

## Gateway Community & Technical College, Highland Heights Campus

### The Michael Minger Act Report for 2017 Activity Reported for Calendar Year 2015

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#### Section 1: Campus Security Authority

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

Campus security authorities at Gateway Community & Technical College include security officers and any official of the institution who has significant responsibility for student and campus activities, including student discipline, student judicial affairs and student life. The president or his designee may identify other officials as it is deemed necessary. If this happens, the college will make sure the information is disseminated to the college community. When professional mental health, pastoral and other licensed counselors are functioning in those capacities, they are not considered to be campus security authorities.

Gateway Community & Technical College Campus Security Authorities are:

- College President
- Provost and Assistant Provost
- Vice Presidents
- Deans and Associate Deans
- Campus Security Officers and employees dedicated to campus safety.
- Associate Dean for Student Development
- Advisors for Student Organizations
- Members of the Judicial Affairs Board

This list of campus security authorities is subject to modification and is not intended to be all inclusive, due to changes in responsibilities within the college.

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

Gateway Security Officers are non-sworn contract security personal that have no powers of arrest. They are tasked with providing a physical presence to deter criminal acts and patrol the campuses. The College has the authority to penalize or impose sanctions on students who violate College regulations as outlined in the Code of Student Conduct. All College personnel are responsible for enforcing College rules and regulations. Since the Campus Security officers do not have arrest powers and will notify local law enforcement when necessary. When a violation of the Student Code of Conduct is observed, it is reported to Associate Dean for Student Development.

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

Gateway Community & Technical College has a good working relationship with the Boone County Sheriff's Office, Covington Police Department, Edgewood Police Department, Park Hills Police Department, and Kenton County Sheriff.

The Director of Campus Safety and Security is a sworn member of the Grant County Sheriff's Office and has direct radio contact with the Edgewood Police Department, the Thomas More College Public Safety and other law enforcement agencies. He is also a 37 year veteran of law enforcement and maintains close contact with all responding jurisdictions. We have a Memorandum of Understanding to have mutual aid communication with the Kentucky State

Police and can utilize one of their frequencies to communicate in the event of a major incident. All area First Responders have been invited to each campus in their jurisdiction to become familiar with the campus layout to expedite a quick response in an emergency.

## Section 2: Description of Information Programs

*Describe programs that inform students and employees about:*

### *(a) Campus safety and security*

1. Safety Information and How to report and incident are communicated at the beginning of each semester in an email to each student and employee of the college. This information is repeated when a notification is sent regarding criminal activity.
2. In the event of an emergency that effects the safety of the campus community, a Safety Notification Alert Process (SNAP) Alert is send to all members of the campus community via their cellphone, desktop computers in classroom, office phones, The alert will appear automatically on campus computer screens, along with an audible message if the computer speakers are turned on. The alert also will be broadcast audibly on campus phones, conversations will be interrupted. All students and employees are automatically enrolled in the SNAP alert system, but can opt out. They are urged to receive messages in three formats, texts, emails, and phone notification. In addition, a safety alert email is sent to all parties informing them of the threat and safety precautions that need to be taken and that are in effect. All students and employees are automatically enrolled in the SNAP alert system, but can opt out. They are urged to receive messages in three formats, texts, emails, and phone notification.
3. Each of our campuses has a uniformed security officer at each campus during the hours the campus is open. These are contract security officers and have been trained prior to being assigned, with continuing training throughout the year.
4. Detailed information on how to prevent crimes can be found in the Student Handbook and is discussed in new employee orientation. Students and employees are encouraged to make the campuses as safe as possible, e.g. don't leave valuables out in the open. Students are informed of what activities are not permitted on campus via the Student Handbook.
5. Crime and Safety tips are sent periodically by email and posted on the college website.
6. Several faculty and staff members have been trained in the Alert, Lockdown, Inform, Counter, and Evacuate (ALICE) Training and hold sessions on this program to the campus community.

### *(b) How to report a crime:*

Members of the Gateway campus community should report all crimes or emergencies on any GCTC campus to Campus Security as soon as possible. If the situation is an emergency, call 911, then Campus Security. They can be reached from any telephone by dialing the number listed for that specific campus. It is highly suggested that you program the Campus Security phone numbers into your cellphone to reduce the response time in an emergency.

Campus Security Local Police Campus Location  
 (859) 444-8387 (859) 371-1234 Boone  
 (859) 444-8389 (859) 292-2222 Covington/Park Hills  
 (859) 444-8386 (859) 727-2424 Edgewood  
 (859) 444-8404 (859) 292-2222 Metro Urban Campus

1. Incidents of criminal activity can be reported to any of the designated Campus Security Authority members. We encourage anyone who is a victim or witnesses any criminal activity to report the incident to Campus Security or the local police as soon as possible. Procedures are listed in the Emergency Operation Reference Guide that is located in the front office on each campus.

2. An “Emergency Information” poster is located in each classroom and office that gives instructions on what to do in an active shooter incident, weather related situation, and evacuation procedures and assembly areas.
  3. Each classroom and office has a sign listing the Campus name, Street Address, Room Number to facilitate an emergency response if a call is made from a cellular phone.
  4. Safety and Security information is given out during new employee orientation.
  5. Information on how to report an incident is posted at each campus and can also be found in the Student Handbook.
  4. Each classroom and office has a poster with Emergency Information on it. There is also information posted with the Campus name, street address, and specific room number to be used when contacting police in an emergency.
- The students are also made aware they may report an incident anonymously if they so desire.

*(c) How to prevent crimes:*

Detailed information on how to prevent crimes can be found in the Student Handbook and is discussed in new employee orientation. Students and employees are encouraged to make the campuses as safe as possible, e.g. don't leave valuables out in the open. Students are informed of what activities are not permitted on campus via the Student Handbook. Crime and Safety tips are sent periodically by email and posted on the college website. Several faculty and staff members have been trained in the Alert, Lockdown, Inform, Counter, and Evacuate (ALICE) Training and hold sessions on this program to the campus community.

### Section 3: Statements of Policies and Procedures

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

In case of an incident that poses a serious threat to the safety of our campus community, they will be notified by the Safety Alert Notification System (SNAP) which will send a text message, voice message, and an email. In addition, messages are sent to desk phones and classroom computers on the campuses. Speakers are placed in hallways and other areas, such as labs, that may not use computers or desk phones. In other instances where there is a possibility of a criminal act occurring that might affect our campus community, but is not an emergency, information will be sent by email or by posting flyers or other media. Additional information will be posted to the website and also emails.

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

Gateway Community and Technical College does not have any on-campus housing facilities..

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

Gateway Community and Technical College does not have any on-campus housing facilities.

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

Gateway Community and Technical College does not have any on-campus housing facilities.

**Section 4: Crime Table**

<b>Crime Category</b>	<b>Total Campus Property Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias - Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias - Disability	0	0	0	0
Arrest Only: Drug-related Violations	0	0	0	0
Arrest Only: Liquor-law Violations	0	0	0	0
	0	0	0	0

Arrest Only: Other Alcohol Violations				
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**Section 5: Criminal Attempts Table**

<b>Crime Category</b>	<b>Total Campus Property Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias - Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias - Disability	0	0	0	0



**Section 6: Incidents Table**

<b>Crime Category</b>	<b>Total Campus Property Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias - Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias - Disability	0	0	0	0
Drug-Related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
	0	0	0	0

Other Alcohol  
Violations  
Report run 9/26/2017

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