

IVY TECH COMMUNITY COLLEGE ANNUAL SECURITY & SAFETY REPORT 2011



Ivy Tech Community College-North Central
220 Dean Johnson Blvd
South Bend, IN 46601

<i>Table of Contents</i>	<i>Page</i>
Preface	3
Safety and Violence Prevention Notice	4
Ivy Tech Campus Security Services	4
Emergency Medical Response Procedures	7
Campus Security Authorities	7
Sexual Harassment and Sexual Assault Information	8
Drug and Alcohol Policy	12
Firearms and Verbal Threat Policy	13
Reporting Crime and Suspicious Activity	14
Personal Safety and Security	15
Workplace Violence / Domestic Violence	17
Missing Student/Employee Procedures	17
Identity Theft Prevention	17
Emergency Preparedness Information	19
Fire Safety Information	20
2009 Ivy Tech Community College - North Central Crime Stats	21
2009 Ivy Tech Community College - North Central Fire Stats	28
Requesting a Hard Copy Annual Security Report	29
Indiana Registered Sex Offender Information Site	29
Appendix A – Crime Stat Definitions	30
Appendix B – Fire Stat Definitions	32
Appendix C – Important Phone Numbers	33

Preface

The information contained in the Ivy Tech Community College - North Central Annual Security Report is provided to members of the campus community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Ivy Tech Office of Security collects statistical crime data from internal records from campus security authorities, as well as local police records from the following police departments: South Bend, Mishawaka, Granger, Elkhart, Warsaw, and associated county sheriff departments. As required by law, the Department reports this information to the Office of Postsecondary Education on an annual basis.

About Ivy Tech Community College - North Central campuses

Ivy Tech Community College - North Central is a community college which encompasses nearly 13,000 students and over 600 faculty and staff members. The South Bend campus is the largest Ivy Tech campus in the five county region, and is located north of downtown South Bend, which has a population of approximately 107,000. The Lkhart County, Indiana, campus is the second largest campus in the North Central Region. Dispite the tragic events at other colleges around the country, Ivy Tech Community College - North Central, has not experienced any significant major crimes in the past. However, crime and violent events can happen at any time and any place. Always be aware of your surroundings and take necessary precautions.

Ivy Tech Community College - North Central Office of Security

Developing and maintaining a safe and secure college campus is the responsibility of all students, faculty and staff, as well as, the Office of Security. Within the Ivy Tech community, the Office of Security is assigned the primary responsibility of identifying programs, methods, and approaches to help Ivy Tech Community College –North Central, maintain a reasonably safe and secure environment. When you review the statistics, you will note that Ivy Tech Community College - North Central is a safe campus. The safety you experience on campus is due in part to the combined efforts and partnerships of many different departments and individuals.

The Office of Security is dedicated to serving the community with integrity, impartiality, sensitivity and professionalism. To fulfill our mission, we will build public trust by holding ourselves to the highest degree of ethical and professional standards.

Thank you for taking the time to view the Ivy Tech Community College - North Central Annual Security Report. If you have any questions about this report or the campuses, please contact the Office of Security at 574-289-7001, extension 5730.

SAFETY AND VIOLENCE PREVENTION NOTICE

(Student Handbook)

Ivy Tech Community College is concerned with the safety and security of its students, staff, and faculty, as well as guests and visitors on Ivy Tech campuses. In this age of increased threats in schools and the workplace, people have a heightened sense of concern for their own personal safety and safety of others. It is imperative that if you see or hear a threat that you report it immediately. The intent of this notice is to remind persons of the college's policies regarding safety and violence and provide guidance for persons who perceive that someone has made a threat. The appropriate college administrators will deal with actions or statements (including notifying local law enforcement officials) that a reasonable person could interpret as leading to an act of possible violence. Comments such as a statement to "get even" with someone, a threat to kill or injure someone, or to "blow up the building" are examples of threatening or intimidating language. The comment does not need to be made directly to the potential victim. Persons who believe that violence is their only alternative to settling a conflict are encouraged to consult with the Office of the Vice Chancellor of Student Affairs or the Executive Director of Human Resources for suggestions of community mental health organizations.

Ivy Tech Community College intends to provide a safe place for all students. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. It is the responsibility of all students to help keep the school safe by monitoring their own behavior and reporting incidents involving other students in any form of violence or threatening behavior. Determination of physical assault, battery, or forcible sex offenses will be grounds for immediate dismissal. A student may appeal these sanctions by following the appropriate appeal process. All student actions/behaviors are also governed by local state and federal laws and regulations.

IVY TECH SECURITY SERVICES

Ivy Tech Campus Security is a multi-service department providing security, law enforcement, safety, crime prevention, and emergency services on Ivy Tech campuses throughout North Central Indiana during all hours the college is open for classes, programs, special presentations, or open to the public for learning opportunities. The department employs part-time security personnel and a full-time director of security, a former local sworn police officer. Criminal arrest cases occurring on campus property are referred to the local Municipal and County District Attorney, which possesses the legal authority to commence prosecution. The Campus Security main office is located at 220 Dean Johnson Blvd. The non-emergency phone number is 574-289-7001. The Ivy Tech – North Central **emergency phone number is 911.**

Security Personnel

Campus Safety Officers (CSO) are non-sworn personnel who perform security, parking enforcement and traffic control functions.

Ivy Tech Campus Security Services

Citizen Complaint Procedure

Complaints by members of the public regarding Ivy Tech Community College Campus Security personnel may be made at any time, in person, by mail, email or by phone. Ivy Tech Campus Security will investigate complaints of substandard service or alleged misconduct by Campus Security employees. Investigations will be conducted in a timely manner with fairness and impartiality. The Director of Public Safety will review completed investigations and establish appropriate corrective measures. Complainants will be notified in writing of the outcome of their complaint. Questions regarding Citizen Complaint Procedures may be addressed to Ivy Tech Community College - North Central Office of Security at 574-289-7001.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Security, constitutes an ongoing or continuing threat to the community, a campus wide “timely warning” will be issued. The warning may be issued through any means appropriate including: the Ivy Tech “Campus Connect” website, Ivy News, Text message, email and voicemail.

Daily Crime Log

The Office of Security maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department’s patrol jurisdiction.

The Daily Crime Log is available for public inspection at the department’s main office located at the South Bend campus, at the security kiosk. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

Community Outreach

The Ivy Tech Office of Security provides a variety of campus community services. The goal of the community outreach program is to foster a dialogue with our campus community, maintain open lines of communication, provide educational materials and programs, and assist students, faculty, staff and visitors in reducing the opportunity for crime. The Director of Security will work with interested parties, including faculty, students, and staff, for appropriate presentations on subjects of interest.

- Security Presentations: Personal security, building security, ID Theft.
- New Student Orientations: Information for all new to Ivy Tech degree and certificate seeking students about safety procedures, parking permits and enforcement of parking regulations, and fire and emergency evacuation procedures.
- Group Centric: presentations designed to meet the needs of your individual group or department.

To schedule a community outreach event, contact the Campus Security at 574-289-7001 or 574-289-7001.

Lost and Found

Campus Security operates a lost and found service during normal business hours. Call 574-289-7001 for additional information.

Security Escort Service

Ivy Tech Campus Safety officers will provide a walking escort to and from your vehicle upon request at any time for your added safety and peace of mind. Call 574-289-7001 for additional information.

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations to the Ivy Tech Office of Security immediately at extension 5375, or call 911. When calling ensure the campus location is given and the nature of the emergency. The Ivy Tech dispatcher will immediately send Ivy Tech officers to the scene, as well as local EMS technicians.

CAMPUS SECURITY AUTHORITIES

The federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires “Campus Security Authorities” to report campus crime statistics to the Department of Education on an annual basis. At Ivy Tech Community College – North Central, Campus Security gathers and compiles the statistical information from Campus Security Authorities.

“Campus Security Authorities,” as described by the Clery Act, include security and law enforcement officers, deans, coaches, advisors to student clubs or organizations, and other campus officials who have “significant responsibility for student and campus activities,” such as, but not limited to, student discipline and campus judicial proceedings. *Professional and pastoral counselors are exempt from the reporting requirement while working within the scope of a license or certification.*

Campus Security Authorities provide **STATISTICAL** information only to the Ivy Tech Campus Security. This process ensures that the information provided does not include any personal information. For the purposes of collecting statistical information for the Annual Security Report, the Campus Security Authorities at Ivy Tech – North Central include the following positions:

- Director of Public Safety
- Vice Chancellor of Student Affairs
- Director of Student Life
- Human Resources
- Director of Administration
- Vice Chancellor of Academic Affairs

SEXUAL HARASSMENT AND SEXUAL ASSAULT

Sexual assault is the commission of an unwanted sexual act, whether by an acquaintance or by a stranger, that occurs without indication or consent of both individuals, and that occurs under threat or coercion. Sexual assault can occur either forcibly and / or against a person’s will, or when a person is incapable of giving consent. A person is legally incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; is developmentally disabled; or if temporarily mentally or physically unable to do so. Anyone can be the target of a sexual assault, regardless of age, gender, race, ethnicity, sexual orientation, sexual history, or social class.

Harassment Policy (Student Handbook)

The college will not tolerate harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, and/or opposition to prohibited discrimination or participation in this or any other complaint procedure. This prohibition covers harassment against any student at an Ivy Tech Community College 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 because they report harassment or provide information related to such complaints. Sexual Harassment and Sexual Assault is simply one form of harassment covered by this policy. Sexual harassment encompasses unwelcomed 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 includes academic and non-academic decisions).
- Submission or rejection of the conduct 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 would include, but not be limited to, actions such as: (1) sex oriented oral or written "kidding" or abuse, (2) photographs, drawings or graffiti of a sexual nature, (3) subtle pressure for sexual activity, (4) physical conduct such as patting, pinching, or constant brushing against another's body, and (5) 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. Reporting and Complaint Procedure Students are encouraged to report harassment before it becomes severe or pervasive. A student who thinks that he or she has been a victim of harassment and who desires to file a complaint to that effect should report a complaint as follows:
 - If the complaint is regarding harassment by another student, it may be filed with or reported to the college judicial officer or an academic chairperson with the expectation that the harassing behavior will be a violation of the college's code of student conduct, either on its own terms or as a violation of another college policy.
 - If the complaint is regarding harassment by a college employee or non employee, it may be filed with or reported to the Assistant Office of the Vice Chancellor of Student Affairs, any of the employee's supervisors, or with the Executive Director of Human Resources or anyone else in a managerial role. All supervisors and members of management to whom a complaint of harassment is brought or who independently observe behavior prohibited by the harassment policy are to report the complaint of harassment or information about harassment promptly to the highest ranking official at the respective facility who is not the alleged harasser, to the Office of the Vice Chancellor of Student Affairs or to the Director of Human Resources. (Ref. Ivy Tech Student Handbook)

Stalking Definition

"Stalk" means a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to

feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity. Stalking anyone, at anytime while on campus is strictly prohibited.

If You Have Been Sexually Assaulted

If you have been sexually assaulted, your first priority is your immediate safety. Don't be afraid to seek medical attention or ask for help. You have options. You are strongly encouraged to seek professional assistance and guidance.

Male Victims

While most victims of sexual assault are women, some men are also victims. Male victims at Ivy Tech Community College receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

If You Need Medical Attention

For life threatening conditions,

- Call 911 and/or Campus Security.
- Go to the nearest hospital or clinic.

Faculty and staff should consult their primary care physicians or go to the nearest hospital emergency room.

Preventing and Responding to Sexual Assault

Ivy Tech Community College - North Central treats allegations of sexual assault seriously and has a system in place to assist survivors in obtaining medical treatment, counseling, and legal assistance. The Office of Security is committed to treating survivors with care, compassion, and respect. In a campus setting, sexual assault often occurs when one or both parties are intoxicated from alcohol or other drugs or in connection with group activities where unanticipated social pressures may develop. Therefore, it is important to understand that intercourse or other sexual activity with a person unable to give free and full consent (e.g., because of intoxication, substance abuse, or intimidation) may constitute sexual assault or rape. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior.

Ivy Tech Community College - North Central recognizes that sexual assault is never the fault of the survivor and encourages all students to be aware of personal safety in order to reduce the risk of victimization. Please read the information provided herein and in other publications from the Office of Security and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings.

Actions for Survivors of Sexual Assault

We urge survivors of sexual assault to take the following steps:

Get Medical Treatment

To get immediate medical treatment, call our Office of Security at 289-5735 or 911.

It is important that a person who has been recently assaulted receive prompt medical attention to ensure that he/she is medically well. Because physical injury is not always noticeable at first, it is important to receive a medical examination and treatment as soon as possible. This may include screening and/or treatment for sexually transmitted disease and emergency contraception, if appropriate.

The examination may also include the collection of physical evidence for use in prosecution, if the survivor so chooses. Such evidence may increase the chances of successful prosecution, and its collection is therefore strongly encouraged. For this reason, survivors should not bathe or change clothes before seeking medical treatment. Forensic evidence is collected by a medical provider, usually in an emergency room, up to 96 hours following a sexual assault. Ivy Tech Community College - North Central students can go to any nearby hospital emergency room. The medical exam and collection of forensic evidence are done simultaneously.

Report the Sexual Assault

The safety and well-being of survivors are of paramount importance. Ivy Tech Community College strongly encourages survivors to contact trained professionals for emotional support, medical services, and advocacy with reporting and or the criminal justice system.

Contact options include:

The Police Department

The Office of Security

The Vice Chancellor's Office

The Rape Crisis/Anti-Violence Support Center

A medical treatment facility

Any trusted friend, adviser, or faculty member as soon as possible

The College urges survivors to consider contacting the Indianapolis Metropolitan Police Department to report the assault. Although the College strongly encourages pressing criminal charges, it respects the survivor's choice.

File an Internal Complaint within Ivy Tech Community College

If the individual accused of a violation of the College's Sexual Assault Policy is an Ivy Tech Community College student, a complaint may be filed with the College. Students interested in initiating the Disciplinary Procedure for Sexual Assault should contact the Assistant Vice Chancellor of Student Affairs and/or the Office of Security.

Any student accused of a violation of the College's Sexual Assault Policy will receive written notice of the complaint and a copy of the complainant's written statement, if any, unless the College believes there may be an issue of public safety, in which case a student may be called to a preliminary hearing without advance written notice. The responding student will be advised that he or she is presumed not to have violated the Policy and that he or she is expected to cooperate in the investigation of the complaint. Additionally, both the person bringing the complaint and the responding student will be advised of their rights to a supporter from the College community and of the potential penalties if he or she is found in violation. If the decision of the panel is that a violation of the Policy has occurred, a detailed report of testimony and findings shall be forwarded to both students and the Assistant Vice Chancellor of Student Affairs of the person found in violation, with a recommendation for sanctions. The Assistant Vice Chancellor of Student Affairs shall then inform the student found in violation of the sanctions he or she is imposing and inform the student of his or her appeal rights in writing. An appeal must be submitted within 30 days of the proposed imposition of any penalty to the dean of the school of the student found in violation. If no violation of the Policy is found, a summary report shall be sent to both parties and notice of the decision to the Dean of Students of the respondent school (identifying information is not released when there is no violation).

Confidential Reporting

If you are assaulted and do not want to pursue action within the Ivy Tech Community College system or the criminal justice system, you may still want to consider making a confidential report to the Ivy Tech Office of Security. With your permission, an Ivy Tech officer 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, Ivy Tech can keep an accurate record about the number of incidents involving students, employees and visitors; determine where there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Consider Changing Living and Academic Situations

Survivors of sexual assault may seek alternative class arrangements, and the College is required to provide them if they are reasonably available. The Dean of Student Affairs will arrange these accommodations. Generally, alternative class arrangements depend on scheduling considerations and the availability of equivalent courses.

DRUG AND ALCOHOL POLICY (Student Handbook)

Definitions

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

B. Illegal drugs refer to the illegal manufacture, distribution, dispensation, possession or use of controlled substances listed in the Indiana Controlled Substances Act (IC 35-48-1-1, et seq).

The purpose of the Drug-Free College Policy is to maintain a safe and productive 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.

All students are expected to attend classes, labs, and college activities unhindered by the substances defined above. The college has established a drug-free awareness program for employees and students, and employees and students are expected to work together to maintain a teaching and learning environment free of illegal drugs.

The unlawful manufacture, distribution, dispensation, possession, and use of illegal drugs present a hazard to students, employees, and property and are not permitted at any property in use by the college, at any official function sponsored by the college, and at any course conducted by the college, except by special written permission of the president of the college. Any student convicted of a criminal drug offense in or on properties controlled by the college, or while conducting college business is required to notify the Office of the Vice Chancellor of Student Affairs within five days of the conviction.

Any student who violates this policy is subject to disciplinary action. Such action may include, but is not limited to, dismissal from college classes, programs, and activities. The Vice Chancellor of Student Services is responsible for implementing the Drug-Free College Policy as it relates to students. As part of an effort to create a drug-free campus, Ivy Tech Community College believes that employees and students should be educated about the physical and emotional health risks associated with the misuse of alcohol and drugs, treatment programs available in Indiana, and the possible legal consequences of drug and alcohol use.

The college encourages employees and students who experience problems with drugs and/or alcohol to seek help before these problems interfere with their performance at Ivy Tech Community College and endangers their health and safety.

FIREARMS AND VERBAL THREATS

(Student Handbook / IC 35-47-9-2) IC 10-14-3-33.5; IC 21-7-13-6(b))

According to the Student Affairs Policies and Procedures Manual “students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment, and intimidation.” Also, “possession of firearms/ammunition and other weapons, dangerous chemicals, or any explosive or explosive device is prohibited on college property or at any college sponsored activity held elsewhere.” Employees are prohibited from “reporting to work or representing the college while possessing firearms or other dangerous devices” (Personnel Policies and Procedures). In addition, “employees are prohibited from making statements or taking actions that are potentially offensive and embarrassing to other employees, students or visitors of the college”. Employees who “threaten ongoing college operations, the health and safety of others or themselves,” can be accused of gross misconduct. Violation of these policies can result in a disciplinary action up to and including dismissal from the college (if a student) or termination of employment (if an employee). **Beginning July 1, 2010, it is illegal to have a gun or ammunition on postsecondary institution property, either in a vehicle or in a person’s possession.**

Reporting Procedure

Students who believe that another student, employee, or visitor has made a threatening statement or has brought a weapon to college must immediately report the incident to Campus Security and the Dean of Student Service. Likewise, employees who become aware of a threatening situation or potential for violence must contact Campus Security and the Executive Director of Human Resources. Persons making a report will be asked to provide as much detail as possible, including names of other witnesses, the name of the person making the threat or possessing the weapon, location, and other pertinent information that would be helpful in conducting a fair and accurate investigation.

Investigation

All reported incidents will be investigated. Information about the allegation will be shared only with those who need to know about it. Complete confidentiality cannot be guaranteed since conducting an effective investigation would not be possible without revealing certain information to the alleged violator and potential witnesses. The Dean of Student Services will participate in the investigation of incidents involving students and the Executive Director of Human Resources will participate in the investigation of incidents involving employees.

Determination

After all of the evidence is collected, interviews are final, and any credibility issues are resolved, a determination as to whether a violation of campus policy occurred will be made and the parties directly involved informed of the determination. If no determination

can be made because the evidence is inconclusive, the parties will be informed of this result. The standard of evidence used to determine responsibility is a “preponderance” (more likely than not) of evidence appropriate for determining that a violation has occurred.

Corrective Action

After the determination is made, the college will undertake prompt and appropriate action, including discipline up to and including dismissal from the college or termination whenever it determines that a violation of these policies has occurred. The person(s) reporting the incident as well as the potential victim(s) will be informed of the outcome of the investigation and corrective action (if any).

REPORTING CRIME OR SUSPICIOUS ACTIVITY

All students, faculty, staff and visitors at Ivy Tech are highly encouraged to report all crimes and security related incidents to Campus Security in a timely manner.

Anytime you need immediate assistance for security, fire or medical emergencies dial 289-7001, or 911. In addition, emergency call stations are located throughout parking areas for immediate assistance. There are currently two emergency call stations at the South Bend campus, and six at the Warsaw campus, and seven at the Elkhart County campus. If there is a crime, fire, or medical emergency, simply push the red button on the front center panel of the phones, and the security command center will be automatically contacted. All calls, even hang-up calls, are investigated by Campus Security. An officer will respond to the location as needed.

Please remember that the Emergency Phones are in place to enhance your safety while on the Ivy Tech campus, and to report emergencies. Intentional misuse, prank calls, or tampering with these phones is a criminal offense.

Confidential Reporting Procedures

All reports will be investigated. Ivy Tech Community College - North Central does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, and to the College Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

Off-Campus Crime

When off campus, members of the Ivy Tech community are encourage to report all crimes and Campus Security related incidents to the local police agency in a timely manner. In case of an emergency, call 911.

Ivy Tech judicial policy applies year-round to all on-campus activities, and to any acts which threaten the safety and integrity of the College community regardless of where such acts occur.

Solicitors

Solicitation is not allowed by persons not associated with Ivy Tech Community College. If a solicitor or any suspicious-looking person approaches you on campus, call campus security at 574-289-7001 x5730 immediately and provide a detailed description. Do not confront the person.

Voyeurism

If you see or observe a “Peeping Tom”, it is usually best not to yell or try to detain the offender. He or she may panic and react in an unpredictable manner. If the offender runs away, note the direction in which he or she traveled. If there is a place from which you can observe safely, watch to see if the offender gets into a car, goes into another building, etc. Try to get a good description of the person, and immediately report the incident.

Obscene and Annoying Phone Calls

- Hang up as soon as you realize the nature of the call. Do not try to find out who the caller is, even if you think it is a friend playing a joke.
- Use your answering machine to screen calls.
- If calls occur frequently, keep a log of exactly when the call was received and what both parties stated. Describe the type of voice and note any background noises.
- Consider changing your phone number, depersonalizing your answering machine message.
- If the calls continue, contact Ivy Tech security.

Building Security and Access

Most academic and administrative buildings are open from 7:00 A.M to 10:30 P.M., Monday through Friday. All staff or visitors must sign-in with security when the buildings are open. On occasion some labs and/or buildings are open after the published hours to accommodate certain events and activities. Campus security officers patrol all buildings daily. If special access is needed, contact the Office of Security at 574-289-7001.

PERSONAL SAFETY AND SECURITY

Safety & Security Education

The Ivy Tech Office of Security provides a variety of educational presentations on security awareness and crime prevention programs to all members of the Ivy Tech community upon request. Available presentations include, but are not limited to: Active Shooter Survival Techniques, Crime Prevention, Detecting Behaviors of Concern, Property Protection, Personal Safety, Identity Theft, Bicycle Safety, Seatbelt Safety and Child Safety. Call 574-289-7001 for additional information.

Safety is a shared responsibility

In effort to keep Ivy Tech Community College - North Central safe, the cooperation, involvement, and support of all college members is essential. The safety and security of all staff, faculty and students is a top priority. In addition to the following advice, individuals should carefully assess and modify their own behaviors and habits to lessen their vulnerability to unsafe conditions.

Campus Safety Tips

- Study or work with a friend in buildings at night.
- Use stairs in well-lit and populated sections of a building.
- Keep personal belongings in view while in class, the library, or lab.
- When in an elevator, position yourself next to the controls.
- Don't be reluctant to report illegal activities and suspicious loitering.

ATM Safety

- Use indoor ATM machines whenever possible.
- Bring a friend when using the ATM, especially at night.
- Be alert and cautious of anyone loitering around the ATM/night deposit box.
- Complete your transaction quickly and leave immediately.
- Protect the Personal Identification Number for your ATM by covering the screen while you enter the numbers.

Exercise Safety

- Always exercise with a friend when outdoors at night.
- Stay in well-lit and populated areas at all times.
- Reserve public park use for daylight hours.
- Carry a personal safety device, such as a sound siren, mace or pepper spray.

On the street

- Accept rides only from people you know.
- Take a friend with you for late night excursions.
- Walk on the part of the sidewalk closest to the street, as far away as possible from shrubs, trees, and doorways.
- Stay near people. Whenever possible, appear to be with a group of people.
- Stay in well lit areas.
- Avoid short cuts through unpopulated areas.
- Walk at a steady pace: appear confident and purposeful.
- Be alert! Listen for footsteps and voices nearby.

- **Remain calm and report suspicious activity.**

Workplace Violence

Please report all workplace violence events/actions immediately. The Office of Security investigates all reports of crimes. In serious cases, referrals are made to the appropriate local police department, dependant on the campus. For non-criminal workplace issues, please call Human Resources South Bend Campus: (574) 289-7001 for information and assistance.

Domestic Violence

Domestic violence is a pattern of abusive and coercive behaviors used to maintain power and control over a former or current intimate partner. No one deserves abuse; it is a crime if someone physically hurts, threatens, or stalks you. The criminal justice system can be intimidating and confusing, but do not be afraid to call the police if you have been abused. The goal of the police and the legal system is to provide some measure of safety for victims of violence in relationships along with accountability and counseling for their abusers. If you have just been threatened, hurt or abused, or are being stalked by your current or former intimate partner, call 9-1-1. Tell the dispatcher that you are in danger and you need help immediately. The police are required to write an incident report for all domestic violence calls, even if the batterer has already left the scene when they arrive. Although it is best to make the report as soon as possible, you may also call the police hours, days, or months after you have been abused.

Missing Student/Employee Procedures

In some instances, students and/or employees may for some reason not show up for classes, or work. While this is generally not a serious issue, sometimes events happen out of character or away from the “norm” for the individual. If you suspect a fellow student or employee has not been attending class, or work and they have not contacted anyone to make necessary arrangements, please contact your instructor/supervisor and the Office of Security as soon as possible. Unplanned events do happen, but if no one knows

something is out of the ordinary, necessary measures may not be taken in a timely manner. Always have a plan for emergency contact instructions, provide information to the registrar upon course registration or to Human Resources upon being hired.

Identity Theft Prevention

At Home:

Start by adopting a "need to know" approach to your personal data. Your credit card company may need to know your mother's maiden name, so that it can verify your identity when you call to inquire about your account. Your financial institution should have your pertinent information; therefore, it is unadvisable to share personal data over the phone. Also, the more information that you have printed on your personal bank checks -- such as your Social Security number or home telephone number -- the more personal data you are routinely handing out to people who may not need that information.

If someone you don't know calls you on the telephone and offers you the chance to receive a "major" credit card, a prize, or other valuable item, but asks you for personal data -- such as your Social Security Number, credit card number or expiration date, or mother's maiden name — ask them to send you a written application form.

Review the application carefully when you receive it and make sure it's going to a company or financial institution that's well-known and reputable. The Better Business Bureau can give you information about businesses that have been the subject of complaints.

Travel:

If you're traveling, have your mail held at your local post office, or ask someone you know well and trust another family member, a friend, or a neighbor to collect and hold your mail while you're away. If you have a telephone conversation while you are traveling, and need to pass along personal financial information don't do it at an open telephone booth where someone can listen to what you are saying.

If your identity is stolen

Protecting yourself from identity theft is no sure thing. But there is plenty you can do if you realize your identity has been taken:

- Contact the local fraud department of each of three major credit bureaus. Tell them that you're an identity theft victim. Request that a "fraud alert" be placed in your file, along with a victim's statement asking that creditors call you before opening any new accounts or changing your existing accounts.
 - **Equifax to report fraud: 1-800-525-6285**
 - **Experian to report fraud: 1-800-397-3742**
 - **TransUnion to report fraud: 1-800-680-7289**
- Contact the creditors for any accounts that have been tampered with or opened

- fraudulently. Speak with someone in the security/fraud department of each creditor, and follow-up with a letter.
- If your social security number has been used illegally, contact the Social Security Fraud Hotline at **1-800-269-0271**.
 - File a report with the local police department.
 - Keep records of everything involved in your efforts to clear up fraud, including copies of written correspondence and records of telephone calls.

EMERGENCY PREPAREDNESS

Emergency Response and Evacuation Policy

Ivy Tech Community College - North Central 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, Executive Leadership Team members, Marketing, Director of Public Safety and select Public Safety staff members.

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. Personal Emergency Action Guide booklets 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. Timely Warning information can be found on page 5.

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

There may be occasions when an emergency evacuation of the campus buildings will be necessary. It is important for all students, faculty, and staff to follow security personnel directions and adhere to procedures as directed by college officials.

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.
- Report any vandalism or tampering with the alarm immediately.

Annual Campus Fire Reporting

Ivy Tech Community College Central Indiana **does not** own, operate or rent student housing on any of its campuses. However, we have included fire precaution information and statistical information in our Annual Security Report. Ivy Tech Community College - North Central does conduct drills each semester including FIRE, TORNADO and LOCKDOWN drills. Everyone should always 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 University 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 in any Ivy Tech building.**

Annual Crime Statistics

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990), the following page contains reported crime statistics for Ivy Tech Community College – Central Indiana over the last three calendar years.

Criminal Offenses (South Bend, Warsaw, and Elkhart Campuses)

Criminal Offenses - On campus (All Campuses)				
	Total criminal offenses on campus			
Criminal offense	2007	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0	0
b. Negligent manslaughter	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0	0
e. Robbery	0	0	0	0
f. Aggravated assault	0	0	0	0
g. Burglary	0	0	0	1
h. Motor vehicle theft	2	0	0	0
i. Arson	0	0	0	0
Caveat:				
Criminal Offenses – Non-campus				
	Total criminal offenses non-campus			
Criminal offense	2007	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0	0
b. Negligent manslaughter	0	0	0	0
c. Sex offenses - Forcible	0	1	0	0
d. Sex offenses - Non-Forcible (Include only incest and statutory rape)	0	0	0	0
e. Robbery	0	0	0	0
f. Aggravated assault	0	1	0	0
g. Burglary	0	0	0	0
h. Motor vehicle theft	0	0	0	0
i. Arson	0	0	0	0
Caveat:				

Criminal Offenses - Public Property				
	Total criminal offenses on public property			
Criminal offense	2007	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0	0
b. Negligent manslaughter	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0	0
e. Robbery	0	0	0	0
f. Aggravated assault	0	0	0	0
g. Burglary	0	0	0	0
h. Motor vehicle theft	0	0	0	0
i. Arson	0	0	0	0
Caveat:				

HATE CRIMES

There were no reported hate crimes at the North Central Campuses or other associated satellite locations between 2007 thru 2009.

Disciplinary Actions

Arrests - On campus (All Campuses)				
	2007	2008	2009	2010
Law Violation				
a. Illegal weapons possession	0	0	0	0
b. Drug law violations	0	0	0	0
c. Liquor law violations	0	0	0	0
Caveat:				
Disciplinary Actions - On campus				
	2007	2008	2009	2010
Law Violation				
a. Illegal weapons possession	0	0	0	0
b. Drug law violations	0	0	0	0

Ivy Tech Community College-North Central Annual Security Report 2011

c. Liquor law violations	0	0	0	0
Caveat:				
Arrests – Non-campus				
Law Violation	2007	2008	2009	2010
a. Illegal weapons possession	0	0	0	0
b. Drug law violations	0	0	0	0
c. Liquor law violations	0	0	0	0
Caveat:				
Disciplinary Actions – Non-campus				
Law Violation	2007	2008	2009	2010
a. Illegal weapons possession	0	0	0	0
b. Drug law violations	0	0	0	0
c. Liquor law violations	0	0	0	0
Caveat:				
Arrests - Public Property				
Crime	2007	2008	2009	2010
a. Illegal weapons possession	0	0	0	0
b. Drug law violations	0	0	0	0
c. Liquor law violations	0	0	0	0
Caveat:				
Disciplinary Actions - Public Property (All Campuses-North Central)	2007	2008	2009	2010
Law Violation				
a. Illegal weapons possession	0	0	0	0
b. Drug law violations	0	0	0	0
c. Liquor law violations	0	0	0	0
Caveat:				

Fire Statistics (South Bend, Warsaw, and Elkhart Campuses)

2010 Annual Fire Safety Report

	South Bend Campus Area	Warsaw Campus	Elkhart Campus			
Housing Areas	N/A	N/A	N/A			
Classroom & Office Areas	0	0	0			
Number of Fires	0	0	0			
Number of Fire Related Injuries	0	0	0			
Number of Fire Related Deaths	0	0	0			
Value of Property Damage Caused by Fires	0	0	0			

Campuses	South Bend Campus Area	Warsaw Campus	Elkhart Campus			
Fire Extinguishers	Yes	Yes	Yes			
Smoke Detectors	Yes	Yes	Yes			
Manual Pull Stations	Yes	Yes	Yes			
Fire Sprinklers	Yes	Yes	Yes			
Drills Conducted Every Semester	Yes	Yes	Yes			
Fire Alarm System	Yes	Yes	Yes			
Public Address System	Yes	No	Yes			

ANNUAL SECURITY REPORT REQUEST

Crime Statistics reported in this publication include only Ivy Tech – Central Indiana campus locations. Copies of this publication can be obtained through any of the following methods:

By Mail: 220 Dean Johnson Blvd., South Bend, IN 46601

Attn: Director of Security / Crime Stats

By Phone: 574-289-7001

Visit the US Department of Education Office of Post Secondary Education Campuses Security web page at <http://ope.ed.gov/security>.

Campus Sex Crimes Prevention Act: Section 1601 of Public Law 106-386

The "Campus Sex Crimes Prevention Act" is a federal law, which requires institutions of higher education to issue a statement, in addition to other disclosures under the act, advising the campus community where law enforcement agency information provided by a State concerning sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Indiana Registered Sex Offender website: <http://www.insor.org/insasoweb/>

*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 offenders or their families. Harassment, stalking, or threats may violate Indiana State law.

Appendix A: Crime Definitions

The definitions provided below are to help you better understand what information is being requested. The definitions were obtained directly from the US Department of Education, Office of Postsecondary Education website.

Definition of Locations and Crime Categories

<u>Locations</u>
Campus: Statistics include academic and office areas, all student / staff lounge areas on campus, the South Bend, Warsaw, and Elkhart County Campuses, and other associated satellite locations utilized by Ivy Tech in North Central Indiana.
Non-campus statistics consist of off-campus buildings and property owned or controlled by Ivy Tech Community College-Central Indiana.
Public property statistics consist of streets, sidewalks, and parking facilities contiguous to, but not within, the campus. These statistics are provided voluntarily by surrounding agencies.
<u>Crime Categories</u>
Homicide: Murder / Non-negligent Manslaughter: The willful killing of one human being by another.
Negligent Manslaughter: The killing of another person through gross negligence.
Forcible sex offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape (totaled separately), forcible sodomy, sexual assault with an object, and forcible fondling.
Non-forcible sex offenses: Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.
Sex Offenses Reported to College Administrators: This category includes incidents reported to College officials, regardless of where they occurred, in which the victim chose not to file police reports.
Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
Burglary: Structures - the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Vehicles - the unlawful entry into a locked vehicle with the intent to commit a felony or a theft.
Theft: Motor vehicles – the theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds. Bicycles – the theft of any bicycle, regardless of value. May include bicycles taken during the commission of a burglary.
Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property of another.
Hate Crimes: Any of the above listed crimes and any other crime involving bodily injury reported to local police agencies or to a campus security authority in which the victim is

intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim. Under the new Higher Education Opportunity Act of 2008, campuses now must report Hate related Larceny-Theft, Simple Assault, Intimidation, and Property destruction or vandalism.

Arrest: A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).

Disciplinary Referral: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. If both an arrest and disciplinary referral are made, only the arrest is counted.

Liquor Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.

Drug Laws: Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

Appendix B: Fire Definitions

Fire Safety Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.
Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. A fire related death is may also be when a person dies within one year of injuries sustained as a result of the fire.
Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:
<ul style="list-style-type: none">• Sprinkler or other fire extinguishing systems• Fire detection devices• Stand-alone smoke alarms• Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights• Smoke-control and reduction mechanisms• Fire doors and walls that reduce the spread of a fire
Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:
<ul style="list-style-type: none">• Contents damaged by fire• Related damages caused by smoke, water, and overhaul• Does <i>not</i> include indirect loss, such as business interruption

Appendix C- Important Phone Numbers

IMPORTANT PHONE NUMBERS

IVY TECH

Campus Security (Non-Emergency)	574/289-7001
Campus Security (Emergency)	574/289-5375
Lost and Found	574/289-7001
Vice Chancellor of Student Services	574/289-7001
Vice Chancellor of Academic Affairs	574/289-7001
Director Administrative Services	574/289-7007
Human Resources	574/289-7001
Warsaw Campus	574/267-5428
Elkhart County Campus	574/293-4657

South Bend

Indiana State Police	317/899-8577
South Bend Police Department	574/235-9201
South Bend Red Cross	574/234-0191
Police / Fire / Ambulance	911

Elkhart

Police Department	574/295-7070
Elkhart Red Cross	574/293-6519

Warsaw

Police Department	574/372-9511
Warsaw Red Cross	574/267-5244