



# Campus Safety and Security Report

Fall 2011



## Overview

Ivy Tech Community College Northwest strives to provide a safe and healthy environment that enhances the learning process. Each student and employee should be able to attend classes, work on campus, and/or and participate in activities with a feeling that they are in an environment that is safe and secure. The following information is supplied as part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990). This is the 2011 report covering activity in 2010.

### Campus Security

The Ivy Tech Campus Security Department is not a law enforcement or police agency. This means that uniformed Security Officers are not sworn police officers, and they do not possess the power of arrest. Our Security Officers are empowered with the authority and responsibility to provide immediate assistance with issues involving your safety and security. Campus Security Officers do respond to all reports of criminal or disruptive activity as well as fire and medical emergencies and traffic and other types of accidents occurring on College property. When needed, local and state police will be called for assistance. The Campus Security Department has developed and maintains a close working relationship with local law enforcement agencies.

### How to Report Criminal Activities

Ivy Tech Community College Northwest encourages each member of the campus community to report any suspicious or criminal activity to Campus Security for immediate action. Other areas of concern you might have about safety or security should be reported to campus security so they can be addressed. Individual concerns about criminal activity, safety, or security

issues can be reported to any college official or directly to campus security. You can contact campus security in person, in writing, or by telephone.

You can report criminal activities by contacting your Campus Security or local police officials at:

#### East Chicago Campus

Campus Security - 219.392.3600 Extension 312

East Chicago Police Department – 219.391.8400

Lake County Sheriff's Department – 219.755.3000

#### Gary Campus

Campus Security 219.981.4820 or 4832

Gary Police Department – 219.881.1201

Lake County Sheriff's Department – 219.755.3000

#### Michigan City

Campus Security - 219.879.9137 Extension 6267

Michigan City Police Department - 219.874.3321

LaPorte County Sheriff's Department – Michigan City Office – 219.879.3530

#### Valparaiso Campus

Campus Security - 219.464.8514 Extension 4730 or 4731

Valparaiso City Police Department – 219.462.2135

Porter County Sheriff's Department – 219.477.3000

#### Portage Site

Portage Police Department – 219.762.5425

Porter County Sheriff's Department – 219.477.3000

In an emergency, dial 911.

Ivy Tech Community College encourages everyone to become an active participant in his/her personal safety. This can be achieved in part by reporting crimes that

occur on college property. On the rare occasion that some criminal activity occurs on campus, it should be reported in a timely manner. Every member of the campus community has an obligation to make a report of the crime or criminal activity to campus security for investigation. Remember, safety is everyone's responsibility. It is college policy that criminal offenses occurring on college property will be reported to the police for investigation.

In some circumstances, persons who have witnessed or suspect criminal activity or who are victims of criminal activity may be reluctant to file a report out of fear of the 'process' and/or loss of anonymity. Nevertheless, persons having knowledge of criminal activity (including victims of such activity) are encouraged to make a report to any of the Campus Security Authorities listed in below in this Report. Confidential reports provide valuable information that may be used to enhance the safety of the College Community. All reports will be investigated. Reports or incidents requiring confidentiality will be handled with due regard to privacy interests, and information will only be disclosed to others on a "need to know" basis. To the greatest extent feasible, the results of an investigation into a reported and/or investigated incident will be provided to and discussed with all parties involved in such incidents. Crime Statistic Reports created and maintained under the Clery Act do not contain the names of either the victim or the person accused of committing the crime. The Clery Act defines a Campus Security Authority as:

- A member of the campus police department or a campus security department of an institution
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police/security department

(e.g. an individual who is responsible for monitoring the entrance into the institutional property)

- An organization or individual specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities

Individuals at each campus holding the following positions are hereby designated Campus Security Authorities at Ivy Tech Community College Northwest:

- All members of the Campus Security Department
- The Vice Chancellor of Student Affairs
- The Executive Director of Human Resources
- The Associate Vice Chancellors of Student Affairs
- The Director of Student Life, Leadership, and Development

### **Notifying the Campus of Criminal Activity**

Timely advisories are made to the campus community on crimes that are reported to Campus Security or local police and may be considered a threat to other students or employees. These reports are made using one or a combination of the following methods:

- Text alert (in emergencies – sign up at [www.ivytech.edu/alert](http://www.ivytech.edu/alert))
- Ivy Tech Community College Northwest group page on Facebook
- News releases;

- Crime advisories;
- Campus Connect; and
- Distributing the above information to campus employees

### **Individual Responsibility**

Personal safety while on campus is the result of a partnership between Campus Security and each individual on campus. This is done, in part, by displaying your Ivy Tech photo identification badge at all times.

Ivy Tech Community College strives to ensure the safety of all individuals within its community. Students and employees, collectively and individually, must take responsibility for their own safety and that of their personal belongings. Simple precautions are the most effective means of maintaining personal security. Each campus of Ivy Tech Community College provides well-lit parking areas and walkways for your use. They should be used during night hours. Campus security will provide escort service upon request. All valuable property should be engraved with the owner's driver's license number or other form of identification. Unattended cars should always be locked. When you leave items of value in your car, they should be locked in the trunk. Students should notify Campus Security or a college employee of any unusual events or individuals present on campus.

### **Crime Prevention Programs**

Students, faculty, staff, and visitors are encouraged to follow the same safety and precautionary measures they follow in their homes and in the community. The Student Affairs Office will assist anyone interested in attending a seminar or program on crime prevention. Never leave valuables visible in vehicles or unattended on campus. The college has a low occurrence of criminal activity; however, safety precautions should be observed at all times. The college encourages everyone to take the responsibility to help each other in situations where criminal activity occurs, and

help prevent crime.

### **Ivy Tech Community College Northwest Campus Crime Statistics**

In compliance with the requirements of the Clery Act, the Campus Security Department collects and compiles crime statistics which are disclosed to the public. Information is collected from sources on and off campus. This includes crimes reported directly to campus security, reports of crimes made to those campus officials described below, and crimes reported to law enforcement agencies for publication on an annual basis.

**Campus Crime Statistics  
Ivy Tech Community College Northwest  
East Chicago Campus**

**Criminal Offenses**

**Criminal Offenses - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	1
f. Aggravated assault	0	0	0
g. Burglary	1	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Criminal Offenses - Non-campus**

a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Criminal Offenses - Public Property**

a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Hate Offenses**

**Hate Offenses - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>
--	----------	----------	----------

**Hate Offenses - Non-campus**

a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
i. Arson	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

**Hate Offenses - Public Property**

a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests**

**Arrests - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - On-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests - Non-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - Non-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests - Public Property**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - Public Property**

- a. Illegal weapons possessions
- b. Drug law violations
- c. Liquor law violations

<u>0</u>	<u>0</u>	<u>0</u>
<u>0</u>	<u>0</u>	<u>0</u>
<u>0</u>	<u>0</u>	<u>0</u>

**Campus Crime Statistics  
Ivy Tech Community College Northwest  
Gary Campus**

**Criminal Offenses**

**Criminal Offenses - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	4
f. Aggravated assault	0	0	1
g. Burglary	2	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Criminal Offenses - Non-campus**

a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	1
f. Aggravated assault	0	0	0
g. Burglary	0	0	1
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Criminal Offenses - Public Property**

a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	1	1
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Hate Offenses**

**Hate Offenses - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>
--	----------	----------	----------

**Hate Offenses - Non-campus**

a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
i. Arson	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

**Hate Offenses - Public Property**

a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
i. Arson	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests**

**Arrests - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - On-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests - Non-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - Non-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests - Public Property**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>

c. Liquor law violations

0      0      0

**Disciplinary Actions/Judicial Referrals - Public Property**

a. Illegal weapons possessions

0      0      0

b. Drug law violations

0      0      0

c. Liquor law violations

0      0      0

**Campus Crime Statistics  
Ivy Tech Community College Northwest  
Michigan City Campus**

**Criminal Offenses**

**Criminal Offenses - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	1	0
i. Arson	0	0	0

**Criminal Offenses - Non-campus**

a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	1	0
e. Robbery	0	0	0
f. Aggravated assault	0	2	0
g. Burglary	0	7	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Criminal Offenses - Public Property**

a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Hate Offenses**

**Hate Offenses - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>
--	----------	----------	----------

**Hate Offenses - Non-campus**

a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
i. Arson	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

**Hate Offenses - Public Property**

a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
i. Arson	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests**

**Arrests - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - On-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests - Non-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>1</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - Non-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests - Public Property**

a. Illegal weapons possessions	<u>0</u>	<u>1</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>

c. Liquor law violations	<u>22</u>	<u>1</u>	<u>0</u>
--------------------------	-----------	----------	----------

**Disciplinary Actions/Judicial Referrals - Public Property**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Campus Crime Statistics  
Ivy Tech Community College Northwest  
Valparaiso Campus**

**Criminal Offenses**

**Criminal Offenses - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	1	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Criminal Offenses - Non-campus**

a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Criminal Offenses - Public Property**

a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Hate Offenses**

**Hate Offenses - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>
<b>Hate Offenses - Non-campus</b>			
a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
i. Arson	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

<b>Hate Offenses - Public Property</b>			
a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
i. Arson	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests**

<b>Arrests - On-campus</b>			
	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

<b>Disciplinary Actions/Judicial Referrals - On-campus</b>			
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

<b>Arrests - Non-campus</b>			
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

<b>Disciplinary Actions/Judicial Referrals - Non-campus</b>			
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

<b>Arrests - Public Property</b>			
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>

c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>
--------------------------	----------	----------	----------

**Disciplinary Actions/Judicial Referrals - Public Property**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Campus Crime Statistics**  
**Ivy Tech Community College Northwest**  
**Portage Site**

**Criminal Offenses**

<b>Criminal Offenses - On-campus</b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	1
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

<b>Criminal Offenses - Non-campus</b>			
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

<b>Criminal Offenses - Public Property</b>			
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Hate Offenses**

<b>Hate Offenses - On-campus</b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>
--	----------	----------	----------

**Hate Offenses - Non-campus**

a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
g. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>
i. Arson	<u>0</u>	<u>0</u>	<u>0</u>
j. Any other crime involving bodily injury	<u>0</u>	<u>0</u>	<u>0</u>

**Hate Offenses - Public Property**

a. Murder/Non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b. Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
c. Sex offenses - Forcible	<u>0</u>	<u>0</u>	<u>0</u>
d. Sex offenses - Non-forcible (include only incest and statutory rape)	<u>0</u>	<u>0</u>	<u>0</u>
e. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
f. Aggravated assault	<u>0</u>	<u>0</u>	<u>0</u>
h. Motor vehicle theft	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests**

**Arrests - On-campus**

	<u>2008</u>	<u>2009</u>	<u>2010</u>
a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>1</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>3</u>

**Disciplinary Actions/Judicial Referrals - On-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests - Non-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - Non-campus**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Arrests - Public Property**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

**Disciplinary Actions/Judicial Referrals - Public Property**

a. Illegal weapons possessions	<u>0</u>	<u>0</u>	<u>0</u>
b. Drug law violations	<u>0</u>	<u>0</u>	<u>0</u>
c. Liquor law violations	<u>0</u>	<u>0</u>	<u>0</u>

*Note:*

The term "**campus**" means any building or property owned or controlled by Ivy Tech Community College within the same reasonably contiguous geographical area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. (Title 20, USC, Chapter 28, Subchapter IV, Student Assistance)

The term "**public property**" means all public property that is within the same reasonable contiguous geographic area of the campus, such as a sidewalk, street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the college. (Title 20, USC, Chapter 28, Subchapter IV, Student Assistance)

## **EMERGENCY PREPAREDNESS**

### **Emergency Response and Evacuation Policy**

Ivy Tech Community College Northwest will initiate, without delay and taking into account the safety of the college community, the usage of the Ivy Tech Alert emergency notification system in the event of a significant emergency or dangerous situation on campus that involves an immediate threat to the health or safety of students, staff, faculty and visitors.

The notification will go out to everyone on the Ivy Tech Alert system upon confirmation of the significant emergency or dangerous situation unless issuing the a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The content of the message will vary depending on the situation. The officials who can initiate an Ivy Tech Alert message include the Chancellor, the regional Crisis Management Team, or the Executive Director of Marketing and Communications.

Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment will be conducted each semester. Emergency Evacuation Plans are posted in every building/hallway on campus. Emergency Action Guide flipcharts are posted in every classroom area on each campus. Emergency Response Guides are given to all full-time employees and faculty members.

The evacuation plan provides a floor plan of each campus location, identifying the locations of all exits, fire alarm pull stations and fire extinguishers. The evacuation plans list instructions for response to a fire and tornados.

### **Emergency Communications**

After an emergency such as a tornado, local phone lines may have reduced capacity. Do not make calls immediately after an emergency unless it is a life safety situation – leave the lines available for emergency services. One way to keep in touch with your relatives after an emergency is to call an out-of-area phone contact. Ask the out-of-area contact to call all of your other relatives and friends for you to tell them that you are ok. Emergency notification on campus will be in the form of emergency text message, email, public address system, word of mouth, or any combination of the mentioned actions.

### **Building Evacuations**

#### *Before an Evacuation:*

- Familiarize yourself with evacuation procedures for the building; locate the nearest exit and fire extinguishers.
- Find the Emergency Assembly Point (EAP) for your building.

#### *During an Evacuation:*

- Evacuate when you hear the sound of an alarm in a campus building. (Drills are no exception.)
- Exit the building quickly and safely, closing the exit door behind you.
- Wear shoes.
- Never use elevators – always use the stairs.
- Help others to evacuate – knock on doors, check bathrooms as you leave the building. Help those with a physical disability evacuate the building if they need help.
- An alarm may be part of a crime in progress – be alert for suspicious persons or activity.
- If the alarm in a building has been set off by accident, call 911

immediately and explain the situation.

- Report any vandalism or tampering with the alarm immediately.

### **To Report an Accident**

If a student has an accident on college property the student should report the accident to campus security or the Student Affairs Office. If a student suffers an accident or illness while attending classes the student should notify the instructor. The college will take necessary steps to intervene in a medical emergency while the student is on campus. If paramedic services or hospitalization is required the student is financially responsible

## **STUDENT CONDUCT AND RULES**

*Preamble:* The reputation of the college and the college community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the college are expected to conduct themselves in a mature, dignified, and honorable manner.

While enrolled at the college, students are subject to college jurisdiction. The college reserves the right to take disciplinary action against any student whose conduct, in the opinion of college representatives, is not in the best interests of the student, other students, or the college. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses.

All students are expected to abide by the following college rules of conduct. In the Code of Student Rights and Responsibilities, the term “student” is used to refer to a currently enrolled student, a group of students, a prospective student or a group of prospective students.

### **Student Responsibilities**

Just as students have rights, they also have responsibilities. Ivy Tech Community College recognizes its responsibility to

support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible for the following:

- Uphold and follow all codes of conduct, including this Code, relevant codes and bulletins of respective schools, professional programs or professional societies, and all rules applicable to conduct in class environments, including distance education courses and programs and college-sponsored activities, including off-campus clinical, field, internships, athletics, in-service experiences, activities utilizing college technology or other college approved activities.
- Obey all applicable college policies and procedures and all local, state, and federal laws.
- Be responsible for their behavior, and respect the rights and dignity of others both within and outside of the college community.

### **Academic Integrity**

*Cheating:* Unauthorized use of notes or study aids, or acquiring information from another student’s papers, on an examination; obtaining a copy of an examination or questions from an exam prior to taking the exam; altering graded work with the intent to deceive another person to do one’s work and then submitting as one’s own name; allowing another to take an examination in one’s name; submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.

*Aiding Cheating or Other Acts of Academic Dishonesty:* Providing material or information to another student with the

knowledge that this material or information will be used to deceive faculty

*Plagiarism:* Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.

*Data Misrepresentation:* Fabricating data; deliberately presenting in an assignment data that were not gathered in accordance with assigned guidelines or are deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered and generated.

*Falsification of Academic Records or Documents:* Falsification of academic records or documents includes, but is not limited to, altering any documents affecting academic records; forging signatures or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official college letter or communication, will constitute academic dishonesty.

*Unauthorized Access to Computerized Academic or Administrative Records or Systems:* Unauthorized access to computerized academic or administrative records or systems means viewing or altering the college's computer records without authorization; copying or modifying the college's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems or information. Also, when college-sponsored activities are held at locations owned or

managed by other institutions or organizations, the unauthorized use, viewing, copying or altering of those institutions' computer records, systems, or programs would similarly constitute a violation of academic integrity.

*Unprofessional or Inappropriate Behavior within a Clinical, Field, or Internship Experience:* Conduct that is considered to be lewd, indecent, obscene, inappropriate, and/or non-compliant with professional or accreditation standards; or a violation of clinical or other affiliated site expectations or guidelines; or a violation of federal or state laws.

### **Personal Misconduct on College Property**

The college may sanction a student for the following acts of personal misconduct that occur on college property including, but not limited to, academic and administration buildings, recreational facilities, and other college-serviced properties:

*Dishonesty:* Dishonest conduct including, but not limited to, false accusation of misconduct; forgery, alteration, or misuse of any college document, record, or identification; and giving to a college official information known to be false.

*Falsification of Identity:* Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.

*Falsification of Information:* Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting

such a report to an official or an official agency.

*Unauthorized use of College Resources:* Unauthorized release or use of any college access codes for computer systems, duplicating systems, and other college equipment.

*Inappropriate Conduct:* Conduct that is considered to be lewd, indecent, obscene or inappropriate.

*Disorderly Conduct:* Conduct that is considered to be obstructive or disruptive that interferes with teaching, research, administration, or other college or college-authorized activities.

*Copyright Infringement:* Conduct or activities that violate federal copyright laws including, but not limited to, the piracy of written or electronic media, are not permitted.

*Endangerment:* Actions that endanger one's self or others in the college community or the academic process.

*Failure to Comply:* Failure to comply with the directions of authorized college officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; refusal to vacate a college facility when directed to do so.

*Unauthorized use of College Facilities:* Unauthorized entry, use, or occupancy of college facilities.

*Unauthorized use of College Property:* Unauthorized taking, possession, or use of college property, services, or the property or services of others.

*Damage to Property:* Damage to or destruction of college property or the property belonging to others.

*Fire/Safety Equipment:* Unauthorized setting of fires on college property; unauthorized use of or interference with fire equipment and emergency personnel.

*Explosive Devices:* Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.

*Possession of Firearms:* Possession of any weapon or potential weapon on any college property contrary to law or college policy; possession or display of any firearm on college property, except in the course of an authorized activity.

*Sale/Distribution of Firearms/Controlled Substances:* Sale of any firearms from college property or using college facilities, including computer accounts and telephones; intentional possession of a dangerous article or substance as a potential weapon.

*Violence:* The use against any person of any mental, physical, written, or verbal abuse that threatens, is perceived as threatening or endangers the health, safety, and wellness, or promotes hatred or prejudice towards others is prohibited. This also includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the college, its facilities, sponsored events on or off-campus, or individuals engaged in any approved activity.

*Aiding/Participating in a Riot:* Aiding, encouraging, or participating in a riot.

*Harassment:* Harassment, defined in Part I (c) of the Code.

*Stalking/Hazing/Cyber-bullying:* Stalking, hazing, or cyber-bullying of any kind whether the behavior is carried out verbally, physically, electronically, or in written form.

*a.* Stalking is defined as repeated, unwanted contact in the forms of, including but not limited to, phone calls, e-mail, physical presence, postal mail, and social networking media.

*b.* Hazing is defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, humiliate, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

*c.* Cyber-Bullying is defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, humiliate, or intimidate the person through the use of electronic or digital media.

*Physical Abuse:* Physical abuse of any person, including the following:

*a.* The use of physical force or violence to restrict the freedom, action, or movement of another person or to endanger the health or safety of another person;

*b.* Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored extracurricular activities or causes the person to have a reasonable

apprehension that such harm is about to occur; or

*c.* Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in college-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur;

*d.* Sexual assault, including while any party involved is in an impaired state;

*e.* Sexual contact with another person without consent, including while any party involved is in an impaired state.

*Verbal Abuse:* Verbal abuse of another person, including the following:

*a.* An expressed or implied threat to: Interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored activities and that under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or Injure that person, or damage his/her property; or

*b.* "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.

*Possession/Distribution/Consumption of Alcohol:* Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or college policy.

*a.* Ivy Tech Community Collage prohibits: Public intoxication, use, or possession of alcoholic beverages on college property;

Providing or possessing alcohol contrary to law.

*b.* Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of college regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanctions.

*Possession/Distribution/Use of Illegal Drugs or Controlled Substances:*

Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. This may also include being under the influence of illegal drugs or unauthorized controlled substances.

*Obstruction:* Intentionally obstructing or blocking access to college facilities, property, or programs.

*Interference with Dissemination of Information:* Interfering with the dissemination of other college regulations, policies, or rules. Examples of such regulations include, but are not limited to, college computing policies, registration policies, etc.

*Violation of State or Federal Law:* A violation of any state or federal criminal law.

*Threatening or Intimidating Behavior:* Engaging in or encouraging any behavior or activity that threatens or intimidates.

*Minors on Campus:* Minors are not permitted to be on Ivy Tech property without direct supervision by a parent or guardian, with the exception of college sponsored childcare centers, minors who are

enrolled in Ivy Tech courses or other approved activities. Minors are not permitted in classrooms at any time unless enrolled in the course or approved by the course faculty member or by administrative staff.

*Committing College Funds:* Committing college funding, including student clubs or organizations, without written approval, will result in the student's being responsible for the money owed, the student's being removed from the club or organization, and disciplinary action being taken. No student shall enter into a contract with an outside agency using the name of the college. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

*Solicitation:* College policy requires that individuals or organizations seeking the use of campus facilities or scheduling activities to solicit funds must first obtain written approval from the appropriate college official. College rules and regulations govern fundraising activities, the money collected, and the use of the money collected by the fundraising activities.

Misrepresentation or misuse will result in the student being responsible for the money owed to an institution or individual, the student's being removed from the club or organization, and the student's facing disciplinary action. The student is also accountable for compliance with state and federal laws and regulations.

*Parking:* Students are expected to comply with parking regulations. Parking spaces for persons with disabilities and visitors' areas are reserved for those purposes. Vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

### **Personal Misconduct Not on College Property**

The college may sanction a student for acts of personal misconduct or criminal acts that are not committed on college property if the acts arise from college activities that are being conducted off the college's campuses, or if the misconduct undermines the security of the college community or the integrity of the educational process or poses a serious threat to self or others.

### **Harassment**

Ivy Tech will not tolerate harassment based on race, color, creed, religion, gender, sexual orientation, national origin, physical or mental disability or age, and/or opposition to prohibited discrimination or participation in this or any other compliant procedure. This prohibition covers harassment against any student at an Ivy Tech campus by anyone, including other students, employees or non-employees during any college activity or program. The policy prohibiting harassment includes adverse treatment of students as a result of reporting harassment or providing information related to such complaints.

### **Sexual Harassment**

Sexual harassment is simply one form of harassment covered by this policy. Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: Submission to the conduct is an explicit or implicit term of student status (which included academic and non-academic decisions).

Submission or rejection is the basis for any decision affecting that individual's student status; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creates an intimidating, hostile or offensive

academic environment. Sexual harassment may include, but is not limited to, actions such as:

sex-oriented oral, written "kidding" or abuse, photographs, drawings or graffiti of a sexual nature, subtle pressure for sexual activity, physical conduct such as patting, pinching, or constant brushing against another's body, and explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual's student status.

### **Sexual Assault Policy**

Ivy Tech is committed to providing a safe, secure educational and work environment where individuals are free from the threat of sexual assault or other crimes involving force or intimidation.

### **Reducing the Risk of Sexual Assault**

Adopting a sense of personal responsibility for one's safety and common sense can provide a degree of protection from assault. Following is a list of safety tips:

- Find strength in numbers; attend social gatherings with a friend; stick together and arrange a pre-planned signal to alert one another when it's time to go or if either needs help
- Avoid walking or jogging alone at night and stick to lighted areas whenever possible; each campus provides escort services during evening hours; contact Campus Security to arrange for an escort
- Keep doors and windows locked and remain aware of your surroundings; never hitchhike

Each campus has informational brochures available describing how one may reduce the risk of sexual assault; campus programs designed to provide instruction on defensive skills are conducted from time to time; check

campus Public Safety WebPages and the College Public Safety Web page for details.

### **Reporting Sexual Assault**

Persons who believe they have been sexually assaulted or been subjected to any sexual offense on campus should immediately report the incident to a Public Safety Office or to a local law enforcement office by calling 911, or to any College employee who has been identified as a Campus Security Authority. College personnel to whom a report is made will assist in contacting local law enforcement and Public Safety if assistance is requested. Following is a list of strongly recommended steps in response to a sexual assault:

Get to a safe place as quickly as possible.

Use best efforts to preserve any physical evidence by refraining from showering, bathing, douching or changing, washing or destroying clothing, eating or drinking so that should you wish to proceed with bringing a criminal complaint evidence can be collected.

If you are unsure of how to respond, you may dial 1-800-656-HOPE (4673), which is the Rape, Abuse, Incest National Network. They will transfer you to a rape crisis center nearest you.

Ivy Tech Community College is committed to treating victims of sexual assault with respect and will keep reports of such assaults confidential to the extent required by the victim.

Victims always have the option to forgo prosecution after an assault is reported.

### **Campus Sex Crime Prevention Act**

The federal Campus Sex Crimes Prevention Act requires state procedures to ensure that offender registration information is made available in a timely manner to law enforcement agencies with jurisdiction where institutions of higher education are

located, and that it is entered into appropriate state records and data systems. Law enforcement agency information provided by the State of Indiana concerning registered sex offenders may be found at the Indiana Sheriff's Association website located at <http://www.insor.org/insasoweb/>

## **DRUG FREE SCHOOL AND WORKPLACE POLICY**

### **Purpose**

Ivy Tech Community College of Indiana supports a healthy lifestyle among its students, and believes in the development of health maintenance values that will extend to the future workplace.

### **Drug-Free College**

*Purpose:* The College is committed to maintaining a drug-free teaching and learning environment and to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

*Definition:* Substances referred to under this policy include all illegal drugs, alcoholic beverages and misused legal drugs (both prescription and over-the-counter).

Illegal drugs refer to the illegal manufacture, distribution, dispensation, possession or use of controlled substances listed under Indiana law.

Students are to attend classes, labs, and College activities unhindered by the substances defined above.

*Policy:* The College prohibits the unlawful manufacture, distribution dispensation, possession, and use of controlled substances. The use of alcohol by students on College property is prohibited. The unlawful use or abuse of alcohol as a part of any College activity is also prohibited. Any student of

the college found to be using alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on college property or at college events shall be subject to disciplinary action in accordance with applicable policies of the College. Students who violate this policy will be subject to sanctions that may include suspension or dismissal from the College.

*Legal Sanctions:* Students are reminded that illegal possession or use of drugs or alcohol may also subject individuals to criminal prosecution. The college will refer violations of proscribed conduct to appropriate authorities for prosecution. The amount of the fines and the length of the imprisonment vary according to the type and amount of the substance involved and the offender's past record for such offenses, and a variety of other factors. One particularly relevant factor is that the legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a post-secondary institution.

*Health Risks:* Abuse of alcohol and use of drugs are harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drugs users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

The major categories of drugs are listed below and include the significant health risks of each.

- Amphetamines - Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

- Narcotics - Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

- Depressants - These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

- Hallucinogens - These may cause psychosis, convulsions, coma and psychological dependency.

Many community agencies and area hospitals are available to assist students seeking alcohol and drug counseling and treatment. Please contact the Office of Student Affairs for a listing of agencies or hospitals in your community.

Each campus will provide an on-going program for drug and alcohol-free awareness.

### **Smoking and Tobacco Policy**

Effective May 9<sup>th</sup>, 2005, Ivy Tech Community College of Indiana Northwest became tobacco-free in order to promote a safe and healthy environment for students and staff. Tobacco use is prohibited on all four campuses. Please leave your tobacco products in your automobile and dispose of your products before leaving your car.

### **ANNUAL CAMPUS FIRE REPORT**

Ivy Tech Community College Northwest **does not** own, operate or rent student housing on any of its campuses and as such is not required to provide an annual campus fire report. However, we have included fire precaution information in our Annual Campus Safety and Security Report. Ivy Tech Community College Northwest occasionally conducts drills to prepare the campus community. Everyone should always be alert and aware of their

surroundings at all times. Drills help to keep building occupants aware of their surroundings, as well as, up to date on proper procedures.

### **Fire Safety Precautions**

What to Do in Case of Fire:

If you discover a fire in a campus building:

Immediately pull the nearest fire alarm as you exit the building. When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor. Once you are safely away from danger, call the emergency number for your campus to report the fire. If you are off campus, dial 911. Leave the building at once, but stand-by to direct emergency teams to the location of the fire.

### **Fire Response Dos and Don'ts**

- DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately. DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
- DO remain in your room if you cannot get out of the building because of heat or smoke.
- Call Public Safety right away. Keep the door closed and await assistance from the Fire Department.
- If smoke is entering around the door, stuff the crack under the door with clothing or other material to block the smoke from entering.

### **Building Fire Equipment/Doorways**

- Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.
- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells are designed to stand up to fire longer than those of an individual room. It is important that these doors are **CLOSED** for them to work.
- Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. **DO NOT** obstruct the sprinkler heads with stacked boxes or other equipment or objects.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of college policy.
- Almost  $\frac{3}{4}$  of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly.
- **Smoking is NOT PERMITTED on campus.**

### **Access to Campus Facilities**

The use of any property or facility owned by Ivy Tech Community College, or upon which College activities are conducted, is limited to registered students, authorized visitors, and employees. Visitor passes shall be conspicuously displayed at all times while a visitor is on campus, and shall be returned to the campus security station at the time of departure.

All faculty and staff shall conspicuously display an identification badge issued by the College at all times while on campus. All students are required to display a valid student identification card at all times while on campus, and shall present the same to faculty or staff when requested.

Most campus facilities are unlocked during normal business hours. Labs that contain computers and related equipment are only open for use when an instructor or other authorized staff member is present. Employees, students, or visitors needing access to any facilities that are closed or locked must contact a campus security officer and must have a valid reason for entering a closed or restricted area. Proper identification will be required from any person seeking access to a locked area. Students will not be allowed access to locked areas without an instructor or other authorized staff member present. Students will be denied general access to closed facilities during semester breaks and holidays in which the campus is officially closed.

### **Copies of this Report**

Copies of this report can be obtained at each campus security station, the office of student affairs at each campus, the Vice Chancellor of Student Affairs office, the Human Resources office, and on the web at [www.ivytech.edu/security/](http://www.ivytech.edu/security/)