



**2012**

**Spencerian College  
Annual Campus Security Report**

**Campus Security Policy,  
Crime Statistics & Fire Safety Report**

**Police or Fire Emergency.....Dial 911**

**Public Safety Department.....859-576-3228**

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## **Mission**

The Department of Public Safety will strive to maintain a campus environment characterized by safety, security and order. Public Safety will serve, educate and protect through community collaboration, problem recognition, problem resolution, communication and policy enforcement. In a partnership with the community we will continue to enhance the quality of life and ensure that every student, staff, faculty and guest of Spencerian College are provided the best quality service and safety.

## **Overview**

In accordance with the Jeanne Clery and the Higher Education Opportunity Act, Spencerian College along with the Sullivan University System has created this report identifying the following:

- Operations of the Department of Public Safety
- College policies pertaining to adherence to municipal, state and federal laws
- Policies and procedures regarding reporting of incidents, missing students, access into facilities, fire safety, emergency response and notification systems
- Crime prevention programs
- Statistical information on crimes that occurred in or near University property over the past three years
- Fire related incidents that occurred in student residential facilities
- Life safety systems installed in student residential facilities

Prepared by the Department of Public Safety, this report is comprised of information received from the Offices Residence Life, Department of Student Services, Human Resources and local law enforcement agencies. Faculty, staff and students are notified by email of the availability of the Annual Crime Statistics & Fire Safety Report on the <http://www.Spencerian.edu/parking-public-safety.asp> . Access to this information is provided to prospective employees in the employee new hire packet and to students through admission/registration forms. Hard copies of this report are also available in the Public Safety Office upon request.

## **Security Operations and Enforcement Authority**

The Department of Public Safety staff is professionally trained, non-sworn security officers, under the authority of the Sullivan University System. Surveillance cameras are posted throughout campus buildings. Public Safety Officers monitor the campus buildings. Duties include dispatching Security and Facilities staff, monitoring intrusion, duress alarms and surveillance cameras, along with activating the emergency notification system. Public Safety Officers, while enforcing Sullivan University Systems regulations, are authorized to ask any person for identification to determine whether individuals have lawful business at the University and can initiate a felony arrest, like any citizen of the Commonwealth when a felony has occurred. Criminal incidents that occur on campus are investigated and referred to the local law enforcement if necessary. The Spencerian College Community is encouraged to promptly and accurately report all crimes to Public Safety and/or local law enforcement. The Public Safety Department has an excellent working relationship with law enforcement agencies and assists with investigative efforts and exchange of information on criminal matters, as deemed necessary.

## **Training & Development**

The Department of Public Safety requires campus security officers to participate in ongoing classroom and on-line training in interpersonal skills, security awareness, crisis intervention, personal and property protection and emergency response procedures, which include incidents requiring evacuation. Certification in standard first aid, CPR and the use of automated external defibrillators (AED) is also required. Security staff and supervisors undergo additional training that includes certification in handcuffs, expandable baton, and OC spray.

## **Building Access and Security Policy**

During regular business hours, Spencerian College is open to the college community, guests and others with legitimate college business. The hours of operation for the campus vary based on the building location. During non-business hours, access into campus facilities is strictly prohibited. Requests for extended building hours are subject to approval by the Executive Director.

Each faculty, staff and student is issued a Spencerian College photo identification card. This card may be used for access or security identification purposes and is expected to be in their possession at all times while on campus. Employees and students who have lost their ID may check with the Registrar's Office or the Executive Director's Secretary/HR representative for a replacement ID card.

## **Student Apartment Access Policy**

Access into student residential facilities is restricted to residents, their approved guests and other approved members of the Sullivan University community. Policies and procedures pertaining to guest privileges are published in the Housing Manual. Residents are cautioned against permitting strangers access into student residential facilities and are encouraged to maintain community watch for suspicious activity or behavior.

## **Life Safety, Security and Emergency Notification System**

Campus buildings are equipped with sophisticated life safety equipment; including, fire and intrusion alarms and notification system. The Dean Alert emergency notification system provides a notification system that delivers email, cell phone, and/or text messages pertaining to information and responses critical to incidents occurring on campus. To receive important notifications, students, faculty and staff must register through [deanalert.com](http://deanalert.com).

## **Emergency Preparedness (EAP)**

Recognizing the importance of emergency preparedness, Spencerian College has created a written document, the Emergency Action Plan, outlining the College's response and recovery to any emergency or crisis. Training on the plan is conducted on an annual basis and includes exercises (problem solving) and solid training, along with tests of the emergency notification system.

## **Reporting of Emergencies**

We ask for students, faculty, and staff cooperation with the reporting of any hazardous or emergency situation involving a threat to the health and safety of our College Community or loss of College property. Hazards, such as missing fire extinguishers, obstructed emergency exits, multiple or frayed electrical extension cords, or improperly contained hazardous materials must immediately be reported to the Department of Public Safety. Emergency situations involving imminent threat to health and safety, which may be medical, criminal or involve a fire, should call the Department of Public Safety, where upon receiving the call the officer will contact first responders (police and fire) if needed.. Campus Security has the responsibility of responding and assisting the First Responders to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation.

## **Emergency Evacuation Exercises & Procedures**

Announced and unannounced emergency evacuation and/or preparedness exercises are conducted throughout the year in College facilities and are recorded for assessment purposes. We strongly urge individuals to familiarize themselves with emergency exits, stairwells and locations of pull stations in each building and actively participate in all evacuations. Emergency response procedures and evacuation maps are posted in every classroom identifying the evacuation routes. Individuals who have difficulty navigating stairs and require assistance during an evacuation are advised to register their name with the Department of Public Safety. The Department of Public Safety distributes an email to faculty and staff annually requesting that the location of emergency exits and evacuation procedures be reviewed with students.

In the event of a fire or smoke condition, activate the building fire alarm system by pulling down the handle on the fire alarm pull station. The pull station provides immediate notification to the Lexington Fire Department, Campus Public Safety Department and the building occupants. Do not attempt to extinguish a fire unless it is impeding your exit. If you hear the alarm, always assume a fire exists and leave the building immediately.

### In the case of an emergency evacuation:

- Cease all activity and immediately proceed to the nearest exit.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open door, keeping the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Ensure all doors are closed behind you.
- Evacuate the building via the safest and nearest available stairway exit.
- If you are an individual requiring emergency assistance, notify Public Safety via the emergency phone in the student lounge by picking up the phone(wait at least 20 seconds after picking the phone up to listen for someone to answer as the calls are forwarded) in the student lounge or call 576-3228. If you cannot get the Public Safety office, call 911 by a cell phone and advise the city or first responders of your location.

- Evacuate at least 300 feet away from the building and await direction from the College officials.

In the case of a blocked stairway or exit:

- Using cellphone or office phone 576-3228, notify the Public Safety Department that all exits or stairways are blocked and advise them of your location. If you cannot get the public safety officer on the phone call 911 and advise you are trapped giving your location.
- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, when smoke enters a room.
- Break top window first to expel smoke, then break bottom window to admit fresh air.

For more detailed procedures regarding emergency evacuations and procedures, visit the Department of Public Safety Office.

### **Immediate Emergency Notification Policy & Procedures**

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the College Community, Spencerian College authorities will, without delay, distribute an alert of notification to the Campus Community, unless issuing an alert will, in the judgment of first responders, compromise the efforts to assist victims, or contain, respond to or mitigate the emergency.

The following represents the emergency notification procedure:

- Confirmation of an incident that threatens the health or safety of the College community is conducted by the Department of Public Safety and/or Facilities Department.
- Activation of the emergency notification systems (DEAN) is authorized by the Public Safety Officers, Academic Dean, Registrar and/or the Executive Director
- A message alerting the College community of the threat is crafted by authorities in the Public Safety Office, Student Services or the Administration.
- Notification to neighboring institutions, local businesses or the media will be conducted by the Corporate Communications Department or the College Executive Director.

Immediate notification of a threat to the health and /or safety of College members may be distributed to either a segment of the population or the entire campus community, depending on the scope of the threat. The methods of notification may include activation of the Dean Alert, email, or postings within campus buildings and/or the College Website.

Students, faculty, and staff can register for the emergency notification system at [deanalert.com](http://deanalert.com).

## **Missing Student Policy and Protocol**

In accordance with the Higher Education Opportunity Authority, it is the policy of Spencerian College to provide all students residing in on-campus housing the option of identifying an individual to be contacted by the College in the event that the student is determined to be missing for a period of more than 24 hours by providing an opportunity to register confidential contact information. This information will be accessible only to authorized campus officials and law enforcement as appropriate. Students will have an opportunity to register contact information prior to moving into College Housing and may update contact info at any time with the Residence Life Assistant.

Students under the age of 18, who are not emancipated, should be advised that the College is required to notify the student's custodial parent or legal guardian within 24 hours after the Public Safety Department or local law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student. A student is determined to be missing when the Public Safety Department or other law enforcement agency determines that the student has been missing more than 24 hours, without any known reason, that the report is credible, and that circumstances warrant declaring the person missing.

If a member of the College community has reason to believe that a student resides in on-campus housing is missing, or receives a report of a missing student, he or she shall immediately notify the Public Safety Department. Upon receipt of a notification of a missing student, Public Safety shall initiate an investigation to determine whether the student is missing. Public Safety shall notify all necessary law enforcement agencies to assist in the location of the missing students.

If, after investigation, Public Safety determines that the student has been missing for more than 24 hours, the College shall notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18, and not emancipated, the College shall additionally notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing. Upon determination that a student has been missing for more than 24 hours, Public Safety will notify the Spencerian College Executive Administrators.

Nothing in this policy is intended to preclude the College from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

Questions pertaining to this policy can be directed to the Public Safety Office.

## **Alcohol & Drug Policy**

Spencerian College complies with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 which recognizes that all employees, faculty and students have the right to a workplace and educational environment that is drug free. The manufacturing, possession, use, sale or distribution of any substance or paraphernalia declared illegal by municipal, state, or federal law is prohibited in the student residential facilities and on College property or at College sponsored events held off campus. Failure to comply with this legislative mandate and College policy will result in disciplinary action, which may result in termination of affiliation with the College and prosecution of a criminal offense.

An illegal drug includes any drug which is not legally obtainable in the United States, or which is legally obtainable, but is being used in a manner different from that prescribed by a doctor of medicine or intended by the manufacturer. Over the-counter or prescription medication, which is prescribed by a doctor and is being used for its intended purpose, is not considered an illegal drug. Students, Irrespective, of age, are not permitted to possess or consume alcohol on campus or at college-sponsored events on or off campus. Faculty, administration, and staff are prohibited from serving or allowing students to consume alcoholic beverages on college premises or at events, meetings, or informal gatherings sponsored by the College.

To the extent that students are present at a College-sponsored event where alcohol is being served, event organizers are required to take measures to ensure that underage students do not consume alcohol. The Executive Director can make exceptions to this policy as appropriate. Violation of this policy will result in disciplinary action which may include immediate suspension or expulsion of students or, in regards to employees, suspension without pay or termination.

Spencerian College recognizes the dramatic impact the abuse of alcohol and drugs can have on professional, academic and family life and offers the following resources for support and assistance

- Faculty/Staff Employer Assistance Program – (800)441-1237

- Alcohol and Drug Abuse Helpline 1-800-234-0420
- Comprehensive Care 1-859-233-0444
- Communicare Recovery Center 1-800-641-4673
- National Institute on Drug Abuse Hotline 1-800-662-HELP
- Alcoholics Anonymous (Lexington Office) 1-859-276-2917
- Pathway to Recovery 1-800-41-SOBER
- Rape Crisis Center 859-253-2511
- YMCA Spouse Abuse Center 859-255-9808
- Bluegrass East Drug & Alcohol (outpatient) 859-281-2100

- Public Safety Office (859) 576-3228 or (859) 223-9608

Additional information regarding a national resources, health risks, and penalties and sanctions related to the use of illicit drugs and alcohol, please visit Student Services on campus:

### **Harassment and Discrimination Policy**

Spencerian College is committed to maintaining an environment which respects the dignity of all individuals. Accordingly, Spencerian will not tolerate harassment or discrimination based on religion, race, gender, sexual orientation, national origin, age, disability or ethnicity by students, faculty, or staff. Students may file complaints of harassment and/or discrimination to the Academic Dean or obtain a copy of the College’s Harassment and Discrimination Policy from Student Services Office by reviewing the Student Handbook (page 21). Faculty and staff may refer to the Faculty and Staff Manual for additional information pertaining to this policy and the filing of complaints.

## **Sexual Offense Policy**

Spencerian College seeks a safe and healthy environment for community members. The College will not tolerate any verbal or physical action by any student, faculty or staff member which harasses, disrupts or interferes with another's education or which creates an intimidating, offensive or hostile environment. While all forms of harassment are prohibited, it is the College's policy to emphasize sexual harassment is specifically prohibited.

Spencerian College has developed the following policy on sexual misconduct/sexual violence and harassment to set forth definitions to reaffirm Spencerian's commitment to providing resources and processes for prevention, education, support, reporting, adjudication, protection from retaliation and to identify a range of penalties. The College will also provide a collection of information about incidents as a clear process for dissemination of sexual assault statistics for the College community.

For the purposes of this policy, sexual misconduct is defined as non-consensual physical contact of a sexual nature. It includes acts using force, threat, intimidation, or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. The use of any drug, including alcohol, judged to be related to an offense will not be considered a mitigation of circumstances, but rather an aggravating one. Sexual misconduct is strictly prohibited.

Sexual harassment is defined as sexual advances and/or requests for sexual favors that are unwelcome in nature. Such misconduct includes but is not limited to: sexual flirtations, touching, advances or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual and the display of sexually suggestive objects or pictures including nude or sexually suggestive photographs. Sexual harassment whether it be face-to-face or online is strictly prohibited.

Incidents reported to the appropriate department will be addressed promptly and confidentially in accordance with the College's disciplinary procedures. A victim's decision to file charges against a member of the College community is one that may be facilitated by an advisor or designated advocate. This individual would be appointed or selected by the Executive Director.

In accordance with reporting procedures, Spencerian College will inform members of the community when an incident has been reported when, in the judgment of the administration, notification is appropriate and necessary.

Once a charge of inappropriate behavior is made, the College will utilize a fact finding procedure to adjudicate the charge internally. Both the accuser and the accused will be advised of the final outcome and of any sanction(s) that are to be imposed. Both parties will be advised not to disclose this information to the public.

Sanctions and penalties that may be imposed include but are not limited to: probation, suspension, sanction, and expulsion from Spencerian College and any of its facilities or controlled properties. Other penalties may include file entry, transcript entry and parental notification. Information may be divulged to the parents of financially dependent students as defined by the I.R.S. without the student's consent in accordance with [34 C.F.R. 99.31 (a) (8)]. In addition, an individual charged may be subject to civil

litigation, and/or prosecution by authorities in accordance with applicable State Criminal Statutes.

The use of these policies for false or malicious purposes is strictly prohibited. Any member of the Spencerian community, who exercises bad faith and brings a false, malicious charge in accordance with the above clause, will be subject to disciplinary action.

If assaulted, victims should:

- 1) Preserve any and all evidence;
- 2) Call the police;
- 3) Ask for immediate medical attention;
- 4) Contact someone you trust
- 5) Notify College Officials.

Spencerian College uniformly and consistently reports all criminal sexual offenses on campus in accordance with the Clery Act and the Campus Awareness Act of 1990. This publication is available in the Public Safety Department.

### **Important Notification Numbers**

#### **Lexington Campus**

Department of Public Safety  
(859) 576-3228

Department of Student  
Services (859) 977-5451

Housing and Residence Life  
(859) 608-2617

#### **Off Campus Resource**

**24/7**  
Sexual Assault Crisis  
Hotline  
(859) 255-5111

### **Sex Offense Registry**

The Federal Campus Sex Crimes Prevention Act of October 2000 requires higher educational institutions to identify where information pertaining to registered individuals convicted of certain sexual offenses may be obtained. Individuals convicted of these crimes are obligated to not only register with the State of Kentucky, but provide notice to their place of employment, vocation, education or volunteer service. For the list of registered sex offenders or crime statistics within Kentucky and elsewhere, please refer to:

Kentucky - <http://kpsor.state.ky.us>

Other state registries may be accessed through [www.fbi.gov/hq/cid/cac/states.htm](http://www.fbi.gov/hq/cid/cac/states.htm)

## **Weapons and Firearms Policy**

The possession or use of firearms, explosives, dangerous chemicals, other dangerous weapons or instruments used to simulate or reasonably may be identified as weapons are prohibited on College-owned or controlled property except as they may be required for law enforcement and/or duty authorized security personnel.

## **Reporting of Criminal Incidents or Campus Safety Concerns**

The cooperation and involvement of faculty, staff and students is absolutely necessary to maintain an effective security program. To minimize the chances of becoming a victim of a random theft, the Department of Public Safety urges you to be mindful of your surroundings and assume responsibility for the safeguarding of personal property. Items of value, such as laptops, equipment, cell phones, wallets and book bags, should never be left unattended. If you left an item unattended and are victim of theft, check with the Public Safety Office to see if the item has been returned.

The Spencerian community and guests are strongly encouraged to report all public safety and security incidents, hazards, suspicious activity, or damage to property immediately to the Public Safety Office. The Public Safety Office is staffed by security staff responsible for video monitoring, emergency notification and dispatching security and facilities personnel as needed.

For students experiencing emotional distress requiring immediate attention, notify the Public Safety Department for resource information.

A criminal incident that occurs off campus should be reported directly to local law enforcement by dialing 911. Notification regarding student off campus criminal behavior may be reported by the local law enforcement to the College Executive Director, as a courtesy, and could result in judicial proceedings. There is not, however, an official local law enforcement policy regarding mandatory notification to higher educational institutions.

## **Confidential Reporting Procedures**

If a student, who is a victim of a crime, does not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report to the Public Safety Office. With permission, a detailed report will be filed without revealing your identity. With such information, the College can keep accurate record of the number of incidents involving students; determine the pattern of crimes with regard to a particular location, assailant critical information; and also alert the campus of potential danger. All reports filed in this manner are counted and disclosed in the Annual Crime Statistics Report for the institution.

## **Campus Security Authorities**

In addition to the Department of Public Safety, crimes may be reported to the following individual offices:

### **Lexington Campus**

Academic Dean..... (859) 977-5400

Student Services  
(859) 977-5451

Resident Life Assistant.....Programs (859) 608-2617

## **Daily Crime Log**

The Department of Public Safety maintains a database, which archives all crimes reported to the department, except when disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. Information may be temporarily withheld if release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. The crime log data consists of the nature, date, time and general location of the crime and the disposition of the complaint, if known. Logs are available for review in the Public Safety Office or via the web at <http://www.spencerian.edu/parking-public-safety.asp> .

## **Timely Warning of Criminal Activity**

In accordance with the Clery Act, the Department of Public Safety will generate an emergency notification upon receiving notice from a College member or the local law enforcement of a crime that is occurring in or around our campus buildings that represents an ongoing or a continuous threat to the College Community. Faculty, staff and students will be notified either through e-mail, the emergency notification system, posted bulletins and /or the College website.

## **Crime Prevention & Safety Awareness Programs**

The Public Safety Department conducts presentations and distributes material throughout the year on preventive programs that include:

- Personal safety escort – Campus Personal Safety Tips/Self – defense for women
- Reporting suspicious behavior or incident
- Emergency response – Active Shooter
- Emergency notification system, Dean Alert.

Residential student meetings include discussions in security and safety issues pertaining to student community living. Posters identifying emergency exits, emergency response procedures and notification system are posted throughout campus buildings and distributed to students via email.

## **Crime Statistics Categories and Recording Measures**

Statistical crime data is provided for the past three calendar years in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the federal laws articulated in the Clery Act. Data included in the statistics column for Murder/ Non Negligent Manslaughter, Negligent Manslaughter, Sex Offenses, Aggravated Assault, Larceny / Theft, Intimidation, Simple Assault, Vandalism and Motor Vehicle Thefts represent the number of victims in the crime occurrence. Similarly, cases involving arrests for Liquor Law, Drug Law and Illegal Weapons violations are recorded per person. Statistics captured under "Referred for Disciplinary Action" reflect the number of individuals in a reported incident submitted to a campus official authorized to administer and maintain a record of a disciplinary action. Statistics recorded for Robbery, Burglary and Arson indicate the number of occurrences only.

## **Geographic Locations**

Crime statistics are categorized in four locations:

- On Campus -Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in manner related to, the institution's educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes.
- On Campus-Residential -Residential facilities for students on campus a subset of the on-campus category.
- Non-Campus -Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Spencerian - Lexington Campus Crime Statistics**

Crime Category	On – Campus			Housing			Public Property		
	10	11	12	10	11	12	10	11	12
Arson	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	2	0
Burglary	0	1	1	0	1	0	0	0	0
Criminal Damage	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Menacing	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	2	2
Murder	0	0	0	0	0	0	0	0	0
Reckless Homicide	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	2	1
Sex Offenses (Forcible)	1	0	0	0	0	0	0	0	0
Sex Offenses Non-forcible	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Terroristic Threatening	0	0	0	0	0	0	0	0	1
Theft	9	11	6	0	0	0	0	15	14
Wanton Endangerment	0	0	0	0	0	0	0	0	0
Weapons Violation	0	0	0	0	1	0	0	0	0
Liquor Law Referrals	0	0	0	2	0	1	0	0	0
Drug Abuse Referrals	0	0	0	2	1	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0

**There were no crimes to report regarding bias or hate in nature for the years of 2010, 2011 and 2012**

Questions regarding this report should be directed to:

**Department of Public Safety**  
859-576-3228

**Definitions per the Uniform Crime Reporting Handbook**

**Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Criminal Homicide-Manslaughter by Negligence**

The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

**Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

**Burglary**

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though vehicles are later abandoned, including joyriding).

**Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor;

drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

#### Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

##### **Sex Offenses - Forcible**

Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent.

1. Forcible Rape - The carnal knowledge of a person, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
2. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical in capacity.
4. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity.

##### **Sex Offenses - Non forcible**

Unlawful, non-forcible sexual intercourse.

1. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

##### **Fire Safety Report and Daily Fire Log**

The Fire Safety Report discloses information regarding campus fire safety practices, standards and life safety equipment in on-campus residential facilities that Spencerian College owns or has a contractual lease agreement with. Spencerian College has no on campus housing. The Fire Log provides the following statistical information on fires that occurred in the 2012 calendar year on campus property. Public access to this log is available online at <http://spencerian.edu/CS-public-safety-about-us.asp>.

- number of fires and the cause of each fire
- number of injuries related to a fire that result in treatment at a medical facility
- number of deaths related to a fire
- value of property damage caused by a fire

**Spencerian Campus - Lexington Fire Log for 1/2010 to 12/2012 – No reports of fire on campus for years 2010**

Date/Time	Building/Location	Cause	Injuries/Death	Description of Damage	Property Damage
1/25/2011 @1:15 PM	Candle/paper fire on desk	Human error	0	Burnt edge	None
3/27/2012 @9:00 AM	Cigarette in mulch	Human error	0	Scorched ground	None
6/8/2012 @7:10 AM	Cigarette in mulch	Human error	0	Scorched ground	None
11/6/12 @12:03 AM	Cigarette trash container	Human error	0	Burnt trash	None

For the purposes of including a fire in the statistics in the annual fire safety report, students or employees must report a fire to the Department of Public Safety or Administration as soon as possible. The College is required by law to notify the State Fire Marshall in a timely manner once a report is received.

**Description of On-Campus Student Housing Fire Safety Systems (Lexington Campus)**

There is no on campus housing for the Spencerian College – Lexington.

Reviews of the evacuation drills are conducted in all buildings for assessment and training purposes. Disciplinary action will be taken and fines will be implemented for students who fail to cooperate with staff or emergency responders assisting in the course of an alarm and/or evacuating the building.

Fire equipment misuse or tampering is a felony. Any resident found guilty of tampering with fire equipment, including activating a false alarm, will be subject to severe disciplinary and criminal action.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the Spencerian College community, only those members, individually or collectively, acting in the student’s educational interests are allowed access to student educational records. These

members include personnel in the Student Services Department, Accounting, Financial Planning, Admissions, Deans, Directors, and academic personnel within the limitations of their need to know. Faculty members may also have access to records if/when a need-to-know situation arises.

At its discretion, Spencerian College may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory information by notifying the Academic Services office in writing within two weeks after the first day of class each quarter.

### **Student Inspection of Records**

Requests for nondisclosure and authorization to withhold Directory Information must be filed annually in the Academic Services Office.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing are unacceptable. The Registrar at Spencerian College has been designated by the Institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, cooperative education and job placement records.

Students wishing to review their education records must make written requests to the Registrar Office listing the item or items of interest. Only records covered by the Act will be made available within thirty days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document, which exists elsewhere.) These copies would be made at the student’s expense at prevailing rates that are listed in the current catalog. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, job employment records or alumni records. Health records, however, may be reviewed by a physician of the student’s choosing.

Students may not inspect and review the following as outlined by the Act:

- Financial information submitted by their parents
- Confidential letters and recommendations associated with admissions, employment or job placement records,
- The Institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

## **Accuracy of Records**

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the College's Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the College's C.E.O or Campus Director who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised. The panel that hears such challenges will be appointed by the C.E.O.

Decisions of the hearing panel will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records, a statement commenting on the information in the records, or statements setting forth any reasons for