



**Annual Security Report  
For Calendar Year  
2007**

Matt Boos, Director of Public Safety

## **Contents of the Annual Security Report**

The Annual Security Report contains the following information regarding campus security policies and crime statistics:

### **Campus Policies Regarding Criminal Actions and Emergencies**

Public Safety officers address security concerns on campus 24 hours a day. They can be contacted by campus phone or cell phone. In the event of a crime or emergency situation that is life threatening the Leavenworth police department should be called directly at 911 (9-911 on campus).

Crime reports are investigated by the Department of Public Safety.

### **Campus Security and Access Policies**

Public Safety locks and unlocks all academic buildings daily. Students can gain access to buildings that are locked using their University of Saint Mary identification card.

The university has two residences halls. Maria Hall is locked at all times access to the building requires a University of Saint Mary identification card. Selected doors in Berchmans Hall are unlocked at 6 a.m., consistent with operational requirements. All exterior doors are locked at 6 p.m. Access into Berchmans Hall after 6 p.m. is by University of Saint Mary identification card. Officers make rounds in each building after they have been secured. Maintenance concerns are recorded in the daily security log and turned into the director of facilities.

### **Campus Policies concerning Law Enforcement**

Officers are present on campus to provide security coverage and to enforce the policies of the university as they relate to student life, visitors, parking and traffic regulation. While officers do not have power of arrest authority, they can detain individuals and gather information to assist the local police in the investigation of incidents.

In the event of crimes occurring on campus, the Public Safety works with the Student Life office and local police to investigate and resolve problems as necessary. When incidents occur on campus, individuals are encouraged to file an Incident Report with the Public Safety and if necessary, to call the Leavenworth Police Department to file a report or request assistance.

### **Security Programs Offered to Students and Employees**

Information about campus security procedures and practices is provided at the beginning of each semester. Every student receives a copy of the student handbook, the student handbook can also be found online. Campus policy and procedures are posted on bulletin boards around campus.

The University of Saint Mary Emergency Management Plan is updated regularly and each year all employees are made aware of its location on the shared files (internal computer network). Employees are encouraged to read the plan and become familiar with the contents of this document.

### **Crime Prevention Programs**

Information about crime prevention can be found in the student handbook distributed to each student. Crime prevention information is presented during Residential Hall floor meetings, Freshman and Transfer Orientation, and University Day.

### **Crime Statistics**

Each Annual Security Report will include statistics (**APPENDIX**) of the most recent calendar year and the previous two calendar years as outlined below.

1) Statistics concerning the occurrence on campus or in/on university buildings or property (as defined by the Campus Security Act) of the following criminal offenses reported to campus police or local police agencies for which data are available:

- (a) Murder
- (b) Sex offenses, forcible and non-forcible
- (c) Robbery
- (d) Aggravated assault
- (e) Burglary
- (f) Motor vehicle theft
- (g) Manslaughter
- (h) Arson
- (i) Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.

2) The crimes in (a) through (h) above in which the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that was reported to campus police or local police agencies; and crimes involving bodily injury to any person in which the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

The statistics in this section shall be reported according to the location of the crime as follows:

- (a) On Campus;
- (b) In or on a non-campus building or property;
- (c) On public property; and
- (d) In dormitories or the residential facilities for students on campus.

## **Crime Reporting Procedure**

1. In the event of a crime or emergency situation that is immediately life-threatening, call the Leavenworth Police directly at 911. In the event of a violation of campus policy or other criminal activities that are not immediately life-threatening call Public Safety at 6446/4346 or 758-4346 or contact the Student Life office.
2. Provide the police or Public Safety with the time, description and location of the incident. If known, also provide the names of individuals involved in the incident. You may request to remain anonymous when reporting a crime.
3. Public Safety officers or campus officials who are informed of the commission of a serious crime such as outlined in the campus crime statistics report are required to report the information to either the dean of students, or the director of public safety for entry into the Campus Crime and Security Report.
4. Reports concerning campus crimes become part of the crime statistics for USM, which are published annually by the dean of students and director of public safety.

## **Daily Security Logs**

A daily campus security log is completed by Public Safety officers at the end of their respective shift and distributed for general information and intelligence, or for action on items if necessary.

Public Safety will maintain a database on incident reports, written in a form that can be easily understood, recording all crimes reported to Public Safety. These forms shall constitute a log that shall include the nature, date, time, general location of each crime, and the disposition of the complaint, if known.

Public Safety or university officials may withhold information in the logs from the public under any of the following circumstances:

Where the law prohibits the university from releasing the information.

Where releasing the information would jeopardize the confidentiality of the victim or where there is clear and convincing evidence that releasing the information would:

- a. Jeopardize an ongoing criminal investigation;
- b. Jeopardize the safety of an individual;
- c. Cause a suspect to flee or evade detection; or
- d. Result in the destruction of evidence.

## **Immediate Threat Reports**

In the event of immediate and on-going threats to the safety of individuals on campus, Threat Reports will be issued on a timely basis. These reports will be issued by the president of the university or security designees upon the authority of the university president.

## **Annual Distribution of Campus Crime Statistics Annual Security Report**

This Procedure is intended to comply with the Campus Security Act of 1990, and the amendment of 1998, and regulations issued by the United States Department of Education (“DoEd”) pursuant to the Act. Where the Procedure conflicts with the Act or the regulations, the Act or the regulations will govern.

### 1. Current Students and Employees

Public Safety will make the report available through the dean of students and publish it on the university website for students, faculty and staff.

### 2. Prospective Students and Employees

The Annual Security Report will be provided to prospective students and prospective employees, upon request. Arrangements will be made to inform these individuals of the availability of the Report, they will have access to a summary of the Reports contents, and they will be given the opportunity to request a copy of the Report.

## **Alcohol and Drug Policies**

A statement of policy regarding:

The possession, use and sale of alcoholic beverages and enforcement of Kansas’ underage drinking laws; and the possession, use and sale of illegal drugs and enforcement of Federal and Kansas drug laws.

A description of any drug or alcohol abuse education programs.

A description of the university’s “Alcohol- and Drug- Free Campus and Workplace Policy” found in the *Student Handbook*, both published and online.

## **Sexual Assault Programs and Procedures**

A statement of policy regarding campus sexual assault appears in the *Student Handbook* that includes the following:

1) Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of a criminal offense, and to whom the alleged offense should be reported.

- 2) Information about a student's options to notify proper law enforcement authorities, including Public Safety, and local police, and a statement that university personnel will assist the student in notifying these authorities, if the student requests such assistance.
- 3) Notification to students of existing on and off-campus counseling, mental health, or student services for victims of sexual offenses.
- 4) Notification to students that the university will change a victim's academic and living situations after an alleged sex offense and of the options for those changes, if those changes are requested by a victim and are reasonably available.
- 5) Sanctions the university may impose following a final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.
- 6) Procedures for on-campus disciplinary action in case of alleged sexual assault, which shall include a clear statement that the accuser and the accused:
  1. Are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and
  2. Shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

### **Reporting Crimes to the Campus Community**

To ensure the safety of the campus community, Public Safety and Student Life will make timely reports to the campus community regarding crimes that are listed in Campus Crime Statistics, or crimes that are considered to be a threat to the campus community.

The decision whether to report a crime to the campus community must be based upon the facts surrounding the crime including, but not limited to, the nature of the crime, the continuing danger to campus community, and the possible risk of compromising law enforcement efforts.

### **Gathering Crime Statistics – Campus Security**

The director of public safety is responsible for gathering the crime statistics reported to campus security authorities that must be reported in the Annual Security Report. Public Safety officers have developed a written procedure for gathering the statistics. Public Safety will also implement safeguards to prevent double counting.

### **Local Police Agencies**

Public Safety will be responsible for making good faith efforts to gather the crime statistics from local police agencies that must be reported in the Annual Security Report. Any such efforts will be documented in writing.

## **Annual Report to the Secretary of Education**

The director of public safety will submit annually the Crime Statistics to the United States secretary of education.

### **Questions**

Questions regarding this procedure should be directed to the director of public safety.

### **Definitions**

#### **Campus**

Any building or property owned or controlled by the university within the same reasonably contiguous geographic area of the university **and** used by the university in direct support of, or in a manner related to the university's educational purposes, including residence halls.

#### **Campus Security Authority**

The term "campus security authority" means:

1. An individual or organization specified in the university's statement of campus security policy as the individual or organization to whom students and employees should report criminal offenses and
2. An official of the university, who has significant responsibility for student and campus activities, but does not have significant counseling responsibilities.

#### **Drug-Related Violations**

"Drug -related violations" means violations of Kansas and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

#### **Liquor Law Violations**

Liquor law violations means the violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not considered liquor law violations under this procedure.)

**Non-campus Building or Property**

The term non-campus building or property means any building or property owned or controlled by the university that is used in direct support of, or in relation to, the university's educational purposes, is used by students, **and** is not within the same reasonably contiguous geographic area of the university.

**Public Property**

The term 'public property' means all public property that is within the same reasonably contiguous geographic area of the university, such as a sidewalk, a street, other thoroughfare, parking facility, **and** is adjacent to the facility owned or controlled by the university if the facility is used by the university in direct support of, or in a manner related to the university's educational purposes.

**Weapons Possession**

Weapons possession means the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as:

- Manufacture, sale or possession of deadly weapons
- Carrying deadly weapons, concealed or openly
- Furnishing deadly weapons to minors
- Aliens possessing deadly weapons
- Attempts to commit any of the aforementioned.

**APPENDIX**  
**Campus Crime Statistics 2007**

**Local Crime Statistics:**

Local statistics were included with on-campus statistics

**Criminal Offenses**

<b>Criminal Offenses - On-campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible ( <b>Include only incest and statutory rape</b> )	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	2	0	1
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

<b>Criminal Offenses - Residence Halls (Residence Halls are a subset of On Campus)</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible ( <b>Include only incest and statutory rape</b> )	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	1	0	1
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

<b>Criminal Offenses - Public Property</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible ( <b>Include only incest and statutory rape</b> )	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	1	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

<b>Arrests - On-campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	1	0	1

<b>Arrests - On-campus Residence Halls (Residence Halls are a subset of On Campus)</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	1	0	0

<b>Disciplinary Actions/Judicial Referrals - On-campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Illegal weapons possession	0	0	0
b. Drug law violations	1	1	2
c. Liquor law violations	8	10	12

<b>Arrests - Public Property</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	2	1

<b>Disciplinary Actions/Judicial Referrals - Public Property</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

### **Hate Offenses**

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

<b>Hate Offenses - On-campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible ( <b>Include only incest and statutory rape</b> )	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

<b>Hate Offenses - On-campus Residence Halls</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible ( <b>Include only incest and statutory rape</b> )	0	0	0
e. <u>Robbery</u>	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

<b>Hate Offenses - Public Property</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible ( <b>Include only incest and statutory rape</b> )	0	0	0
e. <u>Robbery</u>	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0