

# West Kentucky Community & Technical College, Main Campus

## The Michael Minger Act Report for 2018 Activity Reported for Calendar Year 2017

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### Section 1: Campus Security Authority

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

President,  
Vice President of Advancement  
Vice President of Administrative Services  
Vice President of Student Development  
Vice President of Academic Affairs  
Vice President of Institutional Development  
Vice President of Business Affairs  
Interim Vice President of Workforce Solutions  
Director of Human Resources  
Director of Public Relations and Marketing  
Operations Manager for Security and Safety  
Maintenance and Operations Supervisor  
Campus Security Guards  
Maintenance and Operations Department Custodial Team Leader  
Disability Services Coordinator  
Student Activities Coordinator  
Dean of Workforce and Economic Development

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

Investigate incident and notify local law enforcement for further investigation, and arrest, if warranted. Campus security authority personnel do not have arrest capabilities.

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

Local law enforcement responds whenever called. The local police provide the campus reports whenever requested by the campus security authority.

## **Section 2: Description of Information Programs**

*Describe programs that inform students and employees about:*

*(a) Campus safety and security*

The campus Safety Policies and Crisis Manual are on the College web-site for easy access by students, employees, and the public. Crime awareness and campus security information are located on the College website. The Safety Policies and Crisis Manual are also distributed to employees and students electronically at the beginning of each semester. Safety seminars are held periodically to provide information about safety and security.

The Workforce Solutions area provides self-defense classes during the year at a nominal cost.

The Criminal Justice Club and the office of Student Activities during the year provides programs on drug abuse, alcohol abuse, sexual assault prevention awareness, and other crime and self-help related topics.

The college has a “First Year Experience” program for all new employees that provides information related to crime prevention and reporting of crimes, along with information relating to the college’s safety policies and crisis procedures.

Fire drills are held during the academic year.

Fire extinguisher demonstration classes are held for all employees and students during the academic year.

The College Policies and Crisis Manual emergency procedures are tested annually by having either a full-scale mock disaster (shutting the campus down for at least 2 hours) or a table top exercise for the entire Emergency Management Team. For 2017 the college used a gas leak to test its campus procedures.

Security guard officers will provide escorts to parking lot when notified.

*(b) How to report a crime:*

The campus Safety Policies and Crisis Manual that are on the College web-site are easily accessible by students, employees, and the public to provide information on who to contact regarding a crime.

*(c) How to prevent crimes:*

Notifications are sent out each semester as a reminder to advise employees and students of keeping vehicles locked and not leaving personal property unattended.

### **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)*

A special crime report will be made to the campus when any crime reported to the Campus Security Authority personnel presents a safety or security threat to students or employees. The special crime report will be made in a manner that will aid in the prevention of similar occurrences and will be made within twenty-four (24) hours of the incident report to the Campus Security Authority. A campus-wide e-mail will be used to notify campus employees and students. Depending on the severity of the incident, a SNAP Emergency Alert message will be issued via cell phone to employees and students enrolled in the SNAP Program. Faculty will be asked to notify students in their classes as well.

*(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*

Our institution does not provide students with 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)*

Our institution does not provide students with 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)*

Our institution does not provide students with 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	1	0	0	0
Burglary	0	0	0	0
Criminal Damage	1	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	1	0	0	0
Theft	12	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	1	0	0	0
Prejudice: Bias - Disability	0	0	0	0
Arrest Only: Drug-related Violations	1	0	0	0
Arrest Only: Liquor-law Violations	0	0	0	0
Arrest Only: Other Alcohol Violations	0	0	0	0

## 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>
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Assault	1	0	0	0
Burglary	0	0	0	0
Criminal Damage	1	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	1	0	0	0
Theft	12	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	1	0	0	0
Prejudice: Bias - Disability	0	0	0	0
Drug-Related Violations	1	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

**West Kentucky Community & Technical College, Inland Logistics and  
Marine Institute**

**The Michael Minger Act Report for 2018  
Activity Reported for Calendar Year 2017**

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Vice President of Business Affairs  
Interim Vice President of Workforce Solutions  
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Campus Security Guards  
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*(c) How to prevent crimes:*

Notifications are sent out each semester as a reminder to advise employees and students of keeping vehicles locked and not leaving personal property unattended.



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Our institution does not provide students with housing facilities.

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#### 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	1	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
Arrest Only: Other Alcohol Violations	0	0	0	0

## 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	1	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
Other Alcohol Violations	0	0	0	0

# West Kentucky Community & Technical College, Paducah School of Art

## The Michael Minger Act Report for 2018 Activity Reported for Calendar Year 2017

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### Section 1: Campus Security Authority

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

- President
- Vice President of Advancement
- Vice President of Administrative Services
- Vice President of Student Development
- Vice President of Academic Affairs
- Vice President of Institutional Development
- Vice President of Business Affairs
- Interim Vice President of Workforce Solutions
- Director of Human Resources
- Director of Public Relations and Marketing
- Operations Manager for Security and Safety
- Maintenance and Operations Supervisors
- Campus Security Guards
- Maintenance and Operations Department Custodial Team Leader
- Disability Services Coordinator
- Student Activities Coordinator
- Dean of Workforce and Economic Development

*Describe the extent and nature of enforcement authority of campus security authority personnel:*  
Investigate incident and notify local law enforcement for further investigation, and arrest, if warranted. Campus security authority personnel do not have arrest capabilities.

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

Local law enforcement responds whenever called. The local police provide the campus reports whenever requested by the campus security authority.

## **Section 2: Description of Information Programs**

*Describe programs that inform students and employees about:*

*(a) Campus safety and security*

The campus Safety Policies and Crisis Manual are on the College web-site for easy access by students, employees, and the public. Crime awareness and campus security information are printed in the class schedules each semester and in the Student Handbook. The Safety Policies and Crisis Manual are also distributed to employees and students electronically at the beginning of each semester. Safety seminars are held periodically to provide information about safety and security.

The Workforce Solutions area provides self-defense classes during the year at a nominal cost.

The Criminal Justice Club and the office of Student Activities during the year provides programs on drug abuse, alcohol abuse, sexual assault prevention awareness, and other crime and self-help related topics.

The college has a “First Year Experience” program for all new employees that provides information related to crime prevention and reporting of crimes, along with information relating to the college’s safety policies and crisis procedures.

Fire drills are held during the academic year.

Fire extinguisher demonstration classes are held for all employees and students during the academic year.

The College Policies and Crisis Manual emergency procedures are tested annually by having either a full-scale mock disaster (shutting the campus down for at least 2 hours) or a table top exercise for the entire Emergency Management Team. For 2017 the college used a gas leak to test its campus procedures.

Security guard officers will provide escorts to parking lot when notified.

*(b) How to report a crime:*

The campus Safety Policies and Crisis Manual that are on the College web-site are easily accessible by students, employees, and the public to provide information on who to contact regarding a crime.

*(c) How to prevent crimes:*

Notifications are sent out each semester as a reminder to advise employees and students of keeping vehicles locked and not leaving personal property unattended.

### **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)*

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*(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*

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#### 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	4	0	0	0
Wanton Endangerment	1	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
Arrest Only: Other Alcohol Violations	0	0	0	0



## 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

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Assault	0	0	0	0
Burglary	0	0	0	0
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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	4	0	0	0
Wanton Endangerment	1	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
Other Alcohol Violations	0	0	0	0

# West Kentucky Community & Technical College, Purchase Training Center

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A special crime report will be made to the campus when any crime reported to the Campus Security Authority personnel presents a safety or security threat to students or employees. The special crime report will be made in a manner that will aid in the prevention of similar occurrences and will be made within twenty-four (24) hours of the incident report to the Campus Security Authority. A campus-wide e-mail will be used to notify campus employees and students. Depending on the severity of the incident, a SNAP Emergency Alert message will be issued via cell phone to employees and students enrolled in the SNAP Program. Faculty will be asked to notify students in their classes as well.

*(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*

Our institution does not provide students with 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)*

Our institution does not provide students with 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)*

Our institution does not provide students with 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
Arrest Only: Other Alcohol Violations	0	0	0	0

## 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
Other Alcohol Violations	0	0	0	0



# West Kentucky Community & Technical College, Skilled Craft Training Center

## The Michael Minger Act Report for 2018 Activity Reported for Calendar Year 2017

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### Section 1: Campus Security Authority

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

- President
- Vice President of Advancement
- Vice President of Administrative Services
- Vice President of Student Development
- Vice President of Academic Affairs
- Vice President of Institutional Development
- Vice President of Business Affairs
- Interim Vice President of Workforce Solutions
- Interim Vice President of Enrollment Management
- Director of Human Resources
- Director of Public Relations and Marketing
- Operations Manager for Security and Safety
- Maintenance and Operations Supervisors
- Campus Security Guards
- Maintenance and Operations Department Custodial Team Leader
- Disability Services Coordinator
- Student Activities Coordinator
- Dean of Workforce and Economic Development

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

Investigate incident and notify local law enforcement for further investigation, and arrest, if warranted. Campus security authority personnel do not have arrest capabilities.

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

Local law enforcement responds whenever called. The local police provide the campus reports whenever requested by the campus security authority.

## **Section 2: Description of Information Programs**

*Describe programs that inform students and employees about:*

*(a) Campus safety and security*

The campus Safety Policies and Crisis Manual are on the College web-site for easy access by students, employees, and the public. Crime awareness and campus security information are located on the College website. The Safety Policies and Crisis Manual are also distributed to employees and students electronically at the beginning of each semester. Safety seminars are held periodically to provide information about safety and security.

The Workforce Solutions area provides self-defense classes during the year at a nominal cost.

The Criminal Justice Club and the office of Student Activities provides programs on drug abuse, alcohol abuse, sexual assault prevention awareness, and other crime and self-help related topics.

The college has a “First Year Experience” program for all new employees that provides information related to crime prevention and reporting of crimes, along with information relating to the college’s safety policies and crisis procedures.

Fire drills are held during the academic year.

Fire extinguisher demonstration classes are held for all employees and students during the academic year.

The College Policies and Crisis Manual emergency procedures are tested annually by having either a full-scale mock disaster (shutting the campus down for at least 2 hours) or a table top exercise for the entire Emergency Management Team. For 2017 the college used a gas leak to test its campus procedures.

Security guard officers will provide escorts to parking lot when notified.

*(b) How to report a crime:*

The campus Safety Policies and Crisis Manual that are on the College web-site are easily accessible by students, employees, and the public to provide information on who to contact regarding a crime.

*(c) How to prevent crimes:*

Notifications are sent out each semester as a reminder to advise employees and students of keeping vehicles locked and not leaving personal property unattended.

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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
Arrest Only: Other Alcohol Violations	0	0	0	0

## 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>
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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
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Theft	0	0	0	0
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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
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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
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