

## **Brown Mackie College - Salina**

**Main Campus  
2106 South 9<sup>th</sup> Street  
Salina, KS 67401**

**Course Location  
2525 South Ohio Street  
Salina, KS 67401**

**October 1, 2011**

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**

#### **INTRODUCTION**

Brown Mackie College - Salina is providing the following information to all of its employees and students as part of Brown Mackie College - Salina's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Institutional President, Judy Holmes by phone (785) 825-5422 or (800) 365-0433 or write to Brown Mackie College - Salina 2106 South 9<sup>th</sup> Street, Salina, KS, 67401.

#### **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Brown Mackie College - Salina Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is placed in each employee's mailbox. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the monthly Orientation and Class Registration, as well as, each year the new report handed out in the classrooms.

#### **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Accounting Supervisor, Lorrie Noeller, or to the Dean of Academic Affairs, Dennis C. Rittle. Reports are kept in a secure location in the Institutional President's office, Judy Holmes. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College-Salina that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College - Salina facilities to the Accounting Supervisor, Lorrie Noeller, or to the Dean of Academic Affairs, Dennis C. Rittle, either in person or by calling (785) 825-5422 or to the security officer on duty. If the Accounting Supervisor, Lorrie Noeller, or the Dean of Academic Affairs, Dennis C. Rittle, is not available you may contact the Institutional President, Judy Holmes at (785) 825-5422 and the Salina Police Department by dialing 911 or (785) 826-7210.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Accounting Supervisor, Lorrie Noeller, or to the Dean of Academic Affairs, Dennis C. Rittle. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Salina Police by dialing 911 and then notify the Institutional President, Judy Holmes.

### **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report to Lorrie Noeller and is sent to the Institutional President, Judy Holmes. Reports are kept in a secure location, in the Institutional President's office, Judy Holmes. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Institutional President, Judy Holmes.

### **SECURITY AND ACCESS TO THE INSTITUTION**

It is the policy of Brown Mackie College-Salina that access to Institution's facilities is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College-Salina policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. All visitors to the campus should sign in at the reception area and wear the issued badge while on the premises.

#### **In pursuit of this policy all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday and Thursday 7:45 a.m. to 10:00 p.m., Wednesday, 7:45 a.m. to 5:00 p.m., Friday 7:45 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 4:00 p.m.
4. Report immediately to the Accounting Supervisor, Lorrie Noeller, or to the Dean of Academic Affairs, Dennis C. Rittle, during daytime hours and to the officer on duty during evening hours, any suspicious activities that relate to the Institution or of its properties, regardless of how minor these may seem. If the Accounting Supervisor / Dean of Academic Affairs are not available, you may contact the Institutional

President, Judy Holmes and the Salina Police Department by dialing 911 or (785) 826-7210.

5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene and set warning devices
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
  - i. Ensure that entrance to the building in the evening is restricted to the front doors which is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

#### **All Students are required to:**

1. Notify the Accounting Supervisor, Lorrie Noeller, or to the Dean of Academic Affairs, Dennis C. Rittle, if a student becomes ill or is injured while at the campus.
2. Upon enrollment, report to the Accounting Supervisor, Lorrie Noeller, or to the Dean of Academic Affairs, Dennis C. Rittle, any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

#### **CAMPUS SECURITY ENFORCEMENTS**

Brown Mackie College-Salina does have Campus Security Enforcement officers on duty from 8:00 am. to 12:00 p.m. and 5:00 p.m. to 10:00 p.m. on Monday, Tuesday and Thursdays at the main building. The Institutional President, Judy Holmes (day), or the Dean of Academic Affairs, Dennis C. Rittle, will notify the police department as warranted during regular business hours. Someone is on duty during the hours the building is occupied and Security Enforcement Officers are on duty during morning and evening hours. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the

premises. Students are advised to carry their Campus Photo ID card at all times and to present them upon request. Receptionists may not make arrests, but are instructed to promptly contact the Security Officers and/or Institutional President, Judy Holmes, and Campus Security Officers if any illegal activity occurs.

### **CAMPUS POLICIES REGARDING IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In any emergency situation, a member of the Executive Committee should be contacted immediately, beginning with:

- President
- Dean of Academic Affairs
- Accounting Supervisor
- Director of Admissions
- Athletic Director
- Director of Financial Aid
- Registrar

**Only a member of the Executive Team will determine that there is a significant emergency or dangerous situation.** The notification of the campus community will also be determined and implemented by a member of the Executive Committee. Hard copies are also located in the homes of the Executive Committee members as well as the IT and Facilities Managers. These individuals are :

Judy Holmes  
Dennis C. Rittle  
Lorrie Noeller  
Diann Heath  
Lisa Graves  
Francis Flax  
Betty Charles  
Kaye Garnett Zamboni

This document is also provided to all employees via the campus shared drive.

The Emergency Plan and Evacuation Procedures document is provided to each new student in the Enrollment Folder and distributed to all current students in the classrooms prior to October 1, 2011. All employees receive the document in their mailboxes prior to October 1, 2011.

There will be immediate email notification of the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. The emergency notification will be to take cover in the classroom with the door locked. Remain calm and away

from windows with the lights out if the emergency is an intruder. In case of evacuation of the premises, the emails will reflect appropriate information directing students and staff how to evacuate. Staff is trained on the Emergency Plan during new hire procedure and the plan is posted in the faculty area.

Further *Warnings* and *All Clears* will be announced by additional emails to all students and staff, as well as, on the radio and television.

Testing of the emergency response emails will be provided on a yearly basis.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new Brown Mackie College-Salina employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new Brown Mackie College-Salina students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and Brown Mackie College-Salina employees. The monthly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Brown Mackie College-Salina has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Institutional President in a secure location.

### **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Brown Mackie College-Salina is located in Salina, Kansas, Saline County. Brown Mackie College-Salina maintains a close working relationship with the Salina Police Department with periodic contact initiated by Brown Mackie College-Salina personnel to ensure that Brown Mackie College-Salina is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by bulletins posted around the Institution or by email.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials two times per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- "Reporting Criminal Actions or Other Non-Emergencies", personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs.) In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution's community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

Students are requested to review the Institution's School Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

### **OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a school-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

### **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Brown Mackie College-Salina annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College-Salina also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

### **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's/employee's request, security, the Dean of Academic Affairs, the Executive Committee or other Brown Mackie College-Salina officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.  
Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.  
Go to a hospital emergency room for medical care.  
Make sure you are evaluated for the risk of pregnancy and venereal disease.  
(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)  
Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape/Domestic Violence Crisis Hotline at *1-800-874-1499 or 785-827-5862*. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College-Salina will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College-Salina personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Domestic Violence & Sexual Assault  
Association of Central Kansas (DVACK)  
P.O Box 1854  
Salina, KS 67401  
(785) 827-5862  
Toll free: 1-800-874-1499  
Website: [www.dvack.org](http://www.dvack.org)

Central Kansas Mental Health Center  
809 Elmhurst Blvd  
Salina, KS 67401  
(785) 823-6322  
Toll free: 1-800-794-8281

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College-Salina published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Brown Mackie College-Salina holds final determination

with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Salina Police Department, located at:

255 North 10<sup>th</sup> Street  
Salina, KS 67401

Additional information can be obtained by calling the Salina Police Administration department at (785) 826-7210.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: [www.accesskansas.org/kbi](http://www.accesskansas.org/kbi)

On-campus computer labs with internet access are available for you to view the above website at the library from:

Monday, Tuesday, Thursday:	8:00 a.m. to 10:00 p.m.
Wednesday and Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 12:00 p.m.

### **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College-Salina prepares the crime statistic policies annually by gathering all reported data and the EDMC Central Office prepares the report for the employees and students of Brown Mackie College-Salina. Moreover, local police agencies are contacted and the website is viewed by the Accounting Supervisor, Lorrie Noeller to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which was reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and

“referrals for campus disciplinary action” for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.*

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

<i>Criminal Offenses</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

*Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).*

Hate Crimes

	Calendar Year									Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
	2008			2009			2010								
	Non-campus			Non-campus			Non-campus								
	On Campus	buildings and property*	Public Property**	On Campus	buildings and property*	Public Property**	On Campus	buildings and property*	Public Property**						
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
<b>Arrests</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

\*\*Main Campus - Public property includes the parking lot which surrounds the building and the sidewalks that run along South 9th Street and Otto Avenue.

\*\*Course Location - Public property includes the parking lot which surrounds the building and the sidewalks that run along Ohio Street.