

**CRIME AWARENESS AND CAMPUS SECURITY ACT  
SAINT PAUL SCHOOL OF THEOLOGY  
ANNUAL REPORT – 2010**

August 2011 printing

**I. INTRODUCTION**

The Crime Awareness and Campus Security Act, mandated by federal legislation, provides for the compiling and annual reporting of statistics, relating to specific types of crimes occurring on campus and the surrounding area, for timely reporting to the campus community of crimes considered to be a threat to other members of the community, and for the annual reporting of descriptions of policies related to campus security. The following annual report describes the current seminary policies related to campus security and the statistics relating to specific types of crimes occurring on or near campus from January 1 through December 31, 2010.

**II. PROCEDURES FOR REPORTING CRIMES AND OTHER EMERGENCIES**

You are asked to notify the seminary's security personnel regarding any incidents on campus, which are considered a security risk. If you are in a situation which is an emergency and/or in which you need law enforcement assistance, first call the police using 911 (from phones on the campus phone systems, dial either 9-911 or 911), give the 911 operator your LOCATION on campus (building name, room number, building address); and then call the seminary's security personnel in accordance to the following chart:

| <i><b>DAYS AND TIMES</b></i>  | <i><b>PHONE NUMBERS TO CALL</b></i>   |
|---|---|
| <b>IN CASE OF EMERGENCY</b><br>Requiring police, ambulance or fire department   | First, <b>DIAL 911</b><br>Then notify campus security   |
| To reach Security Officer-on-duty on campus   | <b>816 - 729-0229</b><br><b>Or *444 (from campus phone)</b>   |
| During the workday,<br>Monday thru Friday<br>8:00 – Noon and 1:00 PM – 4:30 PM  | Dial the main campus number<br><b>816-483-9600, ext. 0,</b><br><b>or ext. 137</b> from an office on campus. |
| During lunch hour, Monday thru Friday<br>During the day on Saturdays and Sundays and<br>Overnight, 7 days a week, 4:30 PM – 8:00 AM | Dial officer-on-duty on campus<br><b>816-729-0229</b><br><b>Or *444 (from campus phone)</b>                 |

(The campus telephone system will automatically dial and transfer your call to the officer-on-duty mobile phone when you select the “emergency” option offered in the auto-attendant message at 816-483-9600 during non-business hours.)

Saint Paul currently has its own in-house safety and security department. This department includes the director and seven (7) class A patrol agents licensed by the Kansas City Missouri Private Officers Licensing Section, plus eight (8) KCPD police officer that works part time. They generally patrol the campus 24 hours a day, seven days a week. They provide security surveillance, by monitoring the campus parking areas, grounds and buildings, and by making rounds of the campus on foot or in vehicles. These officers typically wear a security uniform which includes: gray shirt with security printed on it, a gold badge, tan and black hat with security on it, tan or black pants, black utility belt with their equipment on it, and the cell phone, 816-729-0229, or \*444 (from any campus phone). The officers have the authority to arrest individuals on school property, granted by Missouri law and the Kansas City Police Department Private Security Office. The seminary's security department has an open, good working relationship with local, state, county, and federal law enforcement.

You may report any incident of crime or security concern directly to one of the campus security officers, the Kansas City Police Department, or to one of the security personnel listed below. Written incident reports are provided to the seminary by the school's security officers regarding any incidents on campus as well as security-related matters, such as lights that have burned out. To contact the officer on campus, call our security mobile number **(816-729-0229)**, or **\*444 (from any campus phone)**.

Currently, the following seminary personnel have responsibility in the area of security:

| NAME                               | TITLE  | EXT. # | PHONE #   |
|------------------------------------|--|--------|---|
| Security Officer patrolling campus | Security Officer                               |        | <b>816-729-0229 or *444 (from any campus phone)</b> |
| Daniel Schmer                      | Director of Safety & Security                  | 149    | 816-245-4849  |
| David Firman                       | Administrative Assistant, Support Services     | 137    | 816-245-4837 or 816-483-9600, ext. 0                |
| Ken Townsend                       | Director Facility Services                     | 152    | 816-245-4852  |
| Jeremy Clay                        | Supervisor of Maintenance & Custodial Services | 160    | 816-245-4860  |
| Larry Williams                     | VP for Support Services                        | 150    | 816-245-4850  |

At times, other personnel in the Maintenance Department may respond to security calls when they have on-call responsibility.

### III. POLICIES REGARDING CAMPUS FACILITIES ACCESS

Access to the **Kansas-Winger Building, Library Building**, is made available by having these buildings open during normal business hours of 8:00 AM – 4:30 PM Monday through Friday, for evening classes, worship services, and special campus events. The Chapel is also open during business hours and your access card will allow you into the Chapel anytime day or night.

When classes/activities are scheduled in the **evening or on a weekend**, only certain doors of buildings will remain unlocked until 30 minutes after the scheduled beginning of the class or activity. Your access card will allow you in after this 30 minute time.

- o **Kansas-Winger:** the door on the east side, with the glass enclosure, provides late access, use your access card.
- o **Kresge Chapel:** the handicap access door on the east side of the building (near south corner) and/or the lower level ramped entrance door to the south are left unlocked when activities are scheduled, use your access card anytime.
- o **Library:** the one all-glass door with ramped access on the west side of the building remains

unlocked when activities are scheduled in Hendrix Hall and whenever the Library is open in the evening and on weekends.

The **Holter Center** is open normally for the regular business hours of 8:00 AM - 4:30 PM Monday through Friday or when otherwise posted for holidays. The western entrance remains unlocked whenever the Cokesbury Bookstore is open for business. Use your ID Access card at all other times.

**Residence Halls** are kept locked at all times, with each resident having an ID Access card to gain access to his or her building.(except Zartman use your hard key) Campus phones are available at the main entrance to each residence for visitors to use to call a resident by dialing the resident's 4-digit phone extension.

### IV. POLICIES REGARDING WEAPONS AND VIOLENCE

Saint Paul School of Theology will not tolerate violent acts or threats of violence against another person's life, health, well-being, family, or

property. The seminary prohibits people from bringing or possessing weapons on the premises, which includes weapons in vehicles parked in seminary lots and garages, and at seminary events, with the exception of those people authorized to do so by the Campus Safety and Security Department. Violation of this policy may warrant disciplinary action up to and including immediate termination of enrollment.

## V. ANNUAL STATISTICS

During the calendar year period of January 1, through December 31, the following criminal offenses (as defined by the Crime Awareness and Campus Security Act) were reported to campus security personnel or local police agencies as occurring on the seminary campus, public surrounding area, and non-campus buildings.

| CRIME CATEGORIES   | INCIDENCES REPORTED |                   |
|--|---------------------|-------------------|
|  | Campus              | Off Campus        |
| <b>2010</b>  | <b>Campus</b>       | <b>Off Campus</b> |
| Auto Theft   | 2                   | 3                 |
| Non-Residential Burglary   | 1                   |                   |
| Stealing   | 2                   |                   |
| <b>2009</b>  | <b>Campus</b>       | <b>Off Campus</b> |
| Auto theft   | 1                   |                   |
| Stealing   | 1                   |                   |
| <b>2008</b>  | <b>Campus</b>       | <b>Off Campus</b> |
| Aggravated Assault   |                     | 1*                |
| Armed Robbery  |                     | 1*                |
| Auto Theft   |                     | 1*                |
| Drug-Possession  |                     | 1*                |
| Non-Residential Burglary   | 1                   |                   |
| Stealing Auto-Parts  | 1                   |                   |
| *Crimes reported to local police as occurring in the area surrounding the seminary, and not on the campus property |                     |                   |

**No reports of arrests were made during 2005-2010 for:** liquor law violations, weapons possession, sex offenses, murder, manslaughter, arson, hate crimes, or vandalism.

These reported crimes include the public areas surrounding the campus, noncampus buildings, as well as the campus property.

The security department maintains daily crime logs. The last 60 days of these logs are open to the public for public viewing, usually Monday through Friday 9 AM to 3 PM. Persons wishing to see these logs should contact the Director of Campus Safety and Security.

Campus safety and security does not have a policy of monitoring and recording student's off-campus criminal activity through local police, including student organizations with off-campus housing.

## VI. POLICIES REGARDING ALCOHOL AND DRUGS

The seminary has a written Policy for a Drug-Free Campus, which describes seminary policies, and procedures related to the Drug-Free Schools and Communities Act Amendment of 1989. This policy is printed in the Saint Paul Community Handbook and provided to each member of the seminary community.

## VII. CAMPUS SECURITY AWARENESS

The involvement of the entire campus community is needed in reporting any incidents or conditions considered a security risk in a timely manner to our security personnel. Reporting crimes can be voluntary and kept confidential. We ask that you make an accurate and prompt report to the police and campus safety and security. Incidents, which are considered to be a threat to members of the seminary community, will be reported by a community memorandum and or e-mail as soon as possible after the incident has occurred, generally within 24 to 48 hours.

A program has been implemented by the seminary which makes available to the seminary community **anti-theft devices for automobiles** as a response to the particular problem of motor vehicle theft; details of this program are available in the Business Office. Safety awareness programs for the community, as well as increased attention to campus security awareness during new student and employee orientation programs, will be a part

of the on-going educational efforts by the seminary. When a student, or the school sees a need for a safety program one will be arranged, by tapping into the resources of the Kansas City Police, Missouri State Highway Patrol, and/or our own campus security department. Students, staff and faculty will be informed of campus security procedures and policies through the Community Handbook, orientation sessions and via periodic campus e-mail messages.

It is vital that all members of the seminary community practice and encourage responsibility for their own security and the security of others. Thank you for your continued awareness and response to security issues on campus.

### **VIII. POLICIES REGARDING SEX OFFENSES**

Saint Paul School of Theology recognizes sex offenses as an important issue; as a consequence any campus group or individual is strongly encouraged to contact the Campus Safety and Security department to seek information on the available programming, as well as printed material on the subject available through local law enforcement agencies. Relevant programs can be presented at the request of members of the campus community.

*Information regarding registered sex offenders resident in Jackson County, is available through: the Jackson County Sheriff's Department 816-524-4302, or the Kansas City Police Department 816-234-5221.*

#### ***PROCEDURES FOR DEALING WITH SEXUAL OFFENSES***

Saint Paul School of Theology strongly encourages those victimized by a sexual assault to report the incident immediately in order to seek out all available assistance, including help with filing criminal charges against the assailant and the pursuit of Saint Paul School of Theology disciplinary proceedings. Victims are encouraged

to contact the Kansas City Missouri Police Department to report this crime. The Campus Safety and Security department will guide the victim in the steps required. An interpreter, if needed by persons for whom English is a second language, will be sought. Counseling will be made available, and one may get sex offender victim services through Jackson county social services. The seminary will make reasonably available changes in the victim's living situation, if requested by the victim.

#### ***WHAT TO DO***

Immediately contact the Kansas City Police Department by dialing 911, and then contact the Campus Safety and Security Department, at 816-729-0229, or \*444 (from a campus phone). The Security Officer will assist with contacting all relevant staff to support you at this initial point and help you through the remaining process. Once the police arrive they will take charge.

#### ***DO THE FOLLOWING***

- After contacting the police and security, wait until they arrive at the location you gave them.
- If in a Residence Hall, have another student wait with you.
- Cooperate with the efforts of all law enforcement officials. Provide details of the assailant to the police and security.

#### ***DO NOT DO THE FOLLOWING***

- Do not take a shower or wash in any way, evidence needs to be preserved.
- Do not change clothes or wash clothing affected, evidence needs to be preserved.
- Do not go to hospital by yourself. Allow someone to drive you.

#### ***YOUR RIGHTS***

Victims have the right not to provide a statement to the police department or the Campus Safety and Security department. However, the crime statistic (without detail) must be reported in the Annual Campus Security Report. All other relevant provisions of the Campus Security Act must be

fulfilled, including the timely reporting of the event to the campus community. Only the barest details need to be reported and do not include the name, or any other descriptors pertaining to the victim.

### ***DISCIPLINARY PROCEEDINGS***

Sex offense charges against students may be processed through the campus disciplinary system. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. The accuser and accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. The standard will be whether it is more likely than not that the charged student has violated this sex offense policy. Students found to have violated this sex offense policy will be disciplined, up to and including expulsion from the seminary. Sanctions will not be lessened because the offense committed with an acquaintance or while on a date.

## **IX. SECURITY AWARENESS REMINDERS**

Here are some tips to keep in mind for the sake of safety, security and crime prevention on campus, as well as anywhere else.

- Lock the doors on your vehicle when you park and leave your vehicle, even if for just a moment.
- Keep items out of sight in your car. Move things into the trunk or conceal items beneath a coat or other cover.
- Use an anti-theft device on your vehicle. The Club is available for purchase at the Business Office Cashier's Window. We carry two sizes – "regular" for most passenger vehicles and "truck" for pick-ups, vans and SUV's.
- Keep your office or residence doors locked anytime that you step away from the location. Check the knob as you leave to confirm that it is locked and that the latch has properly engaged.
- Check to be sure that exterior building doors close, latch and lock properly when you leave

or enter a building. This is particularly important at the office/program buildings at times other than regular business or class hours. Residence hall building doors remain locked at all times.

- Do not block open a locked exterior door, not for a friend who is coming over shortly, nor for the convenience of not having to use your key on frequent trips in and out of a building. It only takes a second for someone to slip into a building when an unsecured door is unattended.
- Instruct visitors and pizza delivery persons how to dial your extension from the phone at the entrance to your building.
- Immediately report any suspicious or unusual activity on campus to security personnel:
  - ◆ Officer patrolling campus, 816-729-0229  
Or \*444 from campus phone
  - ◆ Daniel Schmer, 816-245-4849
  - ◆ Switchboard Operator, David Firman - dial 816-483-9600, extension 0.
  - ◆ Ken Townsend, 816-245-4852
  - ◆ Jeremy Clay, 816-245-4860
  - ◆ Larry Williams, 816-245-4850

(The campus telephone system will automatically dial and transfer your call to the Officer-on-duty mobile phone when you select the "emergency" option offered in the auto-attendant message at 816-483-9600 during non-business hours.)

And, remember that it is always appropriate and wise to:

- Let someone know where you intend to be and when. This allows someone else, a family member, another student, a parishioner, or a neighbor to watch out for you. This also assists the school or others to locate you when we receive emergency calls for you.
- Stay alert and aware of your surroundings. Look around as you walk or as you enter a new space, like a building entryway, an office, or a car.
- When walking outdoors alone, keep your keys in your hand ready to open your car or building. Consider carrying pepper spray or a whistle, keeping items in your hand and ready for use.