



# Annual Campus Safety & Security Report

## 2017



WKU Police Department  
1906 College Heights Blvd #11050  
Bowling Green, KY 42101

Phone: 270-745-2548  
FAX: 270-745-5275

# Message From The Chief

Thank you for reviewing the Western Kentucky University, 2016 Annual Campus Crime Awareness and Campus Security Report. This report is designed to provide students, Prospective students, parents, faculty, and staff with accurate crime statistics, information on university services, and crime prevention programs.

These programs are designed to help inform our campus community about safety practices that will help reduce the risk of becoming a victim of crime. These safe practices can provide individuals with vital information that they can carry with them through college and beyond, keeping them safe for the rest of their lives.

Campus safety and security is a paramount concern in today's society, and we take that concern very seriously. You will find that our campus is relatively safe and conducive to the learning process. The officers of the Western Kentucky University Police Department are committed to making Western a safe environment in which to study, live, work, and socialize.

Western Kentucky University Police Officers are also committed to "Community Oriented Policing", in which officers work with the campus community to identify problems and develop new innovative ways to address those problems. The campus "video surveillance" system is just one example of developing innovative ways for addressing problems.

We should all remember safety is a shared responsibility between the police and the university community. Please report all crimes or suspicious activity to the police department as soon as possible.

We hope that you will find this information helpful and informative, and that your time at WKU will be safe and enjoyable. If you have any questions or concerns, please visit our website at [www.wku.edu/police](http://www.wku.edu/police) or contact us at our general information number 270-754-2548, or at our TIP-LINE number 270-745-8773.



**Thank You,  
*Mitchell Walker***

## **Mission Statement**

The Mission of WKU University Police Department is to efficiently provide quality police and customer service to our students, faculty/staff, and visitors by promoting a safe environment through police and community partnership. We pride ourselves by working together with the University community to enhance a peaceful quality of life where people can live, visit and work safely without fear, with an emphasis on mutual trust, integrity, fairness, and professionalism.

Western Kentucky University is an educational institution dedicated to improving people's lives through excellence in education, and giving exciting opportunities for personal growth and achievement. Our mission is guided by core values: Integrity, mutual respect and human dignity, social responsibility and academic freedom.

The mission of the WKU Police is to support the educational objectives of Western Kentucky University by preserving the peace, protecting life and property, and enforcing in a fair and impartial manner the regulations of the university, ordinances of the City of Bowling Green and statutes of the Commonwealth of Kentucky. The goals of the department are the prevention of crime and disorder and the preservation of life, property and individual freedom. The department strives to achieve these goals through noticeable and constant patrol and apprehension of criminals along with educating the public and continuous training of Police personnel.

## **About the WKU Police Department**

The WKU Police is a professionally trained full service law enforcement agency observing the highest standards of professionalism. All sworn WKU police officers have arrest powers and as such, officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform; to discharge their duties off-campus if engaging in intelligence gathering activity, investigating a crime committed on-campus.

The department provides around-the-clock patrols and other services to the University community. They enforce federal, state and local statutes. Officers and Communication Officers are on duty twenty-four (24) hours a day, seven (7) days a week, 365 days a year. University Police Department is located at Parking Structure 1 across from Diddle Arena, or by calling 270-745-2548. Visit our website at [www.wku.edu/police](http://www.wku.edu/police).

WKU Police Officers have full police powers including the power of arrest under KRS 164.955. University Police is 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 officers conduct patrol by car, foot, bicycle, on a daily basis, 24 hour, 365 day.

The WKU Police Department is an accredited Law enforcement Agency by the Kentucky Association of Chiefs of Police. Summer of 2014, WKU Police completed its fifth accreditation process. WKU Police was also the first accredited University Police Department in Kentucky and the 3rd State Wide to receive its 5th consecutive accreditation.

## **Working Relationship with Local, State, and Federal Agencies**

The WKU Police Department maintains a close working relationship with local, state and federal law enforcement agencies. Bowling Green Police Department, Kentucky State Police, FBI, Postal Inspectors, ATF, and the Secret Service regarding common crime problems and criminal activity on and near campus. Crime related reports and statistics are also exchanged for the monitoring and recording of criminal activity which may involve students at off-campus locations. By agreement with these agencies, the WKU Police Department responds to situations at off-campus locations when requested by the agencies. The same agencies will also respond to campus at the request of University Police

## The Students Right-To-Know and Campus Security Act

In November 1990, the Student Right-to-Know and Campus Security Acts were signed into law. The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to enrolled and prospective students, parents, employees, and the public. The following information is disclosed to you in compliance with federal law.

**Federal Law:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the Clery Act) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The U.S. Department of Education holds enforcement authority for the Clery Act and there is a maximum penalty of \$35,000 for each violation of the regulations that define the reporting requirements.

**State Law:** The Michael Minger Act is a Kentucky state law that requires public colleges and universities as well as private institutions licensed by the Kentucky Council on Postsecondary Education (CPE) to report campus crimes to their employees, students and the public on a timely basis. This law took effect July 14, 2000, and additional provisions dealing with student housing fire safety took effect on July 13, 2004. This law also requires a public crime log, to be available on-line, recording incidents known to campus police and other campus officials, as well as special reports when there is an ongoing threat to the safety of students and employees. Campus officials must also immediately report each fire or threat of fire to the state fire marshal's office and local authorities. School officials that violate the law may be fined up to \$1,5000, be imprisoned in their county jail for up to 30 days, or both.

**Compliance:** Western Kentucky University Police Department has been designated as the compliance office for ensuring that the requirements of the Clery and Minger Act are met by the designated Campus Security Authorities (CSAs) and the University and is responsible for issuing the annual reports and release of all Campus Crime Reports. This site is updated every twenty-four (24) hours Monday through Sunday. You can access this by going to our website and click on Campus Crime Log under Crime & Fire Data.

Should you have any questions concerning the Federal Campus Crime and Security (Clery) Act or Kentucky Campus and Crime security (Minger) Act Annual Report, please call the Western Kentucky University Police Department at (270)745-2548 or visit our website, [www.wku.edu/police](http://www.wku.edu/police).

**The Annual Campus Security Report:** Is prepared each year and outlines required safety and security information as well as crime tables for the previous three (3) calendar years. An e-mail is sent to all WKU students, and parents as well as all WKU faculty and staff employees. You can access this report at anytime by visiting the WKU Police website at [www.wku.edu/police](http://www.wku.edu/police) and clicking on the Crime & Fire Date tab. This report is also available in pdf if you wish to print this report out. If you have any questions or concerns contact the WKU Police Department at 270-745-2548.

## Training

### Officer and Communication Officer Training

All law enforcement officers and communication officers are trained at the Kentucky Department of Criminal Justice Training and are Kentucky Police Officers Professional Standards (POPS) Certified.

Officers are trained according to Kentucky Law Enforcement Council standards, which include attending the 23 week basic-training academy and 40 hours of annual in-service training. Additional training is conducted in first aid, CPR, emergency response, firearms, and other topics as needed.

Communication officers are trained through the Department of Criminal Justice (DOCJT) which include attending 5 weeks of basic-training in Criminal Justice Information System (CJIS), according to Kentucky State Police LINK Provisions & Guidelines. Additional training is conducted to maintain their certification which includes 8 hours of KLEC and 4 hours of CJIS.

## Reporting Crimes on Campus

Crimes or criminal activity should be reported immediately to The WKU Police.

Contact the WKU Police Department by:

- Dialing (270) 745-2548 to report non-emergencies
- Dialing 9-1-1 from any campus phone to report an emergency.  
Calls made from cell phones or off campus phones by dialing 9-1-1 will connect you to the Bowling Green Police Emergency 9-1-1 center. The 9-1-1 Center will connect you back to WKU Police Emergency Communications.
- Subjects who are hard of hearing, deaf, or have a speech impaired are to call the Kentucky Relay Services by dialing 711, the individuals will be directed to the WKU Police Department for assistance.
- There are numerous emergency call boxes located throughout Main Campus, South Campus, Campbell Lane Lot. and The Center. These call boxes are connected directly to the WKU Police Department. When activated, the dispatcher will immediately know the call box location and will dispatch an officer. When speaking with the dispatcher, you should state the type of emergency. The Call boxes can be used to:
  - Request for help
  - Report a crime
  - Report a suspicious activities
  - Request an escort
  - Report any other type of emergency you may encounter

Unless you are at risk, wait at the call box location for the officer to arrive. If you must leave the call box location tell the dispatcher where you are going and go to an area where people are located. It is important emergency call boxes only be used for true emergencies. To activate the Emergency Call Box press the red button once, a flashing blue strobe light is activated. This draws attention to the area which can deter or stop criminal acts. In addition, close circuit television cameras in the vicinity of the emergency call box will also be redirected to the call box. This will allow Dispatch to see the area and gain valuable information about the reason for the activation. If you are not near an Emergency Phone use campus phone and dial 9-1-1 or call 270-745-2548 and you will be immediately connected to the WKU Police. If the Emergency Phone is pushed and it's not an emergency you could be charged for falsely reporting.

## Reporting a Crime Anonymous

Individuals with any information that may lead to the conviction or arrest of a suspect(s) are urged to contact Western Kentucky University Police Department *immediately*. You may do this anonymously by calling our anonymous tip line at (270) 745-8773 or emailing [tipline@wku.edu](mailto:tipline@wku.edu). All information remains confidential with the WKU Police Department.

In event an individual prefers to report a criminal offense to someone other than the University Police, he/she has the option of reporting the situation to the Office of Student Conduct in Potter Hall Room 425 Phone (270) 745-5429 or to Housing Residence Life in Southwest Hall Phone (270) 745-2937.

## Rave Guardian (Mobile App)

Rave Guardian is the ultimate tool for enhancing student safety on and off-campus. Rave Guardian is a smartphone app that allows students to contact the university police department with concerns, comments, questions, and contact them in the event of an emergency.

The Rave Guardian smartphone app enhances safety on campus through real-time interactive features that create a virtual safety network of friends, family, and Campus Safety.

To Learn more about this app and/or to download the app go to, [www.wku.edu/sga/initiatives/raveguardian.php](http://www.wku.edu/sga/initiatives/raveguardian.php)

## **Crime Stoppers**

270-781-CLUE (270-781-2583) or toll free 866-842-CLUE. REMEMBER, your identity remains confidential. WKU Police is affiliated with the CrimeStoppers program associated with the Bowling Green Police Department program which brings the campus community, the media, and the police together in the fight against crime. Through the Crime Stoppers program, citizens become aware of the real impact of crime on the community and are continually encouraged to come forward with information that might aid in the solution of crimes. When people are motivated, for whatever reason, to assist police, their effectiveness increases while the opportunity for the criminal to escape detection decreases. Bowling Green Police CrimeStoppers.

## **Reporting Crimes and Other Emergencies**

All reports will be investigated. The University Police encourages anyone who is a victim or witness to a crime to promptly report the incident to the police. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued by means including, but not limited to: Rave text messages, Voice Outdoor Warning System, For the purposes of inclusion in the annual disclosure of crime statistics, confidential reports are generally made to other CSAs who meet certain requirements and only under certain situations, i.e. pastoral and professional counselors that are acting in that role mad aware of any crime.

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location,

## **The University will investigate all complaints of sexual misconduct.**

Reports of sexual misconduct are taken seriously. Once a Report has been filed an investigation will be conducted. While complete confidentiality cannot be guaranteed, the university will take reasonable steps to conduct an investigation or otherwise handle a complaint of sexual misconduct in as confidential a manner as practical. However, those with a need to know include University officials, witnesses, and those responsible for the investigation and disciplinary processed, shall have appropriate access to information concerning the complaint.

## **Title IX Reporting**

All members of the University community are asked to report violations of this policy to appropriate authorities by contacting the Title IX Coordinator (270) 745-5396 or Title IX Deputies Department of Student Activities (270) 745-5809, School of University Studies (270) 745-3196, Department of Housing & Residence Life (270) 745-4359, Department of Human Resources (270) 745-5360, Department of Athletics (270) 745-5276, Elizabethtown/Fort Knox Campus (270) 706-8874, Academic Affairs & Provost's Officer (270) 745-5468, Police Department (270) 745-2548, Glasgow Campus (270) 659-6936, Owensboro Campus (270) 684-9797, General Counsel (270) 745-5398. or by filling out an one of the Incident Report form [Title IX Campus Wide Incident Report](#), [Anonymous Incident Report](#), or a [Student Complaint](#).

## **Emergency Notifications**

WKU has created the "The WKU Alert" as a communication tool for mass notifications of imminent threats or emergency situations to campus. The WKU Alert uses a matrix system to identify the type of emergency or threat and the format of message to be sent.. Messages may be sent by text message, mass emails, and outdoor alerts systems or other mentioned methods.

Based on the type of threat or danger, notification may include any of the following or a combination of the following: a SMS text message to cell phones. Students, faculty and staff may register for this service on TOPNET. To sign up to receive notifications and would go to your Topnet account in log into your account personal information page, click on update cell phone messaging notification, fill out the notification information and click submit.

## Video Surveillance

WKU has numerous cameras installed inside and outside of buildings which are strategically placed throughout campus, deterring crime on campus and in high traffic areas.

## Federal Outdoor Warning System

Is a voice command outdoor emergency mass alert system on Main Campus and South Campus. This system gives voice instructions to everyone outdoors regarding immediate dangers or threats. Emergency notifications can also take the form of video message boards, mass emails, WKU website, media press releases and news conferences. Stay connected to the WKU website for updates situations pertaining to all WKU Campus's.

Western Kentucky University is a community dependent upon trust and respect for its faculty, staff, students and visitors. We are committed to showing zero tolerance for sexual assault which violates that trust and respect. The Sexual Assault Services Coordinator (SASC), housed in the Counseling and Testing Center, is available to provide assistance in cases of sexual assault emergencies for WKU Students. A sexual assault emergency is when a student reports to HRL or UPD that sexual misconduct/assault has occurred. At that time, the Sexual Assault Services Coordinator will be contacted to offer assistance and let them know of the resources available on our campus and in the community. To access the Sexual Assault Services Coordinator (or designated back up) during normal business hours, please contact the Counseling and Testing Center at 270-745-3159. Housing and Residence Life and the University Police Department might need assistance after hours. If this is the case, HRL will contact the SASC (or designated back up) directly to determine the need of the student (whether that be offering assistance by phone or responding in person to the residence hall, police department or hospital). The SASC (or designated back up) will be available to the University Police.

## Sexual Offense Policy & Resource Information

Department for assistance with victim services including advocacy during reporting. For the campus community not specifically listed, please contact the University Police Department for access to the SASC (or designated back up) if deemed appropriate.

The SASC will be the one to initially be called in case of a sexual assault emergency unless a designated back up person is identified for a specific time of coverage. In that case, the SASC will send an email with the date, name and contact information of the designated back up to UPD, HRL, Student Conduct, and the Vice President of Student Affairs.

To the campus community in general, all WKU employees (e.g., part-time, full-time, temporary, intermittent, etc.) must report information they have about alleged or possible sexual misconduct/assault involving student-to-student concerns to the Office of Student Conduct, and concerns involving, but not limited to, employee-to-student, employee-to-employee, and student-to-employee to the Equal Employment Opportunity office (EEO), within 24 hours of receiving such information.

### **Title IX—Sexual Misconduct/Assault Policy:**

It is the position of The Office of Student Conduct that among the violations of misconduct considered to be of an especially serious nature are those that represent a threat to the safety and health of members of the University Community. These include but are not limited too, harassment, physical violence or threat of violence, non-consensual sexual contact, rape or any form of sexual violence. To learn more about this policy please visit [Office of Student Conduct](#).

### **Harassment Policy:**

Western Kentucky University is committed to providing a working and learning environment that is free from discrimination and harassment. Discrimination and harassment, and/or retaliation against anyone who makes a complaint or participates in the complaint process are prohibited and shall not be tolerated.

To read more on this policy [click here](#).

## Programs

### Crime Prevention Programs

Safety and Crime Prevention is a shared responsibility between the WKU Police and the campus community. The WKU Police Crime Prevention section uses handouts, programs, and personal contacts to inform students, faculty and staff on measures that can be taken to reduce the likelihood of becoming a crime victim. WKU Police provide safety tips on our web site at [www.wku.edu/police](http://www.wku.edu/police). Crime Prevention programs presented in residence halls during the academic year and during Crime Prevention Week each fall. Topics covered in the Crime Prevention program include date rape awareness, theft prevention, escort services, drugs and narcotics, general safety and security, and alcohol awareness. Films, guest speakers and handouts are used to illustrate procedures and to in the educational process. A representative of the WKU Police often serves as guest lecturer in many class projects throughout the year. In addition to programs presented by the WKU Police and Residence Life, information relating to drugs and alcohol is provided by Student Health Services. Presentations are also made to parents and students during the orientation, advisement and registration program.

### Women's Self Defense Program

The Rape Aggression Defense Systems (R.A.D.) is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program. Our courses are taught by nationally certified R.A.D. Instructors and provide each student with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth, and is the key to our free lifetime return and practice policy for R.A.D. graduates. This R.A.D. policy allows graduates the chance to take the class free of charge at any R.A.D. training location.

### Active Shooter Class Presentations

Shots fired is the last thing you'd expect to hear on campus. While the possibility of being involved in an active shooter incident on campus may be remote, the consequences can be catastrophic. That's why it makes good sense to spend some time now thinking and preparing for it. The WKU Police Department have specialized instructors that prepare students, faculty, and staff to have a *survival mindset* for such an incident. They further train the community in how law enforcement will respond to an active shooting situation and what pre-incident behaviors of concern are. You can also access our video on [Surviving Campus Violence](#) "Run, Hide, Fight". For more information or to set up an active shooter class call 270-745-2548.

### University Police Academy

The Western Kentucky University Police Department offers a University Police Academy to all students, faculty and staff. The purpose of the University Police Academy is to develop mutual respect between the public and law enforcement officers. The University Police Academy is taught by officers from the WKU Police Department. The courses include Patrol Procedures, where students have opportunity to role play and simulate conducting traffic stops, as well as Criminal Investigations, where students learn about finger prints and interview techniques. Students also have the opportunity to get hands on experience with a duty weapon and tour the Warren County Regional Jail. The University Police Academy is **not** designed to train you to be a police officer but to give you basic information about law enforcement.

Notification of this class is sent out by campus email and is offered in the spring only. If you have any question and/or would like to join, call 270-745-2548



## CRIME PREVENTION TIPS

There is safety in numbers. Try to walk with a group or a buddy when out a night. If you do not have a friend available to walk with call the WKUPD Escort Service at 270-745-3333 or 270-745-2548.

**ALWAYS** lock your residence hall doors, take a self defense class, do not leave your personal belongings unattended while studying in a public place. Log your model and serial numbers of all valuables and keep information in a safe place. Keep valuables in your vehicle out of plain view. Report lost or stolen room keys immediately to the front desk of your hall. Never leave a message on your door or via social media letting others know you are away from your room. Do not carry large amounts of cash. Text books are the same as cash. Do not leave them unsecured. Do not invite people you have just met up to your room. If you are the victim of a crime, or if you witness a crime or suspicious activity, you may report it anonymously at (270) 745-8773, or online at [Anonymous Reporting](#).

## Police Explore Post 825

The Western Kentucky University Police Explorer Program is designed to educate students in various police operations and to begin building a foundation for a career in law enforcement. This intense course of study will prepare students with decision making and leadership skills, as well as, re-enforce community involvement by assisting with Special and Athletic Events on campus.

Western Kentucky University Police Explorers will have the opportunity to learn similar skills of police personnel through contact with those officers. Explorers will learn to make informed decisions and take responsibilities that make the campus conducive to a learning atmosphere.

To learn more about our Explorer Post or if your interested in becoming an Explorer, [click here](#) to visit our home page or call 270-745-2548.

## Security and Access to Campus Facilities

Western Kentucky University is an open campus within the city limits of Bowling Green. Western Kentucky University also has regional campuses located in Glasgow, Elizabethtown/Fort Knox and Owensboro. As such there are numerous streets entering onto campus. A student enrolling at WKU assumes the obligation for conduct in a manner compatible with the university's function as an educational institution. Students are subject to discipline for acts or misconduct. Registered students and student organizations may use campus facilities, provided the facilities are used for the purpose contracted and subject to the regulations of the university. Each student has the right to a campus environment characterized by safety and order. Campus classroom buildings are locked at various times of the evening depending on class occupancy

**Lighting:** Campus Administrators and Student Government Association hold a "Campus Safety Walk" each fall. The purpose of this walk is to asses safety issues on campus. The walk often locates dark area where additional lighting is needed to improve the safety of the area. The walk identifies areas with heavy bushes where trimming could reduce possible hazards, lights that are burned out. Western Kentucky University is a well-lit campus. This is a major factor in creating a safer, more inviting environment for students, faculty, staff and visitors.

**Facilities Management:** Is responsible for the maintenance and operation of campus buildings, grounds, and utilities, and can be reached at 270-745-3253.

**Housing Report:** Students with routine maintenance problems in their residence hall rooms should report the problem on the GET-IT maintenance system. Information about the on-line system is distributed at check-in and is also available at the front desk. Emergency Maintenance should be reported directly to the information desk in each residence hall. The on-call person will respond to emergency maintenance issues. The Hall Director and Resident Assistant staff members in each hall turn in maintenance for the common area including kitchens, hallways, and bathrooms. Housing and Residence Life Zone Technicians and Building Service Attendants take care of both the room and common area maintenance and housekeeping needs in the residence halls.

**Residence Hall Security:** Each residence hall desk is staffed 24 hours a day and closed circuit cameras are used to monitor each door that is not easily visible from the desk area. Any attempt to circumvent the security measures is a violation of policy and may result in disciplinary action up to and including removal from the residence halls.

**Night Clerk:** A student is employed by the Office of Residence Life to manage the desk operations and maintain order in the lobby area at night.

**Unauthorized Guest:** For any WKU student to be considered an authorized guest, they must adhere to all visitation procedures of the hall in which they are visiting including visitation hours, check-in/out procedures and being properly escorted. Residents are responsible for the actions of their guests.

**Underage Guest:** Visits by underage guests need to be authorized by the hall director. The following policies exist concerning underage guest:

- No overnight guests under the age of 18 are allowed.
- No guests of the opposite gender under the age of 18 will be checked in unless they are a WKU student with a valid WKU ID.
- Babysitting is not permitted. Infants and minor children should be accompanied by their parents and may visit for short periods of time.

The link to Housing Residence Hall Policy manual can be found at:

<http://www.wku.edu/housing/halls/hilltopics.php>.

**Key:** Room keys must be used to unlock lobby doors of residence halls and mailboxes.

**Room Entry:** Entry to the living quarters of a student may be conducted by the following people for the purposes listed below:

1. By law enforcement officers in the line of duty in accordance with legally defined procedures governing search and seizure.
2. By authorized custodial and maintenance personnel to make improvements, repairs and to provide routine maintenance.
3. By authorized university personnel in order to ensure that health, fire and safety standards are maintained.
4. By authorized university personnel in emergency situations to protect the health, comfort and welfare of a student or to make emergency repairs.

**Escort Service:** The Escort Service is an on-campus service provided by the WKU Police Explorers for the protection of students, faculty, staff and visitors of the Western Kentucky University Campus. Escorts will be provided from dusk until dawn by calling WKU Police Department at 745-2548 or 745-3333.

## Policies

### Missing Student Policy:

If a student has been missing for twenty-four (24) hours should be reported to the WKUPD admittedly. If a member of the University community has reason to believe that a student is missing he or she should contact the WKU Police immediately at 270-745-2548. The WKUPD shall initiate an investigation to determine whether the student is missing.

After investigating the missing person report, should the WKU Police determine that the student is missing and (1) the student is 21 years of age or under WKU Police will enter the student into the NCIC Missing Person File. (2) The WKU Police will notify the Bowling Green Police Department and other area law enforcement agencies of the missing person. (3) WKU Police will contact the student's emergency contact person. This will take place no later than 24 hours after the student is determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by WKUPD in the event the student is determined to be missing.

## **Timely Warning Policy**

WKU Police will post a “**Timely Warning**” about an event that poses a threat (or a continued threat) to the safety of students, faculty or staff on or off campus. Several “timely warning” methods of delivery may be utilized by WKU Police to inform the campus community of a threat. These methods may include text messaging, mass email notifications, local newspapers, television and radio stations.

## **Illegal Drug Policy:**

Western Kentucky University prohibits the use, possession, production, manufacture, sale, possession with intent to sell, trafficking or distribution of narcotics, dangerous drugs or a controlled substance, as defined in KRS Chapter 218A, including marijuana, or other drug related activities, including those involving anabolic steroids, except as expressly permitted by law. Students found in violation of these laws may face criminal prosecution and university administrative sanctions.

## **Student Drug and Alcohol Policy:**

Illegal use, possession, or distribution of drugs, controlled substances or drug paraphernalia may be cause for dismissal from the residence hall, as well as other disciplinary and police action.

The University prohibits the possession, furnishing, or use of alcoholic beverages by residents in campus housing and/or guests of residents in residence halls.

The University has adopted a **Parental Notification Policy** for students found in violation of the alcohol or drug policies, who are under 21 years of age. Residents must comply with all federal, state, and local laws governing the use and possession of alcoholic beverages.

## **Faculty, Staff Employee Drug and Alcohol Policy:**

Western Kentucky University prohibits the unlawful use, possession, manufacture and distribution of illicit drugs and alcohol by its employees on its property or as part of any of its activities. Employees found to have committed a violation of this policy are subject to University sanctions that may include probation, suspension or termination. The level of sanction will be determined by assessing the seriousness of the breach of policy and effect of the conduct to the institution. The sanction for illegal sale or distribution of drugs includes separation from the University and referral for prosecution. Referral to drug/alcohol treatment programs will be mandated, when appropriate. To read more on this police [click here](#).

## **Deadly Weapons/Destructive Devices Policy:**

The owner of a private vehicle is prohibited from possession or storing a weapon in the vehicle while it is operated or parked on University property, including University parking areas, either on campus or at any off-campus facility owned, leased, or operated by the University.

To learn more about the university weapons policy [click here](#).

## **Crime Statistics Definitions**

Crime statistics reported are broken down according to the following categories:

### **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 the manner related to, the institution's educational purposes, including residence hall; and any building or property that is within or reasonably contiguous to the area identified in paragraph of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

## Residential Facility

This is a subset of crimes reported on-campus. It includes crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities.

## Non-Campus building or property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

## Public property

All public property including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

## Definitions of Crimes

### Criminal Homicide:

- **Murder or Non-Negligent Manslaughter:** The unlawful killing of a human being with malice aforethought. Justifiable homicides are not included.
- **Negligent Manslaughter:** Killing of another person through gross negligence.

### Sex Offenses:

**Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This also includes attempts.

- **Forcible Rape:** The carnal knowledge of a person forcibly or otherwise against the person's will. Only forcible rapes are included, together with assaults for the purpose of rape and attempted forcible rapes. Forcible sodomy and sexual assault with an object would be included in this category. Excluded are rapes where the victim is under age of consent and no force was used.
- **Non-Forcible Rape:** Non-forcible intercourse with a person who is under the age of consent or incest

### Robbery:

The felonious taking of the property of another by force or the threat of another by force or the threat of force or violence and/or by putting the victim in fear. All attempts to rob are included. Robberies are reported in two general categories: armed (any weapon or threatening object used), strong-arm (to include muggings and similar offenses where no weapon is used by strong-arm tactics are employed).

### Aggravated Assault:

The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could, and probably would, result in serious personal injury. Therefore, all assault attempts where serious injury would have been likely to occur are included. Excluded from the Part 1 crime of aggra-

## **Burglary (breaking and entering)**

The unlawful entering or remaining in a building with the intent to commit a crime, including entries where force of any kind is used to gain entrance, where no force was used (an unlocked door or by concealment), any attempts to enter forcibly (even though entry was not actually gained).

## **Motor Vehicle Theft**

Includes all thefts and attempted thefts of motor vehicles. The taking of a vehicle for temporary use when prior authority has been granted would not be classified as motor vehicle theft.

## **Arson**

Willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, and craft, personal property of another.

## **Hate Crimes**

Any of the above mentioned crimes plus larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that manifests evidence that the victim was intentionally selected because of the perpetrator's bias based on Race, Gender, Religion, sexual orientation, ethnicity/natural origin, and disability.

## **Definitions of Crimes for which arrest are reported:**

**Section 1213** of this Higher Education Act of 1965, as amended, contains the drug free campuses requirements added by section 22 of the Drug free Schools and Communities amendments of 1989 (Public Law 101-226). Federal, state and local governing the use and possession of alcoholic beverages are enforced. Violations of these statutes are subject to criminal prosecution and administrative sanctions.

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

### **Liquor Law Violations:**

Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of "driving under the influence" or "drunkenness.")

- **Counseling:** Alcohol substance abuse is provided through the Department of Residence Life. WKU Police partners with Graves Gilbert Clinic at WKU and Residence Life Association.
- **Alcohol Awareness Week:** Activities of the week include Driving under the Influence Simulators where students drive as simulated impaired drivers. Participants use drunk buster goggles, Gators and golf carts to drive an obstacle course and take a series of standardized field sobriety test to show impairment levels of intoxicated drivers. The week also highlights presentations on the dangers of alcohol use and focuses on campus services to combat alcohol abuse.

### **Drug Abuse Violations:**

Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

### **Weapons Possession:**

Violations of laws of ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

## Counseling and Student Conduct

### Counseling & Testing Center

Counseling and Testing Center provides individual, group and crisis services to students, as well as workshops to students in classes and organizations. Counseling and Testing Center is open Monday—Friday from 8:00 am to 4:30pm. For emergency and after hours information, call 270-745-3159. The counseling and Testing Center is open throughout the calendar year and closed during holidays and other specified dates found in the 2015-2016 Academic Calendar. For more information on Counseling and Testing [click here](#).

### Office of Student Conduct

It is the expectation of The Office of Student Conduct that all behavior is in accordance with the [Students Rights and Responsibilities](#). All conduct must reflect a high standard of personal conduct and be in accordance with the [Student Code of Conduct](#). As a WKU student or guest you are to be guided by the principles of the WKU Creed of our community. As a member of this community you are expected to respect the rights of others in the greater spirit of higher education, no matter what their role may be. The Office of Student Conduct expects high standards of behavior of students, non-students, guests and visitors to our campuses. This also applies both in and out of the classroom, on or off-campus. To file a complaint of sexual misconduct/assault, domestic violence, dating violence, or stalking harassment [click here](#) or call the WKU Police Department at 270-745-2548, or by dialing 9-1-1 if residing off-campus.

## WKU Media Resource

### WKU Media Resources

In the event of a campus emergency, WKU strives to provide our students and the public with the most accurate, up-to-date information possible. Please be advised that in case of emergency, our first priority is to see to the safety and well being of our students and on-campus faculty and staff.

If you represent a news media outlet, you may contact the following for information regarding campus emergency, safety or weather-related issues.

#### WKU Media Relations

Bob Skipper, Director  
270-745-4295  
bob.skipper@wku.edu

#### WKU POLICE

Tim Gray  
270-745-2548  
tim.gray@wku.edu

# Annual Fire Safety Report

Each year the WKU Fire Marshal completes an Annual Fire Safety Report that includes: yearly fire statistics, a description of fire safety systems, yearly fire drills, policies on portable electrical appliances, smoking, and open flames, evacuation procedures, policies on fire safety education and training, and contact information.

## Mission Statement:

The Department of Environmental, Health and Safety provides professional guidance and leadership to the University in achieving regulatory compliance, and promotes a culture of safety and environmental stewardship.

The department of EHS is responsible for the annual, semi- annual and monthly inspections of all of the fire protection equipment (fire alarms, range hood suppression systems, and fire extinguishers.) We conduct quarterly fire drills in residential halls. Sprinkler system inspections are done by a state provided contractor. All inspection reports are maintained in the University Fire Marshal's Office.

## Residential Hall:

- Are equipped with an automatic fire alarm system and are fully sprinkler buildings.
- Each residential room is equipped with a stand-alone smoke alarm that is inspected for operation monthly by the RA's during safety checks.
- Each kitchen is equipped with an automatic range hood suppression system.
- All residential halls are equipped with ABC type fire extinguishers.
- All fire alarm systems are monitored by the WKU Police Dispatcher with our priority monitoring systems.
- Fire Drills are conducted four times a year (quarterly) in each residential hall.
- Open flame policies are: No candles, incense, and Bunsen burners in Residential halls.
- Appliance policies are as follows: No hot plates, coffee pots, George Forman Grills, potpourri kettles, crock pot, halogen lights or bulbs, toasters and toaster ovens are allowed in residential bedrooms.
- The evacuation policy is that all occupants evacuate the building when the fire alarm is activated and report to their designated assembly area. If one cannot evacuate because fire or smoke has blocked both or all exits occupants are to go back to their room and signal for help by either hanging something out the window or calling 911 WKU campus police with a cell phone and identifying their location.
- Fire and life safety training is done once a semester to all Hall Directors and RA's.
- Trainers list: Kit Tolbert, Pam West HRL, Bob Austin University Fire Marshal.
- All fires are to be reported to the WKU Campus Police and University Fire Marshal through the Residential Hall Directors or RA's.
- Fire Safety improvements are done as codes change or additional fire/life safety are deemed necessary.
- WKU Mass notification system is located in three separate locations on campus, on the top of Downing Student Union, Keen Hall and Cherry Hall and can notify the entire campus and the surrounding area.
- The outdoor notification system and our COW systems are tested on annual basics.

### Educational Building Fire Lot

51 total fire alarms  
No open flame alarms

### Residential Housing Fire Log

51 total fire alarms  
7 Smoke related cooking fire alarms,

[Click here](#) to view Environmental Health and Safety - Fire Safety website. For questions or concerns on the Fire stats contact the WKU Fire Marshal's office at 270-745-2931.

The Student Life Handbook contains a section entitled “Emergency Procedures” that includes Fire Emergency instructions.

**In Case of a Fire:**

- Sound the fire alarm
- Call the Fire Department (9-1-1)
- Call the hall desk or staff member on duty in hall
- Remain calm and act quickly
- Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke.
- Close the room door and windows
- Walk in an orderly manner to the nearest exit: NEVER USE AN ELEVATOR.
- Move a safe distance away from the building and out of the way of the fire department personnel.
- Remain outside until told by the hall staff to return.

**If you think there is a fire in the hallway, you should feel the door before opening it.**

- If the door does not feel hot, open it slightly, holding your head away and bracing the door with your foot.
- Put your hand across the opening to test the heat of the air.
- If the door is hot and the hallway unsafe, stop up any opening or cracks through which smoke may enter, using wet towels, sheets, blankets, etc.
- If smoke does enter room, open the window for ventilation; break it if it is sealed.
- Do not jump; make your presence known by hanging a sheet or a piece of clothing from your window and wait for rescue.

**In case of a minor fire:**

- Pull the fire alarm.
- Use a wastebasket full of water, a fire extinguisher, or a blanket to smother out the fire.
- Do not use water on an electrical or grease fire!
- Call the staff member on duty in your hall.
- Never risk your personal safety!

The “Emergency Procedures Guide” which has been widely distributed to faculty and staff and which is also available on the WKU webpage at [wku.edu/ehs](http://wku.edu/ehs) fire safety contains a fire section which outlines the following procedures to be followed:

1. Smoke, fire or an explosion in a building shall warrant activation of the nearest fire alarm pull station which is located near an outside exit.
2. Call WKU Police at 9-1-1 (on campus phones ONLY). If there is no answer, or if the line is busy, call 270-745-2548 if calling from a cell phone. Immediately evacuate the building using established evacuation routes. DO NOT USE ELEVATORS.
3. If possible, provide assistance to mobility-impaired individuals. If this is not possible, or if anyone is injured, call WKU Police at 9-1-1. Provide the location to arriving emergency services (fire, police, etc.) of physically impaired individuals.
4. Do not attempt to extinguish fire.
5. Once outside the building, account for all building occupants at the designated meeting area.
6. Do not re-enter the building or leave the campus unless told to do so by the building hall director of HRL staff, or WKU Police.
7. Report damage to Facilities Management at 270-745-3253.
8. Give any known details of the alarm or fire to arriving emergency personnel.

Each building on campus has a designated Building Coordinator, The Building Coordinator Program incorporates a yearly review with building occupants of evacuation procedures. This program is administered by the Environmental, Health and Safety Department.

Reports of fires on campus should be immediately made to the Western Kentucky University Police Department. The WKU Police Department can be reached by dialing 911 or 270-745-2548 any on-campus phone. If using an off campus (or cell) phone, the WKU Police Department can be reached by dialing 270-745-2548.



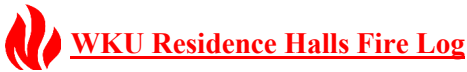
While WKU continually evaluates fire safety and preparedness, no other further improvements in fire safety have been identified by the institution. If or when a need for improvement is identified, WKU will place a priority on making the necessary changes.

**Evacuation plans:**

Each on-campus student housing facility have been developed by the Environmental, Health and Safety and Housing and Residential Life Department and have been placed inside each door on-campus student rooms and on each floor. There plans show the evacuation route as well as providing basic instructions for evacuation in case of a fire.

**Appliances Policy:**

Any device with an open heating element, including heaters, toasters and toaster ovens George foreman are prohibited. Small heating units with enclosed coils such as a coffee pot or hot pot are legal. Enclosed popcorn are legal provided they are used for popping corn only. Open flame burning of any kind is prohibited. Smoking is prohibited in all student housing facilities. Violation of any of these rules could result in disciplinary action and/or termination of the room and board contact.



**Testing the System**

Test of the alert systems are conducted annually in conjunction with the state earthquake, and tornado preparedness drills. These tests are announced through media releases and by email to the campus community. The tests are conducted in February and March each year. As part of the announcement faculty, staff and students are requested to review the evacuation plan for their buildings.

**Evacuation Police**

In accordance with Kentucky Fire Prevention Code, it is Western Kentucky University policy that a building be immediately evacuated upon the activation of the fire alarm system. WKU policy does make exceptions for persons with disabilities that may require assistance during an emergency.

Emergency evacuation plans are reviewed and tested throughout campus on an annual basis. All residence halls conduct drills at least once per semester and all other buildings on campus conduct drills based on their individual Building Emergency Action Plans. To view your Building Emergency Action Plans [click here](#). For Residence Hall Fire Evacuation Plans [click here](#).

**Fire Drills**

The Department of Environmental, Health and Safety is responsible for the annual, semi- annual and monthly inspections of all of the fire protection equipment (fire alarms, range hood suppression systems, and fire extinguishers.) They conduct quarterly fire drills in residential halls. Sprinkler system inspections are done by a state provided contractor. All inspection reports are maintained in the University Fire marshal's office.



## Security Measures and Considerations

### WKU Main Campus

Statistics concerning the occurrence during the three preceding calendar years for which data are available, of the following criminal offenses reported to campus secu-

	2014	2015	2016
Murder	0	0	0
<b>Sex Offenses - Forcible</b>			
Rape	0	2	2
Fondling	0	1	1
<b>Sex Offenses - Non-Forcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple assault	5	6	12
Burglary	17	14	18
Larceny	100	72	75
Motor vehicle theft	1	2	2
Arson	0	1	1

Also statistics concerning the number of arrests for the following crimes occurring:

	2014	2015	2016
Liquor law violations	6	16	7
Drug abuse violations	95	151	68
Weapons possession	2	3	1
DUI	36	30	17
Alcohol Intoxication	49	25	61

Campus citizens are invited and should fee free to report a suspected violation of law to the WKU Police.

**Emergency Calls on campus 9-1-1**  
**Non-Emergency Calls (270) 745-2548**  
**WKU Escort Services (270) 745-3333**  
**WKU Police Tipline (270) 745-8773 or email [tipline@wku.edu](mailto:tipline@wku.edu)**  
**WKU Email: [wkupolice@wku.edu](mailto:wkupolice@wku.edu)**  
**Website: [www.wku.edu/police](http://www.wku.edu/police)**

## WKU South Campus

Statistics concerning the occurrence during the three preceding calendar years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder	0	0	0
<b>Sex Offenses - Forcible</b>			
Rape	0	0	0
Fondling	0	0	0
<b>Sex Offenses - Non Forcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	0
Larceny	4	1	1
Motor vehicle theft	0	0	0
Arson	0	0	0

Also statistics concerning the number of arrests for the following crimes occurring:

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0
DUI	1	2	0
Alcohol Intoxication	0	0	0

## WKU The Center and Lost River Cave

Statistics concerning the occurrence during the three preceding calendar years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:

	2014	2015	2016
Murder	0	0	0
<b>Sex Offenses - Forcible</b>			
Rape	0	0	0
Fondling	0	0	0
<b>Sex Offenses - Non Forcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple assault	2	1	0
Burglary	0	0	0
Larceny	5	5	5
Motor vehicle theft	0	0	0
Arson	0	0	0

Also statistics concerning the number of arrests for the following crimes occurring:

	2014	2015	2016
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0
DUI	0	0	0
Alcohol Intoxication	1	0	0

## WKU L.D Brown Agriculture Exposition Center

Statistics concerning the occurrence during the three preceding calendar years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder	0	0	0
<b>Sex Offenses - Forcible</b>			
Rape	0	0	0
Fondling	0	0	0
<b>Sex Offenses - Non Forcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	0
Larceny	2	0	0
Motor vehicle theft	0	0	3
Arson	0	0	0

Also statistics concerning the number of arrests for the following crimes occurring:

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0
DUI	0	0	0
Alcohol Intoxication	0	0	0

## WKU Glasgow Extended Campus

Statistics concerning the occurrence during the three preceding calendar years for which data are available, of the following criminal offenses reported to the Glasgow Police Department and WKU Police Department.

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder	0	0	0
<b>Sex Offenses - Forcible</b>			
Rape	0	0	0
Fondling	0	0	0
<b>Sex Offenses - Non Forcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	0
Larceny	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Also statistics concerning the number of arrests for the following crimes occurring:

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0
DUI	0	0	0
Alcohol Intoxication	0	0	0

## WKU Owensboro Extended Campus

Statistics concerning the occurrence during the three preceding calendar years for which data are available, of the following criminal offenses reported to the Owensboro Police Department and WKU Police Department.

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder	0	0	0
<b>Sex Offenses - Forcible</b>			
Rape	0	0	0
Fondling	0	0	0
<b>Sex Offenses - Non Forcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	0
Larceny	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Also statistics concerning the number of arrests for the following crimes occurring:

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	0	0	0
Drug abuse violations	0	3	0
Weapons possessions	0	0	0
DUI	0	0	0
Alcohol Intoxication	0	0	0

## Bowling Green Police Department

BGPD provides WKU Police with reports that they have handle within our jurisdiction that have occurrence during the three preceding calendar years for which data are available,

	2014	2015	2016
Murder	0	0	0
<b>Sex Offense - Forcible</b>			
Rape	0	1	0
Fondling	0	1	0
<b>Sex Offense - Non Forcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	1	1	0
Aggravated assault	0	0	0
Simple assault	5	1	0
Burglary	3	8	0
Larceny	11	22	4
Motor vehicle theft	0	3	2

Also statistics concerning the number of arrests for the following crimes occurring:

	2014	2015	2016
Liquor law violations	6	0	0
Drug abuse violations	5	10	0
Weapons possessions	0	1	1
DUI	0	0	1
Alcohol Intoxication	0	2	4

**Bowling Green Police Department**  
**911 Kentucky Street**  
**Emergency Calls 9-1-1**  
**Non-Emergency Calls 270-393-4000**  
**Website: [www.bgky.org/](http://www.bgky.org/)**