campus facilities**

Students are required to wear appropriate department uniforms and to have their name badge on them at all times while on campus. This is to help security identify persons on campus. Students driving to campus must have their parking permit visible at all times.

**Reported Crimes**

In compliance with the Campus Crime legislation, Spencerian College reports campus and housing crime statistics for current year and previous three years. Main campus and housing statistics are included in this report.

**Spencerian College Campus Crime Statistics**

Crime Category	On Campus			On Campus Residence Hall			Public Property		
	Year	11	12	13	11	12	13	11	12
Arson	0	0	0	0	0	0	0	N/A	N/A
Assault Agg=Aggravated Simp=Simple	0	Agg-2	0	Agg-1	Agg-1 Simp-2	Agg-1	0	N/A	N/A
Burglary	0	0	0	0	0	0	0	N/A	N/A
Criminal Damage	N/A	N/A	0	6	8	1	0	N/A	N/A
Manslaughter	0	0	0	0	0	0	0	N/A	N/A
Menacing	N/A	N/A	0	0	3	0	0	N/A	N/A
Motor Vehicle Theft	N/A	N/A	0	0	0	0	0	N/A	N/A
Murder	0	0	0	0	0	0	0	N/A	N/A
Reckless Homicide	N/A	N/A	0	0	0	0	0	N/A	N/A
Robbery	0	1	0	0	0	0	0	N/A	N/A
Sex Offenses- Forcible	0	0	0	1	3	1	2	N/A	N/A
Sex Offenses- Non-forcible	0	0	0	0	0	0	0	N/A	N/A
Stalking	0	0	0	0	1	0	0	N/A	N/A



Terroristic Threatening	N/A	N/A	0	2	2	1	0	N/A	N/A
Theft	N/A	N/A	2	1	6	9	9	N/A	N/A
Wanton Endangerment	N/A	N/A	0	0	0	0	0	N/A	N/A
Weapons Violations	0	0	0	0	1	1	0	N/A	N/A
Liquor Referrals	N/A	N/A	1	4	9	6	N/A	N/A	N/A
Drug Referrals	N/A	N/A	2	1	2	8	N/A	N/A	N/A

There were no crimes to report regarding bias or hate in nature. In accordance with the Crime Awareness and Campus Safety Act of 1190, Spencerian College provides crime statistics and information regarding its security program to prospective students, current students, and employees.

Public Property statistics were requested from Shively Police Department but they were unable to provide this data that covered a 1000 feet radius around the school. Residence Hall Public Property statistics were furnished by the Louisville Metro Police Department and was based on property within a 1000 feet radius around residence hall.

Questions regarding this report should be directed to:  
 Director of Student Services  
 Spencerian College  
 4627 Dixie Hwy.  
 Louisville, KY 40216

\* Housing statistics are maintained and reported by Sullivan University in the Campus Safety Report and may be accessed at [http://news.sullivan.edu/crime\\_stats/default.aspx](http://news.sullivan.edu/crime_stats/default.aspx)

**Fire statistics** can be found at [http://news.sullivan.edu/crime\\_stats/default.aspx](http://news.sullivan.edu/crime_stats/default.aspx)

Additional crime information for the area surrounding Spencerian College can be obtained at the following link: <http://www.shivelypolice.org/stats.htm>

The log of criminal incidents reported is maintained in the Director of Student Services Office, Main Campus, 4627 Dixie Highway.

### **Sex Offense Registry**

Information on registered sex offenders in the state of Kentucky can be found at <http://kpsor.state.ky.us/>

Information for the state of Indiana can be found at <http://www.indianasheriffs.org/home.asp>