



THE MICHAEL MINGER ACT REPORT FOR 2019

Transylvania University Activity Reported for Calendar Year 2018

MINGER REPORTING SYSTEM

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Section 1: Campus Security Authority

List campus security authority personnel (definition at KRS 164.948(2)):

Campus security authorities with the Transylvania Department of Public Safety includes, sworn officers, security officers and any official of the institution who has significant responsibility for student and campus activities, including Student Discipline, Residence Life, Student Judicial Affairs, Dean of Students, Greek Life Advisors, Human Resources, Title IX Coordinator, Athletic Staff, Study Abroad Office, and Faculty/Staff Advisors to Student organizations.

Describe the extent and nature of enforcement authority of campus security authority personnel:

The Department of Public Safety has the responsibility for law enforcement and criminal investigations at the University. The Public Safety officers are responsible for a full range of public safety services, including crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of state and local laws and all other incidents that require police assistance. These sworn officers receive their law enforcement authority through the Justice and Public Safety Cabinet (KRS 61.360). The duties of these officers shall be confined to the premises of the property to be protected, except while in pursuit of a person fleeing from the property after committing an act of violence or destruction of property.

Describe the working relationship of campus security authority personnel with state and local police agencies:

The Transylvania University Public Safety Department is dedicated in developing a strong professional working relationship with the state and local agencies to provide services to the University community. Throughout the year the Public Safety Department meets regularly about common crime problems and criminal activity near campus. These meetings are held regularly to exchange crime related reports and statistics, including those for off campus locations owned or leased by the university. The partnership that is developed between the agencies assists in preparing and providing the most efficient response and service to the community.

Section 2: Description of Information Programs

Describe programs that inform students and employees about:

(a) Campus safety and security:

Campus safety and security programs are coordinated by the Department of Public Safety, located at 439 W. Fourth Street. DPS employs these crime prevention programs and projects:

1. Escort Program: DPS provides individuals who request it, a campus escort 24 hours a day.
2. Adopt a Dorm: Through the Adopt a Dorm program, safety officers are assigned to specific residence halls on a rotating basis so they have opportunities to get to know individual students. Once students are familiar with the officers, they are more likely to request assistance when needed.

3. DPS provides various crime prevention and safety presentations to new students, parents, faculty staff and our community, throughout the year. Additional safety programs are offered at respective orientations, residence halls, campus fraternity and sorority residents.
3. Printed crime prevention brochures, posters, and bookmarks relating to safety, motor vehicle security, bicycle security, residence hall security, and our escort service are distributed at crime prevention presentations and at various locations throughout the campus.
4. Exterior emergency telephones are strategically placed that are linked directly to DPS and are located throughout the University's campus. There are a total of 67 emergency telephones.
5. Video surveillance cameras are located throughout the University which also encompasses various parking lots, buildings and crosswalks. There are over 100 cameras on campus. DPS officers are assigned to patrol campus and the parking lots for safety and are assigned two way radios for communication to respond to emergency situations.
6. DPS monitors a comprehensive network of door control, elevators, intrusion detection and fire alarm systems via a computer based electronic monitoring system.
7. DPS conducts weekly surveys of the exterior lighting and of the emergency telephones to ensure their proper working order.
8. Emergency procedures are posted on the Web at http://inside/pages/residence/emergency_information.htm

(b) How to report a crime:

Students and staff are advised to report criminal, threatening or suspicious activity as well as injury or serious illness promptly by calling the Department of Public Safety at 8118. Students and staff also have the option of calling 911 for the Lexington Police Department and the Fire Department. Students are notified by material printed in the Student Handbook and information posted on bulletin boards related to reporting crimes to campus Public Safety and local law enforcement officials.

To report a sexual assault or get in touch with a rape crisis counselor, contact:

Lexington Rape Crisis Center (859-253-2511)

Department Of Public Safety (859-233-8118)

Department of Public Safety Text-a-Tip 859-351-7343

School Nurse (859-233-8127)

Residence Life (859-233-8181)

Residence Life RA person on duty by contacting Department of Public Safety (859-233-8118)

Lexington Police Department (859-258-3600) non-emergency or Dial 911 for any emergency.

(c) How to prevent crimes:

Along with student and new employee orientations, the Department of Public Safety provides crime prevention programs and brochures throughout the school year.

These orientation programs and brochures are presented so students and employees know the proper procedure for reporting crime and how they may help in the prevention of crime on campus. With students and employees having knowledge of reporting and prevention of crime, the Transylvania community can provide a safer learning and working environment.

Following is a listing of the crime prevention programs and projects employed by Transylvania University:

1. Escort Program - The Department of Public Safety provides 24-hour escort service for persons on campus.

2. New Student Orientation - Crime prevention presentations accompanied by brochures and other printed material are made available to new students. At student orientation, the new student are advised of fire safety procedures, personal and property safety procedures and proper techniques for securing their vehicle.
3. Residence Hall Security - Crime prevention presentations accompanied by brochures and other printed material are made available to residence halls and other on-campus resident students.
4. Emergency Telephones - Exterior emergency telephones linked directly to the Department of Public Safety are located throughout the University.
5. Crime Prevention Presentations - Crime prevention presentations are made available to campus groups and organizations throughout the school year.
6. New Employee Orientation - Crime prevention presentations accompanied by brochures and other printed material are made available to new employees throughout the year.
7. Printed Crime Prevention Materials - Printed crime prevention brochures and posters related to motor vehicle security, bicycle security, residence hall security and the escort service are widely distributed at crime prevention presentations and at various locations throughout the University's campus.
8. Operation Identification - The Department of Public Safety maintains engraving tools for use by members of the University community on a check out basis. Using this tool, valuable property may be identified if stolen. Bicycles, motor vehicles, computers, and audio/video equipment are examples of such equipment. In addition, participants in Operation Identification are encouraged to record serial and model numbers of such equipment and maintain this record in an off-site location. Operation Identification is encouraged particularly for on-campus residents.
9. Bicycle Registration form-all students are encouraged to register their bicycles through the Department of Public Safety. This is a free program which allows you to write down the serial number and pertinent information of the bicycle to assist police agencies in locating your bicycle your bicycle if it is stolen.

Section 3: Statements of Policies and Procedures

(a) Provide the institution's policy statement on making Special Reports to the campus community of crimes that present a safety or security threat to students or employees. KRS 164.9481(d)

It is the policy of Transylvania University that when an incident occurs which has a direct bearing on the safety of students and staff an alert will immediately be disseminated to the University community. Information on the type of incident and threat imposed on the Transylvania community will be given along with recommended safety practices and procedures related to the incident. Information will be posted in resident dorms, faculty buildings and all common gathering areas. Information will also be posted on the Transylvania University Intranet information page. The Transylvania community is urged to heed any advisories issued by the University and work together in the joint effort of making the campus a safe place to live, work, and learn.

(b) If the institution provides student housing facilities, describe the institution's procedure for disclosing the existence or nonexistence of automatic fire suppression systems in on-campus housing facilities. KRS 164.9492

In accordance with State Senate Bill 63, students are provided a sheet describing each dorms fire suppression system or fire notification system, such as sprinklers and smoke detectors. This form is provided in the student handbook.

(c) If the institution provides student housing facilities, provide the institution's policy for giving students with disabilities priority for first-floor housing. KRS 164.9495 (1)

Students notify the university Disabilities Office, who sends out the appropriate request to those students placed on the residence halls first floor.

(d) If the institution provides student housing facilities, describe the institution's policy for maintaining a record of any on-campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities. KRS 164.9495 (2)

The university Disabilities Office complies and maintains a list of these students. The record is shared with the Dean of Student's Office, Residence Life, and the Department of Public Safety Office. The Lexington Fire Department is provided a map of the locations of students with disabilities.

Crime Statistics

Offense (Reported By Hierarchy)	Year	On Campus	Residential Facilities*	Non-Campus	Public Property	Unfounded Crimes
Murder/Non Negligent Manslaughter	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Rape	2018	2	2	0	0	0
	2017	0	0	0	2	0
	2016	1	1	0	2	0
Fondling	2018	0	0	0	0	0
	2017	1	1	0	0	0
	2016	1	1	0	0	0
Incest	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Robbery	2018	0	0	1	0	0
	2017	1	1	0	0	0
	2016	1	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0
	2017	2	0	0	0	0
	2016	0	0	0	0	0
Burglary	2018	3	2	0	0	0
	2017	0	0	0	0	0
	2016	4	3	0	0	0

Motor Vehicle Theft	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Liquor Law Arrests	2018	7	0	0	0	0
	2017	1	0	0	0	0
	2016	5	0	0	0	0
Drug Law Arrests	2018	6	0	0	0	0
	2017	8	0	0	0	0
	2016	0	0	0	0	0
Weapons Law Arrests	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2018	59	59	0	0	0
	2017	38	35	0	0	0
	2016	48	42	0	0	0
Drug Law Violations Referred for Disciplinary Action	2018	19	15	4	0	0
	2017	20	20	2	0	0
	2016	34	34	2	0	0
Weapons Law Violations Referred for Disciplinary Action	2018	0	0	0	0	0
	2017	0	0	0	0	1
	2016	0	0	0	0	0

**Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Residential Facilities*	Non-Campus	Public Property	Unfounded Crimes
Arson	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Domestic Violence	2018	0	0	0	0	0

	2017	0	0	0	0	0
	2016	0	0	0	0	0
Dating Violence	2018	1	1	0	0	0
	2017	3	3	0	0	0
	2016	3	3	2	0	0
Stalking	2018	4	4	2	0	0
	2017	0	0	0	0	0
	2016	2	2	0	0	0

**Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

HATE CRIMES:

There were no reported Hate Crimes for the year 2016 or 2017.

2018: One on-campus Intimidation incident characterized by Race.

UNFOUNDED:

There were no unfounded crimes for 2016, 2017, or 2018.

Fire Safety

In accordance with Kentucky Fire Prevention Code, it is the policy of the University that a building be immediately evacuated upon the activation of the fire alarm system. Transylvania University evacuation policy does make exceptions for persons with disabilities that may require assistance during an emergency. The University does the following to ensure fire safety;

- Fire evacuation plan: In the event of a fire alarm, all occupants are required by law to evacuate the building. Failure to do so can result in both municipal charges and university sanctions. If you see a fire, pull the fire alarm immediately, notify the RA or AC on duty, and leave the building. Any fire, even if extinguished, should be reported to DPS. False alarms will lead not only to disciplinary action by the University, but to prosecution by local authorities. According to Section 14028 of the Code of Ordinances of Lexington, persons making false alarms can be fined \$20-\$100 or be imprisoned for five to 30 days, or be fined and imprisoned. During the first month of each term, compulsory floor meetings are held by the residence life staff to discuss emergency evacuation plans. Fire drills are also held to instruct residents in the safe, quick, and orderly evacuation of residence halls. Floor plans are posted on each hallway illustrating escape routes for each hall. Evacuation plans are located in every campus building, in addition every residence hall dorm room has a copy of the evacuation plan on the back of every door.
- Fire prevention: Department of Public Safety hosts several Safe Transy Events each year, which includes a burn trailer demonstration and an annual fire drill for each campus building.
- Fire suppression system: Transylvania has two fire suppression systems, one which is located in the Rafskeller kitchen and the other is located on the second floor of the Brown Science building in the electromagnetic room. Fire sprinkler systems are located in Brown Science, Hazelrigg Residence Hall, Cowgill, Beck, Library, Glenn Building, Little Theatre, Dalton-Voigt Residence

Hall, Commons Building basement, Poole Residence Hall, Thomson Residence Hall, Kincaid Residence Hall, Bassett Hall, and the 4th street Athletic Complex.

- Fire extinguishers and fire alarms: Every building on campus has a fire alarm system and extinguishers.
- Safety inspections: Fire equipment is inspected annually by a preferred vendor. Monthly fire extinguisher inspections, monthly emergency egress and exit sign inspections, annual alarm testing.
- Portable Electrical Appliances and Open Flames policy: Lighted candles or other burning materials (incense) are a major cause of fire and may not be used in student rooms. Because of the danger of fire, only certain electrical appliances are permitted in student rooms. You may have radios, stereos, televisions, clocks, lamps, hair dryers, electric razors, coffee pots with automatic shut-offs and fans. Refrigerators over three feet tall and microwaves drawing more than 700 watts, hot plates, toaster ovens, other open-burner cooking units, ceiling fans, and electric space heaters are not permitted. The residence hall staff has the authority to remove unauthorized or potentially dangerous electrical devices.

Fire Incident Report

Fires – On Campus Student Housing Facilities

<u>Name of Facility</u>	<u>Street Address</u>	<u>Number of Fires</u>
Forrer Hall	345 N. Broadway	0
Bassett Hall	420 W. Fourth St.	0
Pioneer Hall	424 W. Fourth St.	0
Thomson Hall	430 W. Fourth St.	0
4th Street Apartments	453 W. Fourth St..	0
4th Street Apartments	457 W. Fourth St.	0
Dalton-Voigt Hall	416 W. Fourth St.	0
Rosenthal Complex	425 W. Fourth St.	0
Poole Residence Center	408 Kenilworth Ct.	0
International House	331 N. Broadway	0
Hazelrigg Hall	331 N. Upper St.	0

Fires – Summary

Summary of Fires									
	2016			2017			2018		
<u>Name of Facility</u>	<i>Fires</i>	<i>Injuries</i>	<i>Deaths</i>	<i>Fires</i>	<i>Injuries</i>	<i>Deaths</i>	<i>Fires</i>	<i>Injuries</i>	<i>Deaths</i>
Forrer Hall	0	0	0	0	0	0	0	0	0
Hazelrigg Hall	0	0	0	1	0	0	0	0	0
Poole Residence Center	0	0	0	0	0	0	0	0	0
Rosenthal Complex	0	0	0	0	0	0	0	0	0
Thomson Hall	0	0	0	0	0	0	0	0	0
International House	0	0	0	1	0	0	0	0	0
4 th Street Apartments (457)	0	0	0	0	0	0	0	0	0
4th Street Apartments (453)	0	0	0	0	0	0	0	0	0
Dalton-Voigt Hall	0	0	0	0	0	0	0	0	0
Bassett Hall	0	0	0	1	0	0	0	0	0
Pioneer Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	3	0	0	0	0	0

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