



Annual Campus Safety and Security Report

2013-2014

For additional information:

Todd Gray

Operations Manager for Security and Safety

(859) 246-6422

Federal Law- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the “Clery Act”) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The U.S. Department of Education holds enforcement authority for the Clery Act and there is a minimum penalty of \$27,500 for each violation of the regulations that define the reporting requirements.

State Law- The Kentucky Campus Safety and Security Act (referred to as the Michael “Minger Act”) requires higher education institutions in Kentucky to report crime statistics to current and prospective students and employees, to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. An annual report of campus safety policies, programs and statistics must also be submitted to the Kentucky Council on Postsecondary Education.

Crime Statistics/Information Gathering- Bluegrass Community and Technical College’s Security and Safety department is responsible for tracking and reporting crime statistics related to the applicable federal and KY state regulations. The Operation’s Manager of Security and Safety provides crime statistics which are made available at the BCTC Security and Safety web link:

http://www.bluegrass.kctcs.edu/Safety_and_Security.aspx Crime information and statistics are gathered from internal BCTC Security and Safety Incident Reports (IR), as well as from police agencies including the University of Kentucky PD, Lexington PD, Danville/Boyle County PD, Winchester PD, Anderson County PD. Additional information may also be sought from BCTC’s Student Affairs.

All statistical security and safety data is available on the BCTC Security and Safety web page, including security and safety data from the previous three (3) calendar years.

Definitions of Crimes

Pursuant to the Clery Act, crimes must be classified based on the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting Handbook (UCR). For sex offenses only, the definitions found in the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR.

Criminal Homicide

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

Sex Offenses

Forcible: Any sexual act directed against another person, forcibly and/or against that

person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes attempts.

Forcible Rape: The carnal knowledge of a person, forcibly and/ or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person; forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person; forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (An object or instrument is anything used by the offender other than the offender's genitalia.)

Forcible Fondling: The touching of the private parts of another person for the purpose of sexual gratification, forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Non-forcible: Any unlawful, non-forcible sexual intercourse.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. (In Kentucky the age of consent is eighteen (18) years old.)

Incest: Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

Robbery: The taking or attempting to take anything of value from 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 is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (Simple assaults are excluded.)

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 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. (This does not include thefts from motor vehicles.) This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.

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



FEMA L363 *Multi-Hazard Emergency Planning for Higher Education* training at BCTC Lexington Leestown Campus

HATE CRIMES

Any criminal offense (as listed above) committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

The Clery Act Categories of Bias:

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites). Hate Crimes are any criminal offenses committed against a person or property which is motivated by the offender's bias.

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate crimes include any of the offenses listed above and the offenses motivated by bias below:

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

Weapons (carrying, possessing, etc.): The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification also encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations: The violations laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Members of BCTC Crisis Management Teams participating in a Tabletop Exercise at Leestown Campus-



SNAP Alert- BCTC through KCTCS, uses the SNAP (Safety Notification Alert Process) to communicate official information during an emergency or crisis situation that disrupts normal campus operations or threatens the immediate health or safety of faculty, staff, and students. Students, faculty, and staff are encouraged to register for SNAP notifications which include the options of receiving messages via e-mail, SMS text, and phone calls. <http://kctcs.edu/snap>

Reporting Crimes- BCTC encourages the prompt and accurate reporting of all criminal matters.

- Each BCTC Campus has assigned Security Officers to assist in reporting crimes or other emergency and non-emergency incidents. The 24/7 link is provided below.
- Cooper Campus (Lexington) – Dial 911 or 9-911 from any campus phone for emergencies and 859-246-6794, 859-227-5351 for non-emergencies. UKPD is generally the first law enforcement agency to respond. UKPD can also be contacted directly by cell phone by dialing (859) 257-1616.
- Leestown Campus (Lexington) – Dial 911 or 9-911 from any campus phone for emergencies, and 859-246-6834(Security/Safety) for non-emergencies. This campus is generally served by the Lexington Police Department.
- Newtown Campus (Lexington) – Dial 911 or 9-911 from any campus phone for emergencies, and 859-246-6659 (Security/Safety) for non-emergencies. This campus is generally served by the Lexington Police Department.
- Danville Campus – Dial 911 or 9-911 from any campus phone for emergencies, and 859-246-6877 (Security/Safety) for non-emergencies.
- Lawrenceburg Campus – Dial 911 or 9-911 from any campus phone for emergencies, and 859-246-6815 (Security/Safety) for non-emergencies.
- Winchester Campus – Dial 911 or 9-911 from any campus phone for emergencies, and 859-246-6573 (Security/Safety) for non-emergencies.
- Reporting can also be done in person at Cooper Campus, Oswald Building 202-B and OB 122, or any campus Security Officer assigned to their respective campus.
- BCTC also has 24/7 emergency contacts available:
http://bluegrass.kctcs.edu/en/~media/Bluegrass/Safety_Security/documents/emergency_contacts_2012.ashx



The newly constructed BCTC Newtown Campus. This building has over 92,000 gross square feet and is LEED Silver rated.

Security and Access to Campus Facilities- Access to BCTC campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. BCTC encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community.

BCTC Security and Safety Officers work with M&O and House Keeping personnel to ensure buildings are secured at the scheduled end of the day. Security and Safety Officers also regularly survey their respective campus for security features such as exterior lighting, door locking mechanisms, and overgrown vegetation. Any deficiencies can be reported to a Security and Safety Officer who will follow-up with a work order request to Maintenance and Operations.

BCTC Buildings- Most academic facilities on BCTC campuses are open during weekday business hours. Individuals who need access to these buildings during non-

business hours or for special events should contact the Operations Manager of Security and Safety.

BCTC Security and Safety Enforcement

BCTC has Security and Safety Officers assigned to campus locations in Lexington (Cooper, Leestown, and Newtown), Danville, Lawrenceburg, Winchester, as well as an Operations Manager of Security and Safety whose office is located at the Cooper Campus. Officers observe and monitor activity on property owned or controlled by BCTC. Officers also assist in criminal investigations, complete incident reports, and assist in various inspections on campus. Officers work closely with their local, state, and federal law enforcement officials, fire/EMS officials, and emergency management representatives. Security and Safety Officers also respond to internal 911 calls through automatic notifications via phone, text, and e-mail through software associated with the SNAP system. Security Officers are trained in CPR/First Aid/AED and have a first aid bag specifically assigned to their office. Security Officers have cell phones for after-hours availability. All Safety Officers fall under the supervision of the Operations Manager of Security and Safety, located at the Cooper Campus.

The Security and Safety office uses third-party monitoring companies to monitor security and fire alarms.

Security Officers also assist in certain areas of the BCTC Student Code of Conduct, such as adherence of the tobacco-free policy. More information about the Student Code of Conduct can be found at

http://www.kctcs.edu/en/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2009.ashx

Special Projects

Over the past three years, the BCTC Security and Safety Office has undertaken several projects to enhance the college experience for students, faculty, and staff. For the fall of 2013, additional security cameras are being added to each campus location which

historically has acted as a crime-deterrent and excellent aid during criminal investigations. Additionally, door-access control equipment is being added to increase physical security measures for each site. Finally, internal speakers are being installed that will transmit SNAP broadcasts throughout our sites. And lastly, additional full-time Security & Safety Officers have been added and are working closely with our current force of contract security guards.

Evacuation and Emergency Response- In the event of an activation of the fire alarm system, the building in question will immediately be evacuated of all occupants. The Security and Safety Officers as well as members of the Crisis Management Team (CMT) will assist in the orderly evacuation of the building. Incident Command System (ICS) principles will be enacted by all members assisting with the evacuation. The Operations Manager of Security and Safety is responsible for forwarded applicable information to the KY State Fire Marshal's office in the event of a fire or drill.

Escape route maps are posted in each BCTC campus buildings.

All BCTC campus locations will conduct a fire drill at least once per semester.



New Security & Safety Officers undergoing CPR/AED/Basic First Aid training.

Emergency Response- BCTC has an emergency notification system (*SNAP*) that may be used to communicate official information during an emergency or crisis situation that disrupts normal campus operation or threatens the immediate health or safety of all campus locations. This system is only used when immediate action is required. All Security Officers have the ability to activate SNAP at their respective campus and are

trained in the proper protocols. More information on *SNAP* can be found at:
<http://kctcs.edu/snap>

Crime Prevention Programs- Informational flyers are posted in all campus locations that direct faculty, staff and student to the Security and Safety web page. Orientation session also include information regarding BCTC Security and Safety.

Drug and Alcohol Policy- BCTC and the Kentucky Community and Technical College System is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and communities Act Amendment of 1989. Questions can be directed to BCTC Student Affairs Division of the Human Resource Director's office.

Sexual Assault- BCTC condemns sexual offenses committed by/against any member of the BCTC campus community. Sexual assault violations that pertain to students are included in the BCTC Student Code of Conduct. Counseling is also made available to students: <http://bluegrass.kctcs.edu/en/counseling.aspx>

To report a sexual assault, contact the Operations Manager of Security and Safety at (859) 246-6422 or (859) 753-8446. BCTC Security and Safety will also work with the appropriate outside law enforcement agencies in these matters.

Additional information can be found on the following BCTC web page:
http://bluegrass.kctcs.edu/Counseling/Information_for_Faculty.aspx

Personal Counseling – College students are dealing with many issues such as stress, family pressures, loneliness and other situations. Counseling Services serves all BCTC campuses and can be reached at (859) 246-6550 or toll-free 866-774-4872 extension 56550. Community Resources are also available, with additional information provided on this web page:
http://bluegrass.kctcs.edu/Counseling/Community_Resources.aspx

**For any additional information, please contact Todd Gray (859) 246-6422.
Also please visit BCTC's Security and Safety web page:**

http://bluegrass.kctcs.edu/Safety_and_Security.aspx