

# ROCKHURST

**SAFETY AND SECURITY DEPARTMENT**

## *Annual Security Report 2010 & Annual Fire Report 2010*



### **SAFETY AND SECURITY DEPARTMENT**

Rockhurst University Community Center

5401 Troost Ave.

Kansas City, MO 64110-2561

**Administrative Office**

816-501-4659

Monday–Friday 8 a.m.-4:30 p.m.

#### **To reach Security at any time:**

Dial 4911 or 4010 on any campus phone or use red phone or code blue phones  
located throughout the campus for all other Security Services

**Put the Security Department number (816)501-4010 in your cell phone for ready use.**

## **MISSION OF ROCKHURST UNIVERSITY**

Rockhurst University is a learning community, centered on excellence in undergraduate liberal education and graduate education. It is Catholic and Jesuit, involved in the life and growth of the city and region, and committed to the service of the contemporary world.

## **THE SECURITY DEPARTMENT**

Rockhurst University employs a full-time, in-house Security Department. The department is made up of three sections: Administration, Operations and Parking Control. Each section has specific functions assigned to it, and some sections share responsibilities.

The Administration Section is made up of the Director of Security's Office, the department secretary and the sergeants for Operations, Research and Development, and Technology (manager for CCTV and Access Control, as well as campus telephone communications). The Administration Section is also responsible for property intake and maintenance.

The Operations Section is made up of Communications (supervisors and dispatchers) and Patrol (supervisors and officers). Corporals supervise dispatchers and officers, and they in turn are supervised by the Operations Sergeant.

The Parking Control Section is made up of contracted parking control officer personnel who are supervised by the Operations Sergeant.

The Director of Security oversees all departmental sections and their respective responsibilities.

Before being hired for the Rockhurst University Security Department, all candidates are interviewed, background checked for criminal history and prior employment information, and given a physical and drug test.

After being hired, candidates are given instructions on departmental operations and responsibilities. Field officers are also given firearms training. After this initial classroom training is complete, personnel are assigned a training officer in either dispatch or field operations.

All Security Department personnel are commissioned as private police officers in accordance with the authority vested in the Kansas City Board of Police Commissioners under section 84.720 RSMo., Title 17 CSR 10-2.010/020/030/040/050/055/060. All personnel have a Class A license and are designated as either a patrol agent or a private investigator. Selected personnel in Administration and Operations are qualified to carry firearms. All personnel, whether armed or unarmed, have the power of arrest on Rockhurst Property as granted by Title 17.

One of the major goals of the Rockhurst Security Department is to promote and actively engage in making sure the department is an integral part of the university. Not only does the department protect the university's assets, but it participates in the educational endeavors of Rockhurst, by sponsoring and presenting programs on Security and Crime prevention.

## **CONTACTING THE SECURITY DEPARTMENT AT ROCKHURST UNIVERSITY**

In order for the Security Department to be effective, the ability to contact them quickly and efficiently is of paramount importance. The department can be contacted utilizing the following methods:

I. Red Phone System- The red phone system is located in all campus buildings. Red phones are also mounted on the exteriors of all campus buildings. These are regular phone instruments without dial capability. All you need to do is pick up the receiver and the phone will automatically dial the Security Department dispatcher. These phones are available for both emergency and non-emergency use (see Map).

II. Code Blue Phone System- The code blue system is located strategically around campus in parking lots and along pedestrian walkways. These phone devices are mounted in a post like structure with a blue light on top for extra visibility. They are activated by pressing a red button. Upon pressing the red button, the code blue phone will automatically dial the Security Department Dispatch Office. After the connection is made it will not be broken until the dispatcher hangs up. These phones are available for both emergency and non-emergency use (see Map).

III. Regular Campus Phone System- The Safety and Security Department can be contacted for either emergency or non-emergency purposes via the regular campus phone system by simply dialing extension 4911 or 4010.

IV. If you are off campus and wish to contact the Safety and Security Department, you can do so by dialing 501-4010 or 333-1388. If you are outside the 816 area code, use the 816 area code prefix before dialing either number. Cell phones may also be used to contact Security in this manner. Cell phone users are encouraged to put the Security Department phone number, (816) 501-4010 on their phone's speed dial.

V. If you are contacting the Administrative Section of the Security Department to speak with the Director, use ext. 4659; Operations Sergeant, use ext. 3599; Research, Development and Training Sergeant, use ext. 3524; Technical Sergeant, use ext. 4401. Any of these persons also can be reached by going through the dispatcher at ext.4010. All of these extensions can be reached from off campus by using the area code (816), the prefix 501 and the extension number. The other number that is available for contacting the dispatcher from off campus is (816) 333-1388. This number can be used from off campus anytime but is also available in the event of a campus power outage.

**USE A CAMPUS RED PHONE, CODE BLUE PHONE,  
OR DIAL 4911 ON ANY CAMPUS PHONE TO REQUEST BOTH EMERGENCY  
AND NON-EMERGENCY SECURITY SERVICES.**



## WHERE TO REPORT CRIMES AT ROCKHURST UNIVERSITY

Should any member of the Rockhurst University Community (students, faculty, staff or visitors) become the victim of a crime, they need to report this information to one of the following departments or individuals responsible for such reporting on campus:

1. Any of the Rockhurst University Safety and Security Department personnel.
2. Any official of the University who has significant responsibility for student and campus activity, and is required to report crimes as directed by 20 United States Code section 1092(f) the “Jean Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act.” This includes, but is not limited to: Student housing personnel (Residence Life Personnel: i.e. Resident Directors, Assistant Resident Directors), Student Activity Directors, Greek Affairs Advisors, Faculty Advisors (not acting as professional counselors). Note: An official of an institution who is a pastoral or professional counselor (Counseling Center Professionals or Campus Ministry Professionals) is not considered a campus security official and is not required to report crime statistics.

## REPORTING CRIME

The Clery Act mandates that institutions must disclose statistics both for crimes reported to local police agencies, if available, and to campus security authorities. These campus security authorities include non-police or security personnel of the institution. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals, and students in particular, who are hesitant about reporting crimes to the police or security departments, may be more inclined to report incidents to other campus-affiliated individuals.

## COMMUNICATING SECURITY INFORMATION TO THE CAMPUS COMMUNITY

To help raise awareness of crime risks among members of the campus community, the Security Department makes every effort to communicate crime statistics and information on criminal activity. These efforts include:

- Compilation of a Daily Crime Log that can be viewed by anyone.
- Current Annual Campus Security Act Reports published on the University Web Page.
- Circulation of the Annual Campus Security Act Report to all current and prospective students and employees.
- Use of the RWN (Rockhurst Weekly News) to communicate current information on criminal activity to the Rockhurst community.
- Security Notices sent by e-mail to all students and faculty with an internet account and posted to the doors of the Residence Halls and other campus buildings to keep everyone on campus as informed as possible about potential crime risks, ways to prevent being a crime victim and what to do if victimized.
- Use of the campus newspaper, the Sentinel, to communicate crime statistics and crime prevention information.

- Use of an open-door policy with members of the campus community; if anyone wants statistics or related information, the Safety and Security Department office is able to provide it.
- In compliance with the Clery Act and in order to keep the campus community informed about security/crime related issues on an ongoing basis, Rockhurst will alert the campus community to all crimes which are defined as Clery Act Reportable in a “timely” manner. The word timely is not defined by the Clery Act, but has been interpreted at Rockhurst University to mean the dissemination of notices that are as accurate and informative as possible within a very constrained time frame. This information, although in some cases it is certainly not complete, is designed to alert the campus with useful information of an immediate nature. Updates will appear as rapidly as possible as information is received.

It is the desire of the University to keep everyone on campus as informed as possible, and as a result of recent crisis management efforts (discussed later in this report), the Rockhurst @lerts system has been established so the University can notify students, faculty, and staff in the event of a major crisis, whether crime related, natural or manmade disaster. This is in addition to the traditional email method of crime related information notification.

The Rockhurst @lerts system has been established so the University can notify students, faculty, and staff of emergencies or school closure more efficiently. Once registered for this 24 hr. service, staff, students, or faculty may have emergency notices sent to mobile phone, pager, PDA, or e-mail as quickly as appropriate information can be compiled.

The Clery Act does not prohibit an institution from reporting non-Clery Act Reportable crimes and Rockhurst will report these incidents as well. All Clery Act Reportable crimes can be found on pages seven and eight of this report. These less critical notices will be issued via email.

#### Other Security Measures:

- Access Control System — Installed on all Residence Halls as well as other selected buildings and rooms around campus. This system provides for card access to all areas equipped with the system. Should a card become lost or stolen it can be instantly cancelled and a new card issued. This system also allows the Security Department to monitor via computer all alarm locations on campus. The system allows for extensive expansion.
- Closed Circuit Television (CCTV) — There are more than 140 CCTV cameras on campus. They are strategically placed in residence halls, other campus buildings, mall walkways and parking lots. The cameras are monitored by communications personnel 24 hours per day. All cameras are recorded for investigative follow-up.
- University Housing is defined as on campus housing — non-Residence Hall homes have all been equipped with Intrusion (burglar) Alarms as well as panic alarm buttons. Students residing in these homes as well as Residence Life personnel assigned to them have been trained in how to contact Security and in other crime prevention techniques applicable to their particular situation.
- Security Phone and Handicapped Accommodation – see map on page four.

## CRIME STATISTICS

The following statistics are presented in accordance with the directives of the “Jean Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act”. Included are all crimes that are required to be reported by the Act, the total number of those reported, and where they occurred in accordance with locations as defined in the Cleary Act. A unique feature of the Cleary Act is that it requires crime statistics be gathered not just from the campus itself, but from a predetermined geographic area adjacent to the campus. Also there are a variety of persons and/or organizations that a person victimized by crime may report that information to. Our statistics include offenses reported to Rockhurst University Security, the Kansas City Police Department, and any official of Rockhurst who has significant responsibilities for student and campus activities. Because of these unique features of the Act, duplicate reporting of the same crime may occur. Definitions for all crimes required to be reported by the Jean Cleary Act can be found below.

In accordance with the Campus Sex Crimes Prevention Act, information on sex offenders may be obtained from the Director of the Security Department by calling ext. 4659.

### ***FBI Uniform Crime Reporting Definitions***

**Criminal Homicide, Murder, and Non-negligent Manslaughter** – One person willfully killing another.

**Negligent Manslaughter** – The killing of a person through gross negligence.

**Robbery** – the taking or attempting to take anything of value from the care, custody, or control from a person or a group of people by force, the threat of force/violence, or putting victim in fear.

**Aggravated Assault** – The attack of one person on another for the purpose of inflicting severe bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – Entering a structure with intent to commit a felony or threat.

**Motor Vehicle Theft** – The theft or the attempted theft of a motor vehicle.

**Arson** – Willful or malicious burning or the attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, air craft, or personal property of another.

### ***Sex offenses***

**Non-forcible** – Incest and statutory rape.

#### **Forcible**

**Rape** – the carnal knowledge of a person, forcible and /or against the person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent due to youth or temporary or permanent mental or physical incapacity.

**Forcible Sodomy** – oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against that person’s will where the victim is incapable of giving consent due to his/her youth, temporary or permanent mental or physical capacity.

**Forcible Fondling** – Touching of the private body parts of another person for the purpose of sexual gratification, either forcibly and/or against that person’s will or not forcibly or against the person’s will where the victim is incapable of giving consent due to his/her youth, temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object** – Use of an object or instrument to unlawfully penetrate the genital or anal opening of the body of another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable or giving consent due to his/her youth, or temporary or permanent mental or physical incapacity.

Offense (Attempts Included)	On-Campus [Residence Hall subtotal in brackets]			Non-Campus			Public Property			Total Crimes Reported		
	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008
	Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	1	1	0	1	1
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	1	0	0	0	0	0	0	0	0	1	1	0
Non-forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	2	0	0	0	5	7	3	5	8	5
Aggravated Assault	0	0	0	0	0	0	2	2	0	2	2	0
Burglary	3 [1]	4 [2]	1 [1]	0	0	0	0	0	4	3	4	5
Motor Vehicle Theft	0	0	1	0	0	1	5	2	5	5	2	7
Arson	0	0	1	0	0	0	0	0	0	0	0	1
<b>Total</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>17</b>	<b>18</b>	<b>18</b>
<b>Hate Crimes</b>												
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Referrals for Campus Disciplinary Action</b>												
Liquor Law Violations	163	64	50	0	6	9	0	1	3	163	71	62
Drug-related Violations	14	2	5	0	0	0	0	0	1	14	2	6
Weapons Law Violations	2	0	0	0	0	0	0	0	0	2	0	0
<b>Total</b>	<b>179</b>	<b>66</b>	<b>55</b>	<b>0</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>179</b>	<b>73</b>	<b>68</b>

1. Data reflected includes reports made directly to the University Security Department and /or received from the various offices of Student Life and other named campus authorities and from respective Police Departments of jurisdiction. They include crime victims from the community at large.
  2. Residence Halls include dormitories or other residential facilities for students (OCH-Campus Owned Houses, located in the surrounding neighborhood).
  3. Information from the Kansas City Police Department is included only when they specify if the crimes occurred on public property.
  4. There were no reported hate crimes for the years 2008, 2009, or 2010.
- Hate crimes are crimes which manifest evidence of prejudice in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

## **CRIME PREVENTION**

Crime Prevention is defined as “the anticipation, recognition and appraisal of a crime risk and the initiation of some action to either remove or reduce that risk.”

All security efforts at Rockhurst have as their primary objective the implementation of the basics of crime prevention. The ultimate goal of security efforts is the elimination of victimization. Unfortunately there will always be times when crimes are committed and the Department must move from proaction to reaction and respond rapidly to deal with the results of victimization. The more effective the Department is at prevention, the fewer reactive responses will have to be made.

## **COMMUNICATING CRIME PREVENTION TO THE CAMPUS COMMUNITY**

In order to get the crime prevention message out to the campus community, the following methods are used:

### **OPERATIONS**

1. Patrolling techniques and methods used to limit criminal opportunity by identifying persons who do not belong on University property.
2. Making apprehensions and detaining such persons for police, where appropriate, for trespassing and other crimes.
3. Patrolling the immediate neighborhood and working with neighborhood associations and Kansas City, Missouri, Police Department Community Policing Officers.

### **EDUCATION**

1. Providing training on a variety of security and crime prevention topics to the campus community.
2. Self-improvement training for members of the Security Department staff. This enhances their ability to deliver the best protective services possible.
3. Positive contacts between Security personnel and other members of the campus community on a daily basis.

## **ASSESSING SECURITY IN THE RESIDENCE HALLS AND TOWNHOUSES**

### **CORCORAN HALL**

Corcoran Hall is the main men's residence hall, staffed with a Resident Hall Director (RD) and several assistants (RA). It is equipped with a One-Card Access System for access control on all main entry doors. Entry is gained by using a specially coded, individual identification card system. If a card is lost for any reason, a new one can be issued immediately and the old card number access cancelled. The main lobby as well as all floor hallways are equipped with a closed circuit television system monitored and recorded by the Safety and Security Department 24 hours a day. The Residence Life Department staffs the front desk located on the lobby level Monday-Thursday 3 p.m.-3 a.m., Friday starting at 3 p.m. and going around the clock until Monday at 3 a.m.

### **XAVIER LOYOLA HALL (X-L)**

X-L Hall consists of two buildings connected by a common lobby. This residence hall is staffed with a Resident Hall Director and several assistants. It is equipped with a One-Card Access System for access control on all main entry doors. Entry is gained by using a specially coded, individual identification card system. If a card is lost for any reason, a new one can be issued immediately and the old card number access cancelled. The main lobby as well as all floor hallways are equipped with a closed circuit television system monitored and recorded by the Safety and Security Department 24 hours a day. The Residence Life Department staffs the front desk located on the lobby level Monday-Thursday 3 p.m.-3 a.m., Friday starting at 3 p.m. and going around the clock until Monday at 3 a.m.

### **MCGEE HALL**

McGee Hall is the women's residence hall, staffed with a resident director and several assistants. This residence hall is equipped with a One-Card Access System for access control. Entry is gained into the building itself as well as the elevator and two stairwells, by using a specially coded, individual identification card system. If a card is lost for any reason, a new one can be issued immediately and the old card number access canceled. McGee Hall is equipped with closed-circuit televisions in its lobby and on all floor hallways. The Residence Life Department staffs the front desk located on the lobby level Monday-Thursday 3 p.m.-3 a.m., Friday starting at 3 p.m. and going around the clock until Monday at 3 a.m. These desk workers help to control access to the halls and perform other duties.

### **TOWNHOUSE VILLAGE**

The Townhouse Village operates similarly to any apartment/townhouse complex. All University rules and regulations apply as they do to the other residence halls. The security of the Townhouse Village consists of individual key systems on each unit. Occupants are responsible for making sure their units are secure. Exterior lighting is very good and the security staff patrols the parking lots and exterior buildings regularly. The Townhouse Village Community Center is equipped with a closed circuit television system located in the main entryway, which is monitored and recorded 24 hours a day by the Safety and Security Department. The Townhouse Village is assigned an area coordinator with other on-campus housing and several assistants who work in conjunction with the occupants and the Safety and Security Department in implementing security measures.

### **ON-CAMPUS HOUSES**

Several renovated individual houses and duplexes have been added to our campus housing availability. All residential rules and regulations apply to these houses. An area coordinator oversees this housing with the help of resident assistants. The occupants are provided the phone numbers as outlined in this report for contacting the Security Department from off campus. Each house is equipped with an intrusion detection system with a panic alarm as well. These systems are monitored 24 hours per day.

## **ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

### **ALCOHOL**

Rockhurst University observes all laws of the State of Missouri regarding the consumption of alcoholic beverages. It does so as a law-abiding citizen and to safeguard those persons whose rights are threatened by irresponsible drinking on campus or at social events.

Students who are 21 years of age or older may drink alcoholic beverages on campus – but only as guided and regulated by the Student Handbook. NO ONE under the age of 21 can possess or consume alcoholic beverages on campus. Those found doing so are subject to confiscation of the alcoholic beverage and to the University's disciplinary policy or criminal statutes pertaining to illegal activity.

### **ILLEGAL DRUGS**

Any student or employee who uses, possesses, sells, distributes or transfers any unlawful or non-prescription drug, including marijuana, will be held responsible for his or her behavior. This applies on the University campus and at any University-sponsored or -affiliated event held off campus. The transfer of prescription drugs from the person the drug is prescribed for to another individual is also prohibited.

## **EMPLOYEE DISCIPLINE**

Those employees found violating the University's policies and procedures will be disciplined in accordance with the dictates of the University's Faculty and Staff Handbooks.

## **UNIVERSITY DISCIPLINE PROCEEDINGS**

In the case of students, discipline charges under the University Disciplinary System may be filed any time while students are attending the University. Students making a report of a sex offense to the University Security Department are initiating an investigation that could lead to a charge under the University Disciplinary System.

Sex offense charges against students may be processed through the University Disciplinary System. The standard will be whether it is more likely than not that the charged student has violated this sex offense policy. Students found to have violated this Sex Offense Policy will be disciplined, up to and including expulsion from the University. Sanctions will not be lessened because the offense was committed with an acquaintance or while on a date.

## THE RIGHTS OF THE COMPLAINANT & THE CHARGED STUDENT (SEE STUDENT HANDBOOK)

### 1. Complainant's Rights

The University will treat a complainant with fairness throughout the disciplinary proceedings. Specifically, complainants are entitled to:

- A. An explanation of the University Disciplinary System, including options for redress and available sanctions;
- B. Freedom from harassment by the charged student (or their supporters);
- C. Use of all available internal and external support services in dealing with the aftermath of the sex offense;
- D. Speak on their own behalf during the disciplinary proceedings, including making a statement to the hearing board or university disciplinary official;
- E. The presence of an advisor or support person from the University community during the disciplinary hearing;
- F. Present witnesses who can speak to the charges, character witnesses excluded;
- G. Attend the entire disciplinary hearing except for the deliberation phase;
- H. Freedom from having irrelevant sexual history discussed during disciplinary hearing;
- I. Know the outcome of the disciplinary hearing; and
- J. Appeal the outcome of the hearing.

### 2. The Charged Student has the right to:

- A. Be presumed innocent until disposition of the disciplinary hearing;
- B. An explanation of the charge(s);
- C. An explanation of the university discipline system, including available sanctions;
- D. Freedom from harassment by the complainant (or supporters);
- E. Speak on their own behalf during the disciplinary proceedings, including making a statement to the hearing board or university disciplinary official;
- F. The presence of an advisor or support person from the university community during the disciplinary hearing;
- G. Present witnesses who can speak about the charges, character witnesses excluded;
- H. Freedom from having irrelevant sexual history discussed during the disciplinary hearing;
- I. Attend the entire disciplinary hearing except for the deliberation phase;
- J. Know the outcome of the disciplinary hearing; and
- K. Appeal the outcome of the hearing.

## PROGRAMMING FOR SECURITY AND CRIME PREVENTION

The Rockhurst University Safety and Security Department provides a full range of security programming for the campus community. Working with the Residence Life Office, Student Activity Board, Student Senate and other interested student groups and clubs, programs are sponsored in the Residence Halls and elsewhere on campus to bring forward the message of crime prevention and to make it a part of campus life. Below is a list of a number of campus programs and what each entails. Other relevant programs can be presented at the request of members of the campus community. Programs are available throughout the academic year. Working with different University departments allows the message to be delivered to as large an audience as possible. One or two programs per year for interested groups is a constant goal. The focus of most programs is on crime prevention, with an emphasis on criminal opportunity reduction. All programs are either advertised in advance or presented on demand.

### **Personal Safety:**

- Getting from here to there (safely)
- How to handle a confrontation with an attacker
- Basic self-defense
- Suspect description techniques

### **Parties:**

- Sexual safety/behavior
- Drinking
- Confrontation management

### **Property Protection:**

- Living spaces
- Engraving and identifying property
- How a thief thinks
- Opportunity reduction

### **Car/Driving Safety:**

- Changing tires and engine checks
- Road rage
- Trip preparation
- Safety precautions
- Drunken driving, sleep deprivation and consequences

### **Computer Safety:**

- Hacking
- Identity theft
- Internet romance/friendship and safety
- Shopping safety

## PROCEDURES FOR HANDLING SEXUAL OFFENSES

Rockhurst University strongly encourages those who have been victimized by a sexual offense to report the incident immediately in order to seek all available assistance. The University seeks to help the victim with both the physical and emotional results of a sexual assault; including helping them with the filing of charges that can be pursued, either within the confines of the university's disciplinary system or as criminal charges through the Kansas City Police Department, or both.

A victim of sexual assault should immediately contact an identified campus security authority as defined under WHERE TO REPORT CRIMES AT ROCKHURST UNIVERSITY, found on page 5 of this document THE ROCKHURST UNIVERSITY SAFTY AND SECURITY DEPARTMENT ANNUAL SECURITY AND ANNUAL FIRE REPORT.

### RECOMMENDED ACTIONS FOLLOWING A SEXUAL ASSAULT

1. Get help immediately. If assailant is near, contact the Security Department immediately via red phone, code blue phone or dial 816-501-4010 from your cellphone. Do as the dispatcher instructs you. Make sure to advise if you're physically injured or not.
2. Get help immediately. If the assailant is gone and you are a residential student, contact an R/A, R/D or Campus Security. Make sure you let whoever you reported the incident to, know if you have been injured. Non-residential students/faculty/staff or visitor, contact Security.
3. Do not take a shower.
4. Do not destroy or attempt to wash clothing, bed clothes, or other items of possible evidence.
5. Relax. Try to remain as calm as the situation will allow.
6. If you as the victim want the police contacted, Security can handle this for you.

Victims of sexual assault may be reluctant to contact the police. They will be given this as an option and will be assisted in doing so by Security personnel. No matter if the police are contacted, the fact that an incident of sexual assault has occurred can be reported (without detail) to the campus community via the security notice system, if the circumstances dictate that it should be. The statistic alone will appear in the Annual Security Report.

## SEX OFFENSE PROGRAMMING

All groups on campus are encouraged to attend programs offered on sex offense topics. Students, faculty, and staff have available to them the resources of the Counseling Center, Student Development, and Campus Safety and Security regarding the topics of sexual assault prevention and survival. Any Campus group or individual is strongly encouraged to contact any of the listed offices to seek information on the available programming as well as the large amounts of printed material on the subject that are available through these sources.

Rockhurst University recognizes sex offenses as an important issue. As a consequence, the University offers education programming concerning the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. Training in how to prevent as well as deal with the aftermath of such attacks is given to members of the Residence Life staff, Student Development staff, and the Safety and Security Department.

Rockhurst University is complying with the requirements found in the Campus Sex Crimes Prevention Act (section 1601 of public law 106-386) enacted Oct. 28, 2002. This Act provides for the tracking of convicted, registered sex offenders enrolled as students, employed by or volunteering at an institution of higher learning. This Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to add to the existing mandatory requirement that 1.) Sex Offenders register in the state in which they reside, and 2.) Offenders also notify the state of the following: a) The name of any institution of higher education they are attending as students; b) The name of any institution of higher education at which they are employed; c) The name of any institution of higher education at which they may be doing volunteer work. This Act also makes it

mandatory that the state agency to which the offender reports this information makes this information available to the law enforcement over the jurisdiction in which the institution of higher education is located. In Missouri the Highway Patrol will report this information to the Kansas City Police Department. The institution will make every effort to obtain this information from the Kansas City Police Department.

The Campus Sex Crime Prevention Act also amends the Jean Cleary Disclosure of Campus Security Policy and Campus Crime Statistic Act by requiring institutions of higher learning to issue a statement as to where the campus community may obtain this sex offender information. This Rockhurst University Annual Crime Statistics Report contains this statement (see page 6 of this report.)

## MISSING STUDENT POLICY

Rockhurst University follows the procedure outlined below whenever a student who resides in a campus residential facility is reported to be missing for 24 hours. If the circumstances of the disappearance are such that a student's well being is possibly in jeopardy, a missing person's investigation can be commenced quicker than 24 hours.

I - A student can be reported missing to any of the following campus officials:

1. Campus Security Department
2. Vice President for Student Development and Athletics
  - a. Assistant Dean of Students – Residence Life
  - b. Assistant Dean of Students- Director of New Students/Retention
3. Residence Life Staff, including
  - a. Assistant Director, Residence Life/Conference Services
  - b. Any residence hall, THV or OCH Resident Director
  - c. Any residence hall, THV or OCH Assistant Resident Director
4. Director of Student Life and Greek Affairs
  - a. Assistant Director of Student Life
5. Counseling Center Staff
6. Campus Ministry Staff
7. Learning Center Staff
8. Deans Office (Arts & Science)
9. Deans Office (H.S.O.M)
10. Deans Office (G.P.S.)

Note: Anyone can be the recipient of missing student information, including other students, not just those listed. Whoever receives that information needs to report it immediately to the Campus Security Department. The listed members of the campus who can receive missing student information will be notified of this responsibility via mail.

II – Anyone who receives information on a missing student must immediately report that information to the Rockhurst Security Department.

III - All students residing in campus residential facilities (McGee, Corcoran, Xavier-Loyola, THV or any OCH) have the option of identifying a contact person or persons whom Rockhurst will contact within 24 hours of the determination that a student is missing, if the student is determined missing by the Rockhurst Security Department or the Kansas City, MO, Police Department.

1. Contact information provided by students will be registered confidentially and will be accessible only to authorized campus officials, Rockhurst Security and/or Rockhurst Administration. The information may not be disclosed, except to law enforcement personnel in the furtherance of the missing persons investigation.
2. Students will be advised that if they are under 18 years of age and are not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Students will be advised that the institution will notify the Kansas City, MO, Police Dept. within 24 hours of determination that the student is missing, unless the Kansas City, MO, Police Department was the entity that made the determination a student is missing.

#### IV – MISSING STUDENT NOTIFICATION PROCEDURES FOR ROCKHURST UNIVERSITY

1. IF SOMEONE REPORTS THAT A STUDENT WHO RESIDES ON CAMPUS IS MISSING, A MISSING PERSONS REPORT WILL BE COMPLETED BY SECURITY IMMEDIATELY UPON BEING NOTIFIED.
2. IF THE SECURITY DEPARTMENT DETERMINES THAT THE STUDENT HAS BEEN MISSING FOR 24 HOURS, OR THE CIRCUMSTANCES INDICATE A STUDENT IS IN JEOPARDY EVEN WITHIN THAT TIME FRAME, THE FOLLOWING SPECIFIC PROCEDURES WILL BE FOLLOWED:
  - a. IF A STUDENT HAS A DESIGNATED CONTACT PERSON THEY WILL BE NOTIFIED WITHIN 24 HOURS.
  - b. IF A STUDENT IS UNDER 18 YEARS OLD, THEIR CUSTODIAL PARENT OR GUARDIAN WILL BE NOTIFIED WITHIN 24 HOURS.
  - c. REGARDLESS OF WHETHER THE STUDENT HAS IDENTIFIED A CONTACT PERSON, IS ABOVE THE AGE OF 18 OR IS AN EMANCIPATED MINOR, THE KANSAS CITY, MO, POLICE DEPARTMENT WILL BE NOTIFIED WHEN IT HAS BEEN DETERMINED THAT A STUDENT HAS BEEN MISSING FOR 24 HOURS.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Response to Emergency Situations on Rockhurst's Campus: In the event of an emergency, the University will respond immediately and commence the process of notification of all members of the campus community.

1. When an emergency happens, response is guided by the Emergency Operations Plan of the University.
  - a. Response to all campus emergencies is carried out by the University's Security Department, which will evaluate the incident, carrying out first aid and other immediate emergency response procedures, and will activate the Emergency Operations Plan to address the ongoing requirements of the emergency, including notification of external emergency assistance. If the THREAT IS IMMEDIATE, CRISIS TEAM PERSONNEL WILL CRAFT AND ISSUE AN ALERT MESSAGE to facilitate keeping people safe. This is done via text messaging and campus email and will be issued quickly. Information as to what has happened will be continuously funneled from the staff at the scene of the incident to the Security Department central dispatch or to the Director of Security or their designee, and the Incident Command Post.

- b. After an immediate message is sent, or the circumstances of the incident allow the time, other crisis management team members or their alternates will be notified and advised to gather at the Emergency Operations Center on campus rapidly. Upon their arrival, information will be evaluated and acted upon as rapidly as possible.

These team members are:

- Vice President for Finance and Administration
- Director of Public Relations and Marketing
- Vice President for Student Development and Athletics
- Associate Vice President for Facilities and I.T.
- Vice President for Academic Affairs

These individuals have departmental subordinates who are designated as alternates who will be activated as needed.

2. Formulating the information to be disseminated to the campus community will be done using the following criteria:
  - a. Description of events that have occurred: Tornado strike, fire, explosion with a damage estimate including the extent of the crisis; Active shooter or hostage situation with instructions to S.T.A.Y. or evacuate; City or area problem with information on effects of the event on the campus. This should include casualty reports and damage estimates and additional problems such as gas main, water main or electrical problems that impact the situation.
  - b. Details of how members of the campus community should respond to the situation; for example, activation of the S.T.A.Y plan, evacuate (where to evacuate), stay at your residence hall, classroom or wherever you may be on campus. In addition, always advising that additional information will be coming as it is received and developed.
  - c. S.T.A.Y. in place – This is the recommended method of the Rockhurst Security Department for telling the campus what to do in the event of an armed intruder or other possible crisis. This wording replaces the terminology: LOCKDOWN.
    - S-secure your area, lock doors & windows, close blinds, prevent suspect from accessing victims.
    - T- take cover, hide, stay out of sight.
    - A- advise others so they can take steps to protect themselves and await more information.
    - Y- YOU must take measures to protect your safety and help others as you can.

3. Disseminating Information On Campus and to Outside Constituents

a. The following methods are used to disseminate information to the campus community both initially and ongoing.

- Text message: The campus utilizes Textcaster to send information to all members of the campus community who have signed up for the service. Textcaster accesses the cell phones of those who have signed up for this free service. (The system is advertised as available as well as how to sign up for it. Go to [www.rockhurst.edu](http://www.rockhurst.edu) then type `rock@lerts` in the search window to sign up).
- Campus email: A message will be sent to all members of the campus community who have a campus email account.
- Reverse 911: The campus phone system has the capability of sending to all phone extensions on campus a recorded emergency message.
- Rockhurst University Website: An emergency message can be posted on the University web site.
- Three main residence halls (McGee, Xavier-Loyola and Corcoran) are equipped with paging systems for announcements to be made to alert the residents of an emergency problem.
- Campus Bell Tower: Located in the center of the Rockhurst Campus and projecting 90 feet up, it has a public address system in place. When an emergency occurs a tone is sent out through the system alerting those hearing it to check their cell phone or their campus email for a message and to standby for additional information.
- Security Department vehicles are equipped with public address equipment, which allows officers to make announcements and give directions to the campus community.
- The President's Office, the Office of Public Relations and Marketing, Academic Dean's Office and the Dean of Students' Office will notify other campus constituents of the emergency and its ongoing requirements; these include, but are not limited to: Board of Trustees, Regents, Parents, other relevant organizations and institutions.

4. Testing and Training Emergency Procedures

a. Emergency Operations Plan (EOP)

- Delivery of emergency information to campus is tested once per semester; includes text messaging, bell tower and other P.A. Announcements, reverse 911, and campus email. These are announced tests and a record is filed in the Security Department Crisis Management Office.
- Table top exercise of a selected emergency, accomplished once per year and record kept in Security Department Crisis Management Office.
- Fire Drills in all campus buildings, for both day and evening sessions, conducted once per academic year. Record on file in Security Department Crisis Management Office.
- Tornado drills are conducted in all campus buildings during the spring semester.
- Members of the Emergency Response Teams receive annual training on the Emergency Operations Plan. Record on file in the Security Department Crisis Management Office.

# ANNUAL FIRE SAFETY REPORT 2010

Location for campus fire information for calendar year 2010

Location 2010	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries Requiring Treatment at Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire	Report Number
5300 Tracy (vehicle)	0	1	8/30/10	10:15 AM	Electrical	0	0	0	RU08101070

Location 2010	Fire Alarm Monitoring Done On Site (by UPD)	Partial* Sprinkler System	Full** Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of evacuation (fire) drills each calendar year
Corcoran Hall	X	N	N	X	X	X	1
McGee Hall	X	N	N	X	X	X	1
Xavier Loyola Hall	X	N	N	X	X	X	1
THV Com. Center	X	N	N	X	X	N	N
THV 100	N	N	N	X	X	N	N
THV 200	N	N	N	X	X	N	N
THV 300	N	N	N	X	X	N	N
THV 400	N	N	N	X	X	N	N
5104 Forest	N	N	N	X	X	N	N
5106 Forest	N	N	N	X	X	N	N
5107 Forest	N	N	N	X	X	N	N
5110 Forest	N	N	N	X	X	N	N
5111 Forest	N	N	N	X	X	N	N
5112 Forest	N	N	N	X	X	N	N
5118 Forest	N	N	N	X	X	N	N
5119 Forest	N	N	N	X	X	N	N
5125 Forest	N	N	N	X	X	N	N
5126 Forest	N	N	N	X	X	N	N
5129 Forest	N	N	N	X	X	N	N
Science Center	X	N	X	X	X	X	1
Van Ackeren	X	X	N	N	X	X	1
Greenlease Gallery	X	N	X	N	X	X	N
Sedgwick	X	X	N	N	X	X	1
Greenlease Library	X	N	N	N	X	X	1
Conway Hall	X	N	X	X	X	X	1
Massman Hall	X	N	N	N	X	X	1
Convocation	N	N	N	N	X	X	1
Mason Halpin	N	N	N	N	X	X	1
CMC	N	N	N	X	X	N	N
PPO Shop	X	N	N	X	X	X	N
PRM	N	N	N	X	X	N	N
Community Center	X	N	X	N	X	N	N
Jesuit Res A +	aud	N	N	X	X	N	N
Jesuit Res B+	aud	N	N	X	X	N	N
Bell Tower***	N	N	N	N	N	N	N
Community Center	X	N	N	X	X	X	N
5413 Virginia	N	N	N	X	X	N	N
1300 Rockhurst Rd	N	N	N	X	X	N	N
1302 Rockhurst Rd.	N	N	N	X	X	N	N
5400 Tracy	N	N	N	X	X	N	N
5416 Tracy	N	N	N	X	X	N	N
5423 Tracy	N	N	N	X	X	N	N
5414 Forest	N	N	N	X	X	N	N
5424 Forest	N	N	N	X	X	N	N
5426 Forest	N	N	N	X	X	N	N
5427 Forest	N	N	N	X	X	N	N
5428 Forest	N	N	N	X	X	N	N
5430 Forest	N	N	N	X	X	N	N
5433 Forest	N	N	N	X	X	N	N
5434 Forest A Dupx	N	N	N	X	X	N	N
5434 Forest B Dupx	N	N	N	X	X	N	N
5410 Virginia	N	N	N	X	X	N	N
5413 Virginia	N	N	N	X	X	N	N
5419 Vingina	N	N	N	X	X	N	N

# On-Campus Student Housing Facility-Fire Regulations

1. Restricted Appliances (P. 138 Student Planner): University fire, safety and sanitation regulations prohibit the use of certain items and appliances in the residence rooms. Items not allowed are: Exposed heating coils (i.e. hot plates and toaster ovens), extension cords, air conditioners, waterbeds, ceiling fans, Christmas lights, and halogen lamps.
2. Rooms were not designed for cooking. Only small appliances with completely enclosed coils are permitted (i.e. hot pots, coffee pots and Foreman grills). You are encouraged to use an outlet strip with a breaker that is U.L. approved for these appliances. The University is not responsible for damage to appliances due to power outages or surges. We recommend the purchase of a surge protect for computer and stereo equipment.
3. Smoke/Tobacco Free Facilities (P. 139 Student Planner): All residential facilities are considered smoke and tobacco free. No smoking is allowed in any facility. This includes the individual rooms, apartments, bathroom/shower facility, and public areas. Violation will result in a minimum of a monetary fine. All buildings have posted signage notifying residents and guests of appropriate distances where smoking is allowed near campus buildings.
4. Open Flames (P.137 Student Planner): No open flames of any type are permitted. Candles (or decorative candles) are not allowed for any reason. The burning of incense and the possession of combustible chemicals are strictly prohibited. Grills provided by the University may only be used in the Townhouse Village with the exception of grills used by the occupants of an On Campus House (OCH). Portable grills are allowed at the On Campus Houses, but must be kept outside and not used under any porch, balcony or roof overhang and must be at minimum five (5) feet from the sides of any house.
5. Procedures for Student Housing Evacuation: All traditional residence halls, (McGee, Xavier-Loyola and Corcoran) have evacuation maps posted in each building and on each resident's door. Written evacuation instructions are located at every elevator landing on each floor. Townhouse Village and On Campus Housing residents are instructed upon move-in to familiarize themselves with all evacuation points on their individual THV Unit or OCH House. All THV Units and OCH Houses are equipped with smoke detectors and fire extinguishers.
6. All on-campus residential students are given introductory fire safety information as a part of their orientation and education upon moving in. Additional instructions are given during fire drills.
7. Fires should be reported immediately to one or more of the following:
  - a. Fire alarm system via fire alarm pull station or by phone to Security Dispatch, for Security Department response.
  - b. Building or Area Resident Director
  - c. Floor/wing Assistant Resident Director
  - d. Dean of Students
  - e. Assistant Dean(s) of Students
  - f. Building Custodian
8. Each year fire safety is evaluated; recommendations are made and acted upon in accordance with the safety priority level given to the problem. Additional equipment might be added if the need is seen; e.g. more fire extinguishers, smoke detectors, etc. Additional training for both staff and students in regard to evacuation and prevention is ongoing.
9. Rockhurst University has implemented and continues to train additional volunteer emergency support. The Building Emergency Coordinator Program has been in place for approximately 2 years and is staffed by volunteer employees who serve as evacuation coordinators and safety resource persons in all non-residential buildings on campus. They participate in fire and other emergency drills and fill a great need for assistance in regards to Emergency Operations. These volunteers are supervised by the University's Security Department.