



BECKFIELD COLLEGE

2016 ANNUAL SAFETY & SECURITY REPORT

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY & CAMPUS SAVE ACT

In compliance with the Jeanne Clery Act, this report is updated annually and provided to all students and employees by October 1. This publication contains information that promotes the safety and well-being of all Beckfield College campuses. A copy of this report may be obtained by emailing the Office of Compliance and Accreditation at compliance@beckfield.edu or dialing 859-371- 9393

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LETTER FROM THE OFFICE OF COMPLIANCE

Beckfield College is a community of approximately 1,200 students, faculty and staff who study and work at our campuses in Florence, KY, Springdale, OH and online. The Annual Safety and Security report is published to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act enacted by Congress.

This information is provided annually by October 1 to students, faculty, staff, and the general public. In the report you can learn about Beckfield College's institutional policies concerning campus safety, security, evacuation routes/procedures, fire system testing, and alcohol/drug notices. Additionally, the Annual Safety and Security Report includes crime statistics that occurred during the 2013-2015 years:

- On campus
- On public property within, or immediately adjacent to and accessible from Beckfield campuses

Please familiarize yourself with the Annual Safety and Security Report. For more information about the policies and procedures outlined in the report, or to request a paper copy, call 859-371-9393 or email compliance@beckfield.edu.

In our efforts to ensure a safety and secure campus, please read this report and enhance your knowledge of safety and resources provided by Beckfield College.

Sincerely,

Lee D. Foley

VP, Compliance and Accreditation

Beckfield College, LLC

POLICY ON REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The institution places great emphasis on the safety and security of our campuses. Many employees are dedicated to making our campus locations a safer place to work and study. A safe environment supports learning and instruction. Beckfield College encourages all members of its community to promote safety and wellness by adhering to all security protocols and reporting any violations promptly.

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared by the Office of Compliance with data collected from local law enforcement agencies, internal incident reports, and local fire departments. The information included in the Annual Safety and Security Report provides crime statistics, evacuation procedures, campus security authorities, and fire alarm testing dates.

Background

This policy serves to meet the college's compliance obligation under the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998" (commonly referred to as the "Clery Act") at all Beckfield College locations. This policy is intended to govern the preparation, publication, and distribution of the Annual Security and Safety Report, and ensure that all elements of the process are carried out in a manner that meets federal regulations.

The Clery Act requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community. The Violence Against Women Reauthorization Act of 2013 ("VAWA"), mandates additional requirements as to how colleges and universities are to provide information to the students, faculty, staff, prospective students and employees, and visitors.

Scope of Clery Compliance Policy

It is the policy of Beckfield College to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Campus Security Authorities and the administration of the institution.

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the Department of Education's Handbook for Campus Safety and

Security that are relevant to their responsibilities, and will be provided training annually and/or upon request by contacting the Compliance Office.

This policy covers reports and complaints of a criminal nature, including sexual offenses. As such, this policy applies to situations in which either party is a Beckfield student, Beckfield employee, a third party (for purposes of this policy, a third party is anyone who visits Beckfield's campuses or participates in a College program or activity) or anyone within the College's Clery geography. Further, the policy provides information for prospective students and employees.

In the event that an allegation arises involving college faculty or staff, the college will apply the disciplinary measures and grievance policies and procedures as set forth in the college's HR policies or the appropriate collective bargaining agreement to which the employee is subject. In all circumstances, the college provides a disciplinary proceeding that is a prompt, fair, and impartial process. Both Complainant and Respondent may have the advisor of their choice at all times during the process and procedures.

GENERAL CLERY DEFINITIONS

Campus/On-Campus - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus Security Authority (CSA) - Individuals at the university who, because of their function for the university, have an obligation under the Clery Act to notify the university of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may have personally witnessed. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are required by federal law to "report" crime when it has been observed by, or reported to them by another individual.

Clery Act Crimes ("Clery Crimes") - Crimes required by the Clery Act to be reported annually to the university community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (forcible and non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including previously listed crimes plus larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) weapons law violations.

Clery Geography – Locations where Clery Crimes must be recorded: 1) on campus, 2) on public property within or immediately adjacent to and accessible from the campus, and 3) in or on non-campus buildings or property that the institution owns or controls.

Office of Compliance and Accreditation – College employee who works collaboratively with various departments at the college to develop, implement and oversee programs that ensure the college's overall compliance with the Clery Act and associated regulations at all college locations.

COLLEGE SECURITY AUTHORITIES

All Beckfield administrators dealing with student life meet the definition of Campus Security Authority Personnel. This includes but is not limited to:

Vice President, Compliance and Accreditation
Campus President
Director of Admissions
Director of Academics and Operations
Dean of Academic Affairs
Dean of Nursing
Dean of Business and Technology
Dean of General Education
Dean of Criminal Justice
Facilities Supervisor
Front Desk Supervisor

Beckfield's Campuses are located in the city of Florence, Kentucky and Springdale, Ohio (Tri-County). FLORENCE: There are currently two Front Desk/Security Monitoring individuals at the Main Building, which report directly to the Director of Admissions. TRI-OUNTY: There are currently two Front Desk/Security Monitoring individuals at the Main Building, which report directly to the Director of Admissions. These individuals are directly responsible for all Main Campus entrances and exits during all operational hours (7:45 AM to 10:30 PM). Before business hours, the Maintenance Department employees have been assigned this responsibility.

Beckfield Florence's Secondary Building, located at 10 Spiral Drive, is only open when in use by a class, and is opened by the Front Desk/Security Monitoring individuals during class time. Following the scheduled classes, the building is locked by the front desk supervisor.

At Beckfield College, all security violations are reported to the Front Desk/Security Monitoring individual who then notifies the Campus President, the Florence Police Department, or Springdale Police department, in cases where warranted. Other on-campus jurisdiction is shared with the Kentucky State Police, Boone County Sheriff's Department, and Ohio State Police.

Campus Monitoring:

1. Florence Campus - all doors will remain locked at all times except for the main front door of 16 Spiral, the rear (ramp) door of 16 Spiral, and the lobby door near Room 208 of 10 Spiral.
2. Tri-County – public access to Beckfield Floors is limited by elevator timer restrictions.
3. All guests must register with the front desk and wear a guest badge while in the building.

4. After hours (6:00 PM – 10:00 PM): the Manager on Duty, who will remain in radio contact with the front desk personnel in case of an emergency, will cover Campus safety monitoring. The Manager on Duty will repeatedly check the ramp area and doorways between 16 Spiral and 10 Spiral, and will regularly pass through all hallways of both buildings.

Staff Communication during Emergency:

The proper steps to react to an emergency situation for all staff

1. Call 911 (unless safety concerns make it impractical)
2. Notify front desk of the emergency as soon as possible
3. The front desk will notify:
 - a. Campus President/Director (via phone)
 - b. Compliance Office (via email)
4. Staff member to complete an Incident Report before leaving the building after the occurrence, and return it to the front desk
5. The front desk provides the compliance office with the incident report by the next day
6. All Police and/or fire reports will be collected by the front desk and provided to compliance

CAMPUS SAFETY AND SECURITY

During orientation, new students are informed about safety and security on campus. Several individuals from the college discuss the importance of safety on campus and students are informed about where and to whom to report a crime or incident to on campus.

Faculty and staff at Beckfield College were given a hard copy of the Emergency Response Plan in November 2001. The Emergency Response Plan was also put in every classroom and throughout the campuses with instructions specific to each building for tornado warning procedures during Fall 2002. This plan covers tornado, earthquake, fire, bomb threats, utility emergencies, and fallen aircraft as well as the KCTCS recommended procedures for handling anthrax and other biological agent threats. This plan continues to be distributed to new faculty.

How to Report a Crime on Campus

Beckfield continues to be committed to maintaining a safe, secure, and orderly environment for all members of the campus community. During orientation, new students are informed of where and to whom to report a crime or incident to on campus. Crimes, which occur on college property, any public property leading into or out of campus property, or on any property owned or controlled by Beckfield, should be reported to the

campus security personnel. The Campus President/Director, the Vice President of Compliance and Accreditation, in conjunction with the maintenance supervisors, will ensure the crime or incident is properly recorded in the crime log and reports of the crime or incident are made in a timely manner to the campus community.

Each quarter the academic affairs department is responsible for ensuring that currently enrolled students, students applying for admission, and employees are notified regarding the availability of the campus crime log and where it can be accessed.

Withholding Information of a Crime

Crime information will be withheld if there is clear and convincing evidence that the release of information about the crime would cause a suspect to flee or evade detection, would result in the destruction of evidence, or is prohibited by law. Information may be withheld until it has been determined that damage from the release of the information is no longer likely to occur.

How to Prevent Crimes

At orientation, new students are informed of how to prevent crime on campus from several individuals at the college. On the Beckfield web site, there is a section that specifically discusses crime prevention measures. Only in occasional instances of high alert, a security guard may patrol the campus and parking lots. Additionally, Beckfield displays informational posters in several locations on each campus indicating how to respond to dangerous situations.

Special Reports of a Crime & Enforcement Procedures

A special crime report will be made to the campuses when any crime reported to the Campus Security Authority personnel presents a safety or security threat to students or employees. The special crime report will be made in a manner that will aid in the prevention of similar occurrences and will be made within twenty-four (24) hours of the incident report to the Campus Security Authority. A campus-wide e-mail will be used as well as posting fliers on each building's bulletin board. Faculty will be asked to notify students in their classes as well.

Crimes involving *stalking, domestic violence, dating violence, sexual assault, and hate crimes*, may require special attention from the Campus Administration. Individuals who are victims of these crimes are urged to first consult with the Campus President/Director who will help them to explore additional resources that may be required, including Beckfield's Student Resource Service, "SOAR" at <http://beckfield.acisoar.com/>. Students may also call the 24-hour help line at 1-800-932-0034.

In responding to misconduct, the Campus President/Executive will normally issue an oral or written warning, but for intolerable, persistent, or a preponderance of evidence of

unlawful misconduct, the only appropriate outcome will be the student's immediate dismissal from the College. Documentation of the misconduct will become part of the student's academic file, as will any response the student may wish to have filed on his or her behalf. A student dismissed from the College under this policy is not eligible for re-enrollment. Beyond enforcing its own policies against misconduct, in compliance with the Campus SaVE Act, the College will report violations of civil or criminal statutes to authorities of the appropriate jurisdiction and may file charges against violators in its behalf.

Sexual Violence Definitions & Prevention Strategies

Sexual Assault

Sexual assault is a violent act committed primarily by a perpetrator who needs to feel powerful and in control by forcing someone else to participate in unwanted sexual activity. Often, the victim fears for their life, or physical well-being, and feels that there is no choice but to do what the attacker wants. However, submission does not equal consent. If you submit, it does not mean that you agreed to or accepted the situation. A victim is never responsible for being sexually assaulted. The responsibility for the assault lies with the attacker.

The Campus SaVE Act defines sexual assault, which—unlike domestic violence, dating violence, or stalking—was previously included as a Clery-reportable crime, as “an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.”

Domestic violence

“Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

Dating violence

“Violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim;
and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. the length of the relationship
- b. the type of relationship
- c. the frequency of interaction between the persons involved in the relationship”

Stalking

“Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress”

REPORTING A CRIME ON CAMPUS:

- Campus manager (Campus President/Director)
- Front Desk
- Dean of Academic Affairs
- VP, Compliance and Accreditation

RESOURCES FOR SURVIVORS:

Crimes involving *stalking, domestic violence, dating violence, sexual assault, and hate crimes*, may require special attention from the Campus Administration. At Beckfield College, we want to make sure that survivors and their friends and families are supported through all stages of their

Individuals who are victims/survivors of these crimes are urged to first consult with the Student Services Coordinator who will help them to explore additional resources that may be required, including Beckfield's Student Resource Service, "SOAR" at <http://beckfield.acisoar.com>. Students may also call the 24-hour help line at 1-800-932-0034.

Individuals who are victims/survivors of these crimes may also consult the *Self-Care for Survivors* section of this document.

Sexual assault can cause significant trauma and disrupt your physical and emotional health. Your recovery path will take many stages, but the important thing is to take care of yourself.

PREVENTION STRATEGIES:

These suggestions may help you reduce the risk of being the victim of sexual misconduct:

- Clearly communicate your limits to your sexual partner before things go too far.
- If you consent to sexual activity but do not like what is happening, clearly communicate your withdrawal of consent through your words or actions.
- If you do not want to engage in sexual activity, let your partner know that you do not like what is happening and that you do not want to engage in these activities. This can include saying no, leaving the room, or any other words or actions that show your partner that you do not want to engage in sexual activity
- If you find yourself in an uncomfortable situation, call for help or find help.
- Be responsible for your alcohol/drug consumption and realize that such consumption will lower your sexual inhibitions, interfere with your ability to make rational decisions, and make you vulnerable.
- Watch out for your friends and allow them to watch out for you.

These suggestions may help you reduce the risk of being accused of sexual misconduct:

- Do not make assumptions about whether you have obtained effective consent; as the initiator of sexual activity, you have the responsibility to obtain effective consent so you should obtain a “YES” prior to engaging in sexual activity.
- Clearly communicate your sexual intentions and allow your sexual partner to clearly respond.
- If you receive mixed messages, do not proceed with sexual activity; take a step back and communicate with your sexual partner.
- Do not take advantage of someone’s drunkenness or drugged state, even if they caused it themselves and even if they appear to want to engage in sexual activity.
- Realize that your sexual partner could be intimidated by you simply because of your size or gender and that you could be viewed as having a power advantage.
- Understand that consent to one sexual act does not imply consent to other sexual acts. Do not interpret silence as an indication of consent. Pay attention to your sexual partner’s verbal and non-verbal communication and body language. Verbal consent is the clearest form of consent.

SELF-CARE FOR SURVIVORS:

Good self-care is a challenge for many people and it can be especially challenging for survivors

Physical self-care is an area that people often overlook.

Food

- Food is a type of self-care that people often overlook. People are often so busy that they don't have time to eat regularly or that they substitute fast food for regular meals.
- It's not always reasonable to expect people to get 3 square meals a day (plus snacks!) but everyone should make sure they get adequate nutrition.

Exercise

- Exercise is one of the most overlooked types of self-care. The CDC recommends at least 30 minutes of exercise 5 times a week.
- Exercise, even if it's just a quick walk at lunchtime, can help combat feelings of sadness or depression and prevent chronic health problems.

Sleep

- Although everyone has different needs, a reasonable guideline is that most people need between 7-10 hours of sleep per night.
- See this [Medline Plus article](#) for more information about getting a good night's sleep

Medical care

- Getting medical attention when you need it is an important form of physical self-care.
- Some survivors put off getting medical care until problems that might have been relatively easy to take care of have become more complicated.

Emotional self-care will mean different things for different people. It might mean...

Counseling

- This could mean seeing a psychologist, a clinical social worker, or therapist.
- Local rape crisis centers often provide counseling or can connect you with a provider. Call the National Sexual Assault Hotline at (800) 656-HOPE or go to <http://centers.rainn.org/> to find a center near you.

Keeping a journal

- Some survivors find that recording their thoughts and feelings in a journal or diary helps them manage their emotions after an assault.

Meditation or relaxation exercises

- Relaxation techniques or meditation help many survivors with their emotional self-care. For example:
 - Sit or stand comfortably, with your feet flat on the floor and your back straight. Place one hand over your belly button. Breathe in slowly and deeply through your nose and let your stomach expand as you inhale. Hold your breath for a few seconds, then exhale slowly through your mouth, sighing as you breathe out. Concentrate on relaxing your stomach muscles as you breathe in. When you are doing this exercise correctly, you will feel your stomach rise and fall about an inch as you breathe in and out. Try to keep the rest of your body relaxed—your shoulders should not rise and fall as you breathe! Slowly count to 4 as you inhale and to 4 again as you exhale. At the end of the exhalation, take another deep breath. After 3-4 cycles of breathing you should begin to feel the calming effects.

Support people in your life

- Nurture relationships with people that make you feel good about yourself!
 - Make spending time with friends and family a priority
- If you have trouble finding people who can support your experience as a survivor, consider joining a support group for survivors.

Be wary of...

- Friends or family who only call when they need something
- People who always leave you feeling tired or depressed when you see them
- Friends who never have the time to listen to you
- Anyone who dismisses or belittles your experience as a survivor

Setting limits for others

- You don't have to cut them out of your life (especially with family, that may not even be an option!) but choose the time you will spend with them carefully.
- Make sure that your time with these people has a clear end.
- Cut back on the time you spend with people who don't make you feel good, or spend time with them in a group rather than one-on-one.
- Screen your calls!! There's no rule that says you have to answer your phone every time it rings. If you don't feel like talking on the phone, call people back at a time that's more convenient for you.

Letting some go

- If there are people in your life who consistently make you feel bad about yourself, consider letting those friendships or relationships go.
 - This can be a difficult decision. Remember that you deserve to have people around you who genuinely care about you and who support you.

Outside Activities

Another challenge can be in finding time for fun leisure activities. Many survivors have full time jobs, go to school, volunteer and have families. Finding time to do activities that you enjoy is an important aspect of self-care.

- Get involved in a sport or hobby that you love!! Find other people who are doing the same thing!
 - Knowing that people are counting on you to show up can help motivate you.
- If you have a spouse or partner, make a date night and stick with it.
 - Turn off your cell phones (within reason. If the babysitter needs to be able to find you, consider leaving him/her the number of the restaurant so that you can turn off your ringer!)
- Treat leisure appointments as seriously as business appointments. If you have plans to do something for fun, mark it on your calendar!

Take care of yourself and do not be afraid to ask for help from the resources at Beckfield College, or any available outside resources.

All students and employees are also urged to download and review the Annual Safety Report (ASR) from the Student Consumer Information Section of the Beckfield College Webpage.

BECKFLED COLLEGE – FLORENCE CAMPUS



Beckfield College Florence, KY Campus

16 Spiral Drive

Florence, KY 41042

(859) 371-9393

Info@beckfield.edu

Beckfield College in Florence, KY has a campus located off I-75/71 and the Turfway Park exit in Northern Kentucky. The campus is located behind Sam's Club in two free standing one-story buildings with free parking all around the perimeter of the campus. The Florence Campus is just 12 minutes from downtown Cincinnati and very accessible from throughout Greater Cincinnati. Florence, Kentucky sits in the heart of Boone County, Kentucky and not far from neighboring NKY counties – Kenton County and Campbell County.

EMERGENCY EVACUATION PROCEDURES: FLORENCE CAMPUS

In the event of a fire, tornado, severe weather, or other similar emergency, the buildings may be evacuated for safety. If this occurs during in-class time, instructors need to take their daily attendance/roll sheet with them to the evacuation area and take roll once your class is lined up outside.

Department heads should note the location of their employees before the evacuation, then take attendance in the evacuation area once outside.

All faculty, staff, and employees should familiarize themselves with the posted evacuation maps and emergency guidelines located in every room on campus. If the evacuation maps are not in your room please contact Vice President of Compliance and Accreditation at 859-371-9393.

Your department/class should meet at a single point outside the building. This is recommended to help ensure everyone is accounted for and have made it safely out of the building.

When a fire alarm sounds you should:

- Walk quickly to the nearest available exit that can be reached safely. Alert others to do the same and, with their permission, help persons requiring assistance.
- Lead your class/department to a single location
- Go to the nearest evacuation area. (see Emergency Evacuation Areas)
- Do not re-enter a building until directed by fire/rescue, a Security officer, or a clearly identified member of the Campus Team.
- Do not allow students to leave campus during the evacuation. You must take roll again upon re-entry to the room.
- If severe weather or a tornado is the reason for the evacuation, please report to the shelter sites designated on the evacuation maps located in each room.

Beckfield College conducts regular drills for your safety and to make sure in the event of an emergency, everyone knows what to do.

BECKFLED COLLEGE – SPRINGDALE (TRI-COUNTY) CAMPUS



Beckfield College Springdale (Tri-County), OH Campus

225 Pictoria Drive, Suite 200 (2nd Floor)

Cincinnati, OH 45246

(513) 671-1920

Info@beckfield.edu

(OH Reg 08-05-1857 T)

Beckfield Springdale College in Tri-County Cincinnati, OH has a campus that's located off I-275 and the Route 4 exit in. This campus is located on the second floor of the Pictoria Towers, a professional building with a covered garage with free parking. This is located next to the Springdale 18 Cinema de Lux.

EMERGENCY EVACUATION PROCEDURES: SPRINGDALE (TRI-COUNTY) CAMPUS

CRIME STATISTICS