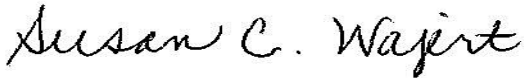


<b>SUPERSEDES: NEW</b>	<b>SECTION: 500-Academic and Student Services</b>
<b>POLICY AND PROCEDURE MANUAL</b>	<b>CODE NO. 520</b>
<b>MERCY COLLEGE OF OHIO, TOLEDO, OHIO</b>	<b>SUBJECT: Clery-Annual Security, Fire and Crime Report Policy</b>
 <hr/> Signature: Dr. Susan Wajert, President	<b>DATE ORIGINATED: April 2015</b>
	<b>DATE COMMITTEE BOARD APPROVED: 08/25/2015</b>
	<b>DATE BOARD APPROVED: 09/08/2015</b>
	<b>DATE OF NEXT REVIEW: Annually</b>

### Annual Security Report Policy Statements

**Purpose:** The purpose of the Annual Security Report is to provide information on campus safety and security in compliance with the Clery Act. In keeping with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act of 1998 (20 USC § 1092(f)), Mercy College of Ohio (“the College”) publishes crime statistics annually. This law is tied to an institution’s participation in federal student financial aid programs and applies to both public and private institutions. The Clery Act is enforced by the United States Department of Education. The Violence Against Women Reauthorization Act (VAWA) amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking. Institutions should maintain credible documentation that substantiates their crime statistics. Institutions will be required to report the contact information of their lead Title IX Coordinator in their 2015 Campus Safety and Security Survey.

The Clery Act requires colleges and universities to:

- Publish an annual security report
- Have a public crime log
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to, or running through, the campus at certain non-campus facilities
- Issue timely warnings
- Devise an emergency response, notification and testing policy
- Compile and report fire data to the federal government and publish an annual safety report
- Enact policies and procedures to handle reports of missing students

The statistics are filed on an annual basis with a report of the past of three years of Clery data available to faculty/staff/students/public. This report also includes the Fire and Safety Report.

### **Timely Warnings**

In the event of crimes, either on or off-campus, that in the judgment of the head of security (Mercy Public Safety Chiefs-Toledo Campus or Youngstown location), or his/her designee constitute an ongoing or continuing threat, a campus wide “timely warning” will be issued. In the event a warning is needed, the head of police/security shall provide the Vice- President of Student Affairs or his/her designee with the specifics of the case for the purposes of drafting the timely warning notice. The warning will be issued through the College email system to students,

faculty, and staff. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, notices may be posted around campus, as well.

### **Preparing the Annual Security Report**

The report is prepared by the Vice-President of Student Affairs or his/her designee. The report is prepared in cooperation with campus security/police officials including Mercy Public Safety, Toledo Campus and Youngstown location, as well as Residence Life and the Dean of Students.

### **Availability of the Campus Security Report**

The report is updated annually on the College website. The campus community is notified of the availability of the report by email and newsletter when the report is published. Clery reports are published annually and provide the past three years of statistics.

### **Reporting of Criminal Offenses**

To report a crime, call 911 (emergencies) or campus police/security (emergencies and non-emergencies).

Mercy Public Safety-Toledo Campus	419-251-4444
Mercy Youngstown Police	330-480-3288

In addition you may report a crime to the following areas:

Vice-President Student Affairs	419-251-1512
Dean of Students	419-251-1710
Director of Student/Residence Life (Toledo)	419-251-2133
Dean, Youngstown Location	330-480-5374

### **Missing Student Notification (Toledo only)**

Any student, employee, or other individual can file a missing student report. If a student living in Mercy College housing is reported missing for more than 24 hours, report the incident to one of the following:

Director of Student/Residence Life	419-251-2133
Dean of Students	419-251-1710
Vice –President of Student Affairs	419-251-1512

All official missing reports of students are referred to Mercy Public Safety and local law enforcement within 24 hours. Students also have the option of identifying a contact person who will be notified within 24 hours if the student is determined to be missing. If a student is under 18 and not emancipated, their parents and contact person will be contacted within the 24 hour timeframe. This contact information is maintained by the Director of Student/Residence Life and is confidential.

### **Registered Sex Offenders**

Information on registered sex offenders provided by the state of Ohio can be found at:  
[http://sheriffalerts.com/cap\\_main.php?office=55149](http://sheriffalerts.com/cap_main.php?office=55149)

### **Voluntary Confidential Reporting**

Anyone who is a victim of or witness to any crime should promptly report the incident to the Dean of Students at 419-251-1710. Campus police/security cooperates with local criminal justice agencies, whose records are public, and cannot keep crime reports confidential.

### **Security of and Access to Campus Facilities and Locations**

*Toledo Campus.* College facilities are open during normal business hours. During non-business hours, access is controlled by key, key-card ID badge, or admittance by Mercy Public Safety. Facilities are patrolled by Mercy Public Safety.

*Youngstown location.* College facilities are open during normal business hours. During non-business hours, access is controlled by key-card ID badge. Facilities are patrolled by Mercy Public Safety.

*Housing.* Security features at the Hillcrest apartment building include underground parking, fire-sprinklers throughout the facility, 24/7 exterior locks accessible by microchip fobs/keys, cameras in all commons areas, and uniformed security guards after office hours.

*Maintenance of Facilities.* During the year, facility safety concerns can be forwarded to campus police/security officers, the Vice-President of Student Affairs, the Director of Student Life/Housing (Toledo), and/or the Dean/COO, Youngstown. Security officers regularly check the campus to ensure safety features are in working order. The Director of Student Life/Housing (Toledo) works with Hillcrest facility management to ensure safety features are operating properly. Students are also regularly surveyed for feedback on campus safety features.

### **Campus Law Enforcement Policy**

*Authority to arrest/working relationships.* Mercy Health police/security employs both security personnel and commissioned law enforcement personnel (State of Ohio Peace Officers). The Mercy Health police have complete police authority to apprehend and arrest persons involved in illegal activity on or adjacent to campus. Major offenses are reported to the local police and may be investigated jointly. Mercy Health police/security work closely with local, state, and federal police agencies. Mercy Health police/security also maintains a contract with the City of Toledo Police Department to operate as a law enforcement agency.

*Accurate and prompt reporting.* Community members, students, faculty, and guests are encouraged to report all crimes and public safety-related incidents to Mercy Health law enforcement in a timely manner.

*Pastoral and professional counselors confidential reporting.* Pastoral and professional counselors are not required to report crimes recounted to them. These reports are not included in the annual crime statistics. Counselors are encouraged to inform persons being counseled of the procedures to report crimes for inclusion in the annual crime statistics.

*Monitoring and reporting of criminal activity off campus.* Mercy College does not have student organizations that maintain officially recognized off-campus locations.

## **Emergency Notification and Evacuation Policy**

Emergency Notification Policy. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist the victim or to contain, respond to or otherwise mitigate the emergency.

Confirmation. Determination of an emergency or dangerous situation will be made by any or all of the following:

1. Mercy Health police/security
2. National Incident Management System (NIMS) campus incident management team (Mercy Healthcare Campus, Mercy St. Vincent Medical Center, or St. Elizabeth Health Center).
3. President or his/her designees

Notification. The President, his/her designee and any advisory staff will determine if the situation affects the entire campus or a segment of campus, and whether the entire campus or only a segment should be notified. This will be based on geography, impact on operations, and safety. The situation will be assessed continually.

Content/initiation of notification. The content of the notification will be developed with input from campus security/police/NIMS team, the President (or designee), as well as any advisory staff. Notification will be made through applicable and multiple means, if necessary, including email, text message, TV/radio message, phone message, alarms, PA announcements, and signage.

Persons responsible for carrying out the actions described above include:

Campus police/security/NIMS team  
President or designee, and Vice-Presidents  
Director of Marketing and Communication

Emergency Drills, Testing, and Evacuation Procedures.

Annual testing. On an annual basis the institution will test its emergency response and evacuation procedures. Each test will be documented with a description of the exercise, the date, start/end time, and whether the test was announced or unannounced.

Annual notification. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year.

### Security Awareness and Crime Prevention Programs

Mercy College offers a variety of programs and services designed to make students, faculty, and staff aware of security on campus and reduce crime. Programs include:

Program	Information	Frequency
New Student Orientation (both)	police/security information distributed in orientation handbook and college catalog	each semester
Student Housing Orientation (Toledo)	police/security information in housing handbook	annually
Security Escorts (both)	24/7 campus escort service	by request
ALICE training (both)	Active shooter training	monthly
Counseling (both)	appointments available for crime victims	by request
Electronic Alarm Systems (both)	can be used to alert campus security in case of an emergency	ongoing
Campus Telephones (both)	can be used to call 911 and/or campus security	ongoing
Safety Fair	police/security poster displays and handouts	annually
Personal Safety Seminars Annual Education update (both)	information provided on safety such as domestic violence, personal defense, etc. online training for faculty and staff, includes information on safety, security, and crime	ongoing annually
Counseling Website (both)	resources on personal safety	ongoing
RA training (Toledo)	residence advisors trained on security and crime prevention in housing facility	annually

### Drug, Alcohol, and Substance Abuse Policy Statements

Mercy College has an ethical and professional duty to students, employees, patients, and to the community to provide an environment that maintains high standards of safety, health, and efficiency. The use, sale, transfer, or possession of controlled substances or alcohol by students creates a potential for harm. This policy provides guidelines to deal with actual or potential situations in a systematic manner.

### Sex Offense, Title IX, VAWA Policy Statements

Title IX of the Education Amendments of 1972 (20 U.S.C. §1861 et.seq.) prohibits any entity that receives federal student financial assistance from discriminating against individuals on the basis of sex in education programs or activities. Mercy College of Ohio does not discriminate on the basis of sex, gender, or sexual orientation in its educational programs and activities. Mercy College is committed to building and preserving a community in which its members can learn, work, live, and conduct business together free from all forms of sexual exploitation, intimidation, harassment, and violence. This policy addresses the ten areas a sexual misconduct policy should address according to the 2014 White House Task Force to Protect Students from Sexual Misconduct as outlined on the [www.notalone.gov](http://www.notalone.gov) website.

### **Disclosure of Results of Disciplinary Proceedings**

Mercy will upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such offense. If the alleged victim is deceased as a result of such crime or offense, the victims' next of kin shall be treated as the alleged victim for the purposes of this policy.

### **Clery-Annual Fire Safety Report Policies** **Housing Facility Fire Safety Systems**

The Historic Hillcrest is a nine-story building with fire suppression sprinklers in all common areas and private residences including hallways, bedrooms, bathrooms and living areas and the community laundry room. The building is equipped with a master fire alarm system with audible alarms and strobe-lighting with the master panel located in the management office. Each apartment has at least one alarm speaker/light. There are multiple speakers/lights scattered throughout the building in shared areas. Each stairwell is equipped with fire doors which are closed. Fire extinguishers are also in shared areas of each wing, on each floor. Evacuation route maps are posted at each stairwell and elevator landings which includes instructions to take stairs, not elevators, when encountering a suspected fire.

### **Housing Fire Drills**

Housing Fire Drills are a part of the overall prevention process for safety and security of students living in the Historic Hillcrest housing. Records of fire safety prevention, such as fire drills, can be acquired from the Director of Residence Life.

### **Use of Portable Electronic Devices, Smoking, and Open Flames in Housing**

*Barbeque Grills:* Personal outdoor grills are not permitted. The Historic Hillcrest provides grills in the grassy area outside the building.

*Candles and Incense:* Due to the danger of fire, the burning of candles or any open flame is strictly prohibited. Incense is also prohibited.

*Christmas Trees:* No live or cut Christmas trees are permitted.

*Firearms, Explosives, and Fireworks:* The possession of firearms, explosives, and fireworks, or any other flammable or dangerous materials on college property, including The Historic Hillcrest is prohibited and will be grounds for revocation of housing privileges and/or dismissal from the college

*Smoking/Tobacco:* In compliance with the following Mercy Health Partners (MHP) Tobacco Policy, there will be NO SMOKING OR TOBACCO USE permitted in The Historic Hillcrest by Mercy College students. Please remember, any violation of the policies listed in the Resident Student Handbook is a violation of the Mercy College Student Code of Conduct and is subject to disciplinary measures.

TITLE: Tobacco Free Campus      POLICY NUMBER: MHP-HR-1545.0

Effective January 1, 2008, all facilities and campuses of MHP, including Youngstown location, will be tobacco-free. This policy applies to all tobacco products including cigarettes, cigars, pipes, herbal tobacco products and smokeless tobacco, none of which will be sold, used, or transferred on campus or at any facility owned, leased or operated by MHP.

Tobacco use is prohibited anywhere on any MHP, including Youngstown property, and is regulated by law. *Tobacco use is also prohibited in all facilities used by MHP including MHP buildings, property, parking lots, company-leased buildings, vehicle spaces, parking garages, company-owned/leased vehicles, private vehicles used on company business and private vehicles on company property.*

There are no designated smoking areas on any MHP properties. Employees will be restricted from use of any designated smoking areas on properties leased by MHP.

This policy applies to everyone, including by not limited to, all employees, patients, medical staff, students, contracted personnel, auxiliaries, volunteers, visitors, vendors, and tenants of MHP.

**Procedures for Housing Evacuation in Case of Fire**

Student residents and guests at the Historic Hillcrest must evacuate the building when an alarm is sounded and/or a fire/smoke is suspected by taking the closest safe stairwell. If smoke or fire is suspected and an alarm is not sounded, students are asked to pull the closest alarm if this action does not put the student in harm's way. Students are to congregate in the southeast side of the parking lot and make their presence known to a Mercy staff member, if she or he is available. No one may re-enter the building until an "all-clear" notice has been given by the fire department or other authorized personnel.

**Fire Safety Education and Training Programs for Students and Employees**

Fire safety education programs include a training each semester on evacuation procedures, policies about fire safety and fire hazards for all student residents of Hillcrest Apartments and is available with the Director of Student/Residence. In the event of a fire, students and employees should evacuate the building as described above.

**Reporting a Fire that has Occurred**

Per federal law, Mercy College of Ohio is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. If you are aware of a fire that has occurred, please contact any of the following individuals and report it:

Director of Student Life/Residence Life	419-251-2133
Mercy Public Safety	419-251-4444

**Plans for Future Improvements in Fire Safety**

At this time, no future improvements are necessary.

Related Policy: Title IX