

# 2012 Daymar Employee and Student Campus Security Information

## To Report A Crime:

It is the policy of Daymar that all criminal actions detected during school operating hours are to be reported to the Director of Education (DOE). If the DOE is not available crimes can be reported directly to the Campus President. Criminal actions detected other than during school operating hours are to be reported directly to the Police Department whose number is (502) 574-2258. In the event of imminent danger, the use of the 911 emergency call number is strongly recommended.

## Emergency Response & Evacuation Procedures:

The school will immediately alert the campus community in a timely manner of any natural disasters or other emergency situations, crimes involving murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, and/or any of these crimes believed to show evidence of prejudice as prescribed by the Hate Crimes Statistics Act.

Daymar will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Daymar uses the ConnectEDU notification system to text, email and call students, prospective students, graduates, faculty, staff and administrators with important announcements.

The institution will, without delay, and taking into the account the safety of the community, determine the content of the notification and initiate the ConnectEDU notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

To determine an emergency, a minimum of three (3) members of the campus leadership team must agree. Upon confirming a significant emergency or dangerous situation has occurred, any member of the campus leadership team is authorized

into the ConnectEDU emergency notification system to alert members of the campus. The member(s) of the leadership team will determine the message content, message recipients, and initiate the notification system.

Members that have access to initiate the Blackboard ConnectEDU notification system include but not limited to members of campus leadership team including the Campus President, Director of Education, Director of Admissions, Director of Financial Services, or Director of Career Services. When emergency notifications and announcements need to be made to members of the larger community, the school when necessary and appropriate will alert local media.

The institution will test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date & time of the exercise and whether it was announced or unannounced. In the event of an emergency evacuation please follow the evacuation charts posted onsite and follow instructions given by the campus management and other members of emergency services personnel.

## Campus Law Enforcement Policies:

Daymar does not employ its own campus security. Daymar supports the enforcement of all local, state, and federal laws and regulations. The school will cooperate with appropriate law enforcement agencies in the investigation of any illegal activity occurring on campus or at a school related activity. The school encourages the accurate and prompt reporting of all crimes to local authorities. Misrepresenting criminal activity or falsely reporting an incident could result in prosecution.

In all situations an Incident Report must be completed by the aggrieved person and/or witnesses. A copy of the Incident Report is to be forwarded immediately to the Director of Education or College President.

## Hours of Operation:

The building located at 3309 Collins Lane Louisville, KY 40245 is normally open Monday

through Thursday from 8:00 a.m. until 9:40 p.m. when classes are in session, and from 8:00 a.m. until 5:00 p.m. between academic quarters. On Fridays, the building is generally open from 8:00 a.m. until 4:00 p.m. during terms.

## Alcohol and Drug Policies:

The unlawful possession, use or distribution of drugs and alcohol by students or employees is absolutely prohibited on Daymar College premises or at any of its activities. By Daymar College regulations and by Federal law, by state law, and by local ordinances, students, faculty and staff are prohibited from the unlawful possession, use dispersion, distribution or manufacture of illicit drugs on Daymar College property or at Daymar College Sponsored Activities.

In compliance with campus policy, being under the influence, use, possession of, or the distribution of alcohol or illegal drugs is not permitted on campus, or at any school related activity. Students, staff, or visitors in violation of these rules will be dealt with in compliance to local, state and federal law. Local law enforcement authorities will also be notified and sanctions include but not limited to: expulsion, termination of employment, and referral for prosecution.

For information on health risks, please refer to the Drug and Alcohol Abuse Prevention Policy in the college catalog or in the President's Office.

## Sexual Assault and Harassment:

Victims of sexual assault should get help as soon as possible. If you are physically injured, seek medical treatment immediately. Contact the Director of Education, College President, or the Police to report the incident. It is important to preserve any evidence of the crime to assist with the investigation.

You should not bathe, wash or change clothes if possible before being examined at a medical facility.

If the offense involves another student, disciplinary action may be initiated within the College. Sanctions may include required counseling and/or temporary suspension or dismissal. Both the accuser and the accused are entitled to have others present during any proceedings. The outcome of the proceedings will be provided to both the accuser and

the accused for any proceedings where sexual assault is alleged.

The school will assist victims of sexual assault in notifying appropriate authorities, if requested. The school administration can assist victims of sexual assault in seeking counseling, mental health or other related services. The college will attempt to assist with victim requested changes in academic situations whenever reasonably possible. If you feel you are being sexually harassed, contact the Director of Education or College President.

#### Substance Abuse Counseling:

The College will refer those individuals in need of special help with substance abuse problems to the appropriate local agencies for crisis intervention, information dissemination, and counseling. For information on local resources, please see the Campus President. The contact information for the toll free Drug and Alcohol Abuse Prevention Program is **1-800-662-HELP(4357)**

#### Crime Prevention Program:

Daymar College staff encourages employees and students to follow the same safety precautionary measures that they follow in their homes and in the community. The College President is happy to assist anyone interested in attending a seminar or program on crime prevention and safety by locating the appropriate agency. Daymar has a very low occurrence of criminal activity. However, when incidents do occur, please use your own best judgment on how to respond. Safety precautions should be observed at all times. The school encourages all students, prospective students, faculty and staff to take the responsibility to help each other in situations where criminal activity has occurred.

#### Campus Sex Crimes Prevention Act

The *Campus Sex Crimes Prevention Act* (CSCPA) is a federal law enacted on October 28, 2000. Among other things, this law facilitates the tracking of convicted, registered sex offenders that are: 1) students of, 2) employees of, or 3) volunteers at an institute of higher education.

The CSCPA amends the *Jacob Wetterling Crimes Against Children and Sexually Violent*

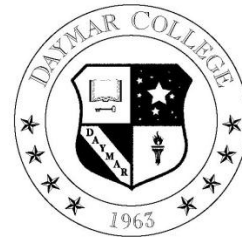
*Offender Registration Act* (WETTERLING) to require sex offenders that are already required to register in a State to provide notice, as required under State Law, of each institution of higher education in that State at which the person is employed or carries on a vocation or is a student effective as of October 28, 2002.

The CSCPA also amends the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosure required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their State.

Finally, the CSCPA amends the *Family Educational Rights and Privacy Act* (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders.

The Kentucky State Police provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at <http://kspsor.state.ky.us>.

This information may also be found in the Daymar catalog. You may also speak to your College President regarding any question or concerns.



**Daymar College - Online**  
**3309 Collins Lane**  
**Louisville, KY 40245**

**Campus Security Information**  
*Annual Disclosures*