



# 2011 Annual Security Report Holy Cross College

On behalf of Br John Paige CSC, the faculty, staff, administration and trustees of Holy Cross College, I would like to welcome you to our campus. Holy Cross College is committed to the safety and security of all of our students, and all who are employed at or visit our campus.

Each student must take responsibility for his or her own personal safety and security by learning and practicing basic precautions, thus making community awareness and cooperation essential elements to making Holy Cross College a safer place to live and learn. This along with the guidance and support of a well trained safety and security staff under the leadership of Officer Runnels contributes to a positive campus environment.

This report is published to provide information about safety and security policies, procedures and statistical information as required by law. Please read this report as it will also outline each individual's responsibilities as members of our community. If you have any questions or suggestions concerning this publication, please contact Campus Security at 574-239-8312, [grunnels@hcc-nd.edu](mailto:grunnels@hcc-nd.edu) or come by my office at 110A Vincent Hall, or the Security Office in James Hall. I hope you enjoy a safe and rewarding experience here at Holy Cross College.

Sincerely,

Daniel Cochran  
Dean of Students

## **Holy Cross College Department of Safety and Security**

Mission Statement: The Campus Safety and Security Department at Holy Cross College exists to serve the campus community. Our mission is to support the college's primary objective of building competent minds and compassionate hearts by helping promote, create, and maintain a safe, secure, and enjoyable campus environment for all members of the college community and its guests. We are dedicated and committed to helping the college create a civil place based on Catholic values and common good.

Uniformed safety and security officers are on duty 24 hours a day 365 days a year. Officers are available to provide assistance to students, employees and visitors and enforce college regulations. Officers have the authority to ask any person for identification and to determine whether individuals have legitimate reasons to be on the Holy Cross College campus. Safety and security officers do not possess arrest power, but may issue tickets for violations of parking and driving regulations. Tickets are billed to student's financial accounts.

Holy Cross College does not have a law enforcement department, and there is no written memorandum of understanding (MOU) between the college and state or local law enforcement. However, the college lies within the jurisdiction of the St. Joseph County police department, and Holy Cross College's Office of Safety and Security maintains a highly professional working relationship with the Saint Joseph County Police Department, South Bend and Roseland Police, the University of Notre Dame Security Police, and Saint Mary's College Safety and Security Dept.

The College recognizes that laws and rules are necessary for society to function and the College supports the enforcement of law by governmental agencies and rules by officials of the College. All persons on the campus are subject to these laws and rules at all times. While the College is private property, law enforcement officers may enter the campus to conduct business as needed. Additionally, officers are welcome to patrol the campus and to assist Campus Security in deterring crime. Law enforcement officers are expected to check in with Campus Security when on campus.

Holy Cross College also participates in the Community Campus Advisory Coalition (CCAC), organized to work with community leaders to improve safety and security in the South Bend area.

## **Reporting A Crime On Campus**

Community members, students, faculty, staff and guests are encouraged to report all crimes, emergencies, violations of the Code of Student Conduct, and public safety related incidents to Campus Safety and Security either in person or by telephone in an accurate and timely manner. Campus Safety and Security may be reached by dialing 239-8312 (312 from a campus phone) or 274-2646.

In an emergency, the St. Joseph County Police can be reached by dialing 911. Prompt reporting will assure an appropriate response, which may include timely warning notices on campus and disclosure of crime statistics. If assistance is required from the St. Joseph County Police

Department or the Notre Dame Fire Department, Campus Security will contact the appropriate unit.

All security incident reports are forwarded to the office of the Dean of Students for review and potential referral for student conduct proceedings. Campus Security officers will further investigate reports as is deemed appropriate. Additional information obtained via the investigation will be forwarded to the office of the Dean of Students.

In accordance with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act), Holy Cross College gathers and publishes statistics on a variety of crimes that are reported to have occurred on or adjacent to campus. The statistics are reported to the Department of Education each October. Complete definitions are contained later in this report. Historical data is provided for comparison purposes.

### **Confidential Reporting of a Crime**

If you are a victim of or a witness to a crime and do not want to pursue action within the College's student conduct system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Students can file a report on the details of the incident without revealing your identity. 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 College can keep an accurate record of the number of incidents involving students to determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime report for the institution.

### **Counselors and Confidential Crime Reporting**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" (Director and Assistant Director of Campus Ministry) and Campus "Professional Counselors" (Director of Student Counseling Services), when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. This confidentiality will not be maintained if it is judged that there is a potential for imminent harm to self or others. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

#### *Pastoral Counselor*

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### *Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

### **Whistleblower Protection & Anti-Retaliation**

Higher Education Opportunity Act establishes safeguards for "whistleblowers" by prohibiting any retaliatory action against any individual "with respect to the implementation of any provision" of the Clery Act.

### **Crime Statistics Report**

Holy Cross College Crime Statistics are submitted annually to the Department of Education. The Office of the Dean of Students prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Office of Residence Life, and Campus Safety and Security. Campus crime, arrest and referral statistics include those reported to designated campus officials (including but not limited to directors, deans, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. Each entity provides updated information to comply with the Act.

This report may be found via a link located on the Holy Cross College web site at <http://www.hcc-nd.edu/student-life/1/Safety-and-Security>. An annual e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained upon request at the Office of the Dean of Students.

Holy Cross College does not have any officially recognized student organizations with off-campus locations, and therefore, has no policy for monitoring of off campus criminal activity.

### **Timely Warnings and Evacuation Procedures**

Upon confirmation that a dangerous or significant emergency situation arises either on or off campus that may constitute an immediate or continuing threat to the health or safety of students or staff, a campus-wide warning will be issued without delay. The warning, normally issued from the office of the Dean of Students may consist of messages through the college email system and/or voice mail to emergency contact numbers of all students, faculty and staff, and include emergency response and/or evacuation instructions as necessary. Depending on the particular circumstances of the situation, especially one that could pose an immediate threat to the community and individuals, the Dean of Students may also post a copy of the notice in each residence hall and at various locations in the Driscoll and Vincent Classroom Buildings. Warnings may be withheld or delayed if in the judgment of responsible authorities they would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Anyone with information warranting a timely warning should report the circumstances to campus safety and security officials at 239-8312 (312 from a campus phone) or cell phone (274-2646). The Office of Campus Safety and Security is located on the first floor in James Hall.

In situations where Holy Cross College must evacuate the campus, the Coordinator of Media/Public Relations will notify the public that the campus is closed and that traffic will not be allowed to enter. This notification will be through the college website and by communication with the local media. Any evacuation decision will be made by the college president or designated official in accordance with the Emergency Response Plan.

If an emergency occurs prior to the start of classes, notification of the college community will occur according to normal weather closing policies and procedures.

### **Security Awareness and Crime Prevention**

During orientation in August students are informed of ways to maintain personal safety and residence hall security including crime prevention and sexual assault prevention information. Residence Life staff receives training and disseminates information to students during scheduled programs and hall meetings on issues such as crime prevention awareness, sexual assault, abuse of alcohol and other drugs, theft and vandalism, as well as issues of personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students to be aware of their responsibility for their own security and the security of others. Security phones are located in the residence halls and classroom buildings. There is also an emergency telephone located in the commuter student parking lot east of the college.

### **Access Policy**

During business hours, Holy Cross College (excluding certain areas of the residence halls housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key, if issued, or by admittance via the campus safety and security officers or Residence Life staff. The interior doors of the residence halls are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library and Bookstore. In these cases, the facilities will be secured according to published schedules.

Safety and Security Officers make regular interior and exterior patrols of the campus, ensuring such things as proper lighting, security and maintenance of campus facilities.

### **Missing Student Notification Policy**

In accordance with the Higher Education Opportunity Act of 2008, Holy Cross College has developed a policy for notifying the designated emergency contact for students who are determined to be missing.

All students will be asked to provide the college with the name and phone number of an individual to be contacted if it is determined that the student is missing. It is the responsibility of each student to provide this information to the college. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

A student may be deemed missing if it is reported to appropriate college officials (Campus Security, Hall Director, Director of Residence Life or Dean of Students) that the student has been unreachable via personal contact, telephone, e-mail, or other means of electronic communication

for 24 hours or more. Upon receipt of such a report, Campus Safety and Security and the Dean of Students must be immediately notified.

Upon determination that a student is missing, the designated emergency contact person or persons will be notified by the Dean of Students or other designated official as soon as possible but no later than 24 hours after that determination. The student's custodial parent or guardian will also be notified if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual.

Whether or not a student has registered a contact person, appropriate law enforcement agencies will also be notified no later than 24 hours after it has been determined that the student is missing.

Students are to provide the college with updates as changes occur in their emergency contact information.

### **Annual Testing of Emergency Response and Evacuation Procedures**

The college will test their response to emergency incidents by conducting at least one table top exercise per calendar year that is related to a crisis or emergency event on campus. This will allow the Emergency Response Team an opportunity to test current crisis management plans in this simulation exercise. In addition, at least one time per year the college will conduct and document fire drills for each building to assess evacuation procedures.

### **Policy on Alcohol Use**

The possession, distribution, or consumption of alcoholic beverages by students is prohibited on the campus of Holy Cross College. Empty alcoholic beverage containers imply consumption of the contents, and collections of the containers are not permitted on campus. Intoxication will not be tolerated; inability to exercise care for one's own safety or the safety of others due in whole, or in part to being under the influence of alcohol and/or drugs is an infraction of college policy. Violators may be subject to a fine of up to \$300 and mandatory alcohol education/treatment programs, in addition to any other recommended sanctions. Repeat violations of this policy may be grounds for removal from the residence halls and suspension or expulsion from the college. Underage drinking or making alcohol available to underage drinkers on or off campus is a violation of the law and of the code of student conduct.

### **Policy on Drugs**

Possessing, distributing, or providing medications for which students have no prescription, illegal drugs (for example marijuana, cocaine, or ecstasy), or paraphernalia (bongs, pipes, hookahs, etc.) is strictly prohibited. Violators may be subject to a fine of up to \$300, removal from residence halls, and suspension or expulsion from the college. Students suspected of being under the influence of drugs and/or alcohol may be subject to urine analysis. Professional counseling is available to all students through the Director of Student Counseling Services. Students convicted of possession or sale of a controlled substance may not be eligible to receive Federal or State Financial Aid.

### **Drug and Alcohol Abuse Prevention**

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

## **Sexuality Code**

The College embraces the Catholic Church's teaching that a genuine and complete expression of love through sex requires a commitment to a total living and sharing together of two persons in marriage. Therefore, sexual abstinence for unmarried students is an expectation that is consistent with the College's Catholic educational mission.

## **Policy on Sexual Based Offenses**

Holy Cross College recognizes the "dignity of the human person" and calls for all members of the Holy Cross College community to act in ways that respect that dignity. Sexual behavior of any kind that occurs 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, is considered to be a sex offense. The college will neither tolerate nor condone any form of sexually abusive behavior on the part of its community members whether physical, mental, or emotional. This includes any actions that are demeaning to others including verbal or written harassment.

The first priority of a student who has experienced a sexual offense is to get to a place of safety. The student should then obtain necessary medical treatment. The college strongly recommends that a victim of a sexual offense report the incident in a timely manner. A sexual offense should be reported directly to Campus Security, Hall Director, Director of Residence Life, or Dean of Students, or if the offense occurred off-campus, the local police. Speaking with the police **does not obligate** the student to press charges. Filing a police report will ensure that the victim of sexual offense receives the necessary medical treatment and tests. It also provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. The victim should avoid showering, douching, using the toilet or changing clothes before seeking medical help as this may destroy physical evidence that will be collected during the exam.

Whether occurring on or off-campus, the college will comply with student's requests for assistance in reporting these acts to local police and/or college officials charged with investigating such conduct. The victim of a sexual offense may choose for the investigation to be pursued through the criminal justice system and the College Student Conduct process, or only the latter. A student may wish to consult with his or her hall director, the Director of Residence Life, the Dean of Students, the Campus Minister, the Director of Counseling and Health Services, his or her parents, close friends, or legal counsel. In the end, the decision to pursue charges rests entirely with the student.

In addition to assistance available from the Director of Student Counseling Services, the victim will have the option of speaking with a volunteer member of the Sex Offense Services (S.O.S.) who has been trained to assist victims of sexual assault. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual offense, if such changes are reasonably available.

In Student Conduct Proceedings involving an accusation of a sexual offense, both the accuser and the accused student are entitled to the same opportunities to have an advisor present as described in the Student Handbook.

### **Disclosures to Alleged Victims of Crimes of Violence or Sex Offenses**

Holy Cross College will disclose to the alleged victim of a crime of violence, or a sex offense, the outcome of any disciplinary conference or conduct board conducted by the college in the case of a student who is the alleged perpetrator of the crime or offense. The outcome is to include the final determination of responsibility, and any sanction that may be imposed against the accused. As with all violations, students found responsible for violating the College sexual misconduct policy may receive sanctions that range from verbal or written reprimand to expulsion from the college. If the alleged victim is deceased as a result of the crime or offense, Holy Cross College will provide the results of the disciplinary conference or conduct board to the victim's next of kin, if so requested. Appeals, which may be filed by either the accused or accusing student, must be submitted within three (3) working days of written notification of the decision.

### **Sex Offense Prevention**

The College educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. Additional information on sexual assault education, risk reduction, and response is provided through regular programming and hall meetings.

### **Sex Offender Registry**

The "Campus Sex Crimes Prevention Act" of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained.

In the State of Indiana, convicted sex offenders must register with the Indiana Sex and Violent Offender Registry maintained by the Indiana Sheriffs' Association. Information contained on this site provides no representation as to any offender's likelihood of re-offending or the nature of any future crimes that may be committed.

Information in this registry may not be used to harass or threaten sex offenders or their families. Harassment, stalking, or threats may violate Indiana law. To gain access to information about registered sex offenders in St. Joseph County, visit:

[http://www.sheriffalerts.com/cap\\_main.php?office=54872](http://www.sheriffalerts.com/cap_main.php?office=54872)

Federal Law also requires state law enforcement agencies to provide notice to each institution of higher education in that state a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at the college. A registration list of sex offenders at the college will be maintained and available at two locations on campus: the Office of Campus Safety and Security located in James Hall, and the Office of the Dean of Students.

### **Additional Information**

The Code of Student Conduct may be found in the Student Handbook, located at:  
<http://www.hcc-nd.edu/student-life/1/Student-Handbook>

## Important Telephone Numbers

Campus Security: 239-8312 (312 from campus phones)  
 Campus Security cell: 274-2646  
 Emergency: 911

Dean of Students: 239-8409  
 Student Counseling Services: 239-8383  
 Campus Ministry: 239-8315  
 Residence Life: 239-8390

Associates in Family Medicine: 237-7890  
 Sexual Assault 24 hour help line: 289-HELP (289-4357)

## Crime Statistics Reporting Table 2011

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010				
SEX OFFENSES, FORCIBLE	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ROBBERY	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
AGGRAVATED ASSAULT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
BURGLARY	2008	3	3	0	0
	2009	10	9	0	0
	2010	3	3	0	0
MOTOR VEHICLE THEFT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARSON	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARRESTS: WEAPONS: TRYING, POSSESSING ETC	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

DISCIPLINARY REFERRALS: WEAPON CARRYING, POSSESSING, ETC.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2008	7	5	0	0
	2009	8	8	0	0
	2010	4	3	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2008	20	20	0	0
	2009	29	29	0	0
	2010	10	8	0	0

#### HATE CRIMES:

2010: One on-campus student housing facility burglary incident characterized by disability bias.  
 2009: No hate crimes reported  
 2008: No hate crimes reported

The 2011 Crime Statistics report which includes data from the 2010 calendar year has been submitted to the DOE, and will be made available for viewing by the DOE after October 1, 2011 at: <http://www.ope.ed.gov/security/Index.aspx>

The Annual Fire Safety Report may be found in Addendum C of the Student Handbook.