

### **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 Department officers do not have arrest powers and are not armed; we maintain a working relationship with the Fort Wayne Police Department and Allen County Sheriff's Department. In cases where a crime is reported we will call the police or will facilitate contact for a student when electronic reporting is appropriate.

The Security Office is located directly behind Brookside. If there is no officer present when you stop by, please use the emergency phone to the right of the door; press the call button for a direct dial to the officer on duty. If you have a mobile device you may contact Security at 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 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, Bonzel Hall, Trinity Hall's main entrance and both Trinity south exits, the Security Office, all entrances of the Pope 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, both lower breezeways of Padua Hall, the south and north sides of North Campus, the Shields Field lot, and the downtown campus parking lot.

### **Security for Resident Students**

The University of Saint Francis has four residence halls for the housing of students: Bonzel Hall, Clare Hall, Padua Hall and Trinity Hall. (There were no residents in Trinity Hall until Fall 2018). 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. Trinity Hall, Clare Hall and Bonzel Hall are secured 24 hours a day and are accessed by the resident student's USF ID card; the fire exits have alarm contacts to help prevent non-emergency use. Emergency phones are located at the entrances to Clare Hall, Bonzel Hall, Trinity West, Trinity East, and Padua Hall for emergency security contact and are equipped with key pads to facilitate visitor contact and identification. The Associate Vice President for Student Affairs/Dean of Students directly supervises an Associate Dean of Students who oversees two full time live in Resident Directors and two part-time Grad Assistant Resident Directors in Bonzel, Clare, Padua and Trinity Halls.

### **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 prop doors open. Propping doors open 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 at 399-7888 to request an escort.

### **Security/ Emergency Alerts**

In emergencies, specific information of immediate concern to the security of the campus community is transmitted through the Blackboard Connect system utilizing telephones, email, voice mail and social networks, and will also 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. A daily log of reported campus calls is kept in the Security Office. For employees, My Cougar Connection also has an emergency information page under the Security header.

An emergency siren has been installed on campus as 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 other local and 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 Resources. Security monitors the National Weather Service bulletins during times of severe weather.

Indiana registry of sex offenders:

<https://www.icrimewatch.net/indiana.php>

### **Emergency Alert System**

In 2008 the University of Saint Francis implemented a comprehensive broadcasting system to alert students, faculty and staff of school closings due to severe weather, power outages, emergency situations or other conditions that warrant cancellation of classes and/or events. This system is able to store up to six (6) contact numbers/emails for every registered individual and can send messages to all contact numbers and emails simultaneously.

Through the emergency alert system, message alerts are sent by a university-appointed administrator to an individual's email, home phone, and cell phone accounts. Information is also posted on USF's website [www.sf.edu](http://www.sf.edu) and shared through public service announcements via radio and television.

### **Procedures of Implementation**

Security personnel will confirm and report to the Vice President for Operations any situation that warrants closing school or cancellation of activities. (Severe weather conditions that warrant closing the school are reported by Security personnel.) The Vice President for Academic Affairs and Vice President for Operations will determine what notifications will be broadcast to students, faculty, and staff.

The Vice President for Academic Affairs is responsible for sending a broadcast notification (appropriate to the situation) via the broadcasting system; and the Vice President for Operations is responsible for public service announcements being issued.

### **Statement of Notification**

The University of Saint Francis is committed to the safety and well-being of the campus community and will take appropriate steps to alert our constituents of closings and emergency situations via the broadcasting system, unless issuing such notifications would compromise safety.

### **Emergency Contact Team**

Rich Bienz, Vice President for Operations

Lance Richey, Vice President for Academic Affairs

Robert Pastoor, Vice President for Student Affairs

### **Missing Student Policy &Procedures**

It is the policy of the University of Saint Francis to actively investigate any resident student who is reported to be missing. There will be no waiting period before the commencement of an investigation.

### **Who to Report to**

If you have reason to believe a student is missing for more than 24 hours, immediately contact the Security Department. Campus Security will take the report and provide the information to the Vice President for Student Affairs. If less than 24 hours, contact Campus Security, the Associate Vice President for Student Affairs, or a Resident Hall Director. The report will be made available to Campus Security and the Vice President for Student Affairs.

All students should register a contact person to be notified in the event that the student is reported missing. The information will be confidential with only campus officials and law enforcement officers having access to aid the process of an investigation. If no contact information is provided, local law enforcement will be notified. Notification will be made to the parent or guardian of any student under the age of 18 and not legally emancipated.

### **Procedures**

Upon receiving a report of the possibility (less than 24 hours) of a student being missing, the Vice President for Student Affairs will initiate an investigation utilizing the Campus Life staff. The investigation will involve contacting pertinent faculty and friends for last-known whereabouts and contacting immediately family or guardian.

If a student is known to be missing for more than 24 hours, or less than 24 hours but with evidence of possible abduction, the Fort Wayne Police Department will be notified, and the university will cooperate with the investigation as requested. In cases where local law enforcement is notified, the Vice President for Student Affairs will also notify the Vice President for Academic Affairs and the President of the university.

### **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 USF-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.

USF will not tolerate drunkenness or public intoxication on university premises or university-related premises. Consumption and/or possession of alcohol is also prohibited in Bonzel, Clare, and Trinity, at co-curricular events sponsored by Campus Life, Student Government Association, Student Activities Council and all other university clubs and organizations, while attending university-sponsored functions off campus and in vehicles owned or in use by USF.

### **Emergency Contacts**

### **Emergency Response Procedures**

**Incident Reporting**

Any cases of homicide, robbery, aggravated assault, burglary, arson, rape, vehicle theft, sexual misconduct, arrests or sanctions for liquor and drug law violations, as well as all hate-related crimes, must be reported to a Security Officer, the Vice President for Student Affairs, or any member of the Residential Life and Housing staff. If an incident is reported to other persons having significant responsibility for student activities, such as the Vice President for Student Affairs, the Athletic Director, or a coach, 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 Cougar Den, the Vann Library, Clare Hall interior and exterior entrances, Padua Hall parking lot and breezeways, and the entrances to Brookside, the Pope John Paul II Center and the Health Sciences buildings. Rolland and North Campus galleries, the animation lab, TV studio, music tech areas, cadaver lab, Fitness Center and Hutzell foyer have interior coverage.

**Student Assistance Programs**

A full range of personal counseling services is offered at no charge to students attending the University of Saint Francis. The intention in providing this opportunity is to offer guidance and support to students as they face of number of issues during their college careers. These can include, but are not limited to, academic or emotional stress, negative peer pressure, or drug and alcohol abuse.

**Students may access counseling services by calling the USF Health & Wellness Center scheduler at 260-266-8060 or 800-721-8809.**

**After-Hours Building Use**

The Pope John Paul II center has common areas that are accessible 24/7 during the academic year, except during holidays. 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 perform 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 instructor/supervisor. The Security officer on duty will request that both the pass and student ID be presented at the time access is requested.

**Weapons**

The 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 building, university-related premises or in a vehicle brought to 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, saw) is also prohibited.

**Crime Statistics for Reporting 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 2019 and the two preceding calendar years:

Incident	Location	2018	2019	2020
Murder	<i>On-campus</i>	0	0	0
Manslaughter		0	0	0
Rape		0	0	1
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Robbery		0	0	0
Aggravated assault				
	<i>On-campus</i>	1	0	0
	<i>Student housing</i>	0	0	0
	<i>Non-campus</i>	0	0	0
	<i>Public property</i>	0	0	0
Burglary		0	1	0
Motor Vehicle Theft		0	0	0

**VAWA Offenses**

Domestic Violence				
	<i>On-Campus</i>	0	0	0
	<i>Student Housing</i>	0	0	0
	<i>Non-Campus</i>	1	0	0
	<i>Public Property</i>	0	0	0
Dating Violence				
	<i>On-Campus</i>	0	0	0
	<i>Student Housing</i>	0	0	0
	<i>Non-Campus</i>	0	0	0
	<i>Public Property</i>	0	0	0
Stalking				
	<i>On-Campus</i>	1	0	0
	<i>Student Housing</i>	0	0	0
	<i>Non-Campus</i>	0	0	0
	<i>Public Property</i>	3	0	0

**Arrests** 0 0 0

**Disciplinary Actions**

Weapons				
	<i>On-Campus</i>	1	0	0
	<i>Student Housing</i>	1	0	0
	<i>Non-Campus</i>	0	0	0
	<i>Public Property</i>	0	0	0
Drug Abuse Violations				
	<i>On-Campus</i>	7	5	5
	<i>Student Housing</i>	7	5	5
	<i>Non-Campus</i>	0	0	0
	<i>Public Property</i>	0	0	0
Liquor Law Violations				
	<i>On-Campus</i>	18	3	14
	<i>Student Housing</i>	18	3	14
	<i>Non-Campus</i>	0	0	0
	<i>Public Property</i>	0	0	0

**Hate Crimes**

Any of the crime statistics, excluding liquor, drug and weapons law violations, and all reports of larceny-theft, simple assault, intimidation and vandalism/destruction of property where the victim was selected intentionally because of his or her actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, 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 2019 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 replace 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 "Discrimination, Harassment and 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.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Higher Education Act of 1965; 20 USC §1092(f), as amended by S.47, the Violence Against Women Reauthorization Act of 2013 will require disclosure of incidents of domestic violence, dating violence, and stalking incidents reported to campus security authorities or local police agencies.

These statistics are to be included in the 2019-2020 Crime Awareness and Campus Safety report.



**Security Office**  
2701 Spring Street  
Fort Wayne, IN 46808  
260-399-7888

