



## 2010 ANNUAL SECURITY REPORT

This report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990. This publication is part of John Carroll University's effort to provide information and services that help maintain a safe and secure environment for its students, faculty, staff and visitors.

Crimes and student conduct referrals reported to the following offices, agencies and individuals are included in the annual crime report. This information is compiled and distributed annually by Campus Safety Services/Campus Police.

- Campus Safety Services/Campus Police
- University Heights Police (university owned properties)
- Shaker Heights Police (university owned apartments)
- Geauga County Sheriff (Carrollodge & Thornacres)
- Office of the Dean of Students
- Office of Residence Life
- Athletic Coaching Staff
- Advisors of Student Organizations
- Other University officials to whom crimes have been reported

### CAMPUS POLICE

Campus Safety Services operates a campus police department under Section 1713.50 of the Ohio Revised Code. Campus police officers are sworn police officers, certified through the Ohio Peace Officers Training Council and have arrest authority and police powers on the JCU campus. Officers receive over 600 hours of basic police training and additional in-service training annually.

Officers patrol the campus grounds, buildings and parking lots 24 hours a day. Campus police are first responders to criminal, medical, fire and other emergencies on campus, and coordinate response with other campus and community responders. Additionally; campus police officers provide escorts, vehicle assistance, lost and found services, parking enforcement, and support of campus events. Officers also take reports and investigate criminal and University conduct violations. The training, orientation and philosophy of the department is to provide professional services which enhance the safety of the John Carroll University campus community.

## LOCAL POLICE

The University lies primarily within University Heights, but also has property in Shaker Heights. Campus Police have concurrent jurisdiction for University property within each city, and therefore works closely with both these departments. Although no formal written agreement is in effect, response and investigative working protocols are practiced cooperatively between departments.

## REPORTING CRIMES AND OTHER EMERGENCIES

Crimes or other emergencies should be reported 24 hours a day to Campus Police at 397-1234. Other options for reporting, or advice/guidance if you are unsure if a crime has occurred are:

- E-mail Campus Police at [jcucss@jcu.edu](mailto:jcucss@jcu.edu)
- Visit the Campus Police office in room 14 of the Rec Plex.
- Call University Heights Police at 216-932-1800, or visit their offices at 2300 Warrensville Center Road.

For any emergency, call the campus police dispatcher at the 216-397-1234 number and give the following information:

- Your name.
- Your location.
- The nature of the emergency (person bleeding, not breathing, fire etc.).
- The exact location of the emergency (Student Center, Jardine Room etc.).
- A phone number for the dispatcher to call you back if needed.
- Any other information the dispatcher asks you.
- Don't hang up until the dispatcher indicates you should do so.

By calling 216 -397-1234 instead of 911 directly; campus police, JCUEMS and other campus responders can respond to the emergency while the campus police dispatcher calls 911. This enables help to be on scene quickly while campus responders meet and take local responders directly to the emergency location thus avoiding delays by local responders. If you do call 911, call the campus police dispatcher immediately giving the information above, and tell them that you called 911.

Reported incidents are investigated by Campus Police with, the assistance of local, state, or other police agencies as needed. All criminal matters should be reported to Campus Police, even if additional reports are made to residence hall assistants or other personnel.

## FACILITY SECURITY

Exterior doors of all residence halls are locked at all times, with at least one door secured by a fob access system. Non-residents are not permitted in residence halls without a resident escort. Each residence hall lobby has a courtesy phone for this purpose. Residents are responsible for the behavior of their guests.

Classroom, library, and recreational facility hours are posted each semester. Employees working after normal hours or on weekends should notify Campus Police of their location and approximate time they will be in the building. Students, faculty and staff are encouraged to call Campus Police immediately if suspicious persons or activities are noticed in campus buildings or anywhere on campus.

Staff from Campus Facilities, Campus Police and Residence Life continually check campus buildings/facilities to ensure doors, windows, locks, access systems, lighting and other safety and security equipment and infrastructure are in good repair and working properly.

## CONFIDENTIAL REPORTING

Individuals may report crimes anonymously to the Campus Police tip line by calling 216-397-1515. If an individual wishes to report a crime to a university official in confidence, every effort will be made to keep the information confidential. However, if the university official believes that there is imminent risk of harm to self or others; Campus Police will be notified to investigate and take appropriate action. If the University Official believes that a felony crime has been committed, this must be reported to Campus Police to investigate.

If an individual reports a crime or incident to someone possessing legal privilege, that person must maintain confidentiality unless he/she determines that there is imminent risk of harm to self or others. These persons possessing legal privilege include:

- Licensed counselors, psychologists & psychiatrists in the Campus Counseling Center or off-campus agencies/offices.
- Physicians in Campus Health Service or in a hospital, clinic or doctor's office.
- Members of the Clergy who are ordained and acting in the capacity of a pastoral counselor.
- Licensed attorneys

## TIMELY WARNING POLICY

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990** requires universities and colleges to notify the campus community (*Timely Warning*) to any crimes or situation that presents an ongoing threat to persons or property.

This "*Timely Warning*" provision may take two forms:

1. A "*Security Alert*" will be issued when Campus Safety Services is made aware of a crime that has occurred on or near campus that may pose a threat to the safety of the campus community. Examples include, but are not limited to: homicide, sexual assault, assault or robbery.

2. A "*Security Advisory*" will be issued when a pattern of property theft has been identified on campus. Examples include but are not limited to: thefts from buildings or vehicles.

Campus Safety Services works closely with the University Heights Police and other neighboring police agencies, sharing information regarding crimes and crime trends.

Campus Safety Services will make a determination on sending the alert or advisory once information from police reports and/or other sources is verified. Other factors considered include: the immediate and long term safety of the campus community, privacy interests of persons involved and impact on police and university investigations. Names and other personal identifiers will not be used in the alerts or advisories.

Information provided in the alert or advisory will be: a description of the crime, the date(s), time(s) and location(s) as well as suspect(s) description if known. Other relevant information may be included that will help protect and inform, but will not hinder investigation of the crime. Prevention strategies and Campus Safety Services contact information will also be provided. Alerts and advisories will be sent via e-mail and posted on the Campus Safety Services web site:

<http://www.jcu.edu/campuslife/css/>. Other distribution methods may be used as necessary.

## DAILY CRIME LOGS

A daily crime log, which summarizes crimes reported to Campus, is posted on the Campus Police web-site at <http://www.jcu.edu/campuslife/Campus Police/>. Hard copies are kept in the Campus Police office, RecPlex room 14. The daily crime log is updated within 48 hours of a report.

Items included on the crime log are:

1. The nature of the crime
2. The date and time the incident occurred
3. The location of the crime
4. The disposition of the complaint, if known.

## CRIME PREVENTION

The Campus Police offer programs for faculty, staff and students in crime prevention and awareness, personal safety, emergency procedures and response and other related topics. More crime prevention information can be found at the campus police website: [http://www.jcu.edu/campuslife/Campus Police/crime\\_prevention.htm](http://www.jcu.edu/campuslife/Campus Police/crime_prevention.htm).

Courtesy telephones are located in the lobbies or corridors of buildings. Assistance from campus police can be summoned from these locations. These are campus telephones only: *University Heights Police or Fire Departments cannot be reached from these telephones*. Campus escorts are available 24 hours from Campus Police at 216-397-1234.

Campus Police and Plant Services routinely survey the campus to maintain safety through proper lighting and maintenance of facilities.

For students - Staying safe on campus

- *Control* - Being aware and being in control of yourself and your surroundings is the best way to keep safe. If you are intoxicated, you are less in control of yourself and less aware of your surroundings.
- *Be a friend* – don't let friends get into unsafe situations. Worry less about someone getting in trouble and focus on your friend's safety, health and welfare.
- *Your home* - Be aware of "tailgaters". Don't let anyone you don't know follow you into your building. If they are visiting someone, direct them to a campus phone to call the resident.
- *Your stuff* - Lock your room even if you're leaving for just a minute. It only takes a "minute" for a thief to help himself to your stuff. Inside your room, keep valuables and easy-to-carry items out of sight and secured.

For students - Staying safe off campus

- *No worries* - Let someone know where you are going and when you expect to be back. This lets your friends, roommates and parents know where you are and if they should worry if they can't get in touch with you.
- *Think ahead* – If you use public transportation; know the schedules and routes so you don't get stuck or lost.
- *On your feet* – When walking, go where you know and avoid unfamiliar areas, shortcuts and poorly lit areas. Pay attention to your surroundings; don't be distracted by I-pods, cell phones etc. and walk with a purpose
- *Don't advertise* - Avoid carrying large amounts of cash. Leave valuables, such as expensive jewelry at home.
- *Trust your gut* - Always trust your instincts, if something or someone seems suspicious, or just doesn't feel right, get away from the situation to a safe place.

## CRIME STATISTICS

CATEGORY	Location	2007	2008	2009
<b>CRIMINAL HOMICIDE:</b>  <b>Murder and Non-Negligent Manslaughter</b>	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• Total On Campus*	0	0	0
<b>CRIMINAL HOMICIDE:</b>  <b>Negligent Manslaughter</b>	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• Total On Campus*	0	0	0
<b>SEXUAL ASSAULT: Forcible:</b>	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
	• In dormitories or other residential facilities	1	3	0
	• Total On Campus*	2	3	0
<b>SEXUAL ASSAULT : nonforcible</b>	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
	• In dormitories or other residential facilities	0	1	0
	• Total On Campus*	0	1	0
<b>ROBBERY</b>	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	1
	• In dormitories or other residential facilities	0	0	0
	• Total On Campus*	0	0	1
<b>AGGRAVATED ASSAULT</b>	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• Total On Campus*	0	0	0
<b>BURGLARY</b>	• In or on a noncampus building or property	0	0	1
	• On public property	0	0	0
	• In dormitories or other residential facilities	22	14	14
	• Total On Campus*	22	14	14
<b>ARSON</b>	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
	• In dormitories or other residential facilities	1	0	1
	• Total On Campus*	1	0	1
<b>MOTOR VEHICLE THEFT</b>	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• Total On Campus*	0	0	0

CATEGORY	Location	2007	2008	2009
<b>ARREST FOR:</b>  <b>Liquor Law Violations</b>	* In or on a noncampus building or property	1	0	0
	* On public property	0	0	0
	* In dormitories or other residential facilities	0	2	0
	* Total On Campus*	0	2	0
<b>Drug-Related Violations</b>	* In or on a noncampus building or property	0	0	0
	* On public property	0	0	0
	* In dormitories or other residential facilities	0	0	2
	* Total On Campus*	0	0	3
<b>Weapons Possession</b>	* In or on a noncampus building or property	0	0	0
	* On public property	0	0	0
	* In dormitories or other residential facilities	0	1	0
	* Total On Campus*	0	1	0
<b>DISCIPLINARY REFERRALS:</b>  <b>Liquor Law Violations</b>	* In or on a noncampus building or property	0	0	0
	* On public property	0	0	0
	* In dormitories or other residential facilities	150	212	163
	* Total On Campus*	195	228	209
<b>Drug-Related Violations</b>	* In or on a noncampus building or property	0	0	0
	* On public property	0	0	0
	* In dormitories or other residential facilities	12	13	23
	* Total On Campus*	13	20	28
<b>Weapons Possession</b>	* In or on a noncampus building or property	0	0	0
	* On public property	0	0	0
	* In dormitories or other residential facilities	0	0	0
	* Total On Campus*	0	0	1

\* "Total On Campus" includes "In dormitories or other residential facilities" plus all other crimes committed on campus

<b>On Campus</b> - Any building or property owned or controlled by JCU within the same reasonably contiguous geographic area and used by JCU in direct support of, or in a manner related to, JCU's educational purposes, including residence halls; and any building or property within or reasonably contiguous to the campus, owned by JCU, but controlled by another person, is frequently used by students, and supports institutional purposes.
<b>Residential Facilities</b> – A subset of the on-campus category includes residential facilities for students located on campus.
<b>Non-Campus Building or Property</b> - Any building/property owned/controlled by a student organization that is officially recognized by JCU; or any building/property owned/controlled by JCU that is used in direct support of, or in relation to, JCU's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of JCU.
<b>Public Property</b> - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## HATE CRIMES

The University must report any of the above listed crimes, as well as larceny/theft, simple assault, intimidation, vandalism or other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The areas of bias include: race, gender, religion, sexual orientation, ethnicity/national origin and disability. There were no reportable hate crimes within these definitions in 2009.

## CRIME STATISTIC DEFINITIONS

Murder/Non-Negligent Manslaughter: The willful (non-Negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

Forcible Sex Offense: Any sexual act directed against another person, forcibly and against that person's will; or not forcibly or against that person's will where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). Crimes included in this category are: forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. This category includes: Incest and statutory rape.

Robbery: The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

\* Hate Crimes: Hate crimes that must be reported include the above offenses, incidents of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, and any other crime *involving bodily injury* reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The below offenses are to be reported by both arrests *and* University judicial referrals.

Weapon Law Violations: 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; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state 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: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

## SEXUAL ASSAULT POLICIES

### Policy

John Carroll University seeks to provide a community for students which promotes personal growth and development. The University asserts that respect for the rights and dignity of all people must be protected. This goal is an integral part of all aspects of University life, rooted in our Catholic and Ignatian identity, and is essential to our learning environment and academic community. It is the policy of John Carroll University, consistent with aforementioned beliefs and values, which any sex offense is prohibited and will not be tolerated. Thus, the University reserves the right to pursue disciplinary action for sex offenses against students without regard to prosecution by criminal justice authorities. The Sex Offense Policy covers violations committed by students at John Carroll University.

### Your Options

The University urges a person who believes a sex offense has been perpetrated against him/her to seek assistance from any of the available on-campus or off-campus resources. The University encourages persons who have been sexually assaulted to report the assault, seek assistance, pursue criminal and campus judicial action for their own protection and that of the entire campus community. On and off-campus resources for reporting and assistance are:

JCU Violence Prevention and Action Center .....	216-397-2255.....	<a href="http://www.jcu.edu/vpac">www.jcu.edu/vpac</a>
JCU Campus Police.....	216-397-1234.....	<a href="http://www.jcu.edu/campuslife/css">www.jcu.edu/campuslife/css</a>
JCU Counseling Center.....	216- 397-4201.....	<a href="http://www.jcu.edu/counseling">www.jcu.edu/counseling</a>
JCU Health Center.....	216-397-4349.....	<a href="http://www.jcu.edu/health">www.jcu.edu/health</a>
JCU Dean of Students Office.....	216-397-3010.....	<a href="http://www.jcu.edu/campuslife/dean">www.jcu.edu/campuslife/dean</a>
JCU Residence Life.....	216-397-4408.....	<a href="http://www.jcu.edu/campuslife/reslife">www.jcu.edu/campuslife/reslife</a>
Cleveland Rape Crisis Center.....	216-619-6192.....	<a href="http://www.clevelandrapecrisis.org">www.clevelandrapecrisis.org</a>
University Heights Police.....	216-932-1800.....	<a href="http://www.universityheights.com/police">www.universityheights.com/police</a>

If you are the survivor of a sexual assault, the following steps are recommended:

- Go to a safe place where you feel comfortable.
- Contact John Carroll Campus Police at 216-397-1234 or the JCU Violence Prevention & Action Center (VPAC) at **216-397-CALL (2255)**. Campus Police can provide immediate referral information, access to the university counselor on-call, and/or investigative assistance. VPAC recognizes the diverse needs of survivors and supportive community members after a traumatic event and can provide a range of responses, including crisis intervention, advocacy, education, safety planning, transportation, resources and referrals.
- If you were sexually assaulted in the last 96 hours, seek immediate medical attention at a SANE (Sexual Assault Nurse Examiner) Unit. If possible, do not bathe, urinate, douche, brush teeth, or consume liquids or food before seeking medical attention. A Sexual Assault Nurse Examiner is a registered nurse with expertise in forensic evidence collection and medical care following trauma, such as sexual assault. At the hospital, you will be treated for injuries, sexually transmitted infections, etc. Hillcrest Hospital is the SANE unit in closest in proximity to John Carroll University.
- Seek assistance from on or off-campus resources for advocacy, counseling, information, and/or referrals.

*Any survivor of a rape or sexual assault you has the right to be treated with respect, dignity and without prejudice; to be made aware of and receive medical, social and counseling services, and to have access to all legal and medical options.*

### **Definitions**

Sexual Assault, Non-Consensual Sexual Contact, Sexual Exploitation, Sexual Harassment, and/or Stalking can be committed by a man, woman, or group against a person or persons of the same or opposite sex. These offenses can be committed by strangers, current or former partners, friends, and acquaintances.

**Sexual Assault** is engaging in, or attempting to engage in, oral, vaginal, or anal penetration through any means (i.e., penis, tongue, finger, foreign object, etc.) without the consent (see University Consent Standard) of the other person.

**Non-Consensual Sexual Contact** includes any touching of any sexual body parts (i.e., breasts, buttocks, groin, genitals, mouth, etc.) or the touching of another with these body parts without consent. It also includes disrobing or exposure of another without consent.

**Sexual Exploitation** occurs when one engages in activity of a sexual nature which involves another person, other than Sexual Assault and Non-Consensual Sexual Contact, without the other person's consent. Examples of sexual exploitation include (but are not limited to): the non-consensual filming, photographing or otherwise recording and/or transmission of sexual activity or nudity; voyeurism or complicity in voyeurism; the knowing transmission of a sexually transmitted infection.

**Sexual Harassment** means any unwelcome sexual advances, requests for sexual favors, offensive references to gender or sexual orientation or other conduct of a sexual nature when:

- Toleration of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, professional or student status; or
- Toleration of or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.
- Sexual harassment can be verbal, written, physical or pictorial in nature.

**Stalking** is a pattern of two or more incidents of unwanted attention, harassment, contact, or course of conduct directed at a specific person that would cause reasonable persons to fear harm to their physical health, mental or emotional health, safety, friends, family or property. Stalking may include, but is not limited to telephone calls, text messaging, social networking, instant messaging, monitoring behavior, being in physical proximity to the person, or taking pictures.

**Incapacitation** is defined as being in a state in which a person sufficiently lacks the cognitive ability to realize that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation.

### **University Consent Standard**

Consent is the freely given and mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is mutually understandable when a reasonable person would consider the actions of the parties to have manifested an agreement to engage in the particular sexual activity. In the absence of mutually understandable affirmative words or actions, it becomes the responsibility of the initiator (the person who wants to engage in a specific sexual activity) to obtain affirmative consent from the other partner. Consent once given, may be withdrawn. If one partner initially offers words or actions that indicate consent, that partner may withdraw consent by indicating by word or action that consent has been discontinued. Consent for one sexual activity does not indicate consent for other forms of sexual activity. Similarly, past sexual consent does not imply future consent.

### **Capacity for Consent**

Consent can only be given by those with capacity to consent. Minors younger than 16 do not have the capacity to consent to sexual activity. For adults, capacity to consent is on a case by case basis. Mentally disabled persons and physically incapacitated persons may not have the capacity to give consent. One may be incapacitated temporarily as a result of mental illness, unconsciousness, or as a result of alcohol or drug consumption. One may not engage in sexual activity with another person when one knows or has reasonable cause to believe that person to be incapacitated due to alcohol or drug consumption or other incapacitation.

### **Coercion**

Consent obtained by the use of fraud or force, whether by physical force, threats, intimidation or coercion is invalid.

### **Applicability**

This policy applies to all John Carroll University students. Students are encouraged to report alleged sex offenses as soon as possible. Incidents may be reported if they occurred on-campus, at a University sponsored event, or off-campus.

### **Confidentiality and Reporting**

To the extent possible, the University will maintain the confidentiality of all parties involved in alleged sex offenses. Confidentiality, however, cannot be guaranteed. All University employees (excluding licensed professionals from the University Counseling Center and pastoral counselors) must contact John Carroll's Campus Safety Services Department or the University Heights Police Department when an allegation of a sex offense has been made. Under Ohio law, persons who know that a felony has been committed must report that information to law enforcement. For that reason, all University employees (excluding licensed professionals from the University Counseling Center and pastoral counselors [i.e. priests acting as pastoral counselors]) must comply with this policy.

### **Consequences**

Any student found responsible for a violation of the Sex Offense Policy will be subject to disciplinary action up to, and including, expulsion. Specific conduct procedures may be found in the Community Standards Manual. Even if John Carroll University members are not criminally prosecuted, the University can pursue disciplinary action. During university disciplinary proceedings on sexual offenses, both the accuser and the accused are entitled to the same opportunities to have others present during the hearing. In addition, both the accused and the accuser will be notified of the final outcome of the disciplinary proceeding. The university will alter housing accommodations or course schedule of an assault survivor, upon request when alternatives are reasonably available. In accordance with the Student Code of Conduct, the University reserves the right to impose an interim suspension on any student accused of a sex offense pending the outcome of an investigation and/or conduct hearing. The University reserves the right to issue a no-contact directive to the students involved pending the outcome of a conduct hearing. Any student found to be harassing or intimidating another who has filed a sex offense complaint, faces serious disciplinary consequences as outlined in the Community Standards Manual.

### **Prevention**

It is the responsibility of each member of the university community to prevent sexual assault. All incoming students receive training on sexual assault, dating violence and stalking during summer and fall orientations. Resident students are encouraged to attend floor meetings and programs where the issues of rape and sexual assault are discussed. The Violence Prevention and Action Center, the Residence Life Office, the Dean of Students Office, and Campus Police work together on providing programming and educational opportunities regarding awareness, prevention and response to incidents of sexual violence.

## **CAMPUS SEX CRIME PREVENTION ACT**

The 2000 Campus Sex Crime Prevention Act requires that certain convicted sex-offenders identify themselves to colleges and universities if they; a) attend classes, b) work on a college or university campus, or c) volunteer on a college or university campus. Colleges and universities are required inform their communities of where sex-offender information can be obtained.

In Cuyahoga County, information on registered sex-offenders is available from Sex-Offender Unit at (216) 443-5567 or by visiting the Sheriff's Office website at [www.cuyahoga.oh.us/sheriff](http://www.cuyahoga.oh.us/sheriff)

For Ohio, information on registered sex offenders can be obtained at: <http://ohio.esorn.net>

## **DRUG AND ALCOHOL POLICIES**

Members of the University community are expected to be aware of and obey federal, state, and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages, illegal drugs, or controlled substances. Persons under the age of 21 are not permitted to consume alcohol under any circumstances on University property, or at any university event, regardless of where the event takes place. The University prohibits the illegal use possession, or distribution of illegal drugs or controlled substances or association with gatherings involving such use, possession, or distribution. Those cited for violations of law or ordinances by state, federal, or municipal authorities may face University disciplinary proceedings. The university reserves the right to take disciplinary action against any student for off-campus behavior that violates this policy

## **MISSING STUDENT POLICY**

Any student who resides in on-campus housing has the option to identify an individual that University officials can contact no later than 24 hours after the student has been determined to be missing by University officials.

On-campus resident students may register this contact information at the time they provide emergency contact information for the University housing contract. Providing this information is optional, and the information will be kept confidential and will only be accessible to authorized University officials.

Any student, faculty, staff, administrator or other party who reports an on-campus student missing should be directed to Campus Police. Campus Police will, in conjunction with appropriate outside public safety agencies, investigate the missing person report. If Campus Police determine that an on-campus student has been missing for 24 hours or more, the individual identified by the student as a contact will be called to notify him/her, and gather information for the investigation. If the missing student is under 18 years of age and not emancipated, Campus Police will immediately contact the custodial parent or legal guardian of the student. Campus Police, University officials and appropriate outside agencies will continue to investigate and attempt to locate the missing student.

## **FIRE SAFETY POLICIES AND STATISTICS**

Campus buildings are protected from fire by fire alarm systems in each building, which are monitored on campus by Campus Safety Services dispatchers 24 hours a day, 7 days a week, 365 days a year. Strobes and horns or automated voice commands sound in each building to alert occupants that a fire condition exists. Alarms may be generated manually by pull stations, or automatically by smoke or duct detectors, and sprinklers in some buildings.

Once an alarm is received by Campus Safety Services dispatchers, campus police officers are dispatched to the building to determine the exact location and cause of the alarm, as well as assist with building evacuation. During business hours, Facilities Services staff will also respond. The dispatcher will then call the local fire department to report the alarm. The dispatcher will continue to receive updates from the officers on scene and relay that information to responding fire units. Campus police, facilities staff and local firefighters will work together to determine the cause of the alarm. These responders will take steps to resolve the cause of the alarm, including fighting the fire. Once the building is determined to be safe by the ranking fire department official on scene, occupants will be allowed to re-enter the building.

Building fire systems are inspected quarterly by facilities staff to ensure that fire detections devices (smoke detectors), fire annunciation devices (strobes/horns/voice commands) are working properly. Fire suppression systems (sprinklers, fume hood suppression systems) are inspected annually by qualified contractors. Fire extinguishers are checked monthly by facilities staff and tested annually by qualified contractors.

### **Residence Hall Fire Safety Policies**

The following policies apply to students living in on-campus residence halls:

A fire safety program is conducted in each building during the fall semester. Additionally, fire drills are conducted in each residence hall each semester. Failing to evacuate the building during an alarm will result in disciplinary action. The University Heights Fire Marshall inspects each residence hall regularly. The Fire Marshall may enter any room without notification to determine if there is a violation of fire safety policies.

All fire alarms should be considered true indications of danger and the building must be evacuated as safely and quickly as possible. While staff will attempt to alert residents to leave, it is incumbent upon each person to take personal responsibility to exit the building. Staff will indicate when people may safely return inside.

Electrical appliances must be in compliance with the housing and fire codes of the City of University Heights. Each appliance must be UL approved. Approved appliances include stereos, computers, televisions, VCRs, DVD players, refrigerators (4.6 cubic feet or smaller), microwaves (1 cubic foot and 700 - 900 watts), blankets, fans, coffee makers, desk lights, hair dryers, and curling irons. Prohibited items include toasters, toaster ovens, hot plates, hot pots, sun lamps, electric skillet and woks, grills (including the George Foreman grill), oil popcorn poppers, space heaters, percolators, air conditioners, halogen bulb lamps, and potpourri burners. Only UL approved, circuit breaker type extension cords and power-strips may be used.

## **What to do when a fire alarm sounds**

- Residents and their guests must evacuate the building immediately.
- Feel the door with the back of your hand to test for heat.
- Cover entire body with clothing, if possible, and carry an extra towel to protect face and hair.
- Close the room windows and leave the drapes/blinds open.
- Close and lock the door.
- Walk quickly and quietly.
- Leave the building by the nearest exit.
- Once outside the building, move away from the entrances, pair up with your roommate, move to the spot designated for your floor and do not block the street or parking lot.

## **If you cannot leave your room because of heat or smoke:**

- Place a towel at the base of the door to prevent smoke from coming into the room.
- Hang a sheet out of the room window to indicate that you are there.
- Call x1234 to give Campus Safety Services your location.

## **Fire Safety Misconduct**

Causing a building to go into alarm falsely can carry grave consequences. Students may panic or may ignore the alarm believing it to be false. This may in turn cause students to become injured, overcome by smoke, or to lose their lives. Therefore, the University takes the actions of tampering with fire alarms, smoke detectors, sprinklers, and fire extinguishers which trigger an alarm very seriously.

The following will be considered as sufficient cause for immediate expulsion from the University:

- *Intentionally setting a fire of any nature.*

The following will be considered as sufficient cause for immediate suspension from the University:

- *Pulling a fire alarm when no danger is present.*
- *Tampering with smoke detectors or sprinkler systems resulting in triggering the alarm system.*

The following will be considered as sufficient cause for immediate removal from the residence halls for a designated period of time:

- *Misuse of fire extinguishers.*
- *Setting off fire crackers or similar incendiary devices.*
- *Tampering with the protective hood on fire alarm pull stations.*
- *Leaving candles lit and unattended.*
- *Removing batteries from a room smoke detector.*
- *Vandalizing exit signs.*

## 2009 Fire Statistics

<b>RES HALL</b>	<b># of Fires</b>	<b>(Cause of fire)</b>	<b>Deaths from fires</b>	<b>Injuries From fires</b>	<b>Damage from fires</b>	<b>Fire drills</b>	<b>Fire System</b>
Bernet	0	n/a	0	0	\$0	2/year	Smoke detectors, sprinklers, and pull stations monitored 24 hours by Campus Safety dispatch.
Campion	0	n/a	0	0	\$0	2/year	Smoke detectors, partial sprinklers, and pull stations monitored 24 hours by Campus Safety dispatch.
Dolan	0	n/a	0	0	\$0	2/year	Smoke detectors and pull stations monitored 24 hours by Campus Safety dispatch.
Hamlin	0	n/a	0	0	\$0	2/year	Smoke detectors, partial sprinklers, and pull stations monitored 24 hours by Campus Safety dispatch.
Millor	0	n/a	0	0	\$0	2/year	Smoke detectors and pull stations monitored 24 hours by Campus Safety dispatch.
Murphy	0	n/a	0	0	\$0	2/year	Smoke detectors and pull stations monitored 24 hours by Campus Safety dispatch.
Pacelli	0	n/a	0	0	\$0	2/year	Smoke detectors and pull stations monitored 24 hours by Campus Safety dispatch.
Sutowski	0	n/a	0	0	\$0	2/year	Smoke detectors and pull stations monitored 24 hours by Campus Safety dispatch.

## CAMPUS EMERGENCY RESPONSE AND EVACUATION POLICIES

### General Emergency Preparedness

Emergencies and disasters are unpredictable and often strike without warning. It is essential that all John Carroll faculty, staff, and students respond quickly and appropriately to emergency situations in order to reduce the risk of injury and property damage.

### EMERGENCY PHONE NUMBERS

John Carroll Campus Police	216-397-1234
John Carroll EMS	216-397-1234
John Carroll Facilities	216-397-4314
University Heights Fire Department and EMS	911 or 216-321-2446
University Heights Police	911 or 216- 932-1800

Note: The 9-1-1 emergency system can be accessed from office and residence hall phones. If you do call 9-1-1 for an emergency, please also call John Carroll police at extension 1234 immediately afterward. This will allow our police officers to meet, coordinate with, and direct emergency officials to the incident. If you cannot reach John Carroll police for some reason, call 9-1-1.

The best way to successfully navigate an emergency is to plan, prepare, and rehearse your response. If you are mindful, not fearful, you will be better able to make critical decisions during an emergency. Those who have been trained and/or planned, prepared, and rehearsed (mentally and physically) stand a much better chance of being able to react and respond in a manner that will keep them and others safe during an emergency situation.

*Remember, those in immediate danger are the real First Responders.*

### Courses of Action During an Emergency Situation

Trained/Prepared	Untrained/Unprepared
Startle and fear	Startle and fear
Feel anxious	Panic
Recall what they have learned	Fall into disbelief
Prepare to act as rehearsed	Lost in denial
Commit to action	Descend into helplessness

## **Building Evacuation**

Different emergencies require different evacuation strategies. . When evacuation is not indicated for the emergencies in this plan or by obvious circumstances, you should stay where you are until given direction by emergency personnel. The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting you in a more harmful situation.

### **When to Evacuate\***

1. Anytime you hear the fire alarm in your building.
2. If you smell smoke or know an actual fire is burning.
3. When instructed to do so by the CSS dispatcher, CSS officers or police, fire/EMS personnel.

\* Certain circumstances may prevent safe evacuation such as an injury, disability or physical obstruction. If this is the case, move away from the danger and find shelter in place in an area with a window to allow rescue. Try to notify rescuers of your location, i.e. telephone, e-mail, text message, hanging a towel or other object out of a window.

### **When not to Evacuate (Shelter in Place) \*\***

1. When a tornado warning is sounded (find appropriate shelter within your building).
2. During a hostile intruder situation.
3. During a hostage/barricade situation.
4. During a power failure.
5. When instructed not to evacuate by CSS dispatcher, CSS officers or police, fire/EMS personnel.

\*\* Certain circumstances may require evacuation when you otherwise would not evacuate. If you personally encounter a hostile intruder or hostage/barricade situation and you can readily flee the building (evacuate) for your personal safety, flee the building.

### **What to Do if You Must Evacuate**

1. Listen carefully to instructions of emergency personnel.
2. Close the door as you leave and do not try to gather materials on the way out, leave quickly.
3. Keep talking to a minimum.
4. Exit via stairwells, not elevators.
5. Alert emergency personnel of any disabled or injured persons who need assistance.

## Area Evacuation

Certain emergencies may affect a specific building or area of campus. In this case, persons in those buildings/areas will be evacuated to a predetermined site nearby. Depending on circumstances, emergency personnel may need to direct you to a secondary evacuation site. The evacuation shelter sites are listed below.

<u>Building/Area</u>	<u>Primary Evacuation Shelter</u>	<u>Secondary Evacuation Shelter</u>
All Residence Halls, courtyards/green space	RecPlex (DeCarlo Varsity Center & Intramural Gym)	Administration Building (Kulas Auditorium & hallways)
Shula Stadium & Athletic fields East of Belvoir Blvd.	RecPlex (DeCarlo Varsity Center & intramural Gym)	Administration Building (Kulas Auditorium and hallways)
Rodman Hall	Administration Building (Kulas Auditorium and hallways)	RecPlex (DeCarlo Varsity Center & intramural Gym)
Administration Building (includes O'Malley Center and Boler School)	Dolan Science Center (Muldoon Atrium & O'Connell Reading rm.)	RecPlex (DeCarlo Varsity Center & Intramural Gym)
Grasselli Library/ Breen Learning Center	Dolan Science Center (Muldoon Atrium & O'Connell Reading rm.)	Administration Building (Kulas Auditorium and hallways)
Dolan Science Center	Administration Building (Kulas Auditorium and hallways)	RecPlex (DeCarlo Varsity Center & Intramural Gym)
Green Road Annex	Heinens (await transport to RecPlex)	As instructed by emergency personnel

## Campus Evacuation

An emergency that dictates the evacuation of the entire University might be handled in conjunction with the emergency procedures of the City of University Heights and surrounding communities. In the unlikely event that a campus evacuation is necessary, you will be directed to leave the University in the following manner.

### **If You Drive to Campus**

1. Take your normal route to your vehicle.
2. Leave the campus area via these suggested routes: Warrenville Center Road, Belvoir Road, Green Road, Fairmont Boulevard, Cedar Road, Mayfield Road.

Note: Egress to Carroll Blvd., Miramar Blvd. and E. Washington Street may be available thru JCU's emergency gates.

If the City of Cleveland is also evacuating, all major Cleveland streets, such as Euclid Avenue, Chester, and Carnegie, will be eastbound only from downtown. Police may direct traffic in other ways dependant on circumstances.

### **If You Take Public Transportation or Reside On Campus**

1. Go to the nearest RTA station to take a bus or rapid away from the area. RTA/mass transit will be on a rush hour status unless circumstances prohibit mass transit operations.
2. If mass transit is not available, you will be directed to the Intramural Gym in the RecPlex fro further instructions.

## **Emergency Communications**

Timely and accurate communication with the campus community during an emergency is essential for proper response and mitigation of the emergency. Depending on the nature of the emergency, the campus will be alerted through the use of audible alarms, public broadcast systems, campus phone and voice mail, e-mail, and text messaging systems.

### *Audible Alarms*

In the event of an emergency that would require the evacuation of a building, the building's fire alarm may be activated. For a campus-wide evacuation, all building fire alarm systems may be activated simultaneously. John Carroll police or other first responders will direct you to campus evacuation shelters or other sites as necessary.

### *Public Broadcast Systems*

In emergency situations when communication must be made to a group of people or those who are outside, a public broadcast system may be used. This may be done through building public address systems, emergency vehicle speakers, or by University officials with bullhorns.

### *Campus Phone and Voicemail Systems*

In some emergencies you may be notified by the campus phone or a campus-wide voice mail. You may also be notified by phone if you are part of an administrative department phone tree.

### *E-Mail System and Website*

In some emergencies you may be notified by a campus-wide e-mail. Additionally, there may be instructions, status reports or other information posted on the John Carroll website.

### *JCUAlert*

In emergency situations that pose an imminent risk to the University community, you can receive a text message alert if you register with JCUAlert. JCUAlert is the University's text messaging system that will instantly and simultaneously distribute both an e-mail and text message to registered users. The text message can be sent to cell phones, Blackberries, wireless PDAs, smart phones and satellite phones, and pagers. To register for this service, go to [www.jcu.edu/alert](http://www.jcu.edu/alert).