



SULLIVAN
COLLEGE OF
TECHNOLOGY
AND **DESIGN**

2017

**CAMPUS SAFETY &
SECURITY REPORT**

**Annual Crime Statistics &
Fire Safety Report**

IN CASE OF EMERGENCY CALL 911
Campus Authorities can be reached at:

(502)456-6509 or 1-800-844-6528

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Overview

In accordance with the Jeanne Clery and the Higher Education Opportunity Act, Sullivan College of Technology and Design has created this report identifying the following:

- College policies pertaining to adherence to municipal, state and federal laws
- Policies and procedures regarding reporting of incidents, missing students, access into facilities, fire safety, emergency response and notification systems
- Prevention and awareness programs
- Statistical information on crimes that occurred in or near College property over the past three years
- Fire related incidents that occurred in student residential facilities
- Life safety systems installed in student residential facilities

Prepared by the Executive Director, this report is comprised of information received from the Offices of Housing and Residence Life, Human Resources and local law enforcement agencies. Faculty, staff and students are notified by email of the availability of the Annual Crime Statistics & Fire Safety Report on the website <http://sctd.edu/pdf/CampusSecurityReport.pdf>. Access to this information is provided to prospective employees in the employee new hire packet and to students through admission/registration forms. Hard copies of this brochure are also available at the Student Services Desk upon request.

Security Operations and Enforcement Authority

Contract Security, surveillance cameras, and security system monitor the campus buildings. Security Operations may include dispatching local law enforcement and/or staff, monitoring intrusion, duress alarms and surveillance cameras, along with activating the emergency notification system. Staff, Faculty, and Contract Security, while enforcing Sullivan College's regulations, are authorized to ask any person for identification to determine whether individuals have lawful business at the College and can initiate a felony arrest, like any citizen of the Commonwealth when a felony has occurred. Criminal incidents that occur on campus are referred to the local law enforcement. The Sullivan College Community is encouraged to promptly and accurately report all crimes to Campus Security Authorities and/or local law enforcement. Sullivan College has an excellent working relationship with metro law enforcement agencies and assists with investigative efforts and exchange of information on criminal matters, as deemed necessary.

Building Access and Security Policy

During regular business hours, Sullivan College is open to the college community, guests and others with legitimate college business. The hours of operation for the campus vary based on the building location. During non-business hours, access to campus facilities is strictly prohibited. Requests for extended building hours are subject to approval by the Administration. Each faculty, staff and student is issued a Sullivan College photo identification card. This card may be used for access or security identification purposes and is expected to be in their possession at all times while on campus. Students who have lost their ID may purchase a replacement at the Student Services Front Desk.

The campus buildings located at 3901 and 3903 Atkinson Square Drive are normally open Monday through Thursday from 7:30 a.m. until 10:15 p.m. when classes are in session, and from 7:30 a.m. until 8:00 p.m. between academic quarters. On Fridays, the buildings are generally open from 7:30 a.m. until 7:00 p.m. during and between terms. On Saturdays, the Main Building is normally open from 9:00 a.m. until 1:00 p.m., and the Energy Technology Building is open by appointment. The buildings are unavailable for student use on Sundays, holidays and holiday weekends. Certain laboratories and equipment are available for student use only under proper supervision. See the Executive Director, Academic Dean, or Evening Division Dean to determine the accessibility to labs and/or equipment.

Student Residential Facilities Access Policy

Access into student residential facilities is restricted to residents, their approved guests and other approved members of the Gardiner Point community. Access is monitored by security personnel and residence hall staff and regulated by keycard. Policies and procedures pertaining to guest privileges are published in the Housing Manual. Residents are cautioned against permitting strangers access into student residential facilities and are encouraged to maintain community watch for suspicious activity or behavior.

Life Safety, Security and Emergency Notification System

Campus buildings are equipped with sophisticated life safety equipment; including, fire and intrusion alarms and notification system. The emergency notification system delivers email, voice, and/or text messages pertaining to information and responses critical to incidents occurring on campus. To receive important notifications, students, faculty and staff must register through <https://www.getrave.com/login/sullivan>.

Emergency Preparedness

Recognizing the importance of emergency preparedness, Sullivan College has created a written document, the Emergency Procedures Manual, outlining the College's response and recovery to any emergency or crisis. This document can be found at <http://sctd.edu/pdf/Emergency-Procedures-Manual.pdf>. Training on the plan is conducted on an annual basis and includes tests of the emergency notification system.

Reporting of Emergencies

We ask for students, faculty, and staff cooperation with the reporting of any hazardous or emergency situation involving a threat to the health and safety of our campus community or loss of College property. Hazards, such as missing fire extinguishers, obstructed emergency exits, multiple or frayed electrical extension cords, candles, open flame devices or improperly contained hazardous materials must immediately be reported to Campus Security Authorities.

Emergency situations involving imminent threat to health and safety, which may be medical, criminal or involve a fire, should be called into the local authorities by dialing 911, followed by a call to a Campus Security Authority. Campus Security Authorities has the responsibility of responding and assisting the First Responders to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation.

Emergency Evacuation Exercises & Procedures

Announced and unannounced emergency evacuation and/or preparedness exercises are conducted throughout the year and are recorded for assessment purposes. We strongly urge individuals to familiarize yourself with emergency exits, stairwells and locations of pull stations in each building and actively participate in all evacuations. Evacuation maps are posted in every classroom identifying the evacuation routes. Individuals who have difficulty navigating stairs and require assistance during an evacuation are advised to register their name with the Administration.

Procedures for student/employees during a fire, as required by regulations.

Activate the building fire alarm system by pulling down the handle on the fire alarm pull station. The pull station provides immediate notification to the Louisville Fire Department and the occupants. Do not attempt to extinguish a fire unless it is impeding your exit. If you hear the alarm, always assume a fire exists and leave the building immediately.

In the case of an emergency evacuation:

- Cease all activity and immediately proceed to the nearest exit.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open door, keeping the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Ensure all doors are closed behind you.
- Evacuate the building via the safest and nearest available stairway exit.
- If you are an individual requiring assistance, call 911 and advise the city or first responders of your location.
- **Do not use elevators**
- Evacuate at least 300 feet away from the building and await direction from the College officials.

In the case of a blocked stairway or exit:

- Using a classroom or office phone, notify building security that all exits or stairways are blocked and advise them of your location.
- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, when smoke enters a room.
- Break top window first to expel smoke, then break bottom window to admit fresh air.

Immediate Emergency Notification Policy & Procedures

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Campus Community, Sullivan College authorities will, without delay, distribute an alert of notification to the Campus Community, unless issuing an alert will, in the judgment of first responders, compromise the efforts to assist victims, or contain, respond to or mitigate the emergency.

The following represents the emergency notification procedure:

- Confirmation of an incident that threatens the health or safety of the College community is conducted by the Campus Security Authorities or CSA designee.
- Activation of the emergency notification systems is authorized by the Executive Director, Academic Dean, Evening Dean, Director of Career Services, or CSA designee.
- A message alerting the College community of the threat is crafted by Executive Director, Academic Dean, Evening Dean, or Director of Career Services.
- Activation of the emergency notification system is initiated by the Executive Director, Academic Dean, Evening Dean, Director of Career Services or designated staff member.
- Notification to neighboring institutions, local businesses &/ or the media will be conducted by the Corporate Communications Department or designated staff member.

Immediate notification of a threat to the health and /or safety of College members may be distributed to either a segment of the population or the entire campus community, depending on the scope of the threat. The methods of notification may include activation of the emergency notification system, email, or postings within campus buildings and/or the College Website.

Students can register for the emergency notification system at <https://www.getrave.com/login/sullivan>.

Missing Student Policy and Protocol

In accordance with the Higher Education Opportunity Authority, it is the policy of Sullivan College of Technology and Design to provide all students residing in on-campus housing the option of identifying an individual to be contacted by the College in the event that the student is determined to be missing for a period of more than 24 hours by providing an opportunity to register confidential contact information. This information will be accessible only to authorized campus officials and law enforcement as appropriate. Students will have an opportunity to register contact information prior to moving into College Housing and may update contact info at any time in the Housing and Residence Life Office.

Students under the age of 18, who are not emancipated, should be advised that the College is required to notify the student's custodial parent or legal guardian within 24 hours after the Public Safety Department or local law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student. A student is determined to be missing when the Public Safety Department or other law enforcement agency determines that the student has been missing more than 24 hours, without any known reason, that the report is credible, and that circumstances warrant declaring the person missing.

If a member of the College community has reason to believe that a student resides in on-campus housing is missing, or receives a report of a missing student, he or she shall immediately notify the Public Safety Department at 502-413-8888. Upon receipt of a notification of a missing student, Public Safety shall initiate an investigation to determine whether the student is missing. Public Safety shall notify all necessary law enforcement agencies to assist in the location of the missing students.

If, after investigation, Public Safety determines that the student has been missing for more than 24 hours, the College shall notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18, and not emancipated, the College shall additionally notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing. Upon determination that a student has been missing for more than 24 hours, Public Safety will notify Sullivan University System Executive Administrators.

Nothing in this policy is intended to preclude the College from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

Questions pertaining to this policy can be directed to the Public Safety Office at 502-413-8888, located at Sullivan University, 3101 Bardstown Road, Louisville KY 40205. Although Public Safety Officers have no role at the Sullivan College of Technology Design Campus, they are responsible for certain duties at the Gardiner Point Residence Hall which houses students from three different campuses affiliated with the Sullivan University System.

Alcohol & Drug Policy

Sullivan College complies with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 which recognizes that all employees, faculty and students have the right to a workplace and educational environment that is drug free. The manufacturing, possession, use, sale or distribution of any substance or paraphernalia declared illegal by municipal, state, or federal law is prohibited in the student residential facilities and on College property or at College sponsored events held off campus. Failure to comply with this legislative mandate and College policy will result in disciplinary action, which may result in termination of affiliation with the College and prosecution of a criminal offense.

An illegal drug includes any drug which is not legally obtainable in the United States, or which is legally obtainable, but is being used in a manner different from that prescribed by a doctor of medicine or intended by the manufacturer. Over the-counter or prescription medication, which is prescribed by a doctor and is being used for its intended purpose, is not considered an illegal drug. Students, irrespective of age, are not permitted to possess or consume alcohol on campus or at college-sponsored

events on or off campus. Faculty, administration, and staff are prohibited from serving or allowing students to consume alcoholic beverages on college premises or at events, meetings, or informal gatherings sponsored by the College.

Violation of this policy will result in disciplinary action which may include immediate suspension or expulsion of students or, in regards to employees, suspension without pay or termination.

Sullivan College recognizes the dramatic impact the abuse of alcohol and drugs can have on professional, academic and family life and offers the following resources for support and assistance

- Faculty/Staff Employer Assistance Program – (502)451-8262

Additional information regarding national resources, health risks, and penalties and sanctions related to the use of illicit drugs and alcohol, please visit:

http://sullivan.edu/CampusVue/wellness_center/substance_abuse.asp

Harassment and Discrimination Policy

Sullivan College is committed to maintaining an environment which respects the dignity of all individuals. Accordingly, Sullivan will not tolerate harassment or discrimination based on religion, race, gender, sexual orientation, national origin, age, disability or ethnicity by students, faculty, or staff. Students may file complaints of harassment and/or discrimination with a Campus Security Administrator. The College's Harassment and Discrimination Policy can be found in the Student Catalog. Faculty and staff may refer to the Faculty and Staff Manual for additional information pertaining to this policy and the filing of complaints.

Sexual Offense Policy

Sullivan College seeks a safe and healthy environment for community members. The College will not tolerate any verbal or physical action by any student, faculty or staff member which harasses, disrupts or interferes with another's education or which creates an intimidating, offensive or hostile environment. While all forms of harassment are prohibited, it is the College's policy to emphasize that sexual harassment is specifically prohibited.

Sullivan College has developed the following policy on sexual misconduct/sexual violence and harassment to set forth definitions to reaffirm Sullivan's commitment to providing resources and processes for prevention, education, support, reporting, adjudication, protection from retaliation and to identify a range of penalties. The College will also provide a collection of information about incidents as a clear process for dissemination of sexual assault statistics for the College community.

For the purposes of this policy, sexual misconduct is defined as non-consensual physical contact of a sexual nature. It includes acts using force, threat, intimidation, or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. The use of any drug, including alcohol, judged to be related to an offense will not be considered a mitigation of circumstances, but rather an aggravating one. Sexual misconduct is strictly prohibited.

Sexual harassment is defined as sexual advances and/or requests for sexual favors that are unwelcome in nature. Such misconduct includes but is not limited to: sexual flirtations, touching, advances or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual and the display of sexually suggestive objects or pictures including nude or sexually suggestive photographs. Sexual harassment whether it be face-to-face or online is strictly prohibited.

Incidents reported to the appropriate department will be addressed promptly and confidentially in accordance with Sullivan's disciplinary procedures. A victim's decision to file charges against a member of the College community is one that may be facilitated by a designated advocate. This individual would be appointed or selected by the Executive Director.

In accordance with reporting procedures, Sullivan College will inform members of the community when an incident has been reported and in the judgment of the administration notification is appropriate and necessary.

Once a charge of inappropriate behavior is made, the College will utilize a fact finding procedure to adjudicate the charge internally. Both the accuser and the accused will be advised of the final outcome and of any sanction(s) that are to be imposed. Both parties will be advised not to disclose this information to the public.

Sanctions and penalties that may be imposed include but are not limited to: probation, suspension, sanction, and expulsion from Sullivan College and any of its facilities or controlled properties. Other penalties may include file entry, transcript entry and parental notification. Information may be divulged to the parents of financially dependent students as defined by the I.R.S. without the student's consent in accordance with [34 C.F.R. 99.31 (a) (8)]. In addition, an individual charged may be subject to civil litigation, and/or prosecution by authorities in accordance with applicable State Criminal Statutes.

The use of these policies for false or malicious purposes is strictly prohibited. Any member of the Sullivan community, who exercises bad faith and brings a false, malicious charge in accordance with the above clause, will be subject to disciplinary action.

If assaulted, victims should:

- 1) Preserve any and all evidence;
- 2) Call the police;
- 3) Ask for immediate medical attention;
- 4) Contact someone you trust;
- 5) Notify College Administrators.

Once notified or reasonably aware of incidents, College Administrators will perform the following procedures:

- 1) Obtain and review evidence from the student to investigate the incident;
- 2) Take any necessary actions in accordance with policy and regulations;
- 3) Reasonably provide assistance for the safety of the victim and his/her ability to continue in school in a non-hostile environment, etc.

Sullivan College uniformly and consistently reports all criminal sexual offenses on campus in accordance with the Clery Act and the Campus Awareness Act of 1990.

Sexual Assault

Sexual assault is generally defined as attempted or actual unwanted sexual activity (Sandler, 1993). A forcible sex offense is "any sexual act directed against another person, forcibly and or against that persons will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling". Nonforcible sex offenses are acts of "unlawful, nonforcible sexual intercourse", and include incest and statutory rape. Depending on the circumstance, rape could be in either category.

Sexual abuse/sexual violence refers to a range of behaviors that are unwanted by the recipient and include remarks about physical appearance, persistent sexual advances that are undesired by the recipient, These behaviors could be initiated by someone known or unknown to the recipient, including someone they are in a relationship with.

Confidentiality

All information concerning a student's status as a victim or perpetrator of dating violence or sexual violence or as the petitioner or respondent of a protection order provided to Sullivan College or its employees shall be retained in the strictest confidence by Sullivan College and its employees, except to the extent that disclosure is requested or consented to in writing by the student or is required by applicable federal or state laws.

Sullivan College employees shall refrain from sharing confidential student information with other school employees, students, or community members, unless disclosure is required by law or school policy or is necessary to protect the student's safety.

Preservation of Evidence

The preservation of evidence is crucial to the success of a criminal investigation and/or College discipline process. Victims of crimes including, but no limited to, hate or bias related incidents, sexual assault, date rape, domestic violence, dating violence, stalking, need to be mindful that any record, document, or tangible item that may reasonably be expected to be requested in discovery, used in or related to litigation is potential evidence.

Physical or tangible evidence may include a wide variety of items. Examples include, but are not limited to, hard copies of records or documents, clothing worn before, during, or after the commission of an offense (such as a sexual assault), electronic messaging (text, email, etc.), witnesses, photographs, videos/audio recordings, and/or telephone records.

Educational Programs

Various programs addressing sexual assault, date rape, domestic violence, dating violence, stalking, and related issues are presented throughout each academic year. These programs focus on prevention,

awareness, safe and positive options, and risk reduction. These programs are conducted primarily by the Housing and Residence Life Department.

Important Notification Numbers and Campus Security Administrators:

SCTD Main Campus

Reception Desk
(502) 456-6509

Evening Dean
(502) 213-8212

Executive Director
(502) 213-8210

Academic Dean
(502) 213-8200

**Gardiner Point
Residence Hall**

Reception Desk
(502) 213-8333

Housing Operations
Coordinator
(502) 213-8330

Residence Life Coordinator
502-213-8330

Off Campus Resource 24/7

Sexual Assault Crisis Hotline
(888) 293-2080

Sex Offense Registry

The Federal Campus Sex Crimes Prevention Act of October 2000 requires higher educational institutions to identify where information pertaining to registered individuals convicted of certain sexual offenses may be obtained. Individuals convicted of these crimes are obligated to not only register with the State of Kentucky, but provide notice to their place of employment, vocation, education or volunteer service. For the list of registered sex offenders or crime statistics within Kentuckiana and elsewhere, please refer to:

Kentucky - <http://kspso.state.ky.us>

Indiana – <http://www.indianasheriffs.org/offender-watch.aspx>

Other state registries may be accessed through <https://www.fbi.gov/scams-and-safety/sex-offender-registry>

Weapons and Firearms Policy

The possession or use of firearms, explosives, dangerous chemicals, other dangerous weapons or instruments used to simulate or reasonably may be identified as weapons are prohibited on College-owned or controlled property except as they may be required for law enforcement and/or duty authorized security personnel.

Reporting of Criminal Incidents or Campus Safety Concerns

The cooperation and involvement of faculty, staff and students is absolutely necessary to maintain an effective security program. To minimize the chances of becoming a victim of a random theft, Sullivan College urges you to be mindful of your surroundings and assume responsibility for the safeguarding of personal property. Items of value, such as laptops, equipment, cell phones, wallets and book bags, should never be left unattended. If you left an item unattended and are victim of theft, check with the Student Services Front Desk to see if the item has been returned.

The Sullivan community and guests are strongly encouraged to report all safety and security incidents, hazards, suspicious activity, or damage to property immediately to a Campus Security Administrator.

A criminal incident that occurs off-campus should be reported directly to local law enforcement by dialing 911. Notification regarding student off-campus criminal behavior may be reported by the local law enforcement to the College, as a courtesy, and could result in judicial proceedings. There is not, however, an official local law enforcement policy regarding mandatory notification to higher educational institutions.

Confidential Reporting Procedures

If a student, who is a victim of a crime, does not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report to the College. With permission, a detailed report will be filed without revealing your identity. With such information, the College can keep accurate record of the number of incidents involving students; determine the pattern of crimes with regard to a particular location, assailant critical information; and also alert the campus of potential danger. All reports filed in this manner are counted and disclosed in the Annual Crime Statistics Report for the institution.

Campus Security Authorities

Crimes may be reported to the following individuals and offices:

SCTD Main Campus

Evening Dean
(502) 213-8212

Executive Director
(502) 213-8210

Academic Dean
(502) 213-8200

Gardiner Point Residence Hall

Housing Operations Coordinator
(502) 213-8330

Housing Staff and Business Manager
(502) 213-8331

Residence Life Coordinator
502-213-8332

Daily Crime Log

SCTD maintains a database, which archives all crimes reported to the department, except when disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. Information may be temporarily withheld if release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. The crime log data consists of the nature, date, time and general location of the crime and the disposition of the complaint, if known. Logs are available for review in the Executive Director's Office.

Timely Warning of Criminal Activity

In accordance with the Clery Act, the College will generate an emergency notification upon receiving notice from a College member or the local law enforcement of a crime that is occurring in or around our campus buildings that represents an ongoing or a continuous threat to the College community. Faculty, staff and students will be notified either through e-mail, the emergency notification system, posted bulletins and/or the College website.

Consideration will be given to the privacy needs of victims, incidents that do not justify an emergency notification but involve physical assault and/or physical contact of a rude, insolent or angry manner will be shared with the campus community with the goal of heightening safety awareness.

Crime Prevention & Safety Awareness Programs

The College conducts presentations and distributes material at new student orientations throughout the year on preventive programs that include

- Personal safety escort
- Reporting suspicious behavior or incident
- Emergency response
- Emergency notification system

Residential student meetings at Gardiner Point Residence Hall include discussions in security and safety issues pertaining to student community living. Posters identifying emergency exits, emergency response procedures and notification system are posted throughout campus buildings and distributed to students via email.

Crime Statistics Categories and Recording Measures

Statistical crime data is provided for the past three calendar years in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the federal laws articulated in the Jeane Clery Act. Data included in the statistics column for Murder/ Non Negligent Manslaughter, Negligent Manslaughter, Sex Offenses, Aggravated Assault, Larceny / Theft, Intimidation, Simple Assault, Vandalism and Motor Vehicle Thefts represent the number of victims in the crime occurrence. Similarly, cases involving arrests for Liquor Law, Drug Law and Illegal Weapons violations are recorded per person. Statistics captured under "Referred for Disciplinary Action" reflect the number of individuals in a reported incident submitted to a campus official authorized to administer and maintain a record of a

disciplinary action. Statistics recorded for Robbery, Burglary and Arson indicate the number of occurrences only.

Geographic Locations

Crime statistics are categorized in four locations:

- On Campus -Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in manner related to, the institution's educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes.
- On Campus-Residential -Residential facilities for students on campus a subset of the on-campus category.
- Non-Campus -Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Sullivan College of Technology and Design Campus Crime Statistics

Crime Statistics Reported									
Crime Category	On Campus			On-Campus Residence Hall			Public Property		
	14	15	16	14	15	16	14	15	16
Arson	0	0	0	0	0	0	0	0	0
Assault Agg=Aggravated Simp=Simple	0	0	0	0	0	0	Agg-1	0	0
Burglary	1	0	0	0	0	0	0	0	0
Criminal Damage	5	5	1	5	5	1	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Menacing	0	1	0	0	1	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	1	0	0	0
Murder	0	0	0	0	0	0	0	0	0
Reckless Homicide	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Sex Offenses (Forcible) Rape = RP Fondling = F	0	1 - F	1 - R	0	1 - F	1 - R	0	0	0
Sex Offenses (Non-Forcible)	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Terroristic Threatening	2	1	1	2	1	1	1	0	0
Theft	3	4	0	3	4	0	3	0	0
Wanton Endangerment	0	0	0	0	0	0	0	0	0

Weapons Violations	0	0	0	0	0	0	0	0	0
Liquor Referrals	11	6	4	11	6	4	0	0	0
Drug Referrals	14	13	20	14	13	20	0	0	0
Liquor Violation Arrests	0	0	0	0	0	0	0	0	0
Drug Violation Arrests	0	1	0	0	1	0	38	0	0
Domestic Violence	0	0	0	0	0	0	N/A	N/A	N/A
Dating Violence	0	0	0	0	0	0	N/A	N/A	N/A

There were no crimes to report regarding bias or hate in nature. In accordance with the Crime Awareness and Campus Security Act of 1990, Sullivan College of Technology and Design provides crime statistics and information regarding its security program to prospective students, current students, and employees.

Public Property statistics were furnished by the Louisville Metro Police Department.

Questions regarding this report should be directed to:

Executive Director
Sullivan College of Technology Design
3901 Atkinson Drive
Louisville, KY 40218

Definitions per the Uniform Crime Reporting Handbook

Arson

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

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

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 usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary

The unlawful entry of a structure to commit a felony or 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. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though vehicles are later abandoned, including joyriding).

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing,

possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses - Forcible

Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent.

1. Forcible Rape - The carnal knowledge of a person, forcibly and/or against that persons will; or not forcibly or against that persons 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).
2. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly against that persons 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.
3. 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/or against that persons will; or not forcibly against the persons 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 in capacity.
4. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity.

Sex Offenses - Non forcible

Unlawful, non-forcible sexual intercourse.

1. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his safety or the safety of others; or
- Suffer substantial emotional distress.

Cyber-stalking is an extension of the physical form of stalking and is unacceptable at any level. Using electronic media such as the Internet, social networking sites, cell phones or similar devices or mediums to pursue, track, harass, monitor or make unwanted contact with another person is a violation of the stalking policy.

Domestic Violence

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse or intimate partner, current or former cohabitant, person with whom the victim shares a child in common, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence

Dating Violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Fire Safety Report and Daily Fire Log

The Fire Safety Report discloses information regarding campus fire safety practices, standards and life safety equipment in on-campus residential facilities that Sullivan College owns or has a contractual lease agreement with. The Fire Log provides the following statistical information on fires that occurred from 2011 to 2016 calendar year on campus. Public access to this log is available online in the Executive Director Office.

- number of fires and the cause of each fire
- number of injuries related to a fire that result in treatment at a medical facility
- number of deaths related to a fire
- value of property damage caused by a fire

Sullivan College of Technology and Design

Fire Log for 1/2011 to 12/2015

- 3/12/2016 – Burnt food during a cooking competition held in a meeting room at Gardiner Point Residence Hall caused smoke and alarm activation. There were no injuries or death. System restored.
- 5/17/2015 – A report of a smoking urn on fire located outside in the smoking area at Gardiner Point Residence Hall, located 4004 Gardiner Point Dr., Louisville, KY 40213. The smoking did sustain fire damage and melted. There were no injuries or death. Cause was determined to be trash that caught fire in the urn.
- 3/5/2015 – Reported maintenance of the fire system resulted in the fire alarm activating at Gardiner Point Residence Hall, located 4004 Gardiner Point Dr., Louisville, KY 40213. No damage, no injuries or death. It was a false alarm due to maintenance.
- 3/4/2015 – A report of low pressure in the suppression system at Gardiner Point Residence Hall, located 4004 Gardiner Point Dr., Louisville, KY 40213. No damage, no injuries or death. System restored.

- 2/8/2015 – Smoke alarm activated at Gardiner Point Residence Hall, located 4004 Gardiner Point Dr., Louisville, KY 40213. No damage, no injuries or death. Cooking in a dorm room was the cause and it was cleared by the fire department.
- 5/8/2014 – Reported failure of dry sprinkler system located in the Convenient Store at Gardiner Point Residence Hall, located 4004 Gardiner Point Dr., Louisville, KY 40213. No damage, no injuries or death. System repaired.
- 4/1/2014 – One fire reported involving GFCI Dining Hall kitchen electrical plug at Gardiner Point Residence Hall, located 4004 Gardiner Point Dr., Louisville, KY 40213. No monetary damage, no injuries or death. Electrical plug replaced.

For the purposes of including a fire in the statistics in the annual fire safety report, students or employees must report a fire to the [Campus Security Administrators](#) as soon as possible. The College is required by law to notify the State Fire Marshall in a timely manner once a report is received.

Description of On-Campus Student Housing Fire Safety Systems

The following outlines the life safety and emergency systems in place at the Gardiner Point Residence Hall, located at 4004 Gardiner Point Drive, Louisville, KY 40213. Sullivan College opened this property to residents in June 2010.

Gardiner Point Residence Hall is equipped with the following fire safety systems:

- Sprinkler System
- Smoke/Heat Detection
- Pull Stations
- Fire Extinguishing Devices
- Mounted Evacuation Placards

Future improvements for fire safety are assessed as the institution conducts inspections of the equipment and reviews policies and procedures.

Fire Safety Policies Pertaining to On-Campus Residential Facilities and Fire Drill Log

The following policies pertaining to room alterations, decorations, appliances, etc. are designed to ensure a safe community living environment in Sullivan College's on-campus residential facilities.

Appliances in Student Rooms

Appliances that require an open flame, propane, gasoline, or hot grease such as deep fryers are not allowed to be used in or around any of the residence halls. List of unauthorized appliances: toaster, rice cookers, toaster oven, crock pots, counter or tabletop grills, hamburger cookers, hot plates, electric woks, electric skillet, break cookers, coffee/drink warmers, space heaters, frying skillet, or anything else that is deemed inappropriate by Director of Housing or Resident Directors.

Refrigerators operating on no more than 1.6 amps and no more than 5.0 cubic feet may be used in student rooms. Units should be placed on a stand or cart unless they have feet and back-mounted heat exchangers. Units may not be placed in closets. Units must be plugged into an approved power strip or

directly into the electrical outlet.

Resident Directors reserve the right to require students to remove an appliance. Student rooms are checked for appliance policy violations periodically.

In 2016 fire drills were conducted on 3-12-16 and 11-17-16 at Gardiner Point Residence Hall, 4004 Gardiner Point Drive.

Burning and Open Flames

Burning candles, incense (including potpourri pots), or creating an open flame in student rooms is prohibited. Candles with burned or unburned wicks and incense are not allowed in student rooms.

Departmental Notification of Housing Assignments for Students with Disabilities

The Housing and Residence Life office will compile a list at the start of each quarter of students identifying disabilities or medical conditions. This list will be maintained and distributed by the Director of Housing and Residence Life. The list will provide the student's name, housing assignment, and description of disability/ accommodations.

The following offices will receive a copy of the aforementioned list: Department of Public Safety, Vice President of Student Services, and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, in particular medical or fire emergencies requiring personnel to be notified.

Electrical Fixtures

Students may not remove or alter electrical fixtures or hardware in student rooms or common areas in the residence halls.

Fire

Any student who discovers a fire, no matter how insignificant he/she thinks it is, should sound the alarm by pulling the nearest pull station and notify a resident assistant or the resident director immediately. The building must be evacuated before attempting to contain the fire. Remember, most injuries occur from smoke, not flames.

Fire Alarms and Hall Evacuation

Students must leave the building and go to their designated locations when a fire alarm sounds. Staff may enter rooms to do an evacuation room check if there is reason to believe that anyone could not or did not evacuate. Fire evacuation routes are posted on the back of student room doors. Tampering with fire and safety equipment (i.e., alarms, doors, pull stations, extinguishers, and security cameras) is prohibited. Students who violate this policy will be subject to termination of the Housing contract.

Fireworks

Fireworks and other explosives are not permitted in the residence halls or anywhere on College property.

Flammable Decorations and Light Fixtures

Students may not hang items from ceilings. Also, the use of acetate, cellophane, tissue paper, or other combustible materials over or in light fixtures is forbidden by fire regulations.

Hazardous Materials

Materials that are hazardous to the health and safety of students are not permitted in residence halls. This includes but is not limited to chemicals, gasoline, and kerosene. Containers that have been used for storing gasoline are not permitted in the residence halls.

Power Strips and Extension Cords

Multiple-outlet connections are prohibited unless they are a "temporary" power strip (or box) with a built-in circuit breaker, carry an Underwriter's Laboratory (UL) approval, and have a maximum load of 15 amps. Power strips with surge suppressors do not meet this standard unless they have a built-in circuit breaker. Power strips should not be used in a built-in circuit breaker. Power strips should not be used in a series (one power strip plugged into another). Extension cords are allowed provided they are UL approved, in good condition, and plugged directly into a power strip equipped with built-in circuit breaker. Extension cords should not be used in a series (one cord plugged into another).

Smoking

The College is a smoke-free campus. Smoking is prohibited in all buildings and outdoor areas (including the residence hall) except designated locations. Students who violate this policy by smoking in the residence hall or non-designated areas will be subject to judicial process.

Evacuation Drill Procedures for On-Campus Residential Housing

In accordance with state and federal laws, evacuation drills are conducted throughout the year, typically once per quarter for a total of four times each year. All residents and guests occupying the building at the time of the drill are required to participate in the evacuation. Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor. Residents are advised to become familiar with these exits, location of the fire alarm pull stations designed to activate the building alarm system.

Fire Evacuation Procedures for On-Campus Residential Housing

All student rooms and stairwells are provided with smoke detectors. Fire alarm pull stations are located throughout the buildings. The greatest threat in a fire is smoke; therefore, it is important that residents know the following guidelines to respond to a fire in the building:

- Activate the building alarm system by pulling the handle down on the fire alarm pull station. Activating the system will notify Public Safety, and the Fire Department, and residents of the emergency.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.

- Slowly open door, keeping the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Do not attempt to extinguish a fire unless it is impeding your exit.
- Evacuate the building immediately through the nearest stairwell door.
- Do not use the elevators.
- Follow exit signs out of the building.
- Stand at least 300 feet away from the building and await direction from the Fire Department personnel.

In the case of a blocked stairways or exit:

- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, if smoke enters a room.
- Break top window first to expel smoke, and then break the bottom window to admit fresh air.

Reviews of the evacuation drills are conducted in all buildings for assessment and training purposes. A document entitled “Fire Alarm Procedures / Information” is given to each new faculty and staff member and is annually emailed to all members of the college community. Approximately once a year, the faculty and staff review this and other emergency procedures. A fire drill in which the entire building is evacuated is conducted once every quarter rotating between day and evening classes. Results of these fire drills are kept in a log in the Executive Director’s office.

Disciplinary action will be taken and fines will be implemented for students who fail to cooperate with staff or emergency responders assisting in the course of an alarm and/or evacuating the building. Fire equipment misuse or tampering is a felony. Any resident found guilty of tampering with fire equipment, including activating a false alarm, will be subject to severe disciplinary and criminal action.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the Sullivan College community, only those members, individually or collectively, acting in the student’s educational interests are allowed access to student educational records. These members include personnel in the Career Services Department, Accounting/Business Office, Financial Planning, Admissions, Deans, Directors, and academic personnel within the limitations of their need to know. Faculty members may also have access to records if/when a need-to-know situation arises.

At its discretion, Sullivan College may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and

weight and height of members of athletic teams. Students may withhold Directory information by notifying the Registrar in writing within two weeks after the first day of class each quarter.

Student Inspection of Records

Requests for nondisclosure and authorization to withhold Directory Information must be filed annually in the Registrar Office.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the content of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing are unacceptable. The Registrar Office at Sullivan College has been designated by the Institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, cooperative education and job placement records.

Students wishing to review their education records must make written requests to the Registrar Office listing the item or items of interest. Only records covered by the Act will be made available within five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document, which exists elsewhere.) These copies would be made at the student’s expense at prevailing rates that are listed in the current catalog. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, job employment records or alumni records.

Students may not inspect and review the following as outlined by the Act:

- Financial information submitted by their parents;
- Confidential letters and recommendations associated with admissions, employment or job placement records, or
- Honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student.

The Institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Accuracy of Records

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the College’s Registrar. If the decisions are in agreement with the student’s requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; they will be informed by the Registrar of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Executive Director who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised. The panel that hears such challenges will be appointed by the Executive Director.

Decisions of the hearing panel will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records, a statement commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings panel. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the Executive Director or his designee. Students should know that complaints regarding potential violations may be lodged with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Revisions and clarifications will be published as experience with the law and Institutional policy warrants.

Health and Safety Exemption Requirement

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

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Sullivan College of Technology and Design

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2017 Campus Security Report And other Institutional Disclosure Information

Based on Data for the 2016 Calendar Year

Released September 28, 2017

The Student Right- to-Know and Campus Security Act of 1990, the Higher Education Opportunity Act of 2008 and Kentucky’s Michael Minger Act all require postsecondary institutions to annually inform current and prospective students, faculty, and staff about campus security matters and/or provide consumer information regarding student graduation rates and other aspects of the college’s operation. These reports are required to ensure all concerned parties receive accurate information and demonstrate compliance within the requirements of the Acts. Additional consumer information about Sullivan College of Technology and Design is available on the school website (www.sctd.edu) by clicking “Resources.”

This report is updated annually on or before October 1 of each year. Interested parties can review current and comprehensive crime statistics report for the Sullivan College of Technology and Design and other postsecondary institutions by visiting the web site: <http://ope.ed.gov/security>.

I acknowledge receiving notification for the above named programs for the most recent reporting period.

Name (please print)

Signature

Date

Last Four Digits of SSN