Crime Awareness and Campus Safety Report  
Academic Year 2017/2018

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 across the street from Doermer Hall at 1434 Leesburg Road. A dispatch officer is staffed at this location 24/7. 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 not walking alone after dark (walk with a companion or call a Security Officer for an escort), not blocking 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 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 and the south and north sides of the North Campus.

Security for Resident Students
The University of Saint Francis has four residence halls for the housing of students: Bonzel Hall, Clare Hall and Padua Hall are currently in use. Trinity Hall is not occupied. In Clare Hall and Bonzel 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. Emergency phones are located at the entrances to Clare Hall, Bonzel, 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 Dean of Students directly supervises three-full time, live on, Coordinators in Residence Life in Bonzel, Clare and Padua 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 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 at 399-7888 to request an escort.

Indiana registry of sex offenders: http://www.icrimewatch.net/indiana.php

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, voicemail 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, 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 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 the Resources tab. Security monitors the National Weather Service bulletins during times of severe weather.

Emergency Response Procedures
Blackboard Connect Alert System

In 2008 the University of Saint Francis implemented a comprehensive broadcasting system, now called Blackboard Connect, to alert students, faculty, and staff of school closings due to severe weather, power outages, emergency situations, or other conditions warranting cancellation of classes and/or events. This system, provided by an outside source, is able to store up to six (6) contact numbers/e-mails for every registered individual, and can send messages to all contact numbers and emails simultaneously. Through Blackboard Connect message alerts are sent by a university appointed administrator to an individual’s email, home phone, cell phone and social media accounts. Information is posted on USF’s homepage and the Cougar Connection site, and shared through public service announcements via radio and television.
Procedures of Implementation
Security personnel will confirm and report to the Emergency Director any situation that warrants closing school or cancellation of activities. (Severe weather conditions that warrant closing the school are reported by Security personnel.) The Emergency Director, Vice President for Academic Affairs, and Vice President for Administration will determine what notifications will be broadcast to students, faculty, and staff.
The Vice President of Academic Affairs is responsible for sending a broadcast notification (appropriate-to-the-situation) via Connect-Ed; and the Vice President for Administration and Security are responsible for public service announcements being issued.

Statement of Notification

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 Blackboard Connect system, unless issuing such notifications would compromise safety.

Emergency Contact Team:

Rich Bienz, Vice President for Finance and Operations
Teresa Sordelet, Vice President for Administration
Andrew Prall, Vice President for Academic Affairs
Randy Troy – Director of Environmental Health, Safety and Risk Management

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 Dean of Students. If less than 24 hours, contact Campus Security, the Associate Dean of Students, or a Residence Hall Director. The report will be made available to Campus Security and the Dean of Students.

Emergency Contacts
All students living in on-campus housing can register a contact person(s), through the Office of Residential Life and Housing, to be notified in the event that the student should be 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 Dean of Students will initiate an investigation utilizing the Campus Life staff. The investigation will involve contacting pertinent faculty and friends for last-known whereabouts and contacting immediate 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 Dean of Students 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
The possession, consumption, serving, and selling of alcoholic beverages on university premises is limited to University of Saint Francis sponsored or approved functions. 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, the Dean of Students or any member of the Housing staff. If an incident is reported to other persons having significant responsibility for student activities such the Dean of Students, 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 Student Center, the Vann Library, Clare Hall interior and exterior entrances, Padua parking lot and breezeways, and the entrances to Brookside, John Paul II and the Health Sciences buildings. Rolland and North Campus galleries, the Animation Lab, TV Studio, music lab, Cadaver lab, Fitness Center and Hutzell Foyer have interior coverage.
The Buuse School of Business and the Goldstine Performing Arts and Music Technology Center have been added to the system with several interior and exterior cameras.

**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 2016 and the two preceding calendar years:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Location</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
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<tr>
<td>Criminal Homicide</td>
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<td>Robbery</td>
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<td>Burglary</td>
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<tr>
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<td>Residence</td>
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<tr>
<td>Arson</td>
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<td>Vehicle Theft</td>
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**Arrests for:**

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<tr>
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<tr>
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**Sanctions For:**

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<td></td>
<td>Non-Campus</td>
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<td>Drug Violations</td>
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<tr>
<td></td>
<td>Non-Campus</td>
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<td>1</td>
</tr>
<tr>
<td>Weapons Violations</td>
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**Sex Offenses**

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<tr>
<td>Dating Violence</td>
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</tr>
<tr>
<td>Stalking</td>
<td></td>
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</table>

**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/destroy 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 2016 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. 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 2017-2018 Crime Awareness and Campus Safety report.