IVY TECH COMMUNITY COLLEGE
EAST CENTRAL INDIANA
ANNUAL SECURITY & FIRE REPORT
2014

(Statistical Crime Information for years 2011, 2012 & 2013)

4301 S. Cowan Rd., Muncie, IN 47302
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## ANNUAL SECURITY REPORT

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From the Chancellor

On behalf of the faculty and staff of Ivy Tech Community College’s East Central Region, I would like to share our 2013-2014 Annual Security Report. We provide an excellent learning environment for our students, faculty, staff, and community. And, it is equally important that our campuses are safe and secure, so that maximum learning can take place. This report reflects the dedication and cooperation that is necessary to ensure a safe campus. As you review this report, note our crime statistics are low as compared with surrounding areas.

Thank you, and have a great year as you pursue your educational goals.

Andy Bowne, Ed.D.
Chancellor
East Central & Richmond Regions
Accessibility to Information and Non-Discrimination Policy

This publication is available in an alternative format upon request. Ivy Tech Community College-Central Indiana is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by College policy or by state or federal authorities. It is the policy of Ivy Tech to maintain an academic and work environment free of discrimination, including harassment.

Ivy Tech Community College of Indiana provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor of Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The information contained in the Ivy Tech Community College East Central Region 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. Ivy Tech collects statistical crime data with internal records from campus security authorities, as well as local police records from the following police departments; Muncie Police, Delaware County Sheriff, Anderson Police, Madison County Sheriff, Marion Police, Grant County Sheriff, New Castle Police, Henry County Sheriff. As required by law, the East Central Region reports this information to the Office of Postsecondary Education on an annual basis.

This report provides statistics for the previous three years concerning crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by Ivy Tech Community College East Central Indiana. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault and alcohol and other drugs.

Ivy Tech Community College East Central Indiana distributes a notice of this Annual Security Report by October 1 of each year to the College community. Anyone, including perspective students and Ivy Tech employees, may obtain a paper copy of this report by contacting the Office of Human Services at extension 1357 or the Office of Student Affairs at extension 1377.

This report also is available online at: www.ivytech.edu/security.

About Ivy Tech Community College-East Central Region campuses

Ivy Tech Community College East Central Region is a community college which encompasses nearly 8,000 students and over 800 faculty and staff members. The regional headquarters is the Muncie campus, which is located on the south side of Muncie. Two additional learning sites are located in downtown Muncie. The student population at the Muncie campus is approximately 4,300. The Anderson campus is the second largest campus in the East Central Region, with a student population of 2,300. Additionally, the Marion campus has roughly 1,500 students. The new Henry County campus serves approximately 120 students. Ivy Tech Community College East Central Region, has not experienced any significant major crimes in the past. However, the Region is aware that crime and violent events can happen at any time and any place. Faculty, staff and students are cautioned to always be aware of the immediate
surroundings and take necessary precautions to assure personal safety.

**IVY TECH COMMUNITY COLLEGE EAST CENTRAL REGION/OFFICE OF HUMAN RESOURCES/SAFETY COORDINATOR**

Within the Ivy Tech community, the Office of Human Resources is assigned the primary responsibility for identifying programs, methods, and approaches to help Ivy Tech Community College East Central Region maintain a reasonably safe and secure environment. Developing and maintaining safe and secure college campuses is the responsibility of all students, faculty and staff, as well as the Office of Human Resources. The safety of students, faculty and staff experienced at East Central Region campuses is due in part to the combined efforts and partnerships of many different departments and individuals.

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

**Safety is our Number One Priority**

When you review the statistics, you will note that Ivy Tech Community College East Central Indiana 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.

Ivy Tech maintains a close working relationship with the law enforcement agencies across the East Central Region. The East Central Region is dedicated to serving the community with integrity, impartiality, sensitivity and professionalism. To fulfill our mission, we work to build public trust by holding ourselves to the highest degree of ethical and professional standards.

**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 the East Central Region. Security is present on campuses during all hours of operation (Monday through Friday 7AM-10 PM and Saturday 7 AM -12 PM). Security officers are contract employees through Nolan Security. In times of need, the Region hires sworn police officers to handle special events/occasions. Any criminal arrest cases that may occur on campus properties are to be are referred to local law enforcement officials at each campus location, which possesses the legal authority to commence prosecution.

The Chief Security Officer in the East Central Region is the Executive Director of Human Resources (Tim Kelsey). He can be reached at wkelsey@ivytech.edu, (765) 289-2291 ext. 1358.

**SECURITY PERSONNEL**

**Campus Safety Officers (CSO)** are non-sworn employees of an outside contractor who perform security, parking enforcement and traffic control functions.

**The Delaware County Sheriff's Department, Anderson Police Department, and Marion Police Department** officers are sworn law enforcement officials who are employed by Ivy Tech Community College as part-time employees when needed for special events/occasions. The sworn officers have full law enforcement powers to make arrests, enforce all applicable federal, state, and local laws.

**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. The Executive Director of Human Resources 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 Executive Director of Human Resources will 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 East Central Region/Office of Human Resources at (765) 289-2291 ext. 1358.

CRIMES INVOLVING STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATIONS

Ivy Tech Community College East Central relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Ivy Tech students and recognized student organizations off campus. In coordination with local law enforcement agencies, the College will actively investigate certain crimes occurring on or near campus with the assistance of the law enforcement officials.

External law enforcement agencies may formally notify the regional office of Student Affairs of criminal activity involving students or student organizations.

The College requires all recognized student organizations to abide by federal, state, and local laws, and Ivy Tech policies/regulations.

SAFETY AND VIOLENCE PREVENTION NOTICE

Ivy Tech Community College East Central is concerned with the safety and security of its students, staff, and faculty, as well as guests and visitors on our 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 the safety of others. It is imperative that if you see or hear a threat-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", a threat to kill or injure someone, or to blow up buildings are examples of threatening or intimidating language.

The comment does not need to be made directly to the potential victim. Individuals who express violent words or behaviors should be referred to the Vice Chancellor of Student Affairs or Human Resources.

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 911.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage Ivy Tech community members to report crimes promptly and to participate in and support crime prevention efforts.

The Ivy Tech East Central community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College or criminal justice system, we ask that you consider filing a voluntary, confidential report.

Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus.
Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department of Public Safety may not be able to assure confidentiality and will inform you in those cases.

Anyone may call the Office of Human Resources at 765-289-2291, ext. 1358 to report concerning information. Callers may remain anonymous.

**REPORTING TO OTHER 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-East Central, the Office of Human Resources 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.

Campus Security Authorities are required to provide **STATISTICAL** information only to Ivy Tech Campus Security. This process ensures that the information provided does not include any personal information. Campus Security Authorities at Ivy Tech East Central may include, but are not limited to, the following positions:

- Office of Human Resources
- Office of the General Counsel
- Vice Chancellor of Academic Affairs
- Vice Chancellor of Student Affairs
- Director of Student Life

**Timely Warnings-Crime Alerts**

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the Office of Human Resources, the Marketing and Communications Department or designated official issues “Crime Alerts.” The Office of Human Services will generally issue Crime Alerts for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. Warnings will be posted through a variety of ways, including but not limited to posters/signs, e-mails, and media. Ivy Tech East Central also has the ability to send text message alerts to those who register their cell phone numbers. The text messaging can be a very effective way to send important information to the campus community.

To register for the text alert system, please go to [http://www.ivytech.edu/alert/](http://www.ivytech.edu/alert/).

The purpose of Crime Alerts is notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. Ivy Tech Community College East Central will issue Crime Alerts whenever the following criteria are met: (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: (1) Clery Act crimes that are reported to any campus security authority or the local police; or (2) Ivy Tech-East Central Indiana determines that the incident represents an ongoing threat to the campus community.

Additionally, in some circumstances, Crime Alerts may be issued when there is a pattern of crimes against persons or property. In the Ivy Tech East Central Region, the Office of Human Resources will generally make the determination, in consultation with other College officials, if a Crime Alert is required. However, in emergency situations, a College official may authorize a Crime Alert. For incidents involving off-campus crimes, the College may issue a Crime Alert if the crime occurred in a location used and frequented by the Ivy Tech East Central population.
EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Ivy Tech Community College East 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 or other similar devices or equipment 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.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The Office of Human Resources and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to Security or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify authorized College officials to issue an emergency notification.

Determining the campus building or buildings which receive an Emergency Notification:

College and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what location or locations should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the College mass notification system, Ivy Tech will also post applicable messages about the dangerous condition on the Ivy Tech East Central homepage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

If the emergency affects a significant portion of the entire campus, College officials will distribute the notification to the entire campus community.

The officials who can initiate an Ivy Tech Alert message include the Chancellor, Cabinet Team members, Marketing/Communications, Director of Public Safety and designated staff members. Other personnel who have been trained in the notification systems are also authorized to send the alert message depending on the situation.

Determining the Contents of the Emergency Notification:

The office responsible for issuing the emergency notification (usually the Communications and Marketing Department) will, in concert with the Office of Human Resources and local first responders, determine the contents of the notification.

The individual authorizing the alert will identify a message most appropriate to the ongoing situation. The goal is to ensure that individuals are aware of the situation and they know the steps to take to safeguard their personal and community safety.

Procedures Used to Notify the Campus Community:

In the event of a situation that poses an immediate threat to members of the campus community, Ivy
Tech-Central Indiana has various systems in place for communicating information quickly.

Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of campus community. These methods of communication include the mass notification system or text alert, the College’s e-mail system, Alertus Desktop and/or the buildings’ public address system, where there is one.

The College will post updates during a critical incident on the homepage. If the situation warrants, Ivy Tech East Central will establish a telephone call-in center to communicate with the College community during an emergency situation. Students, staff and faculty may enroll in the text alert system by going to www.ivytech.edu/alert/ to register.

Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community):

If the Ivy Tech East Central Region activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, several offices at Ivy Tech are responsible for notifying the larger community about the situation and steps the College has taken to address the emergency.

The Office of Marketing and Communications is responsible for crisis communications and for updating notices on Facebook, Twitter, and other social networking platforms and for maintaining communications with national, regional and local news and radio outlets.

Emergency Communication Limitations
After an emergency, 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.

Annual Safety Exercises and Drills
To ensure the Colleges’ emergency management plans remain current and procedurally applicable, Ivy Tech East Central will conduct an emergency exercise or drill, at a minimum, once yearly.

Exercises or drills may include tabletop exercises, emergency evacuation/lockdown drills, or full-scale emergency response exercises. The college conducts after-action reviews of all emergency drills and exercises.

In conjunction with at least one emergency management exercise each year, Ivy Tech East Central will notify College personnel of the exercise and remind the campus community of the information included in the posted Emergency Action Flip Charts located in all classroom areas.

Emergency evacuation maps are posted in every building on campus. Emergency Action flipcharts are posted in every classroom on each campus. Copies of the Emergency Action Guide may be obtained by calling (765) 289-2291, ext. 1358.

SECURITY/ACCESS TO IVY TECH EAST CENTRAL FACILITIES

Most academic and administrative buildings are open from 7A.M to 10:00 P.M., Monday through Friday and from 7A.M to 1 P.M on Saturdays. On occasion some labs and/or buildings may be open after the published hours to accommodate certain events and activities. Campus security officers and other designated personnel patrol all buildings daily. If special access is needed, contact the Office of Human Resources at (765) 289-2291, ext. 1358.

Faculty and staff may request facility access for after hour or weekend entry into buildings as approved by their supervisor or department chair. Video surveillance is used at most campus locations for additional security.
Security Considerations for the Maintenance of Campus Facilities

Ivy Tech Community College is committed to campus safety and security. Locks, landscaping, and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Office of Human Resources at (765) 289-2291, ext. 1358.

IVY TECH EAST CENTRAL’S RESPONSE TO SEXUAL AND GENDER VIOLENCE

Ivy Tech Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Ivy Tech issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking. In this context, Ivy Tech prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

What is sexual assault?

Sexual assault is any sexual contact, including but not limited to intercourse (rape) that occurs without consent and/or through coercion. Consent is a clear and freely given agreement for sexual contact.

- Consent is an ongoing process — consent to kissing does not necessarily mean consent to other sexual activity.
- Also, consent to sexual activity on one occasion does not necessarily mean continual consent — everyone involved must give and receive consent to sexual activity every time, even when involved in a long-term relationship or marriage.
- Saying nothing is not the same thing as consent, and non-resistance is not the same thing as consent.
- In order for consent to exist, everyone involved must be fully conscious, aware of the situation and free of any coercion.
- Anyone under the age of 18 is a minor, and is considered not capable of giving informed consent.
- Coercion is any kind of pressure or persuasion used to influence a person’s decision to engage in sexual activity. Coercion can be physical, verbal or emotional.
- Physical coercion is the most recognizable kind of pressure and includes actions such as holding someone down or continued kissing or sexual activity even when being told “no” or being pushed away.
- Verbal coercion includes behaviors like threats of physical violence, blackmailing, lying, name-calling or asking repeatedly for sexual involvement after being told “no.”
 Emotional coercion is the most subtle type of pressure and includes actions like making someone feel obligated or guilty for not wanting to engage in sexual activity, using peer pressure, threatening to break up, etc.
 Sexual assault can happen to both men and women, and both men and women can be sexual assailants. It also can happen between people of the same sex.
 Sexual assault can occur between strangers or people who know each other, even those who are in a long-term relationship or are married.
 Sexual assault is not about sex or an assailant’s sexual desires. It’s about exerting power and control over another person. This means that regardless of how someone dresses or acts or where or how they choose to spend their time, a person who is sexually assaulted is never to blame for the assault. The only person responsible for the assault is the assailant.

(Indiana’s laws regarding sexual assault, domestic violence, and stalking)

The following information is provided in accordance with the Campus SaVE Act.

IC 35-42-4-1 Rape (effective July 1, 2014)
Sec. 1. (a) Except as provided in subsection (b), a person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct (as defined in IC 35-31.5-2-221.5) when:
(1) the other person is compelled by force or imminent threat of force;
(2) the other person is unaware that the sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) is occurring; or
(3) the other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) cannot be given;
committs rape, a Level 3 felony.

(b) An offense described in subsection (a) is a Level 1 felony if:
(1) it is committed by using or threatening the use of deadly force;
(2) it is committed while armed with a deadly weapon;
(3) it results in serious bodily injury to a person other than a defendant; or
(4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

* Indiana legal code does not define or elaborate on the meaning of “consent.”

IC 35-31.5-2-221.5 “Other sexual conduct” (effective July 1, 2014)
Sec. 221.5. “Other sexual conduct” means an act involving:
(1) a sex organ of one (1) person and the mouth or anus of another person; or
(2) the penetration of the sex organ or anus of a person by an object.

IC 35-42-4-8 Sexual battery (effective July 1, 2014)
Sec. 8. (a) A person who, with intent to arouse or satisfy the person’s own sexual desires or the sexual desires of another person:
(1) touches another person when that person is:
(A) compelled to submit to the touching by force or the imminent threat of force; or
(B) so mentally disabled or deficient that consent to the touching cannot be given; or
(2) touches another person's genitals, pubic area, buttocks, or female breast when that person is
unaware that the touching is occurring; commits sexual battery, a Level 6 felony.
(b) An offense described in subsection (a) is a Level 4 felony if:
(1) it is committed by using or threatening the use of deadly force;
(2) it is committed while armed with a deadly weapon; or
(3) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

IC 35-45-10-1 “Stalk” defined
Sec. 1. As used in this chapter, “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.

IC 35-45-10-5 Criminal stalking (effective July 1, 2014)
Sec. 5. (a) A person who stalks another person commits stalking, a Level 6 felony.
(b) The offense is a Level 5 felony if at least one (1) of the following applies:
(1) A person:
(A) stalks a victim; and
(B) makes an explicit or an implicit threat with the intent to place the victim in reasonable fear of:
(i) sexual battery (as defined in IC 35-42-4-8);
(ii) serious bodily injury; or
(iii) death.
(2) A protective order to prevent domestic or family violence, a no contact order, or other judicial order under any of the following statutes has been issued by the court to protect the same victim or victims from the person and the person has been given actual notice of the order:
(A) IC 31-15 and IC 34-26-5 or IC 31-1-11.5 before its repeal (dissolution of marriage and legal separation).
(B) IC 31-34, IC 31-37, or IC 31-6-4 before its repeal (delinquent children and children in need of services).
(C) IC 31-32 or IC 31-6-7 before its repeal (procedure in juvenile court).
(D) IC 34-26-5 or IC 34-26-2 and IC 34-4-5.1 before their repeal (protective order to prevent abuse).
(E) IC 34-26-6 (workplace violence restraining orders).
(3) The person's stalking of another person violates an order issued as a condition of pretrial release, including release on bail or personal recognizance, or pretrial diversion if the person has been given actual notice of the order.
(4) The person's stalking of another person violates a no contact order issued as a condition of probation if the person has been given actual notice of the order.
(5) The person's stalking of another person violates a protective order issued under IC 31-14-16-1 and IC 34-26-5 in a paternity action if the person has been given actual notice of the order.
(6) The person's stalking of another person violates an order issued in another state that is substantially similar to an order described in subdivisions (2) through (5) if the person has been given actual notice of the order.
(7) The person's stalking of another person violates an order that is substantially similar to an order described in subdivisions (2) through (5) and is issued by an Indian:
(A) tribe;
(B) band;
(C) pueblo;
(D) nation; or
(E) organized group or community, including an Alaska Native village or regional or village corporation as defined in or established under the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their special status as Indians if the person has been given actual notice of the order.
(8) A criminal complaint of stalking that concerns an act by the person against the same victim or
victims is pending in a court and the person has been given actual notice of the complaint.

(c) The offense is a Level 4 felony if:
(1) the act or acts were committed while the person was armed with a deadly weapon; or
(2) the person has an unrelated conviction for an offense under this section against the same victim or victims.

IC 35-42-2-1.3 Domestic battery (effective July 1, 2014)
Sec. 1.3. (a) A person who knowingly or intentionally touches an individual who:
(1) is or was a spouse of the other person;
(2) is or was living as if a spouse of the other person as provided in subsection (c); or
(3) has a child in common with the other person;
in a rude, insolent, or angry manner that results in bodily injury to the person described in subdivision (1), (2), or (3) commits domestic battery, a Class A misdemeanor.

(b) However, the offense under subsection (a) is a Level 6 felony if the person who committed the offense:
(1) has a previous, unrelated conviction:
(A) under this section (or IC 35-42-2-1(a)(2)(E) before that provision was removed by P.L.188-1999, SECTION 5); or
(B) in any other jurisdiction, including a military court, in which the elements of the crime for which the conviction was entered are substantially similar to the elements described in this section; or
(2) committed the offense in the physical presence of a child less than sixteen (16) years of age, knowing that the child was present and might be able to see or hear the offense.

(c) In considering whether a person is or was living as a spouse of another individual for purposes of subsection (a)(2), the court shall review:
(1) the duration of the relationship;
(2) the frequency of contact;
(3) the financial interdependence;
(4) whether the two (2) individuals are raising children together;
(5) whether the two (2) individuals have engaged in tasks directed toward maintaining a common household; and
(6) other factors the court considers relevant.

IC 35-42-2-1 Battery (effective July 1, 2014)
Sec. 1. (a) As used in this section, “public safety official” means:
(1) a law enforcement officer, including an alcoholic beverage enforcement officer;
(2) an employee of a penal facility or a juvenile detention facility (as defined in IC 31-9-2-71);
(3) an employee of the department of correction;
(4) a probation officer;
(5) a parole officer;
(6) a community corrections worker;
(7) a home detention officer;
(8) a department of child services employee;
(9) a firefighter; or
(10) an emergency medical services provider.

(b) Except as provided in subsections (c) through (j), a person who knowingly or intentionally:
(1) touches another person in a rude, insolent, or angry manner; or
(2) in a rude, insolent, or angry manner places any bodily fluid or waste on another person;
commits battery, a Class B misdemeanor.

(c) The offense described in subsection (b)(1) or (b)(2) is a Class A misdemeanor if it results in bodily injury to any other person.

(d) The offense described in subsection (b)(1) or (b)(2) is a Level 6 felony if one (1) or more of the following apply:
(1) The offense results in moderate bodily injury to any other person.
(2) The offense is committed against a public safety official while the official is engaged in the official’s official duty.
(3) The offense is committed against a person less than fourteen (14) years of age and is committed by a person at least eighteen (18) years of age.
(4) The offense is committed against a person of any age who has a mental or physical disability and is committed by a person having the care of the person with the mental or physical disability, whether the care is assumed voluntarily or because of a legal obligation.
(5) The offense is committed against an endangered adult (as defined in IC 12-10-3-2).
(6) The offense is committed against a family or household member (as defined in IC 35-31.5-2-128) if the person who committed the offense:
(A) is at least eighteen (18) years of age; and
(B) committed the offense in the physical presence...
of a child less than sixteen (16) years of age, knowing that the child was present and might be able to see or hear the offense.

(e) The offense described in subsection (b)(2) is a Level 6 felony if the person knew or recklessly failed to know that the bodily fluid or waste placed on another person was infected with hepatitis, tuberculosis, or human immunodeficiency virus.

(f) The offense described in subsection (b)(1) or (b)(2) is a Level 5 felony if one (1) or more of the following apply:

(1) The offense results in serious bodily injury to another person.
(2) The offense is committed with a deadly weapon.
(3) The offense results in bodily injury to a pregnant woman if the person knew of the pregnancy.
(4) The person has a previous conviction for battery against the same victim.
(5) The offense results in bodily injury to one (1) or more of the following:
   (A) A public safety official while the official is engaged in the official's official duties.
   (B) A person less than fourteen (14) years of age if the offense is committed by a person at least eighteen (18) years of age.
   (C) A person who has a mental or physical disability if the offense is committed by an individual having care of the person with the disability, regardless of whether the care is assumed voluntarily or because of a legal obligation.
   (D) An endangered adult (as defined in IC 12-10-3-2).

(g) The offense described in subsection (b)(2) is a Level 5 felony if:

(1) the person knew or recklessly failed to know that the bodily fluid or waste placed on another person was infected with hepatitis, tuberculosis, or human immunodeficiency virus; and
(2) the person placed the bodily fluid or waste on a public safety official.

(h) The offense described in subsection (b)(1) or (b)(2) is a Level 4 felony if it results in serious bodily injury to an endangered adult (as defined in IC 12-10-3-2).

(i) The offense described in subsection (b)(1) or (b)(2) is a Level 3 felony if it results in serious bodily injury to a person less than fourteen (14) years of age if the offense is committed by a person at least eighteen (18) years of age.

(j) The offense described in subsection (b)(1) or (b)(2) is a Level 2 felony if it results in the death of one (1) or more of the following:

(1) A person less than fourteen (14) years of age if the offense is committed by a person at least eighteen (18) years of age.
(2) An endangered adult (as defined in IC 12-10-3-2).

IC 35-45-2-1 Intimidation (effective July 1, 2014)
Sec. 1. (a) A person who communicates a threat to another person, with the intent:

(1) that the other person engage in conduct against the other person's will;
(2) that the other person be placed in fear of retaliation for a prior lawful act; or
(3) of:
   (A) causing:
      (i) a dwelling, building, or another other structure; or
      (ii) a vehicle;
   to be evacuated; or
   (B) interfering with the occupancy of:
      (i) a dwelling, building, or other structure; or
      (ii) a vehicle;
   commits intimidation, a Class A misdemeanor.

(b) However, the offense is a:

(1) Level 6 felony if:
   (A) the threat is to commit a forcible felony;
   (B) the person to whom the threat is communicated:
      (i) is a law enforcement officer;
      (ii) is a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat;
      (iii) is an employee of a school or school corporation;
      (iv) is a community policing volunteer;
      (v) is an employee of a court;
      (vi) is an employee of a probation department;
      (vii) is an employee of a community corrections program;
      (viii) is an employee of a hospital, church, or religious organization; or
      (ix) is a person that owns a building or structure that is open to the public or is an employee of the person;
   and, except as provided in item (ii), the threat is communicated to the person because of the
occupation, profession, employment status, or ownership status of the person as described in items (i) through (ix) or based on an act taken by the person within the scope of the occupation, profession, employment status, or ownership status of the person;
(C) the person has a prior unrelated conviction for an offense under this section concerning the same victim; or
(D) the threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and
(2) Level 5 felony if:
(A) while committing it, the person draws or uses a deadly weapon; or
(B) the person to whom the threat is communicated:
(i) is a judge or bailiff of any court; or
(ii) is a prosecuting attorney or a deputy prosecuting attorney.
(e) “Communicates” includes posting a message electronically, including on a social networking website (as defined in IC 35-42-4-12(d)).
(d) “Threat” means an expression, by words or action, of an intention to:
(1) unlawfully injure the person threatened or another person, or damage property;
(2) unlawfully subject a person to physical confinement or restraint;
(3) commit a crime;
(4) unlawfully withhold official action, or cause such withholding;
(5) unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
(6) expose the person threatened to hatred, contempt, disgrace, or ridicule;
(7) falsely harm the credit or business reputation of the person threatened; or
(8) cause the evacuation of a dwelling, a building, another structure, or a vehicle.

IC 35-45-10-2 “Harassment” defined
Sec. 2. As used in this chapter, “harassment” means conduct directed toward a victim that includes but is not limited to repeat or continuing impermissible contact that would cause a reasonable person to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include statutorily or constitutionally protected activity, such as lawful picketing pursuant to labor disputes or lawful employer-related activities pursuant to labor disputes.

IC 35-45-2-2 Harassment; “obscene message”
Sec. 2. (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication:
(1) makes a telephone call, whether or not a conversation ensues;
(2) communicates with a person by telegraph, mail, or other form of written communication;
(3) transmits an obscene message, or indecent or profane words, on a Citizens Radio Service channel; or
(4) uses a computer network (as defined in IC 35-43-2-3(a)) or other form of electronic communication to:
(A) communicate with a person; or
(B) transmit an obscene message or indecent or profane words to a person;
commits harassment, a Class B misdemeanor.
(b) A message is obscene if:
(1) the average person, applying contemporary community standards, finds that the dominant theme of the message, taken as a whole, appeals to the prurient interest in sex;
(2) the message refers to sexual conduct in a patently offensive way; and
(3) the message, taken as a whole, lacks serious artistic, literary, political, or scientific value.

Personal Safety
Theft, disorderly conduct, and alcohol-related offenses are very common on college campuses. However, they don’t stand alone. Despite law enforcement’s efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to security/police and always remain alert and vigilant.

One of the more serious crimes that too often is unreported is sexual assault. Often, sexual assault is very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those who may have been
victims of sexual assault or who have a friend who has been sexually assaulted.

There are many guidelines to help you be more alert and aware of the situation to prevent such serious crimes. Such as:

- Know your surroundings
- Be alert
- Call for help
- Report any suspicious activity/persons immediately

**Harassment Policy**

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 Sexual harassment 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 Student Affairs office, 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 Student Affairs or to the Director of Human Resources.

**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.

<table>
<thead>
<tr>
<th>The following information provides steps to follow should a sexual assault occur:</th>
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<tbody>
<tr>
<td>• Get to a safe place as soon as possible!</td>
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<tr>
<td>• Try to preserve all physical evidence – The victim should not bathe, shower, brush teeth,</td>
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</tbody>
</table>
douche, use the toilet, or change clothing until s(he) has a medical exam.

- Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department.

- Get medical attention as soon as possible – An exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases.

- Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape.

- If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.

- Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District Attorney.

- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery.

For life threatening conditions,

- Call 911 and/or Campus Security 921-8080.
- Go to the nearest hospital or clinic.

Faculty and staff should consult their primary care physicians or go to the nearest hospital emergency room-IU Health, Methodist, and St. Francis, etc.

Preventing and Responding to Sexual Assault

Ivy Tech Community College-Central Indiana treats allegations of sexual assault seriously and has a system in place to assist victims in obtaining medical treatment, counseling, and legal assistance.

Ivy Tech Community College-Central Indiana 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 Department of Public Safety and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings.

Report the Sexual Assault

The safety and well-being of victims are of paramount importance. Ivy Tech Community College strongly encourages victims 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
- Vice Chancellor for Student Affairs
- Title IX Coordinator
- The Rape Crisis/Anti-Violence Support Center
- A medical treatment facility
- Any trusted friend, adviser, or faculty member as soon as possible

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 are available to assist all those recovering from sexual assault.

If You Need Medical Attention

Ivy Tech Community College East Central urges victims to consider contacting local law enforcement officials to report the assault. Although the College strongly encourages pressing criminal charges, it respects each person’s decision as to whether to do this.
If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should also report the incident promptly to the regional Office of Student Affairs.

The judicial officer will then contact the Ivy Tech statewide Title IX coordinator. Ivy Tech will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to any students, faculty or staff who violate this policy. The procedures set forth in Appendix (A) are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus personnel or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the procedures below will be followed by the College along with a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report. If you need assistance contacting any of the previously mentioned departments, organizations or personnel, Ivy Tech will assist students and staff in notifying these authorities or departments.

Indiana Victims Right Law
IC 35-40-5 Chapter 5. Victim Rights IC 35-40-5-1 Right to fairness, dignity, and respect; right to freedom from harassment and intimidation
Sec. 1. A victim has the right to be:
(1) treated with fairness, dignity, and respect;

Rights of the Student in the Judicial Process
Students have the right to file a complaint if they believe any of their rights, as defined in this Code, have been violated by a member of the college community.

A student making a complaint under the provisions of this Code should expect that Ivy Tech will make a good faith attempt to determine the validity of the complaint.

An alleged offender, complainant, or victim is not entitled to be present while the individuals who are responsible for determining the merits of the complaint are deliberating the merits of the complaint.

Rights of a victim include:
1. The student has the option of being present in all aspects of a proceeding in which witnesses provide evidence relating to the charge.

2. The college will disclose the final results of any disciplinary proceeding to complainants as permitted by the provisions of state and federal laws. Specifically, victims of crimes that involve violence or a sex offense will be notified of disciplinary proceeding outcomes. In cases in which the victim is deceased because of the alleged crime, the victim’s next of kin will be notified of the disciplinary proceeding outcomes.

Rights of the student charged (alleged offender):
1. A student charged with violating this Code has the right to a fair and reasonable process for handling the charges.

2. The student has the right to be informed of the procedures that will be used in adjudicating the charges against him/her, including but not limited to, notice of the charges, deadlines associated with stages of the process, the kinds of evidence that may
be submitted at each stage, and the availability of appeals processes, if any.

3. The student has the right to be present during those portions of any hearing or proceeding in which witnesses provide evidence relating to the charge.

4. The student who is participating in a hearing or proceeding at which evidence may be submitted is entitled to request the college make a good faith attempt to compel the attendance of witnesses, compel the production of documents, and provide a reasonable time period within which requests for witnesses and documents can be submitted and acted upon. (Reference, Code of Student Rights & Responsibilities p. 8)

**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 Human Services or regional Office of Student Affairs. 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**

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

**Campus Sex Crimes Prevention Act:**

**Section 1601 of Public Law 106-386**

The "Campus Sex Crimes Prevention Act" or Megan’s Law, 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:**


*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.

**CAMPUS POLICIES; CRIME PREVENTION & SAFETY AWARENESS PROGRAMS**

**Education and Prevention Programs**

Ivy Tech Community College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Indiana;
Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander,

- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.
- See Appendix (C) for completed class dates.

**Behavioral Intervention Team**

In order to enhance emergency preparedness and prevention efforts, Ivy Tech East Central has established a Behavioral Intervention Team (BIT). The objective of the multidisciplinary BIT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, in any Ivy Tech East Central location. Any behavior deemed suspicious or dangerous should be immediately reported to campus security, the Campus President or the Vice Chancellor for Student Affairs. In addition to any student behavior issue, staff and faculty should fill out the Behavioral Intervention Incident Report form:


**Disruptive Behavior**

No employee or student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, or clients/patients in a clinical situation. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period, the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting, campus official(s) and/or campus security officers may remove the student from that setting upon oral request by the instructor.

**Compliance with Indiana State Laws:**

Violation of these laws is also against College rules and violators may also be prosecuted according to Indiana law.

**Firearms/Deadly Weapons/Explosives/Chemicals**

Possession of firearms (except those possessed by police or campus security officers) and other weapons, dangerous chemicals, or any explosive or explosive device (including ammunition) is prohibited on College property or at any College sponsored activity held elsewhere. No student shall use or threaten to use firearms, other weapons, dangerous chemicals, or any explosive or explosive device on College property or at any College sponsored activity held elsewhere. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause fear in or assault of another person is included within the meaning of a firearm, explosive, or weapon.

**Assault and Battery, Abusive Actions, Physical and/or Verbal Altercations and/or Threatening Language**

Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person’s will. Any student charged with an assault on Ivy Tech Community College of Indiana property or at any College sponsored activity is subject to prosecution and will be disciplined under the campus code of student conduct.

**Reporting Procedure**

Students who believe that another student, employee, or visitor has made a threatening statement or has brought a weapon to the College must immediately report the incident to campus security and/or the Regional Office of Student Affairs. Likewise, employees who become aware of a threatening situation or potential for violence must contact campus security and/or the Campus President. 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 have a need to know. 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 Student Affairs office will participate in the investigation of incidents involving students and a Human Resources administrator will participate in the investigation of incidents involving employees.

Determination
After all of the evidence is in, interviews are final, and any credibility issues are resolved, a determination as to whether a violation of campus policy occurred will be made. The parties directly involved will be informed of the determination. If no determination can be made because the evidence is inconclusive, the parties will be informed of this result.

Corrective Action
After the determination is made, the College will undertake prompt and appropriate action, including discipline up to and including dismissal (if a student) from the College or termination (if an employee) 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).

Parental Notification Policy
Ivy Tech Community College reserves the right to report student discipline information to the parents or legal guardians of students. Federal legislation authorizes Ivy Tech to disclose disciplinary records concerning violations of the College’s rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of whether the student is a dependent.

The College may also report non-alcohol or drug related incidents to parents or legal guardians of dependent students under circumstances described in the Student Handbook.

Missing Student/Employee Procedures
The Higher Education Opportunity Act of 2008 (effective August 14, 2008) requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures.

PLEASE NOTE: Ivy Tech Community College East Central Region does not own or control any student residential housing. However, in the best interest of all students, staff and faculty, it is important to report possible missing persons within twenty-four hours.

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 Human Resources as soon as possible at 765-289-2291, ext. 1358 or the Office of Student Affairs at (765) 289-2291, ext. 1391.

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 the Human Resources office upon being hired.

Accidents & Illnesses
If a student has an accident on College property the student should report the accident to campus security or the Office of Student Affairs. If a student suffers an accident or illness while attending classes the student should notify the instructor. The College will take the 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. If a student is suffering from an illness that makes it impossible to attend classes the student should contact his/her instructors. Ivy Tech East Central does not provide a health services center.

**Daily Crime Log**
The Department of Public Safety maintains a Daily Crime Log which 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 in the security office at each regional campus. 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.

**Citizen Complaint Procedure**
Designated College officials will review completed investigations and establish appropriate corrective measures. Questions regarding Citizen Complaint Procedures may be addressed to Ivy Tech Community College East Central Region’s Office of Human Resources at (775) 289-2291, ext. 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 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 Executive Director of Human Services will 1358.

**Lost and Found**
Campus Security operates a lost and found service during normal business hours. Contact the security office at your local campus for more information.

**Dead Battery Jump Start Service**
Campus Security provides a dead battery jump start service for all students, staff and employees. This service is free of charge.

**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. Contact your local Ivy Tech campus for additional information.

**Emergency Medical Response Procedures**
Students, faculty, staff, and guests should report any emergency medical situation to campus security or call 911. When calling to report an emergency situation, please ensure the campus location is given and the nature of the emergency.

**IVY TECH COMMUNITY COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS**
The College supports the Drug Free Schools and Communities Act of 1989. Many community agencies are available to assist students seeking counseling or treatment. Please contact the Office of Student Affairs for a listing of community resources.

The College conducts a biennial review of the effectiveness of its drug and alcohol abuse prevention programs. This review is available in the Office of Student Affairs.

**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.

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 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. Student Affairs 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.

**Synthetic Marijuana**

Effective March 1, 2011, the U.S. Drug Enforcement Agency classified synthetic marijuana as an illegal substance. It is also known as Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, and Ninja Aroma Plus. Individuals found responsible for manufacturing, possessing, importing/exporting, or distributing these substances will face criminal and civil penalties. Ivy Tech Students engaging in these activities will also be held responsible under the College’s illegal substances policy. It is also against College policy to use synthetic marijuana. Information on drug use and consequences can be found at [www.drugabuse.gov](http://www.drugabuse.gov).

**Indiana Illegal Possession Law**

Sec. 7. (a) Subject to IC 7.1-5-1-6.5, it is a Class C misdemeanor for a minor to knowingly:

1. possess an alcoholic beverage;
2. consume an alcoholic beverage; or
3. transport an alcoholic beverage on a public highway when not accompanied by at least one (1) of the minor's parents or guardians.

(b) If a minor is found to have violated subsection (a) while operating a vehicle, the court may order the minor's driving privileges suspended for up to one (1) year. However, if the minor is less than eighteen (18) years of age, the court shall order the minor's driving privileges suspended for at least sixty (60) days.

(c) The court shall deliver any order suspending a minor's driving privileges under this section to the bureau of motor vehicles, which shall suspend the minor's driving privileges under IC 9-24-18-12 for the period ordered by the court.

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.

**Campus Areas Open to the Public**

Ivy Tech Community College East Central prohibits the possession and use of alcoholic beverages in areas open to the public including areas of buildings open to the public. However, the use of alcoholic beverages, subject to the laws of Indiana may be permitted at College sponsored activities in areas designated by, and with the prior approval of, the Chancellor or appropriate campus/center executive officer responsible for the area requested.

**Private or Closed Campus Areas**

The possession and use of alcoholic beverages are prohibited in conference rooms, offices, office reception rooms, closed buildings, and areas of buildings not open to the public or from which the public has been excluded, except: the use of alcoholic beverages, subject to the laws of the Indiana, may be permitted in specific private or closed areas designated by, and with the prior
approval of, the appropriate person responsible for the area of request.

**Signs of Alcohol Poisoning**

- Passed out or difficult to wake
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)
- Turn a vomiting person on his/her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended

Alcohol poisoning is a medical emergency. Call 911 or contact campus security at your local campus if you or someone you know is experiencing these symptoms on campus.

**Policies Specific to Faculty and Staff**

As a condition of Ivy Tech employment, every employee shall abide by the terms of this policy. Any employee who violates this policy is subject to Ivy Tech sanctions, including dismissal, as well as criminal sanctions provided by federal, state, or local law. An employee may be required to participate in a drug abuse or drug rehabilitation program.

**Jurisdiction**

If students or staff members are suspected of violating a local, state, or federal law, the incident(s) may be reported to an appropriate law enforcement agency. Civil or criminal charges may occur concurrently with Ivy Tech Community College student or employee disciplinary actions.

**Student Identification Cards**

All students should obtain a student ID card and have it on his/her person while on campus or attending college sponsored events. Student ID cards are issued in the Office of Student Affairs at East Central Region campuses. Please check with your local campus in terms of a schedule of when IDs will be issued.

**Emergency Removal**

In most cases, disciplinary action is imposed in accordance to the student rights and responsibilities process. However, when a student’s behavior creates the possibility of imminent danger to any person, or threatens to seriously disrupt an educational process, the College Judicial Officer or his/her designee, reserves the right to remove a student from class or the College, pending a hearing. In addition, any faculty or staff member may contact Campus Security to have a student removed immediately from a class or instructional area at the time the incident occurs.

Campus Security Officers may remove immediately from campus, any student determined to be a danger to self or others, or who threatens to seriously disrupt the educational process.

**PERSONAL SAFETY AND SECURITY**

**Off-Campus Crime**

When off campus, members of the Ivy Tech community are encouraged 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 that 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, contact campus security at your local Ivy Tech campus 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.

**Safety is a shared responsibility**
In effort to keep Ivy Tech Community College East Central Region safe, the cooperation, involvement, and support of all College community 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.
- Do not keep large amounts of money with you.
- Keep a list of all valuable possessions including the make, model, and serial numbers.
- Don’t leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time.
- Don’t lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to security or police officers; don’t take any chances.

**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 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.

**Remain calm and report suspicious activity.**

**Workplace Violence**
Please report all workplace violence events/actions immediately. The Department of Public Safety investigates all reports of crimes. In serious cases, referrals are made to the local law enforcement agencies with appropriate jurisdiction. For non-criminal workplace issues, please call the Office of Human Resources at (765) 289-2291, ext. 1358
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 911. 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.

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 talk out in the open 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 compromised. Contact the local fraud department of each of three major credit bureaus. Explain that you are 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.

Be sure to keep records of everything involved in your efforts to clear up fraud, including copies of written correspondence and records of telephone calls.

Additional information resources:
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), and the 2008 Higher Education Opportunity Act; the following pages contain reported crime statistics for Ivy Tech Community College East Central Region over the last three calendar years.

The Ivy Tech East Central Region maintains a close relationship with all law enforcement agencies where Ivy Tech owns or controls property to ensure that crimes reported directly to these police departments that involve the College are brought to the attention of Regional administration. The Region collects the crime statistics disclosed in the charts through a number of methods. The statistics reported below generally reflect the number of criminal incidents reported to the various authorities.

### Criminal Offenses – Muncie Campus

<table>
<thead>
<tr>
<th>Criminal Offenses - On campus</th>
<th>Total criminal offenses on campus</th>
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</thead>
<tbody>
<tr>
<td>Criminal offense</td>
<td>2011</td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<td>b. Negligent manslaughter</td>
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<tr>
<td>d. Sex offenses - Non-forcible (Include only incest and statutory rape)</td>
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### Hate Crimes

There were no reported hate crimes at the Muncie Campus or other associated satellite locations between 2009 thru 2013.

### Arrests – Non-campus

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### Disciplinary Actions

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### Hate Crimes

There were no reported hate crimes at the Anderson Campus 2001 through 2013.
## Criminal Offenses - Marion

### Criminal Offenses - On campus

<table>
<thead>
<tr>
<th>Criminal offense</th>
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### Criminal Offenses - Public Property

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011</th>
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</table>
### Arrests on campus

#### Arrests - On campus

<table>
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<tr>
<th>Law Violation</th>
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<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

#### Disciplinary Action - On-campus

<table>
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#### Arrests - Non-campus

<table>
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<th>Law Violation</th>
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</table>

#### Disciplinary Actions - Non-campus

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
</table>
Hate Crimes
There were no reported hate crimes at the Marion Campus 2001 through 2013.

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal weapons possession</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
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<td>0</td>
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</tr>
<tr>
<td>Liquor law violations</td>
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<td>0</td>
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</table>

<table>
<thead>
<tr>
<th>Disciplinary Actions-Public Property (Main Campus Complex and satellite locations)</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal weapons possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
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<td>Liquor law violations</td>
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</table>
### Criminal Offenses – Henry County Campus

#### Criminal Offenses - On campus

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
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#### Criminal Offenses - Public Property

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</table>

Caveat: 

Arrests on campus

<table>
<thead>
<tr>
<th>Arrests - On campus</th>
<th>Total criminal offenses on campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Law Violation</strong></td>
<td>2011</td>
</tr>
<tr>
<td>g. Illegal weapons possession</td>
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### Hate Crimes

There were no reported hate crimes at the Henry County Campus or other associated satellite locations between 2009 thru 2013.

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<tr>
<th></th>
<th>2011</th>
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<tbody>
<tr>
<td><strong>illegally carried weapons</strong></td>
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<tr>
<td><strong>drug law violation</strong></td>
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<td>0</td>
<td>0</td>
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<tr>
<td><strong>liquor law violation</strong></td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Arrest –Public Property

| **a. illegal weapons possession** | N/A  | 0    | 0    |
| **b. drug law violation**       | N/A  | 0    | 0    |
| **c. liquor law violation**     | N/A  | 0    | 0    |

### Disciplinary Actions—Public Property

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</table>
Annual Campus Fire Reporting

Ivy Tech Community College East Central Region 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 for general awareness. Everyone should always be alert and aware of their surroundings at all times.

Fire Safety Precautions

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 standby to direct emergency teams to the location of the fire.

Fire Response Dos and Don’ts

- Call security 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 ¾ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly.
- Most campus buildings are equipped with fire sprinkler systems.
- All fire related incidents, including burned food need to be reported to security as soon as possible to campus security.
Prohibitions on Portable Electrical Appliances, Smoking & Open Flames
All campus facilities prohibit the following activities and items.

- Smoking is not permitted in any building.
- The presence or use of candles, incense burners, oil lamps, and other open flame devices is not permitted in campus facilities (except in approved lab areas).
- The presence or use of halogen floor lamps is not permitted in any building.
- Individuals shall not obstruct or tamper with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers).
- Occupant-provided refrigerators, microwaves and floor heaters must be UL approved and need to be plugged directly into an approved electrical outlet.

Fire Incident Reporting
Students, faculty, and staff are instructed to call 911 if time is a factor to report a fire emergency. Notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to security at 921-8080.

Smoking is NOT PERMITTED in any Ivy Tech building.

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 921-8080 immediately and explain the situation.
- Report any vandalism or tampering with the alarm immediately.

MEDICAL EMERGENCY

If you find yourself or others in a medical emergency follow the procedures below:
- **Report it:** Call Campus Security to report all medical emergencies.
- Do not move the victim; try to keep them as comfortable as possible.
- **First Aid:** Only apply as much aid as you have been trained to provide. First Aid kits are located on each floor in all campus locations. Large First Aid kits are located in all security office locations.

**Remember:** All injuries, minor or serious, must be reported to Campus Security at 921-4806.
## Fire Statistics

### 2013 Fire Safety Information

<table>
<thead>
<tr>
<th></th>
<th>Muncie Campus</th>
<th>Anderson Campus</th>
<th>Marion Campus</th>
<th>Henry County Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Areas</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
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<td>Classroom &amp; Office Areas</td>
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<td>Number of Fires</td>
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<tr>
<td>Number of Fire Related Deaths</td>
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<td>Value of Property Damage Caused by Fires</td>
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## 2013 Annual Fire Safety Overview

<table>
<thead>
<tr>
<th>Campuses</th>
<th>Muncie Campus</th>
<th>Anderson Campus</th>
<th>Marion Campus</th>
<th>Henry County Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguishers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Smoke Detectors</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Manual Pull Stations</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Fire Sprinklers building wide</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Drills Conducted Once A Year</td>
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<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Fire Alarm System</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Public Address System</td>
<td>Yes</td>
<td>Yes</td>
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<td>No</td>
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</tbody>
</table>
Appendix A: **Reported Incident Procedure Guideline**

<table>
<thead>
<tr>
<th>Incident Being Reported:</th>
<th>Procedure Institution Will Follow:</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
</table>
| **Sexual Assault**      | 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care  
2. Institution will assess immediate safety needs of complainant  
3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department  
4. Institution will provide complainant with referrals to on and off campus mental health providers  
5. Institution will assess need to implement interim or long-term protective measures, such as change in class schedule, “No Contact” directive between both parties  
6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate  
7. Institution will provide written instructions on how to apply for Protective Order  
8. Institution will provide a copy of the Sexual Misconduct | Sexual assault cases are referred to the Title IX Coordinator and Judicial Officer and are adjudicated by using the *preponderance of the evidence* standard. |
<table>
<thead>
<tr>
<th><strong>Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</td>
</tr>
<tr>
<td>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Stalking</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Institution will assess immediate safety needs of complainant</td>
</tr>
<tr>
<td>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</td>
</tr>
<tr>
<td>3. Institution will provide written instructions on how to apply for Protective Order</td>
</tr>
<tr>
<td>4. Institution will provide written information to complainant on how to preserve evidence</td>
</tr>
<tr>
<td>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</td>
</tr>
<tr>
<td>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</td>
</tr>
</tbody>
</table>

**Stalking cases are referred to the Conduct Officer and adjudicated using the clear and convincing evidentiary standard. If the stalking is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the preponderance of the evidence standard.**
### Dating Violence

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

Dating Violence cases are referred to the Conduct Officer and adjudicated using the *clear and convincing* evidentiary standard. If the dating violence incident is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated using the *preponderance of the evidence* standard.

### Domestic Violence

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to

Domestic Violence Cases are referred to the Conduct Officer and adjudicated using the *clear and convincing* evidentiary standard. If the act of domestic violence is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated using the *preponderance of the evidence* standard.
<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>6.</td>
<td>Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</td>
</tr>
<tr>
<td></td>
<td>protect the complainant, if appropriate</td>
</tr>
</tbody>
</table>
Appendix: B - Important Phone Numbers

**IVY TECH**

Campus Security Muncie (765) 289-2291, ext. 1400
Campus Security Muncie – Patterson (765) 289-2291, ext. 1115
Campus Security Muncie – Fisher (765) 289-2291, ext. 1702
Campus Security Marion (765) 289-2291, ext. 3300
Campus Security Anderson (765) 643-7133, ext. 2300
Campus Security Anderson -Ebert (765) 651-3100, ext. 1021
Campus Security Henry County (765) 599-2613, ext. 4010

Muncie Campus (765) 289-2291
Anderson Campus (765) 643-7133
Marion Campus (765) 651-3100
Henry County Campus (765) 599-2613
Vice Chancellor for Student Affairs (765) 765-966-2656 ext. 1229
Vice Chancellor of Academic Affairs (765) 289-2291, ext. 1482
Executive Director of Human Resources (765) 289-2291, ext. 1358

**Police / Fire / Ambulance** 911
Appendix C: 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

<table>
<thead>
<tr>
<th>Locations</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>Statistics include academic and office areas, all student / staff lounge areas on campus.</td>
</tr>
<tr>
<td><strong>Non-campus</strong></td>
<td>statistics consist of off-campus buildings and property owned or controlled by Ivy Tech Community College-East Central Region.</td>
</tr>
<tr>
<td><strong>Public property</strong></td>
<td>statistics consist of streets, sidewalks, and parking facilities contiguous to, but not within, the campus. These statistics are provided voluntarily by surrounding agencies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crime Categories</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Homicide: Murder / Non-negligent Manslaughter</strong></td>
<td>The willful killing of one human being by another.</td>
</tr>
<tr>
<td><strong>Negligent Manslaughter</strong></td>
<td>The killing of another person through gross negligence.</td>
</tr>
<tr>
<td><strong>Forcible sex offenses</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Non-forcible sex offenses</strong></td>
<td>Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.</td>
</tr>
<tr>
<td><strong>Sex Offenses Reported to College Administrators</strong></td>
<td>This category includes incidents reported to College officials, regardless of where they occurred, in which the victim chose not to file police reports.</td>
</tr>
<tr>
<td><strong>Robbery</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Aggravated assault</strong></td>
<td>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.)</td>
</tr>
<tr>
<td><strong>Burglary: Structures</strong></td>
<td>the unlawful entry into a building or other structure with the intent to commit a felony or a theft. <strong>Vehicles</strong> - the unlawful entry into a locked vehicle with the intent to commit a felony or a theft.</td>
</tr>
<tr>
<td><strong>Theft: Motor vehicles</strong></td>
<td>the theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds. <strong>Bicycles</strong> – the theft of any bicycle, regardless of value. May include bicycles taken during the commission of a burglary.</td>
</tr>
<tr>
<td><strong>Arson</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
| **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.

<table>
<thead>
<tr>
<th><strong>Arrest:</strong> A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disciplinary Referral:</strong> 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.</td>
</tr>
<tr>
<td><strong>Liquor Laws:</strong> 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.</td>
</tr>
<tr>
<td><strong>Drug Laws:</strong> 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).</td>
</tr>
<tr>
<td><strong>Weapons Laws:</strong> The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.</td>
</tr>
</tbody>
</table>
## Appendix D: Fire Definitions

<table>
<thead>
<tr>
<th><strong>Cause of fire:</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire:</strong></td>
<td>Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.</td>
</tr>
<tr>
<td><strong>Fire Drill:</strong></td>
<td>A supervised practice of a mandatory evacuation of a building for a fire.</td>
</tr>
<tr>
<td><strong>Fire-related Injury:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Fire-related Death:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Fire Safety System:</strong></td>
<td>Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:</td>
</tr>
<tr>
<td>• Sprinkler or other fire extinguishing systems</td>
<td></td>
</tr>
<tr>
<td>• Fire detection devices</td>
<td></td>
</tr>
<tr>
<td>• Stand-alone smoke alarms</td>
<td></td>
</tr>
<tr>
<td>• Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights</td>
<td></td>
</tr>
<tr>
<td>• Smoke-control and reduction mechanisms</td>
<td></td>
</tr>
<tr>
<td>• Fire doors and walls that reduce the spread of a fire</td>
<td></td>
</tr>
<tr>
<td><strong>Value of Property Damage:</strong></td>
<td>The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:</td>
</tr>
<tr>
<td>• Contents damaged by fire</td>
<td></td>
</tr>
<tr>
<td>• Related damages caused by smoke, water, and overhaul</td>
<td></td>
</tr>
<tr>
<td>• Does not include indirect loss, such as business interruption</td>
<td></td>
</tr>
</tbody>
</table>