

Campus Security

As part of the commitment to a safe and secure environment, the University of Saint Francis has a Security Department staffed 24 hours a day, 365 days a year, all breaks and holidays included. The primary responsibility of the security staff is to protect the persons and property of the campus community through vehicle and foot patrols of the buildings and grounds, monitoring safety systems and providing a timely response to requests for assistance such as medical emergencies, building access and escorts and responding to reports of suspicious persons or unsafe conditions.

The Security Office is located directly behind the Bass Mansion. When stopping by the office if there is no officer present, please use the emergency phone to the right of the door; press the red button for a direct dial to the Security Officer on duty. The Security phone number is 399-7888.

At the University of Saint Francis, as in any community, all members of the campus share in the responsibility of preventing crime and maintaining the safety of their persons and environment. Students can reduce the chances of becoming a victim by such common sense practices as not walking alone after dark (walk with a companion or call a Security Officer for an escort), not propping doors open, making sure resident rooms are locked when leaving, properly securing valuables and reporting any suspicious persons to campus security.

Emergency Phone Locations

To facilitate contacting a Security Officer, emergency call boxes are located at exterior entrance locations of Clare Hall, Trinity Hall's main entrance and both Trinity resident halls, the Security Office, all entrances of the John Paul II Center, Achatz Hall main entrance, Hutzell Athletic Center main entrance, Doermer south and east entrances, the Doermer parking lot, south and north locations on the walkway to Rolland Art Center and at the main and tower entrances of Rolland Art Center, and both lower breezeways of Padua Hall.

Security for Resident Students

The University of Saint Francis provides housing for students in four residence halls: Bonzel Hall (currently closed for renovation), Clare Hall, Padua Hall, and the second floor of Trinity Hall, divided into Trinity West and Trinity East. In Clare Hall, Bonzel Hall and Trinity Hall each room exits to a common corridor and from there to the outside. Padua Hall features five and six bedroom suites, with 24 hour card access, each suite exiting to a common area and from there to the outside. Clare Hall and Bonzel Hall are secured 24 hours a day and is accessed by the resident student's USF ID card; the fire exits have alarm contacts to help prevent non-emergency use. The exterior doors to Trinity Hall are secured from 7:00 P.M. until 6:30 A.M. every day and the resident hall interior doors are secured 24 hours a day with access to residents provided by their USF ID card. Courtesy/emergency phones are located at the entrances to Clare Hall, Trinity West, Trinity East, and at Padua Hall for emergency security contact and are equipped with key pads to facilitate visitor contact and identification. The Housing staff consists of the Director of Residential Life and Housing, Resident Assistants and full-time Hall Directors supervising Bonzel, Clare, Padua, Trinity.

Student and Employee Involvement in Safety

The involvement of all students, staff and faculty members is an essential part in maintaining a safe campus. Everyone must assume responsibility for the safety of their own persons and property. Some common sense precautions to observe are:

- Maintain an awareness of any people, activity and the physical features of your immediate environment.
- Do not block doors open. Blocking doors compromises the safety of all building residents.
- Do not lend your keys or ID card to others.
- Secure your room or office when leaving. If you are the last one to leave a building, call security and inform them of this.
- Always keep your vehicle locked and do not leave valuables where they can be easily seen.
- Any time you observe a person you believe to be suspicious looking or acting, please report this to Security or to a member of the Residence Life staff.
- Always walk with a companion after dark. If no one is available please call the officer on duty (3222) to request an escort.

Security/Emergency Alerts

In emergencies, information of immediate concern to the security of the campus community, notification will be made through ConnectEd and will be posted on the USF website. Building bulletin boards in classroom buildings and residence halls will also be utilized with notices printed on yellow paper with a SECURITY ALERT header.

General information regarding non-emergency matters of campus safety and security will be published in the memo from the President's Office, through AXIS-TV or in the student newspaper *Paw Print*. A daily log of reported campus crimes is kept in the Security Office. For employees, the campus Intranet also has an emergency information page under the security header.

An emergency siren has been installed on the campus as a part of the county-wide emergency notification network. The Allen County Emergency Management Agency or the Department of Homeland Security will activate the warning siren not only in the event that a tornado has been spotted but also for severe storm activity, chemical spills and for national threats. When you hear the siren, turn to a local radio or TV station or go to the USF home page and click on Severe Weather Information under the Resources tab. Security monitors the National Weather Service bulletins during times of severe weather.

Alcohol and Drug Policies

The University of Saint Francis supports a student life environment where the absence of alcohol is evident. The possession, consumption, serving, and selling of alcoholic beverages on university premises is limited to University of Saint Francis sponsored functions in restricted areas. When the university sponsors an event where alcohol is sold or served, all participants must be of legal age as governed by the laws of Indiana. The University of Saint Francis will not tolerate drunkenness or public intoxication on university premises or university-related premises. As a part of providing an environment that is wholesome and supportive of the growth and goals of its students, the University of Saint Francis also does not permit the use of illicit drugs and other controlled substances, as defined by the Indiana Criminal Code, by students on university property or at any activities affiliated with the university. Students caught in violation of the alcohol or drug policies will receive appropriate sanctions ranging from warnings to university expulsion. Sanctions are listed in the Student Handbook. Violations of the Indiana codes can also result in intervention by the civil authorities.

Incident Reporting

Any cases of homicide, robbery, aggravated assault, burglary, arson, vehicle theft, sexual misconduct, arrests or sanctions for liquor and drug law violation as well as all hate related crimes must be reported to a Security Officer or, for resident students, a member of the Housing staff. If an incident is reported to other persons having significant responsibility for student activities, such as faculty or coaches, this information must be forwarded to the Security Department to be included in the crime report.

A daily written crime log is on file for these offenses, as part of the Campus Crime Act, and is available at the Security Office.

Accidents involving physical injury, such as work-related accidents or possible hazardous exposures should also be reported to Security as soon as circumstances allow. Sports-related injuries should be reported to the appropriate coach or to the athletic trainer. To report an incident, injury or automobile accident, call Campus Security at extension 7888.

CCTV

The first steps of a campus-wide CCTV network have been taken with the installation of cameras in the Student Center, the Vann Library, Clare Hall and parking lot, and in the breezeways and parking lot of Padua Hall. The Rolland and North Campus galleries and music lab also have coverage.

Student Assistance Programs

A full range of personal counseling services is offered at no charge to the students attending the University of Saint Francis. The intention in providing this opportunity is to offer guidance and support to students as they face a number of problems during their college careers. These problems can include academic or emotional stress, negative peer pressure, drug and alcohol abuse or simply living away from home for the first time.

Students may access university student counseling services by calling the Office of Student Life at 260-399-7700 x 6747.

After Hours Building Use

The classroom buildings are secured after the last class of the day has ended. Access to these buildings is permitted for students needing to do laboratory or studio work or work-study related tasks. To gain access to a secured building, whether after hours, on holidays or between semesters, a student must have a valid USF Student Identification card and an After Hours Pass. The After Hours Pass can be obtained from the class instructor/supervisor and must be filled in and signed by the same. The Security Officer on duty will request that both the pass and student ID be presented at the time access is requested.

Weapons

Possession or keeping of any type of firearms, pellet or BB guns, fireworks, knives, swords, dangerous chemicals or explosive materials in university residence halls, classroom buildings, university-related premises or in a vehicle brought to the campus is prohibited. Knives with blades over four inches in length, not purposely used for eating, are not permitted in the residence halls. Any decoration with a blade, (i.e. sword, machete, saws) is also prohibited within the residence halls.

Crime Statistics for Reported Incidents

In accordance with Public Law 101-542, November 8, 1990 Crime Awareness and Campus Security Act of 1990, Section 485, disclosure of campus crime statistics, the following is the report for the calendar year 2008 and the two preceding calendar years:

Incident	Location	2006	2007	2008
Criminal homicide		-	-	-
Robbery		-	-	-
Aggravated assault		-	-	-
Burglary	Campus	-	1	-
Arson		-	-	-
Vehicle theft		-	-	-
Arrests for:				
Liquor law violations		-	-	-
Drug law violations		-	-	-
Weapons violations		-	-	-

Sanctions for:				
Liquor violations	Dormitory	39	36	20
On campus		-	-	1
	Non-campus	-	-	-
Drug violations	Dormitory	4	1	1
	Campus	-	-	-
	Non-campus	-	-	-
Weapons violations	Non-campus	-	-	-
Sex offenses				
Forcible	Dormitory	-	-	-
Non-forcible		-	-	-

Hate Crimes

Any of the crime statistics, excluding liquor, drug and weapons law violations, where the victim was selected intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability is required by law to be reported as a hate crime. No crimes of this nature were reported for the calendar year of 2008 or the two preceding calendar years.

*The Higher Education Amendments of 1992 require institutions to make additional disclosures as part of their annual security report, and replaces the disclosure of statistics concerning the occurrence of rape on campus with the disclosure of forcible and non-forcible sex offenses. In addition, the 1992 Amendments require institutions to disclose a statement of policy concerning their campus sexual assault programs designed to prevent sexual offenses, and the procedures to follow when a sex offense does occur. Please refer to the campus brochure "Procedures and Policies Concerning Sexual Misconduct" for this information.

Disclosure of Location of Crime:

The 1998 Amendments require the institution to provide a geographic breakdown for the required crime statistics according to the following categories: on campus, non-campus building or property, public property, dormitories or other residential facilities for students on campus. The locations of the incidents are listed as a category in the statistics report.