

# Thomas More University

Annual Fire Safety and  
Crime Statistics Report

---

2019

## **Index**

Welcome pg. 4

Overview pg. 5-6

Quick Reference Phone numbers pg. 7

Reporting of Crimes pg. 8-9

Timely Warnings pg. 9

Text Messages (Safety Alerts) pg. 10-12

Campus Security Policies and Crime Statistics pg. 12

Access to Campus Facilities pg. 12-13

Relationship with Law Enforcement Agencies pg. 13

Crime Prevention Programs pg. 13-14

University Regulations Governing the Use of Alcohol pg. 14-16

Illegal Drug Use Policy pg. 16-17

Kentucky and Ohio State Sex Offender Registries pg. 17-18

Counseling Services pg. 18

Saints Threat Assessment and Reduction Team (START) pg. 18-19

Sexual Assault & Sexual Misconduct Policy pg. 20-21

Missing Student Policy & Procedures pg. 22-23

Campus Emergencies and Evacuation Procedures pg. 23

Reporting an Emergency pg. 23

Emergency Notification System pg. 23

Direction and Control pg. 24-25

Media Relations pg. 26

Evacuations pg. 26

Fire Drill Schedule pg. 27

Fire Alarm Systems & Locations pg. 27

Policies for Fire Safety pg. 28

Location of Fire Extinguishers pg. 28

University Non-Smoking Policy pg. 28-29

Fire Alarm Statistics Report pg. 29

Fire Statistics Report pg. 30

Crime Statistics Report 2017 pg. 31-36

Michael Minger Report pg. 37-42

# Welcome

Since its founding as a teachers college in 1921, Thomas More University has grown into a well-regarded, modern co-educational Catholic institution with a robust offering of programs for undergraduate and graduate students, regardless of faith and belief. Thomas More has established a national reputation for excellent educational value.

Thomas More University has a work force of over 200 employees, a student body close to 2,000 and numerous guests who visit the campus daily. The Thomas More Department of Campus Safety officers and staff are committed to providing a safe environment on our campus.

The Department of Campus Safety's mission is to provide a safe and secure environment for the students, faculty, staff and general public. The Department of Campus Safety pledges the following:

- To enforce university policies, rules and regulations
- To protect life and property and work cooperatively with Law Enforcement
- To provide fair and impartial service to students, faculty, staff and visitors
- To nurture a supportive learning environment for students
- To provide a Campus Safety Department that is sensitive to the needs of a diverse student, faculty, staff and visitor population.

The following report provides information about services, personal safety and security programs, and fire safety and evacuation procedures at Thomas More. Included in this report are crime statistics that have occurred within the campus jurisdiction as well as those received from local police for the public areas immediately adjacent to the campus. The report also includes statistics on fire and fire alarm related incidents that have occurred on campus.

We hope you find this report informative. Please review it carefully and, in particular, the crime and fire prevention tips included. Personal safety is a responsibility of everyone, and we need your assistance to make our campus a safe environment. We look forward to working with you in creating and maintaining a campus environment free of threats to safety and property and enhancing the learning, teaching and working environment in and around the campus.

If you have any questions or suggestions about security at Thomas More, please feel free to telephone us at 859-341-4867 or by sending us an email to [lehmkud@thomasmore.edu](mailto:lehmkud@thomasmore.edu).

# Overview

Thomas More University is committed to providing a safe, secure and healthy environment for its students, faculty, staff and visitors. This is addressed in four ways: (1) safety and security efforts for both campus and the surrounding neighborhood; (2) occupational and environmental safety and health services programs for the campus as a whole; (3) student health services and programs; and (4) residence life programs that ensure the safety and well-being of those students living in on-campus housing.

## 1. Department of Campus Safety

The Department of Campus Safety provides safety and security services to the university in order to maintain a safe environment for learning, living and working. The Campus Safety Department operates 24 hours a day, every day of the year, monitoring the campus through a series of automobile and foot patrols and through the camera monitoring surveillance system. The Department of Campus Safety has a security force of 9 full-time/ 2 part-time Safety Officers who receive training which includes the Federal Educational Rights to Privacy Act(FERPA), Table Top emergency situations, physical training in multiple scenarios and annual Campus Security Authority (CSA) training. They are trained to administer first aid, including the use of defibrillators that are stationed in campus buildings and in a security vehicle.

The Department of Campus Safety works closely with the Lakeside Park/Crestview Hills Police Department and other local, state, and federal law enforcement agencies. The Department of Campus Safety monitors not only safety and security issues on campus, but also assists in the neighborhoods surrounding the campus. In the event that the Department of Campus Safety personnel become aware of an on-going potential safety concern in areas on or near campus, the university community can be notified through campus wide electronic messages and personal safety alerts.

The Director of The Department of Campus Safety meets regularly with the Dean of Student Affairs and Residence Life representatives. The meetings are focused on developing action plans from previous incidents and prevention of possible recurrences, developing plans for upcoming events and solving interdepartmental problems and issues.

The Department of Campus Safety provides a variety of services:

- **Fire Safety Prevention:** The Safety Department exercises control of alarm systems for fire, weather-related emergencies, and environmental hazards. The Safety Department maintains inventories and monthly inspections of fire extinguishers, conducts training on how to use fire extinguishers and checks to ensure that emergency exits are clear and unobstructed. The Department of Campus Facilities maintains a contract with Siemens, who perform semiannual and annual tests of fire sprinklers and perform testing, maintenance and upgrades of fire alarm systems.

▪ **Emergency Action Planning:** With other university departments, The Department of Campus Safety coordinates an Emergency Action Plan. The Department provides continuous training to all staff who implements the Emergency Action Plan, which includes step by step procedures for all types of emergencies. Fire and tornado drills, in cooperation with the residential and administrative staff, are conducted each semester.

▪ **Record Keeping:** The Department of Campus Safety is responsible for maintaining records and statistics for on-campus criminal offenses, personal accidents and injuries, and motor vehicle accidents. The Department of Campus Safety is also responsible for releasing public information in compliance with state and federal laws. In addition to releasing state and federally required Minger and Clery Reports and posting them on its Web site, the Department updates the incident log daily, which is available from the Department of Campus Safety (located in the Saints Center) and is also accessible on-line.

▪ **Security Awareness and Workplace Violence Training:** Each semester, the Director provides detailed information on how to prevent workplace violence, how to identify possible offenders and what to do if violence occurs. The program covers warning signs information, reporting mechanisms and sources of counseling when possible offenders are identified.

▪ **Daily Building/Lighting Checks:** Officers are responsible for reporting any lighting or maintenance problems to Facilities Management. All requests for repairs require a Physical Plant work order.

**Daily Services:**

- Escort service available to students, faculty and staff 24/7
- Patrolling residence halls and campus areas
- Enforcement of parking regulations and ensuring that parking spaces are available for students with physical disabilities.

**Web Page:** <https://university.thomasmore.edu/student-life/campus-safety/>

# **For All Police, Fire or Medical Emergencies call 911**

## **Thomas More Department of Campus Safety Phone Numbers**

Campus Safety Department (859) 341-4867 Campus Safety Front Desk (859) 344-3641

Director of Campus Safety (859) 344-4079

## **Thomas More University Main Campus Phone Numbers**

University Switchboard & weather-related closing information (859) 341-5800

Counseling Center (859) 344-3521

Campus Ministry (859) 344-3683 Residence Life (859) 344-3544

## **Lakeside Park/Crestview Hills Police Department Phone Numbers**

### **Emergency 911**

Non-Emergency (859) 331-5368/Dispatch Center (859) 356-3191

Kenton County, KY Animal Control (859) 392-1400

## **Ohio River Biology Field Station Phone Numbers**

### **Emergency 911**

Campbell County Police – Non-Emergency (859) 547-3100

Campbell County Fire – Non-Emergency (859) 635-4196

Campbell County, KY Animal Control (859) 635-2819

## **Other Important Phone Numbers**

Crisis Hotline in Kenton County, KY (859) 431-3052 or TTY (859) 331-1792

Crisis Hotline in Campbell County, KY (859) 491-6510 or TTY (859) 331-1792

National Suicide Hotline 1-800-273-TALK (8255)

National Domestic Violence Hotline 1-800-799-7233

National Sexual Assault Hotline 1-800-656-4673

## **Reporting of Crimes**

The main office of The Department of Campus Safety is located just inside the main entrance of the Saints Center.

The Department of Campus Safety can be reached from on campus telephones at the four digit number 4867. All other callers can reach The Department of Campus Safety at 859-341-4867.

The contact number of The Department of Campus Safety is listed in the online office directory at <https://itwin.thomasmore.edu/WebApps/EmployeeDirectory/Home> It is included in the department's brochures and university handbooks.

### **Campus Security Authorities**

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and its amendments in 2000 and 2010, certain individuals are considered Campus Security Authorities for the purpose of reporting good faith allegations of Clery Act crimes. In addition to the members of the Department of Campus Safety, the positions identified by the University are:

- Dean of Students
- Assistant Dean of Students
- Resident Life Staff Members
- Director of Athletics
- Coaches and Assistant Coaches
- Faculty and Staff Advisors to Official Student Organizations
- Director of Campus Ministries (except when serving in a pastoral or counselor role)

Campus Security Authorities at Thomas More are trained annually on their responsibilities for reporting crimes and advising those who report alleged crimes to them.

### **The Student's Responsibility**

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well-lit, any student (male or female) may feel more comfortable traveling in pairs or using the Department of Campus Safety's Escort Service. Residence hall room doors should be kept locked when the room is unoccupied. Valuable items, such as laptops, cell phones, cameras, and televisions should be marked with engraving instruments provided by the Department of Campus Safety at no charge or other unique identifier. Bicycles should be secured in the bicycle rack with a sturdy lock. Students with cars should keep their vehicles locked at all times. Valuables should be locked in the trunk. Students should report any suspicious looking individuals and any unusual incidents to a Safety Officer.



## **Faculty and Staff**

Thomas More University is committed to providing a safe and healthy work environment for employees, students, and visitors. We are committed to preventing workplace violence and to maintaining a safe work environment. The Department of Campus Safety has responsibility for implementing, administering, monitoring, and evaluating the safety programs on campus. Its success depends on the alertness and personal commitment of all.

Employees should report criminal offenses that occur on campus to the Director of Campus Safety or any employee of the Department of Campus Safety. The on-line employee handbook outlines Thomas More's policies and procedures in regard to workplace safety and workplace violence. The information can be found by following the link <https://itwin.thomasmore.edu/Policy/>.

Both students and employees are made aware of campus security procedures as well as practices to ensure personal safety and the safety of those around them through a variety of offerings including, safety alerts and bulletins boards, safety seminars held on campus during safety week in October, or weekly emails. Students and employees are provided with the Department of Campus Safety brochure which includes safety tips. Information on safety and emergency response is also posted on the Department of Campus Safety website at <https://university.thomasmore.edu/student-life/campus-safety/crime-prevention-tips/>

## **Off Campus Activities of Student Organizations**

Thomas More University has no official student organizations that meet regularly in recognized off-campus locations. However, students are encouraged to report any criminal activity to the local law enforcement agency having jurisdiction of any location where official student organizations are engaged in off campus activities. The Department of Campus Safety will assist students in acquiring law enforcement assistance, if requested.

## **Timely Warning Policy --- EMERGENCY ALERTS**

The purpose of the Emergency Alert notifications is to notify the University community of a potentially harmful situation and to inform members of possible precautionary measures. The University community will be warned about potentially unsafe, harmful, or threatening conditions in the University and/or surrounding community if/when they arise. Emergency Alert text messages (through the AlertMedia system) and email messages are sent to all students, faculty, and staff who register their cell phones and to those who have computer access. Text Message alerts are tested annually. The safety of members of the Thomas More community is very important. If the any community member is aware of behaviors/conditions that may be harmful to others, he/she should notify the Department of Campus Safety (859-341-4867) and/ or the Dean of Student Affairs (859-344-3572).

## **Text Message Emergency Alert Procedures**

The Department of Campus Safety under the guidance of the Department Director will investigate and collect information for all reported incidents. This information will be shared with those who are responsible for activating the campus notification system.

### **Persons Responsible for activating the notification system:**

- Provost of Academic Affairs (859) 344-3375
- Dean of Student Affairs (859) 344-3572
- Director of Communications and Public Relations (859) 344-3309
- Director of Campus Safety (859) 344-4079

### **Policy: Mass Messaging for Emergency Alerts**

**Date:** 1/12/2018

**Policy Type:** University-wide

**Contact Office:** Director of Campus Safety

**Oversight Executive:** Vice President for Operations

**Applies To:** All Thomas More University students, faculty and staff.

#### **Table of Contents:** [Policy Statement](#)

1. Creation and Distribution of Emergency Messages
2. Follow---Up After an Emergency Message is Sent
  1. Notifications
  2. Archiving Messages
  3. Primary University Contact with the Messaging Service Provider
  4. Renewal and maintenance

**Reason for Policy:** Establishes the guidelines by which the University's text messaging system will be used for distribution of emergency alerts to students, faculty and staff that would be affected directly by a critical incident which poses an imminent threat to their health or safety given their presence on University Grounds and/or its surrounding areas.

### **Definition of Terms in Statement:**

- **Informational Alerts:** Informational notifications will be done when necessary to provide updates on incidents.
- **Emergency Alerts:** Notifications regarding critical incidents that pose an imminent threat to the health or safety of the University community. Examples of such emergency incidents include, but are not limited to severe weather, hazardous materials incidents, and acts of criminal violence that broadly threaten the safety of the University community.

- **Text Messages:** Brief, direct notifications (typically not more than 125 characters) received on a cellular phone or similar text---communication handheld device.
- **Policy Statement:** The University maintains a subscription to a third party text messaging service (AlertMedia) that enables University administrators to create messages for emergency alerts to members of the University community and send them to a list of subscribed cell phone or other wireless device users. AlertMedia messages are one element of the University’s comprehensive emergency response protocol that provides for rapid notification to students, faculty and staff about situations or events that are occurring on campus and its surrounding areas. The service is designed for those conducting regular University-related business in the immediate area and on all campuses.

Thomas More University requires students to opt-in the service by filling out the necessary form located at the Campus Safety Office. Subscribers may incur a charge from their provider for receiving text messages; therefore, the University uses voice messaging primarily for emergency alerts.

**1. Creation and Distribution of Emergency Messages**

Designees from following University offices have the authority to approve dissemination of an emergency message:

1. Office of the President
2. Office of the Dean of Student Affairs
3. Office of Academic Affairs
4. Office of Communications
5. Office of Campus Safety

Creation of Message templates (“standard messages”) will be reviewed with the Office of Communications

**2. Follow-Up after an Emergency Message is sent:**

- **Notifications**

Immediately after sending an emergency alert message, the designee who created the message shall notify the other designated offices that the message has been sent and shall describe the rationale for using message notification. The purpose of this communication is to ensure that all offices are sharing consistent information and are not sending duplicate messages. The Crisis Management Team (CMT) subsequently will coordinate with the appropriate institutional departments, in accordance with the University’s Emergency Management Plan, to communicate additional information to the University community related to the critical incident using other communication modes (e.g., e-mail, web postings, Public Access channel etc).

- **Archiving Text Messages**

The text messaging system archives “sent” messages, but as a back-up, message creators will record the date, time, location, purpose, and content of all messages that they send. This information will be forwarded to the designee in the Office of the President where the official University record of all official messages will reside. A copy of the archived message will reside at the Campus Safety Department in accordance with existing safety reporting protocol.

### 3. **Primary University Contact with the Messaging Service Provider:**

The Director of Campus Safety will serve as the primary contact with the third-party messaging service provider. This individual will be responsible for monitoring and renewing the annual subscription, performing regular system reviews and tests to ensure that the service is performing as expected, and serving as the primary point of contact between the service provider and the University.

It is expected that this designee will be contacted by the service provider whenever system issues affect the performance of the messaging system. Any system problems (downtimes, malfunctions, etc.) will be communicated to all necessary University officials by the designee.

## **Disclosure of Campus Security Policies and Crime Statistics**

In accordance with the Crime Awareness and Campus Security Act of 1990 (subsequently renamed The Jeanne Clery Disclosure of Campus Security Policies and Annual Crime Statistics Act in 1998 and revised in 2000 and 2010, the Higher Education Amendments of 1998, the Higher Education Opportunity Act of 2008 and various student right to know regulations, Thomas More University provides information on crime statistics and security measures to prospective and matriculated students and their parents, and employees. The Crime Statistics are reported for three-year periods and include all reported instances of crimes that are required by the laws identified above, not just the convictions.

Thomas More University has established a Clery Committee to ensure on-going compliance with the law. The Director of Campus Safety has been designated as the Clery Compliance Officer for the University. The other members of the Clery Committee are: the VP of Operations; and the Assistant Dean of Students.

The annual Clery Act and Minger Act reports are posted on the public safety website. An email is sent to all students and staff every year to notify of the report's availability and how it can be accessed.

## **Access to Campus Facilities**

### 1. **Non-residential Buildings:**

- a. **Main Campus** – The Administration Building, Chapel, Science building, and Connor Convocation Center are accessible to members of the campus community and visitors during normal business hours. Unless there are events in the building, they are key-locked from 11:00 pm until 6:00 am and only accessible by contacting Campus Safety. Access to any building during the holidays is restricted to faculty, staff and administrator's pre-authorized by their department heads to enter during that time. Safety and Security officers patrol regularly through main campus non-residential buildings. Safety officers, who are on duty 24 hours a day, also observe video monitors which are connected to cameras located throughout the campus in public access or circulation areas.

Maintenance and custodial personnel have 24/7 access to buildings on an as needed basis.

- b. **Ohio River Biology Field Station** – The buildings are accessible only when supervised activities occur at the Ohio River Biology Field Station. The keys are under the control of the Laboratory Manager, the Field Station Caretaker and Campus Safety.

- 2. Residential Buildings (Main Campus Only):** The exterior doors to residence hall buildings are locked 24 hours a day. Access to the residence halls is limited to residents and their guests. Residents gain access to their buildings by using an electronic card access control system (there is a key override that is under the control of the Office of Campus Safety). Resident Hall rooms are individually key-locked.

The Residence Life Assistants and coordinators live in the residence halls and serve in a duty rotation. All Residence Life staff members undergo thorough training in enforcing residence hall safety and security policies. As part of their responsibility for residence hall security, the Residence Life staff participates in workshops associated with the safety and security of the campus conducted by university administrators and Campus Safety officers.

Resident Assistants monitor access to each Residence Hall between 7:00 pm and 12:00 am from a desk at the entrance of each building.

Thomas More University has both single-sex and co-ed residence halls, each with inter-visitation from 8:00 a.m. to 12:00 a.m. All residence hall entrance doors are self-closing and locked 24 hours a day. All windows have locking devices. Special security procedures are in effect for students during low occupancy periods.

Resident students have special responsibilities to keep room and entrance doors locked at all times, to lock windows when out of the room, and to deny entrance to any building or room by unauthorized individuals.

Safety Officers provide security coverage through regular rounds in the residence halls. The officer will patrol the buildings, identifying and addressing safety, security, and behavioral problems. The Safety Officers work in conjunction with the Residence Life staff members.

## **Relationship with Law Enforcement Agencies**

The Department of Campus Safety works closely with the Lakeside Park/Crestview Hills Police Department for issues related to the main campus, Campbell County Police Department, Cincinnati Police and U.S. Coast Guard for issues related to the Ohio River Biology Field Station, as well as other local, state, and federal law enforcement agencies as appropriate. Every crime violation is reported promptly to the appropriate local police department. The Director of Campus Safety meets regularly with the police officials to discuss common crime problems and criminal activity on and near campus. Campus Safety provides assistance to local law enforcement agencies when they are conducting an investigation that may involve a university student or employee.

## **Crime Prevention Programs**

**Escort Program:** The Department of Campus Safety's escort service to all campus locations is available to students and employees 24 hours a day, 7 days a week.

Surveillance Cameras: The Department of Campus Safety monitors security cameras located in the Marian/Howard, Ackerman and Murphy Residence Halls, the Saints Center, the Observatory, the CAPE Building, the Chapel, St E. Health Center Building, and resident and commuter parking Lots.

Daily Building/Lighting Checks: When patrolling, officers survey exterior lighting, building exterior doors and campus grounds. All maintenance problems are reported to Facilities Management.

Crime Prevention Publicity: Crime prevention articles and tips are printed in weekly newsletters and posted on the website.

Web Site: The Department of Campus Safety's Web site contains safety and crime prevention tips at <https://university.thomasmore.edu/student-life/campus-safety/crime-prevention-tips/>

Security Awareness and Workplace Violence Training: Annually, the Director provides detailed information on how to prevent workplace violence, how to identify possible offenders and what to do if violence occurs. Emergency response to workplace violence is also available on the website.

### **The Students' Responsibility**

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well-lit, any student (male or female) may feel more comfortable traveling in pairs or using the Department of Campus Safety's Escort Service at night. Residence hall room doors should be kept locked when the room is unoccupied. Valuable items, such as stereos, cameras, and televisions should be marked with engraving instruments provided by the Department of Campus Safety at no charge. Bicycles should be secured in the bicycle rack with a sturdy lock. Students with cars should keep their vehicles locked at all times. Valuables should be locked in the trunk. Students should report any suspicious-looking individuals and any unusual incidents to a Safety Officer.

### **Thomas More University Regulations Governing the Use of Alcohol**

The University alcohol policy is maintained by the Department of Student Affairs. Alcoholic beverages, (beer and wine only) are permitted on campus at student-sponsored functions with the approval of the Dean of Student Affairs or designate. The sponsoring organization must be registered with the University at least six months and will be responsible for enforcing state law and university regulations. Such privileges are limited to the area where the event is taking place. Sponsoring organizations must submit a Request to Serve Alcohol Form at least three weeks prior to the event. Additional guidelines regarding student-sponsored events are outlined in the Saints Community Standards. In compliance with Kentucky State Law, anyone under the age of 21 is not permitted to consume or possess alcohol on university property or at university-sponsored events at any time.

Intoxication and/or alcohol abuse shall not be permissible as an excuse for unlawful behavior or misconduct. Public drunkenness, as commonly defined by slurred speech, erratic behavior and physical coordination difficulties, is prohibited. In addition, disorderly conduct, property destruction, intimidation, verbal abuse or harassment, or other infringements of the rights of others as a result of alcohol use is prohibited. Alcoholic beverages of any kind are prohibited at University-sponsored athletic events on and off campus except in designated areas. Such beverages may be served to adult groups (guests of the University) within the controlled environment of the University or one of the rooms provided for entertaining guests.

No driver shall consume alcoholic beverages in any University vehicle or in a University-sponsored vehicle. Kentucky state law prohibits alcohol consumption in any vehicle on public highways.

### **Alcohol Policy Violations and Sanctions**

Each violation of the Thomas More University Alcohol Policy will be reviewed according to the Saints Community Standards and campus alcohol and drug policy. Failure to meet the terms of any sanction in the allotted time period will result in further disciplinary actions, including additional sanctions and/or fines. In accordance with the Family Educational Rights and Privacy Act, which is part of the Higher Education Act, the institution has a right to notify parents/legal guardians if a student under the age of 21 violated an alcohol or drug policy or is accused of a violent crime. Thomas More University may inform parents/legal guardians of students who have received the sanction depending on the severity of sanction and situation.

### **State and City Laws**

Members of the University community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages. Alcohol concentration of or above 0.08 is the definition of intoxication in the State of Kentucky.

Students who are cited for violations of such laws or ordinances by state or municipal authorities also may face University disciplinary proceedings and/or be required to pursue counseling or treatment as a condition of continued enrollment at the University. The laws of the State of Kentucky are applicable to every person on the Thomas More campus, regardless of his or her state or country of origin.

The following are important Kentucky and City of Crestview Hills laws or ordinances:

1. It is illegal for any person under twenty---one (21) years of age to attempt to purchase, consume, possess or transport any alcoholic beverages.
2. It is illegal for any person under 21 years of age to knowingly and falsely present him or herself to be 21 years of age for the purpose of procuring any intoxicating beverage.
3. It is illegal for any person to represent to a dealer or any other person that a minor is over 21 years of age for the purpose of inducing the dealer or other person to serve alcoholic beverages to that minor.

4. It is illegal for any person to request anyone over 21 years of age to purchase or offer to purchase any alcoholic beverage from a licensed dealer for a minor.
5. It is illegal for any person to sell, furnish or give away any alcoholic beverage to a person under 21 years of age or to any person who is visibly intoxicated.
6. It is illegal to operate or control a motor vehicle while under the influence of alcohol.
7. It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license.
8. It is illegal for any person to induce anyone under twenty---one (21) years of age to commit any of the above criminal acts.

The City of Crestview Hills ordinance prohibits the consumption of alcoholic beverages and the possession of open containers of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Crestview Hills. The penalties for violating the above laws and ordinance are severe. Moreover, individuals may face severe financial consequences from a civil lawsuit arising out of the use or misuse of alcohol.

## **Illegal Drug Use Policy**

The possession or use of any compounds or substances which are illegal under federal, state, or local laws is incompatible with the university's expectation for student responsibility. This includes, but is not limited to, controlled substances such as *marijuana, hashish, LSD, mescaline, heroin, opiate synthetics, and cocaine*. Persons who possess, use, or sell such compounds contrary to law are subject to immediate legal and/or disciplinary action including, but not limited to, suspension or dismissal from Thomas More University. Thomas More University does not allow the use of illegal substances. Because the use of illegal drugs is dangerous to the well-being of individual users, and to the goals of this educational community, the following regulations are in effect. Students involved in the manufacture, sale, offering to sell, delivery, use or possession of a controlled substance or paraphernalia will be referred to the Dean of Student Affairs. Such conduct could entail suspension or expulsion from the University and/or a requirement that the student enroll and actively participate in a drug counseling and rehabilitation program as a condition of continued enrollment or readmission. The University reserves the right to evict a residential student involved in any of the above-mentioned behaviors from its residence halls at any time during the academic year. These regulations are not substitutes for criminal sanctions provided for by state and federal statutes.

## **Laws Concerning Illicit Drugs**

The following laws concerning specific illicit drugs are drawn from the Controlled Substance Act of the State of Kentucky. A representative listing of specific drugs and the violations inherent in illegal activities related to such drugs is provided below. The failure to list all drugs included in the above act does not exonerate individuals from responsibility for their actions as it relates to illegal drugs, nor does it preclude the University



from taking steps to address illegal activity in terms of its own internal counseling and referral system or its judicial system.

Among others, the following acts and the causing thereof are prohibited within the State of Kentucky:

- The manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance or drug paraphernalia.
- The penalty for violation of these acts is based upon the nature or schedule of the drug involved and the weight of the substance.

### **Possession of Marijuana**

1. A person is guilty of possession of marijuana when he/she knowingly and unlawfully possesses marijuana. Possession of marijuana is a class A misdemeanor.
2. A person is guilty of marijuana cultivation when he/she knowingly and unlawfully possesses marijuana plants with the intent to sell. Possession of 5 or more plants of marijuana is a class D felony.
3. Trafficking in narcotics or marijuana within one-thousand (1000) feet of any school is a class D felony.

### **Criteria for Classification of a Schedule 1 Narcotic**

A Schedule 1 narcotic is one that has high potential for abuse and has no accepted medical use in treatment in the United States. Possession of a Schedule 1 narcotic is a class D felony.

### **Criteria for Classification of a Schedule 2 Narcotic**

A Schedule 2 narcotic is one that has a high potential for abuse and has a current medical use in treatment in the United States. Possession of a Schedule 2 narcotic is a class D felony.

-Schedule 3-5 narcotics have potential for abuse and medical use. Possession is a class A or B misdemeanor.

### **Drug Conviction & Financial Aid**

If a student is convicted in a court of law for possessing or selling illegal drugs while receiving federal student aid, this action may negatively affect the student's future eligibility to receive such aid. Please contact the Office of Financial Aid to discuss the students' aid eligibility.

### **Possession of Drug Paraphernalia**

Possession of any drug paraphernalia is a class A misdemeanor; however, the presence of any illegal controlled substance in/on this paraphernalia may change this to a class D felony.

See <https://university.thomasmore.edu/student-life/saints-community-standards/> for complete information on alcohol and drug policies for all students.

## **Kentucky State Sex Offender Registry**

For information on the Kentucky sex offender registry go to: <http://kspsor.state.ky.us/>

## **Ohio State Sex Offender Registry**

For information on the Ohio sex offender registry go to:  
<https://appgateway.drc.ohio.gov/OffenderSearch>

## **Counseling and Health Services**

Students seek personal counseling for many reasons: a personal crisis, interpersonal relationship problems, family problems, depression, stress, alcohol/drug problems, eating disorders, etc. Recognizing the impact that personal concerns can have on academic performance, Thomas More University provides confidential personal counseling services to students. Those services include individual, couples, and group counseling; crisis intervention; assessment; and consultation.

The Counseling staff is comprised of licensed mental health professionals. Counseling services are free, confidential, and available to all currently enrolled Thomas More students. Counseling Services is located on the 2nd floor of the Administration Building. To schedule an appointment, students should call (859) 344-3521.

Available drug or alcohol abuse educational programs include:

Participation in National alcohol and drug awareness prevention week along with programming involving nationally recognized speakers, information sessions, and referrals to regional resources

Other educational and sanction programs available:

eCheck-up: This is an on-line, brief alcohol use intervention program, which provides students with individualized feedback about their alcohol consumption and utilizes principles of motivational interviewing to encourage students to low-risk behavioral decisions. This program is free to all students and available at any time, accessible via the Counseling Center web site.

The Department of Campus Safety encourages pastoral and professional counselors to inform persons they are counseling about the procedures for confidential crime reporting.

For more information please call the main number or visit the page and click on:  
<https://university.thomasmore.edu/student-life/current-students/counseling-services-and-wellness-programs/>

## **Saints Threat Assessment Risk-Reduction and Management Team(START)**

Thomas More University seeks to provide a safe and secure environment where students and employees can successfully pursue their academic, professional and personal goals. Occasionally, students and employees exhibit behavior or communicate in a fashion that raises concern - for that person's welfare or for the welfare of others in the community. Recognizing that the behavior of individuals can have a profound impact on the community, a balance must be maintained between a desire to support individuals and the safety and well-being of the community. START is a multi-disciplinary body of stakeholders from across the University to receive and, when it deems appropriate, act upon information or behavior of concern exhibited by a student, group of students, faculty and staff.

### **Purpose:**

The purpose of START is to provide a means for early intervention of at-risk students and employees through collaboration with campus departments, faculty, and staff. Students and Employees exhibiting behaviors that are of concern in relation to their personal, physical, and emotional well-being should be referred to this team of professionals. START is not meant to be the sole mechanism of communication and will not take the place of services provided by the Counselor, Retention Services, Student Conduct, Campus Safety, Human Resources or other established services on campus.

### **Team Responsibility to Campus:**

- To provide a centralized structure for campus departments and offices that need assistance with a person who is displaying concerning, disruptive or distressed behavior.
- Responsibilities include gathering and sharing information, discerning whether there are multiple concerns about the person within a setting or across multiple settings, or when the situation encompasses a variety of issues.
- The committee is charged to devise a coordinated plan for assessment, intervention and management of the concerns for the student/employee wellbeing and that of the University community.
- The committee would ensure that information is shared among strategic partners concerned about the person's welfare while still protecting the person's rights and integrity.
- The committee may reach out to other individuals as appropriate, such as the person raising the concern, others with relevant information or those in a position to provide assistance. Involvement and disclosure of information are managed consistently around the parameters of need to know and health and safety.
- The committee may also periodically review and recommend changes in campus protocols that address assisting the person in distress.

### **Representatives on the Committee:**

- Antwone Cameron, Dean of Student Affairs (Chair)
- Tori Griffith, Asst. Dean of Students (representing residence life & St. conduct)
- Melissa Mauser, Counselor

- Andrew Cole, Director of Campus Ministry
- Terry Connor, Director of Athletics
- Denny Lehmkuhl, Director of Campus Safety
- Becky Mullins, Retention Director
- Noah Welte, Legal Counsel
- Laura Custer, Director of Human Resources
- Jerome Langguth, Assistant Academic Dean
- Heather Abbott, Asst Director of the IAE
- Rachel Marcum, Coordinator of the Office of Student Access and Accessibility
- Cari Garriga, Professor (Acting Provost in 2019)

## **Sexual Assault & Sexual Misconduct Policy**

In accordance with the Campus Sex Crimes Prevention Act of 2002. The following policy has been established.

1. All efforts will be made to locate information pertaining to registered sex offenders attending classes and working at Thomas More University, and residing in the neighboring cities of Crestview Hills, Lakeside Park, and Edgewood and Campbell County in Kentucky and in Blue Ash, Ohio.

2. A check of the Kentucky State Police Sex Offenders Registry will be made quarterly at the following link: <http://kspsor.state.ky.us/>

A check of the Ohio Department of Rehabilitation and Correction Sex Offenders Registry will be made quarterly at the following link:

<https://appgateway.drc.ohio.gov/OffenderSearch>

3. An agreement with Crestview Hills/Lakeside Park and Edgewood City Police Departments has been established to receive a copy of notifications that they receive and in turn will provide them with a copy of any notifications that Thomas More University Department of Campus Safety should receive.
4. A link to the Kentucky State Police Sex Offender Registry has been made available on the web page of the Thomas More University Department of Campus Safety and link will be published in the annual Campus Safety Pamphlet.
5. A three-ring binder with all information will be available to the campus community for review and kept in the Thomas More University Department of Campus Safety Office.
6. Included in this policy is a copy of Sexual Assault Information that is to be published in the annual Campus Safety Pamphlet.

Sexual assault is an extreme and criminal form of inappropriate sex-related behavior. It includes any sex related harassment, physical violence, or sexual intimacy, whether attempted or completed where one party is **NOT** a consenting participant. It includes both forcible sex offenses such as rape, sodomy, sexual assault with an object, and fondling, and non-forcible sex offenses such as incest and statutory rape. It specifically includes acquaintance and date rape. The University is committed to promoting and preserving a harmonious academic atmosphere conducive to learning and will not tolerate any form of sexual assault and will utilize university disciplinary measures to adjudicate any complaint of such activity. Additionally, the University will cooperate to the fullest extent possible, with criminal proceedings related to sexual assault.

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual behavior. Consent to any one form of sexual behavior cannot automatically imply consent to any other forms of sexual behavior. Consent may be initially given but withdrawn at any time throughout the sexual encounter. Previous relationships or prior consent cannot imply consent to future sexual behavior. Consent cannot be given by someone under the age of 16. Consent cannot be given by someone who is incapacitated.

Any person who believes that he or she has been a victim of sexual assault or inappropriate sexual activity is encouraged to report the incident as soon as possible to a university official, e.g. Dean of Student Affairs, a residence life staff member, or Campus Safety. In the event the alleged victim also chooses to report the incident to law enforcement authorities, campus officials will aid the victim in notifying the appropriate law enforcement personnel.

An alleged victim of sexual assault or inappropriate sexual advances should do the following:

1. Report the incident to campus authorities and/or the police.
2. Call Campus Safety at (859) 341-4867 or local police at 911.
3. Get medical attention immediately to check for physical injury, the presence of sexually transmitted disease or pregnancy.
4. This information may also be required in a subsequent investigation.
5. Preserve all evidence of the incident.
6. Don't bathe.
7. Save your clothing.

Victims of sexual assault may feel uncomfortable in reporting the incident. The University offers support to any student in reporting an incident and dealing with emotional and physical trauma, which may result from the assault.

Victims of sexual assault will have full access to on-campus counseling services. The University will offer support to victims through these services as well as referrals to local community agencies offering these services. The University will accommodate the victim, to the extent possible, in securing his or her academic and living arrangements to prevent any further threat from the accused.

The University offers educational programs to students addressing the issues of sexual assault, and specifically the issues concerning acquaintance and date rape. The program may be offered as a workshop or in a support group setting. Students are encouraged to attend these educational programs and take responsibility for their health and welfare. Counseling services are available in the Student Health Center.

Sexual assault is a serious charge and, if proved, could result in suspension or dismissal from the University. Charges of sexual assault are adjudicated through the campus judicial system. Criminal charges may also be heard in the appropriate court of law. A comprehensive explanation of the sexual assault and misconduct policy, including victims' rights and rights of the accused, for Thomas More's student population is also available at

<https://university.thomasmore.edu/student-life/campus-safety/discrimination-sexual-harassment-assault/>

## **Missing Student Policy & Procedures**

**Purpose** – The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required in Section 488, of the 2008 Higher Education Opportunity Act.

For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

<https://university.thomasmore.edu/student-life/campus-safety/missing-persons-policy-for-students-residing-on-campus/>

### **Procedures for designation of emergency contact information:**

- a. Students age 18 and older and emancipated minors – Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the university "in case of emergency." (All information collected will be registered confidentially) In the event a student is reported missing, university personnel will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student.
- b. Students under the age of 18 – In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

## **Official notification procedures for missing persons:**

- a. Any individual on campus who has information that a residential student may be a missing person must contact a member of the Residence Life staff within that student's residence hall as soon as possible. Residence Life staff will then notify the Office of Campus Safety. Note: If a commuter student is believed missing, the reporting person should immediately notify local law enforcement and the Office of Campus Safety. The Office of Campus Safety will assist outside law enforcement agencies with these investigations as requested.
- b. Residence Life staff and the Office of Campus Safety will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). The Office of Student Affairs will be notified to aid in the search for the student.
- c. If the above actions are unsuccessful in locating the student within four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the office of Campus Safety will contact the Lakeside Park / Crestview Hills Police Department by calling 911, to report the student as a missing person, who will take over the investigation.
- d. No later than 24 hours after determining that a residential student is missing, the Dean of Student Affairs, or his designee, will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

## **Media Relations concerning missing students:**

The law enforcement agency conducting the investigation will provide information to the media that is designated to obtain public assistance in the search for any missing student. The Director of Communications & Public Relations, or his designee, shall be available to provide information to the investigating law enforcement agency concerning media requests.

## **Campus Emergencies and Evacuation Procedures**

Thomas More's Emergency and evacuation procedures are available to the Campus Community in the *Emergency Preparedness Manual*. This Manual is available from the Campus Safety Office. Emergency preparedness guidelines are also available on the University website at <http://www.thomasmore.edu/emergency/procedures.cfm>.

## **Reporting an Emergency**

**ALL EMERGENCIES SHOULD IMMEDIATELY BE REPORTED TO THE THOMAS MORE UNIVERSITY DEPARTMENT OF CAMPUS SAFETY.**

- Dial **(859) 341-4867** from any phone

**In the event of immediate need of an ambulance or firefighting equipment, also dial 911 from any phone.**

## Emergency Notification System

This system is intended for the immediate dissemination of specific information regarding an emergency. The emergency notification will be issued without delay and taking into account the safety of the community. The only exception is if doing so will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Telephones, landline and/or cellular, email, text-messaging, and webpage notification shall be the primary means of emergency notification on the Thomas More campus during a major emergency or disaster situation.

These methods of communications should be supplemented by two-way radios, if operable. The Emergency Management Center (EMC), if established, shall be the focal point for all communications to and from campus administrators **Each administrator, upon receiving notification of an emergency, will pass along this information to all those departments and offices under their direction and will appoint any representatives as deemed prudent to handle future dissemination needs.**

## Direction and Control

The Senior Vice President or his/her designee will direct emergency operations, with the assistance and input of an Emergency Management Team (EMT). This team will be made up of the following persons:

- President (859) 344-3348
- Senior Vice President and CFO (859) 344-3352
- Vice President Academic Affairs (859) 344-3578
- Dean of Student Affairs (859) 344-3572
- Director Campus Safety (859) 344-4079
- Director of Media Relations (859) 344-3309
- Director of Facilities Management (859) 344-3321
- Director of Human Resources (859) 344-3314
- Assistant Dean of Student Affairs (859) 344-4069
- Director of Campus Ministries (859) 344-3683
- Director of Athletics (859) 344-3308
- Registrar (859) 344-3380
- Director of Counseling Center (859) 344-3521

**The President or his senior officer shall provide leadership, direction, and coordination of all activities.**

The Vice President for Operations or his/her designee shall be responsible for coordinating all activities of campus security, maintenance, and all other facilities support personnel, in the performance of all tasks and responsibilities necessary to safeguard and/or to evaluate damage and shall direct or coordinate all repairs and maintenance of all affected buildings, roads, parking lots, drainage systems, electrical, gas and water services, and all other essential services. He/She will advise the President of any conditions that pose a threat to life, property, or completion of assigned tasks.



## Emergency Plan Activated --- Emergency Response Procedures

Upon the activation of the Emergency Plan by the Dean of Student Affairs or his/her designee, the Emergency Management Team (EMT) will convene as quickly as possible in Steigerwald Hall in the Student Center, or a designated alternate site, and address the following tasks:

- Obtain a briefing on the status of the situation to date, from Department of Campus Safety, Facilities Management, and any other relevant parties, including external agencies such as the local Police Department, Fire Department, and appropriate utilities.
- Determine the institutional effects of the emergency. Review emergency goals and response priorities, develop an action plan, and determine the need to establish a centralized Emergency Management Center (EMC).
- If necessary, authorize a temporary suspension of classes, campus closure, or evacuation.
- Establish communications with affected areas and determine the safety of assumed unaffected areas. This internal communication plan should include email and text-messaging to everyone on campus.
- Establish special services as needed, e.g., temporary shelter, communications, and transportation.
- Provide appropriate security at critical sites. Post any signage or place barricades where needed.
- If applicable, coordinate any casualty notifications.
- If not establishing an EMC, ensure that all media relations will be covered from a central location. The Director Media Relations, or his/her designee, will coordinate all press releases; manage any news conferences, site tours, interviews, and other communications issues.
- Develop emergency-specific policies as needed and disseminate this information as needed.
- Determine priorities for the recovery of any mission-critical teaching and research programs which may be affected.
- Plan the resumption or temporary relocation of affected University activities.
- Address any legal issues associated with the emergency.
- Determine and implement internal communication strategies, including email, text-messaging, and website communication.

## Duties and Responsibilities

### A. Vice Presidents and Directors:

- Prepare for emergency situations by ensuring that all staff under their direction fully understand the operation of the Crisis Management Plan, as well as their duties and responsibilities connected with the plan.
- Inform subordinates of the emergency condition.
- Maintain communications with both the EMC and their employees, relaying critical and relevant information up and down the chain.

### B. Faculty and Supervisors:

- Educate students and/or employees about campus emergency procedures, especially the Evacuation Procedures, as set forth in this plan.
- Continually evaluate assigned facilities and activities and report all immediate safety hazards to the Department of Campus Safety. All other problems can be sent to the Office of Facilities Management, via a Work Order.
- Inform students and/or employees in the event of an emergency and initiate Emergency Procedures, as outlined in this plan.

## Media Relations

Thomas More University realizes the importance of expediting the orderly flow of accurate information to the general public before, during, and after a serious incident or disaster. With that in mind, the University has one basic guideline to be observed during a crisis situation:

**ONLY authorized spokesperson(s) will meet with, or talk to, the media.**

The Director of Communications and Public Relations or his/her designee, will be the designated spokesperson in the event of an emergency, unless otherwise determined by the President or Dean of Student Affairs.

University personnel will report all emergencies in accordance with the instructions contained within this plan. They will not communicate with outsiders, especially members of the media, on behalf of the University, concerning the emergency, unless authorized to do so by the spokesperson or the President.

**(Also refer to the campus Crisis Communication Plan – available in the Campus Safety Office)**

## **Evacuations**

The University on campus has an Emergency Action Plan to provide for students, faculty, staff and visitors during an emergency. The Emergency Action Plan was developed not only to provide for the safety of the University community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38.

The Emergency Action Plan will be tested annually. The Department Chairpersons and Administrators are responsible to ensure that the Department uses and implements the Plan. The Director of Campus Safety will coordinate the testing of the plan annually. Testing will entail conducting an emergency exercise for one chosen section of the plan. During an emergency, the Director of Campus Safety or their designee will initiate the Emergency Action Plan and coordinate emergency actions to ensure the safety of the people in the building. The duties include:

- Ensure that the notification to emergency agencies can take place.
- Assist in building evacuation.
- Report to the assembly area.
- Account for evacuated personnel.
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, and special hazards in the building, unique conditions).
- Develop specific procedures to assist persons with physical disabilities that are assigned to the department.
- Assist physically disabled employees, students, or visitors.

Fire Drills 2019		
Buildings	Date Scheduled	Date Completed
Howard Hall	10/08/19	10/08/19
Marian Hall	10/08/19	10/08/19
Ackerman Hall	10/08/19	10/08/19
Murphy Hall	10/08/19	10/08/19
Renaissance Hall	10/08/19	10/08/19

**Annual Fire and Tornado drills are conducted for each building on campus**

Fire Alarm Systems are located throughout the Crestview Hills campus as follows:

<u>Building Name</u>	<u>Panel Model</u>	<u>Location</u>
Administration	MXL	Front Entrance
Student Center	MultiXNet	Security Office
Howard/Marian Hall	MXL-IQ	Entrance to Howard
Ackerman Hall	MXL-IQ	Front Entrance
Murphy Hall	MXL-IQ	Front Entrance
Griffin Plaza	MXL	Score Board Control Room
Connor Convocation Center	MXL	Main Office

**Disclosure of the existence of fire suppression system in on campus housing**

In accordance with Kentucky Senate Bill 63, Residence Life informs all residential students that we currently have fire suppressant systems in Murphy and Renaissance residence halls. All residence halls are within regulated fire code of the state of Kentucky and fire safety information is covered at required residential floor meetings and in the student handbook. **Policy for appliances in regard to fire safety concerns** Limitations are imposed on electrical appliances because of fire safety concerns. Acceptable appliances include: iron, radio,

stereo, TV, study lamp, video game console, electric razor, hair dryer, personal computer and VCR/DVD. Small coffeepots and hot air corn poppers with an automatic cutoff element and enclosed heating unit are permitted, provided they do not exceed 5000 watts or 120 volts. Hot plates, toasters, toaster ovens, electric grills, space heaters and other open element electrical appliances are not permitted in the residence halls. In addition, halogen lamps are not allowed in the residence halls for safety reasons. Prohibited electrical equipment will be confiscated and returned at semester break.

**Policy for giving students with disabilities priority for first floor housing** Students requesting accommodations should contact the Residence Life Office at (859) 344-3572. The department's Director enforces the University's policies and services for students with disabilities.

**Policy for maintaining a record of any on campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities.**

If students require any assistance evacuating the residence halls in an emergency, they must notify the Assistant Dean of Students at the beginning of the semester and include the nature of assistance needed. This information will be shared with the Residence Life and Campus Safety personnel.

**Procedures Used to Educate the Campus Community about Fire Safety**

The University's Department of Campus Safety is assigned the task of educating and informing the campus community on safety and emergency response procedures. Each year throughout the semester the following information, training, and drills are made available to students, faculty, and staff.

- Fire drills at each building annually
- Crisis Management Team and Campus Safety meetings
- Annual Training for all Building Fire Response Officers
- Building Evacuation Training for all Student RAs
- Campus-wide email sent to students, faculty, and staff, on fire safety concerns as needed
- Open website access to fire incident reports
- MOREOVER and INSIDER news articles on fire and safety concerns
- Annual Fire Marshall fire inspection of entire campus

**Location of Fire Extinguishers**

There are fire extinguishers' in every building, 193 total on campus. Fire extinguishers are visually inspected and documented monthly by Campus Safety. All fire extinguishers are inspected bi-annually by a vendor selected by the Department of Campus Safety. All records are maintained in the Department of Facilities.

**University Tobacco Free Campus Policy**

**Tobacco Use Policy**

In keeping with Thomas More University's intent to provide a safe and healthful learning environment, tobacco use is not permitted in any University buildings, on the campus property, or in University-owned vehicles. Tobacco products means all forms of tobacco including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), electronic cigarettes, and smokeless tobacco products. This policy applies to all individuals including but not limited to faculty, staff, students, volunteers, patients, customers, contractors, and visitors to the campus.

All residence halls are smoke-free. No smoking is allowed anywhere within the residence halls. Students found smoking inside the residence halls will be subject to judicial sanctioning. The tobacco free policy can be reviewed on the website at <https://itwin.thomasmore.edu/Policy/Home/Policy?policyID=1088>

Residence Halls			
Year Total	2017	2018	2019
<b>Alarms</b>	6	3	2
Fires	0	0	0
<b>Damages</b>	0	0	0
<b>Injuries</b>	0	0	0
<b>Fatalities</b>	0	0	0
<b>Total Fires</b>	0	0	0
False alarms	3	2	1
<b>Damages</b>	0	0	0
<b>Injuries</b>	0	0	0
<b>Fatalities</b>	0	0	0
<b>Total False Alarms</b>	3	2	1
Unwanted Alarms	3	1	1
<b>Damages</b>	0	0	0
<b>Injuries</b>	0	0	0
<b>Fatalities</b>	0	0	0
<b>Total Unwanted</b>	3	1	1

**Fire Alarm Statistics**

**Definitions**

**Fire:** An instance of an open flame burning, smoke from fire or other burning in an area not intended for fire. An open flame or smoke burning in an uncontrolled manor.

**False Alarm:** The fire system was activated, intentionally or accidently, when no fire or danger existed, or the system malfunctioned.

**Unwanted Alarm:** The fire alarm system activated properly, however; the ultimate cause was determined to be false. Examples of a false alarm include, dust entering a smoke detector, popcorn burnt in a microwave, etc.

## FIRE INCIDENT REPORT FOR 2019

<b>Name of Residence Hall</b>	<b># of fire-related deaths</b>	<b># of individuals requiring treatment as a result of fire</b>	<b>Value of property damage caused by fire</b>
Howard	0	0	0
Renaissance	0	0	0
Marian	0	0	0
Ackerman	0	0	0
Murphy	0	0	0

**THE JEANNE CLERY CRIME STATISTICS REPORT FOR 2019**

<b>Category</b>	<b>Venue</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder and Non-Negligent Manslaughter	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Negligent Manslaughter	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
SEX OFFENSE-Forcible (indicate if Rape, Sodomy, Sexual Assault with Object, or Fondling)	➤➤ On Campus**	2	2	0
	➤➤ In residence halls	2	1	0
	➤➤ Non-campus building or property	0	1	0
	➤➤ On public property	0	0	0
SEX OFFENSE Non-forcible (indicate if Incest or Statutory)	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Robbery (indicate if with a Knife or Cutting Instrument, Other Dangerous Weapon, or Strong Arm)	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Aggravated Assault (indicate if a Firearm, Knife or Cutting Instrument, Other Dangerous Weapon, or Hands, Feet and Teeth)	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Burglary (Indicate if Forcible Entry, Unlawful Entry–No Force, or Attempted)	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Arson (indicate if Structural, Mobile, or Other)	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0



Motor Vehicle Theft (indicate if Autos, Trucks/Buses, or Other)	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0

<b>VAWA OFFENSES:</b>				
<b>Category</b>	<b>Venue</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Dating Violence	➤➤ On Campus**	1	1	1
	➤➤ In residence halls	1	1	1
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Stalking	➤➤ On Campus**	0	0	2
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0

<b>ARRESTS FOR:</b>				
<b>Category</b>	<b>Venue</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Alcohol Policy Violations	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Drug Related Violations	➤➤ On Campus**	1	0	0
	➤➤ In residence halls	1	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Illegal Weapons Possession	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0

<b>DISCIPLINARY REFERRALS FOR</b>					
<b>Category</b>	<b>Venue</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
Alcohol Policy Violations	➤➤ On Campus**	20	18	10	
	➤➤ In residence	20	18	10	
	➤➤ Non-campus building	0	0	0	
	➤➤ On public property	0	0	0	
Drug Related Violations	➤➤ On Campus**	10	6	20	
	➤➤ In residence halls	8	3	16	
	➤➤ Non-campus building or property	0	0	0	
	➤➤ On public property	0	0	0	
Illegal Weapons Possession	➤➤ On Campus**	0	0	0	
	➤➤ In residence halls	0	0	0	
	➤➤ Non-campus building or property	0	0	0	
	➤➤ On public property	0	0	0	

<b>HATE CRIMES</b>					
<b>Category</b>	<b>Venue</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
Murder and Non-Negligent Manslaughter	➤➤ On Campus**	0	0	0	
	➤➤ In residence halls	0	0	0	
	➤➤ Non-campus building or property	0	0	0	
	➤➤ On public property	0	0	0	
Negligent Manslaughter	➤➤ On Campus**	0	0	0	
	➤➤ In residence halls	0	0	0	
	➤➤ Non-campus building or property	0	0	0	
	➤➤ On public property	0	0	0	
SEX OFFENSE Forcible (indicate if Rape, Sodomy, Sexual Assault with an Object, or Fondling)	➤➤ On Campus**	0	0	0	
	➤➤ In residence halls	0	0	0	
	➤➤ Non-campus building or property	0	0	0	
	➤➤ On public property	0	0	0	

SEX OFFENSE	➤➤ On Campus**	0	0	0
Non---forcible	➤➤ In residence halls	0	0	0
(indicate if Incest or	➤➤ Non-campus building or property	0	0	0
Statutory)	➤➤ On public property	0	0	0
Robbery (indicate	➤➤ On Campus**	0	0	0
if with a Knife or	➤➤ In residence halls	0	0	0
Cutting	➤➤ Non-campus building or property	0	0	0
Instrument, Other	➤➤ On public property	0	0	0
Dangerous				
Weapon, or Strong				
Arm)				
Aggravated	➤➤ On Campus**	0	0	0
Assault (indicate if	➤➤ In residence halls	0	0	0
with a Firearm, Knife	➤➤ Non-campus building or property	0	0	0
or Cutting	➤➤ On public property	0	0	0
Instrument, Other				
Dangerous				
Weapon, or with				
Hands, Fists, Feet				
and Teeth)				
Burglary (Indicate if	➤➤ On Campus**	0	0	0
Forcible Entry,	➤➤ In residence halls	0	0	0
Unlawful Entry –	➤➤ Non-campus building or property	0	0	0
No Force, or	➤➤ On public property	0	0	0
Attempted)				
Arson (indicate if	➤➤ On Campus**	0	0	0
Structural, Mobile,	➤➤ In residence halls	0	0	0
or Other)	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Motor Vehicle	➤➤ On Campus**	0	0	0
Theft (indicate if	➤➤ In residence	0	0	0
Autos,	➤➤ Non-campus building or property	0	0	0
Trucks/Buses, or	➤➤ On public property	0	0	0
Other)				

Larceny---Theft	➤➤ On Campus**	0	0	0
(including Pocket	➤➤ In residence halls	0	0	0
Picking – unless threat	➤➤ Non-campus building or property	0	0	0
of force is used: then	➤➤ On public property	0	0	0
Strong Arm Robbery, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin--operated Machine or device, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny)				
	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
Simple Assault	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
	➤➤ On Campus**	0	0	0
	➤➤ In residence halls	0	0	0
Intimidation	➤➤ Non-campus building or property	0	0	0
	➤➤ On public property	0	0	0
Destruction, Damage or	➤➤ On Campus**	1	0	0
Vandalism of Property	➤➤ In residence halls	1	0	0
(other than Arson)	➤➤ Non-campus building or property	0	0	0
	➤➤ On public Property	0	0	0

Fires On-Campus Student Housing Facilities				
Name of Facility	Summary	2017	2018	2019
Howard Hall	➤➤ Fires	0	0	0
	➤➤ Injuries	0	0	0
	➤➤ Deaths	0	0	0
Marian Hall	➤➤ Fires	0	0	0
	➤➤ Injuries	0	0	0
	➤➤ Deaths	0	0	0

Ackerman Hall	➤➤ Fires	0	0	0
	➤➤ Injuries	0	0	0
	➤➤ Deaths	0	0	0
Murphy Hall	➤➤ Fires	0	0	0
	➤➤ Injuries	0	0	0
	➤➤ Deaths	0	0	0

Renaissance Hall	➤➤ Fires	0	0	0
	➤➤ Injuries	0	0	0
	➤➤ Deaths	0	0	0

\*\*This "On Campus" category includes all on-campus incidents, including those listed in the category, "In residence halls." Therefore, the two categories are not cumulative, but duplicative.

#### HATE CRIME STATISTICS

Each statistic resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. Numbers in superscripted parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias.

#### Key to Hate Crime Notations by Type of Bias or Prejudice:

Race = ra	Sexual Orientation = s	Gender = g
Ethnicity = e	Religion = re	Disability = d

# Michael Minger Report 2019

## Section 3: Campus Crime Statistics for 2019

### Table 1 – Crimes

#### Crimes Reported to Law Enforcement

Crime Category <sup>1</sup>	On Campus		Off Campus	
	Total Campus Property Crimes <sup>2</sup>	Residential Facility Crimes <sup>3</sup> (subset of Campus)	Recognized/owned/leased/controlled Property Crimes <sup>4</sup>	Public Property Crimes <sup>5</sup>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Hate Crimes <sup>6</sup>				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Arrest Only				
Drug---related Violations	0	0	0	0
Liquor---law Violations	0	0	0	0
Other Alcohol Violations	1	0	0	0

## Notes for Preceding Chart

---

These are crime categories as required by the Federal laws and Kentucky State Statutes.

<sup>2</sup> On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

<sup>3</sup> Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.

<sup>4</sup> Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.

<sup>5</sup> Information as reported from the Lakeside Park/Crestview Hills and Campbell County Police Departments.

<sup>6</sup> Hate Crimes—These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

Thomas More University

Section 3: Campus Crime Statistics for 2019

Table 2 – Criminal Attempts  
Reported To Law Enforcement

Crime Category <sup>1</sup>	On Campus		Off Campus	
	Total Campus Property Attempts <sup>2</sup>	Residential Facility Attempts <sup>3</sup> (subset of Campus)	Recognized/owned/leased/controlled Property Attempts <sup>4</sup>	Public Property Attempts <sup>5</sup>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non---forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Hate Crimes <sup>6</sup>				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Arrest Only				
Drug---related Violations	0	0	0	0
Liquor---law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0



### Notes for Preceding Chart

These are crime categories as required by the Federal laws and Kentucky State Statutes.

<sup>2</sup> On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

<sup>3</sup> Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.

<sup>4</sup> Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.

<sup>5</sup> Information as reported from the Lakeside Park/Crestview Hills and Campbell County Police Departments.

<sup>6</sup> Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

Thomas More University

Section 3: Campus Crime Statistics for 2019  
 Table 3 – Incidents Reported by Non-Law Enforcement Officials  
 Incidents and Crimes Reported to Campus Safety

Crime Category <sup>1</sup>	On Campus		Off Campus	
	Total Campus Property Incidents <sup>2</sup>	Residential Facility Incidents <sup>3</sup> (subset of Campus)	Recognized/owned/leased/controlled Property Incidents <sup>4</sup>	Public Property Incidents <sup>5</sup>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	9	2	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	2	0	0	0
Terroristic Threatening	0	0	0	0
Theft	6	4	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Hate Crimes <sup>6</sup>				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Drug-related Violations	20	16	0	0
Liquor-law Violations	10	10	0	0
Other Alcohol Violations	0	0	0	0

## Notes for Preceding Chart

---

These are crime categories as required by the Federal laws and Kentucky State Statutes.

<sup>2</sup> On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.

<sup>3</sup> Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.

<sup>4</sup> Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.

<sup>5</sup> Information as reported from the Lakeside Park / Crestview Hills Police and Campbell County Police Departments.

<sup>6</sup> Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

.