

UNIVERSITY OF EVANSVILLE

# SECURITY BEGINS WITH YOU



## 2007-2008

EMERGENCY  
**6911**

OFF CAMPUS  
**488-2051**

## INTRODUCTION

The University of Evansville is committed to providing as safe and secure an environment as possible for all members of the campus community. Unfortunately, there are no risk-free environments. Although the record for personal safety on our campus has been outstanding for many years, some incidents have occurred. To assist in the prevention of such incidents, a competent residence life staff, trained security officers, and the faculty, the staff, and students must all share some responsibility for taking measures to ensure that they and their possessions are adequately protected. The University understands its role in this regard and is committed to developing programs and procedures that support an environment of well-being for the activities of its students, employees, and guests. Questions or suggestions about University safety programs or procedures may be directed to the Office of Safety and Security, 812-488-2051, or the Office of the Vice President for Student Affairs and Dean of Students, 812-488-2500.

## OFFICE OF SAFETY AND SECURITY

The University of Evansville Office of Safety and Security coordinates campus safety and security. The office is located at One South Frederick Street and is open 24 hours a day, providing around-the-clock protection and services. Foot and vehicular patrols are conducted 24 hours a day throughout the year.

The office is staffed by a director who reports directly to the vice president for student affairs, two sergeants, a corporal, six security officers, an administrative assistant, and four radio/telephone operators. New University security officers are sent to the Indiana Campus Law Enforcement Administrators 40-hour Campus Protection Officers course for training, as staffing allows. This school is conducted once a year. In addition, all officers receive monthly training and maintain certification in basic first aid, CPR, and the use of AEDs.

The full-time staff is supplemented by a part-time officer who is assigned to provide supervision during the school year for students visiting the Underground, the student lounge located in the McCurdy Alumni Memorial Union, between the hours of midnight and 4:00 a.m., Sunday through Thursday. Student personnel are also employed during the school year to assist in the performance of a number of services. A select group of the student personnel make up the ACE patrol, which performs campus escorts and patrols around residence halls, academic buildings, and parking lots. Other student personnel perform parking enforcement services.

The campus security officers are charged with the enforcement of federal, state, and local laws, as well as University policies and regulations. Although the security officers have no police or arrest powers, the Office of Safety and Security maintains an outstanding working relationship with the police department of the city of Evansville which responds rapidly if assistance is needed. Liaisons are also

maintained with other law enforcement agencies at all levels: city, county, state, and federal. Whenever it is necessary for officers from these agencies to come to campus on official business, they will normally get in touch with the Office of Safety and Security for assistance.

In addition to law enforcement, security, and emergency procedure responsibilities, the Office of Safety and Security provides a number of support services for the needs of the campus community. Some of those services include:

- Registering vehicles and providing parking permits for members of the campus community
- Preparing photo identification cards for all members of the campus community
- Providing evening escort services
- Providing transportation to the Crayton E. and Ellen Mann Health Center for minor emergencies or illnesses, or from the health center to the hospital.
- Providing assistance in starting stalled vehicles
- Inspecting and maintaining all fire protection equipment and alarms
- Maintaining a lost and found department
- Serving as campus telephone operator during evening, weekend, and holiday hours
- Inspecting buildings and grounds for safety compliance

A close working relationship is maintained between the Physical Plant and the Office of Safety and Security. Physical Plant personnel maintain the buildings and grounds with a concern for safety and security. When broken windows, locks, or lights are reported to the security office, or are discovered by security officers during their patrols, they are reported to the Physical Plant. These reports are responded to quickly and the needed repairs or replacements are made to maintain a high level of safety and security for the campus.

Members of the Office of Safety and Security make periodic inspections of all campus lighting and shrubbery. Physical Plant personnel and Office of Residence Life staff assist the Office of Safety and Security in detecting problem areas on campus caused by overgrown trees and other vegetation, and they suggest where improved lighting may be needed. All members of the campus community are encouraged to contact the Office of Safety and Security whenever they find areas on campus they believe should be of concern. Areas that need improvements are promptly corrected.

To facilitate the active involvement of the campus community in achieving the University's goal of providing as safe and secure an environment as possible, a campus Security Advisory Committee has been established. Members of this committee serve as conduits for employee and student concerns about the security of the campus, and provide suggestions for areas needing improvement or for possible implementation of new programs or procedures.

## REPORTING EMERGENCIES AND CRIMINAL ACTIVITY

All members of the campus community are expected to assist in making the campus a safe place by reporting emergencies and criminal activity directly to the Office of Safety and Security by dialing the campus emergency number, extension 6911. Emergency calls may also be made directly to the Evansville city police by dialing 9911. These numbers are posted throughout the residence halls, in the campus telephone directory, and on campus telephones. Free on-campus telephones are located in the lobbies of most campus buildings and in, and outside at the main entrances of, all residence halls. These readily accessible telephones can be used to contact the Office of Safety and Security in an emergency by dialing extension 6911 or extension 2051 for non-emergencies.

Emergency telephones have also been placed in strategic locations around campus. Twelve of the telephones are located in outside areas of the campus. They are easily recognizable by the blue lights on top and "Emergency" written on the sides of the poles containing the telephones. Five others are located in apartment complex laundry rooms, near the basement music practice rooms in Krannert Hall of Fine Arts, and in Carson Center. All emergency telephones have auto-dial mechanisms that dial directly to the security office on special emergency lines. All the outside emergency telephones are compliant with requirements of the Americans with Disabilities Act.

Trained radio-telephone operators are available 24 hours a day to respond to emergency calls. When notifying the Office of Safety and Security of an emergency or criminal activity, you should be prepared to supply the following information to the dispatcher:

- Nature of incident
- Location of incident
- Description of person(s) involved, if criminal in nature
- Description of property involved, if criminal in nature
- Suspected injury or condition, if medical emergency
- Your name and where the responding officer can locate you

**If you witness a violent crime or criminal behavior, do not take any chances! Notify security immediately.**

When the call is received, security officers will be dispatched immediately to the site of the complaint. They prepare and submit incident reports to the Office of Safety and Security. You should remain available to assist the officers when they arrive by supplying them with additional information. Ask others to do the same. If assistance is needed from other medical emergency or law enforcement personnel, they are notified by the radio-telephone operator when requested by the responding officer.

## **SEX OFFENSE INFORMATION**

The University is committed to maintaining an environment supportive of its primary educational mission and free from exploitation and intimidation. It will not tolerate sexual assault or other forms of nonconsensual sexual activity. This policy is supported for students, faculty, and staff through educational programs, counseling, and medical services. The University enforces the policy via internal disciplinary and grievance procedures and encouragement of external prosecution through appropriate judicial avenues. Offenses covered under this policy include any sexual act directed against 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 or her youth or temporary or permanent mental or physical incapacity.

Victims of sex offenses are encouraged to report the offense as soon as possible after the incident. Persons on campus who are prepared to provide information about assistance, resources and options for action available to the victim are staff of the Crayton E. and Ellen Mann Health Center and the Offices of Counseling and Health Education, the Chaplain, Safety and Security, the Vice President for Student Affairs and Dean of Students, and Residence Life. A student or other campus member may also report a sexual assault to the Evansville Police Department or Vanderburgh County Sheriff's Department, by calling 911 or the Rape Crisis Line at Albion Fellows Bacon Center by calling 812-424-7273. Refer to the Student Handbook, Staff Manual, and Faculty and Administrator Manual for the full policy and procedures on the occurrence of campus sexual offenses. These procedures detail reporting and disciplinary actions that may be taken by the victim and the University against violators. Included in this information are support services that are available for victims.

## **CAMPUS SEX CRIMES PREVENTION ACT OF 2000**

The Campus Sex Crimes Prevention Act of 2000 requires sex offenders, when they register with the designated law enforcement agency, to indicate whether and where they are enrolled, employed, or volunteering on a college campus. The registering agency must share that information with the relevant colleges, and the colleges must tell students, faculty members, administrators, and staff members where information on registered sex offenders can be obtained. The designated law enforcement agency for our community is the Vanderburgh County Sheriff's Department.

As of January 1, 2003, Indiana's "Zachary's Law" requires sheriff departments to jointly establish and maintain the Indiana Sheriffs' Sex Offender Registry to provide detailed information about individuals who register as sex or violent offenders at Indiana sheriff departments (or in Marion County, the Indianapolis Police Department). The purpose of the registry is to inform the general public about the identity, location, and appearance of sex and violent offenders who live, work, or study in Indiana. Information about the

offenses requiring registration and information about individuals included in the Vanderburgh County registry can be accessed at [www.vanderburghsheriff.com/SexOffender/sex\\_offender.htm](http://www.vanderburghsheriff.com/SexOffender/sex_offender.htm).

In addition to the detailed information about registered offenders, Zachary's Law requires the Indiana Criminal Justice Institute to keep Indiana's Sex and Violent Offender Directory, a list of all offenders convicted of a sex or violent crime. This directory can be accessed on the Internet at [www.in.gov/serv/cji\\_sor](http://www.in.gov/serv/cji_sor).

## CAMPUS SECURITY AUTHORITY

In addition to campus security, there are other University personnel who are classified as a "campus security authority" according to the regulations of the Jeanne Clery Act. These are individuals who have significant responsibility for student activities and are responsible for forwarding reports of crimes to the preparer of this report for inclusion in this report and for purposes of placing the campus community on alert should the crime be considered a threat to other students and employees. When a threat of this nature exists, the appropriate, timely notice of the occurrence of these crimes shall be made to students and employees by means described in the "Crime Reporting and Prevention Efforts" section of this brochure. The holders of the following positions are classified as a "campus security authority:"

- University President
- Vice President of Academic Affairs
- Vice President for Student Affairs
- Assistant Vice President for Student Affairs and Director of Residence Life
- Assistant Dean of Students and Director of Student Engagement
- Assistant Director, Center for Student Engagement
- Coordinator of International Student Engagement
- Coordinator of International Student Services
- Director of Student Fitness Center
- Assistant Director of Student Fitness Center
- Residence Hall Residential Coordinators and Assistants
- Director of Athletics
- Athletics Coaches
- Faculty and Staff Advisors of Recognized Student Groups and Associations

### The reportable crimes are:

- Criminal Homicide
- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Nonforcible Sex Offenses
- Robbery

- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

**Also reportable are those students referred for disciplinary sanctions for:**

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possessions

when the violations are violations of criminal law.

## **CRIME STATISTICS REPORTED TO THE UNIVERSITY OF EVANSVILLE SECURITY**

The University of Evansville publishes and distributes this report or the notice of the existence of this report on a yearly basis to faculty, staff, students, prospective students, and prospective employees. Statistics are gathered from crimes reported to the University of Evansville Office of Safety and Security and crimes reported to the Evansville Police Department. In addition, crimes that are reported to those persons in the campus community with primary counseling responsibility are reported to the author of this report by the submission of a number for statistical purposes only. The report by the counselors is voluntary and of a confidential nature. This document is published and distributed to comply with the Jeanne Clery Act and the 1998 amendments to the act.

## **HATE CRIMES**

Reported crimes involving those that must be reported in the annual report and/or those involving bodily injury, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

			<b>Sexual</b>			
<b>Race</b>	<b>Gender</b>	<b>Religion</b>	<b>Orientation</b>	<b>Ethnicity</b>	<b>Disability</b>	<b>Year</b>
0	0	0	0	0	0	2006
0	0	0	0	0	0	2005
0	0	0	0	0	0	2004

## **ARRESTS/REFERRALS FOR CAMPUS DISCIPLINARY ACTION**

	<b>Arrests</b>		<b>Referrals</b>	<b>Year</b>
	<b>On-Campus</b>	<b>Public Property</b>		
Liquor Law Violations	3	0	67	2006
	1	3	56	2005
	2	7	102	2004
Drug Violations	0	8	6	2006
	0	8	5	2005
	0	17	7	2004
Weapons Possession	0	1	0	2006
	0	0	0	2005
	0	0	0	2004

## REPORTED CRIMES

Crimes reported that occurred in student residences are included in the "Campus" crime column.

Crime	Campus	Student Residence	Public Property	Non-Campus	Year
Aggravated Assault	0	0	4	0	2006
	2	2	1	0	2005
	1	0	1	0	2004
Arson	0	0	0	0	2006
	2	1	1	0	2005
	1	0	1	0	2004
Burglary	8	8	24	0	2006
	12	7	19	0	2005
	17	3	27	0	2004
Criminal Homicide	0	0	0	0	2006
	0	0	0	0	2005
	0	0	0	0	2004
Non-negligent Manslaughter	0	0	0	0	2006
	0	0	0	0	2005
	0	0	0	0	2004
Negligent Manslaughter	0	0	0	0	2006
	0	0	0	0	2005
	0	0	0	0	2004
Robbery	1	0	5	0	2006
	1	0	4	0	2005
	0	0	4	0	2004
Sex Offenses					
Forcible	1	0	1	0	2006
	2	2	1	0	2005
	1	1	2	0	2004
Non-forcible	0	0	0	0	2006
	0	0	0	0	2005
	0	0	0	0	2004
Vehicle Theft	1	0	4	0	2006
	0	0	4	0	2005
	0	0	9	0	2004

## CRIME REPORTING AND PREVENTION EFFORTS

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime, crime-related problems, and crime prevention. Some of the ways in which members of the campus community are advised about campus crime and prevention methods are as follows:

- Annual Report:** A comprehensive annual report of crime-related information is compiled, and all current students and employees are notified that the report is available online at [safetyandsecurity.evansville.edu/clery](http://safetyandsecurity.evansville.edu/clery). Prospective students

and employees are advised by the Office of Admission or the Office of Human Resources of the availability of the report online at the indicated Internet location or by contacting the Office of Safety and Security.

- **Student Newspaper:** The school newspaper, the *Crescent*, prints the “Campus Crime” column in each edition that contains information about all criminal reports received by the Office of Safety and Security during the previous week. Special articles are also periodically printed concerning crimes that occur on or near the campus and to request information concerning unsolved crimes.
- **Daily Crime Log:** The Office of Safety and Security maintains a daily log of the date, time, locations, case report number, and the disposition of all crimes filed with the office. This log is public record. Entries and updates are made into the log within two business days. Crime logs for the most recent 60-day period are available for public inspection during normal business hours, Monday through Friday. Requests for viewing crime logs older than 60 days will be available within two business days.
- **Special Alerts (Timely Warning):** If a crime or series of crimes has occurred on campus or close to campus and could be considered a threat to other students and employees, the University may implement its “Security/Timely Warning Alert.” The director of safety and security is responsible for making the decision to initiate and prepare the alerts after consultation with the vice president of student affairs. The dissemination of information is accomplished through the manual distribution of an authorized “Security Alert” and a campus-wide e-mail. Through these alerts, members of the campus community are provided with prompt notice of incidents that could have a direct effect on their safety and security. They are asked to provide any information concerning the incidents they may have and are provided with crime prevention tips to deter the types of crimes reported.
- **Security Office Home Page:** The Office of Safety and Security has a home page, [safetyandsecurity.evansville.edu](http://safetyandsecurity.evansville.edu), on the University computer network. Through the home page, members of the campus community can learn more about the Office of Safety and Security, its staff, information in the annual security brochure, crime prevention tips, weekly crime reports, and security alerts. It also provides the opportunity to direct questions and comments or to provide information concerning safety or security issues electronically to the attention of the Office of Safety and Security.
- **“Keeping It Safe” Crime Prevention Tips:** Each Monday morning during the school year, the Office of Safety and Security e-mails a message to all students containing information about a particular service provided by the office or a crime prevention message covering a particular topic.

- **Student Handbook:** The Residence Life and Safe Living sections of the Student Handbook contain crime prevention tips and security services offered and encourage students to participate in their own personal safety and the safety of others.
- **Evening Escort Service:** Escort services are provided by the ACE patrol or campus security officers from dusk to dawn seven days per week, 365 days a year for all members of the campus community who request it.
- **Facilities Surveys:** Routine inspections and surveys of exterior lighting, exterior doors, and grounds are made by the Office of Safety and Security personnel.
- **Residence Hall Security:** In cooperation with the Office of Residence Life staff, crime prevention, and awareness programs are presented each semester to all resident students.
- **Certified Rape Aggression Defense (RAD) Program:** Certified RAD instructors provide training for female members of the campus community in defensive concepts and techniques against various types of assaults, by utilizing easy, effective and proven self-defense/martial art tactics. It is a comprehensive course for women that begins with awareness, prevention, risk reduction, and avoidance, while progressing on to the basics of hands-on defense training. It is not a martial arts program.
- **Crime Prevention Presentations:** Crime prevention presentations are made annually to various student groups. Programs and videos are available upon request for all campus groups.

## ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible to members of the campus community and to guests and visitors during normal business hours, Monday through Friday. During the school year, some buildings are open extended hours seven days a week to allow students access to the academic computer labs in these buildings. Some buildings are open on weekends for limited hours if special events are taking place.

After buildings have been secured, entry can be obtained by employees who work in the specific building if they have been issued the proper key for the building. Students may gain access to academic labs after closing if they have obtained a valid written pass approved by the appropriate faculty member. The Office of Safety and Security must be contacted so that a security officer can meet the student requesting entry into a lab. Upon presentation of a valid pass to the officer, along with a student identification card, the student can be granted entry into the building and the lab by the officer.

## SECURITY IN THE RESIDENCE HALLS

The University of Evansville residence community houses more than 1,600 students in seven residence halls and the University Villages which include fully furnished houses, duplexes, and six apartment complexes, all of which are University owned. A residential coordinator or resident assistant lives in each residence hall and in the apartment complexes, and all members of the University residence life staff are on call 24 hours a day. Other University-owned alternative housing units do not have a member of the residence life staff living in them. However, they are under the supervision of a residential coordinator of the residence life staff.

All residence life staff members undergo thorough training in the enforcement of residence hall security policies. They participate in lectures and seminars associated with the safety and security of the campus, conducted by University administrators and campus security personnel. Services and programs intended to enhance the quality of life and to assure the safety and security of the resident student body are a major priority for the residence life administrators and staff. Security and safety policies and procedures, especially regarding locking individual rooms and building entrances and eliminating door propping and related precautions, are discussed with residents in crime prevention programs and in their routine floor meetings conducted by the residence staff. All residence halls and the University Villages have a security officer from the Office of Safety and Security assigned as a liaison officer. In this capacity, the officers serve as resource persons to assist the residence life staff in their assigned area in developing crime prevention programming. They also serve as a direct contact with the Office of Safety and Security for the students and residence life staff to express concerns and suggestions about the security of their facilities.

All doors leading directly into the residential areas of the halls are locked 24 hours a day. Selected exterior doors leading into public areas of the halls are unlocked between 8:00 a.m. and 11:00 p.m. For security purposes, all doors in the residence halls are locked at 11:00 p.m. every night. Campus telephones are located on the outside of the main entrance to each residence hall for use by visitors after 11:00 p.m. to contact residents of the hall for entry. Both on-campus and off-campus visitors to residence halls must be escorted through the residence halls by a resident at all times.

During semester breaks, when classes are not in session, special security procedures are established for resident facilities. Outside door locks are changed to special cores, and students authorized to remain on campus in residential facilities are normally moved into one residence hall. Those students authorized to remain during this time are registered with the Office of Residence Life and the Office of Safety and Security.

Types of housing, policies, room selection, and other matters concerning residential life are published in the Residence Life section of the Student Handbook.

## DRUG AND ALCOHOL POLICY

University policy does not permit the possession, consumption, use, or sale of alcoholic beverages in any form on campus. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property is strictly prohibited. Refer to the Student Handbook, Staff Manual, and Faculty and Administrator Manual for the full policy regarding the use of drugs and alcohol on campus. These policies detail disciplinary actions that may be taken by the University against violators of these prohibitions. The University's Office of Counseling and Health Education and the Crayton E. and Ellen Mann Health Center are available to members of the University community for assessment and assistance. Educational programs addressing alcohol-related and drug-related issues are co-sponsored on campus by the Office of Residence Life, the Office of Safety and Security, the Crayton E. and Ellen Mann Health Center, and the Office of Counseling and Health Education.

## WEAPONS POSSESSION

The Office of Safety and Security enforces all federal, state, and local statutes and University regulations pertaining to the possession and/or use of firearms, ammunitions, explosive devices, fireworks, or other potentially lethal weapons. All these items are strictly prohibited in the residence halls and all other alternative housing units. Violation of these statutes and regulations may result in disciplinary action as well as criminal prosecution.

## THE EMPLOYEE'S AND STUDENT'S RESPONSIBILITY

While the Office of Safety and Security is responsible for coordinating campus safety and security, the primary responsibility for crime prevention and personal safety rests with each individual. At the University of Evansville we sincerely believe **safety begins with you**. The cooperation and involvement of all members of the campus community in a campus security program is absolutely necessary. Each person must assume responsibility for his or her own personal belongings and safety by taking simple common sense precautions.

## CRIME PREVENTION TIPS PERSONAL SAFETY

- Be aware of your surroundings and of those people around you.
- Walk in well-lighted areas.
- Avoid walking or jogging alone.
- Call campus security for an escort across campus late at night.
- Avoid working or studying alone at night in computer labs or isolated areas of campus buildings.

- Call campus security and let them know if you are going to be working late at night after regular hours or on weekends.
- Do not use your name when recording an outgoing message for your answering machine.
- Do not prop open locked doors.
- Know the location of the campus emergency blue light telephones.

## **PERSONAL PROPERTY SAFETY**

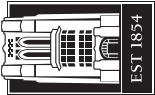
- Secure valuables left in your residence hall room, apartment, or vehicle.
- Lock the doors and windows to your room, apartment, or house when you leave, when you are sleeping or are in the bathroom.
- Engrave all valuables with a unique number such as your social security number or driver's license number.
- Lock up your bicycle.
- Use a lock on your gym locker.
- Do not loan or give your keys to anyone.
- Do not leave your keys unattended, anywhere.
- Do not leave books, bags, purses, wallets, or any other possessions unattended, even for a moment. Take them with you.

## **OFFICE SAFETY**

- Lock your office when you leave.
- Keep your purse, wallet, and other valuables in a secure location.
- Do not leave cash unattended.
- If you are entrusted with a key to a specific area, never lend it to anyone.
- Be alert to strangers in your area.
- Promptly report the loss or theft of keys, equipment, or valuables.

## **VEHICLE SAFETY**

- Lock your car and take your keys.
- Secure your windows; roll them up.
- Remove property from plain view; place in trunk or out of sight.
- Park in well-lighted areas.
- Invest in a car alarm, kill switch, and/or steering wheel locking device.



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*Civic Mission... Sacred Trust*

*Office of Safety and Security*

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