IVY TECH COMMUNITY COLLEGE-SOUTHERN INDIANA
ANNUAL SECURITY & FIRE REPORT
2014
(Statistical Crime Information for years 2011, 2012, 2013)
ANNUAL SECURITY REPORT

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Accessibility to Information and Non-Discrimination Policy

This publication is available in an alternative format upon request. Ivy Tech Community College-Southern 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-Southern Indiana Annual Security Report is provided to members of the campus community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Ivy Tech Office of Campus Security collects statistical crime data with internal records from campus security authorities, as well as, local police records from the following police departments; Clark County Sheriff’s Office, Sellersburg Police Department, Jeffersonville Police Department, Indiana State Police, Harrison County Sheriff’s Office, Corydon Police Department, Washington County Sheriff’s Office, Salem Police Department, Scott County Police Department, and Scottsburg Police Department. As required by law, the Office reports this information to the Office of Postsecondary Education on an annual basis.

The 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-Southern 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-Southern Indiana distributes a notice of this Annual Security Report by October 1 of each year to every member of the College community. Anyone, including perspective students or employees, main obtain a paper copy of this report by contacting the Office of Campus Security at 812-248-4999. This report is available online at www.ivytech.edu/security.

About Ivy Tech Community College-Southern Indiana campuses:
Ivy Tech community College-Southern Indiana is a community college which encompasses approximately 5,000 students and over 250 faculty and staff members. The Main Campus is located in Sellersburg, Indiana. The Perkins Technology Center is located in Jeffersonville, Indiana. Ivy Tech Community College-Southern Indiana, has not experienced any significant major crimes in the past. However, crime and violent events can happen at any time and any place. Always be aware of your surroundings and take necessary precautions.

ABOUT THE OFFICE OF CAMPUS SECURITY-IVY TECH SOUTHERN INDIANA

Developing and maintaining a safe and secure college campus is the responsibility of all students, faculty and staff, as well as, the Office of Campus Security. Within the Ivy Tech community, the Office of Campus Security is assigned the primary responsibility of identifying programs, methods, and approaches to help Ivy Tech Community College-Southern Indiana, maintain a reasonably safe and secure environment.

Ivy Tech Office of Campus Security is a multi-service department providing security, law enforcement, safety, crime prevention, and emergency services on Ivy Tech campuses throughout Southern Indiana, 8am-10pm, Monday-Friday. The department employs part-time sworn officers. The Office of Campus Security’s main office is located 8204 Highway 311, Sellersburg, Indiana. The phone number is 812-248-4999 or 812-246-3301 extension 9000.

Safety is our Number One Priority:
When you review the statistics, you will note that Ivy Tech Community College-Southern 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.

The Ivy Tech Office of Campus Security-Southern Indiana maintains a close working relationship with the Clark County Sheriff’s Office and Sellersburg Police Department. The office also works closely with other law enforcement agencies such as the FBI, U.S. Secret Service, and ATF. The office communicates on a regular basis regarding any local or statewide incidents. There is no official written memorandum of understanding between Ivy Tech-
Southern Indiana and the various law enforcement agencies previously mentioned.

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

The department is comprised of:

- 1 1/2 Full-Time Campus Safety Officers
- 14 Sworn Law Enforcement Officers (various shifts)

Security Personnel Definitions:
Campus Safety Officers (CSO) are non-sworn personnel who perform security, guest relations, parking enforcement and traffic control functions.

Clark County Sheriff's Officers are sworn law enforcement officers who are employed by Ivy Tech Community College as part-time employees. Clark County Sheriff's Officers have full law enforcement powers to make arrests, enforce all applicable federal, state, and local laws.

Thank you for taking the time to view the Ivy Tech Community College-Southern Indiana Annual Security Report. If you have any questions about this report or the campuses, please contact the Office of Campus Security at 812-246-3301 ext. 9000 or 812-248-4999.

Crimes Involving Student Organizations at Off-Campus Locations:
Ivy Tech Community College-Southern Indiana 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 Office of Campus Security will actively investigate certain crimes occurring on or near campus with the assistance of the Clark County Sheriff’s Department.

External law enforcement agencies may formally notify the Office of Campus Security or 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-Southern Indiana 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 the Office of Campus Security in a timely manner.

Anytime you need immediate assistance for security, fire or medical emergencies dial 812-248-4999, or
911. Ivy Tech Community College, Southern Indiana has installed two emergency “Blue Boxes” on the Main Campus located at 8204 Highway 311 in Sellersburg, Indiana. These boxes can be identified by their bright blue paint and blue light. These boxes are for emergencies only, such as crimes in progress, threats to personal safety, fires, medical emergencies.

If you are on campus and experience an emergency, push the emergency button and 9-1-1 will be immediately contacted. There is no handset on the box; simply push the emergency button, talk, and you will be in voice communication with a dispatcher. If you are unable to speak, an officer will be dispatched to the call box location immediately.

All calls, even hang-up calls, are investigated by the Office of Campus Security. An officer will respond to the location as needed.

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

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-Southern Indiana 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 Office of Campus Security may not be able to assure confidentiality and will inform you in those cases.

Anyone may call the Office of Campus Security at 812-246-3301 extension 9000 or 812-248-4999 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-Southern Indiana, Office of Campus Security gathers and compiles the statistical information from Campus Security Authorities.

“Campus Security Authorities,” as described by the Clery Act, include security and law enforcement officers, deans, coaches, advisors to student clubs or organizations; and other campus officials who have “significant responsibility for student and campus activities,” such as, but not limited to, student discipline and campus judicial proceedings.

Pastoral and Professional Counselors:
According the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Ivy Tech Community College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

Campus Security Authorities 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-Southern Indiana may include, but are not limited to, the following positions:

- Director of Campus Security and Safety
- Executive Director of Facilities
- Office of Student Conduct
- Office of the General Counsel
- Vice Chancellor of Student Affairs
- Director of Student Life
- Human Resources
- Vice Chancellor of Academic Affairs

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 Campus Security, Communications Department or designated official issues “Crime Alerts.” The Office of Campus Security will generally issue Crime Alerts for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. The Office of Campus Security will post these warnings through a variety of ways, including but not limited to posters/signs, e-mails, and media. Ivy Tech-Southern Indiana 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/.

The purpose of these 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-Southern Indiana 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-Southern Indiana determines that the incident represents an ongoing threat to the campus community.

Additionally, the Office of Campus Security may, in some circumstances, issue Crime Alerts when there is a pattern of crimes against persons or property. In the Ivy Tech Southern Indiana region, the Assistant Vice Chancellor of Student Life or Executive Director of Facilities will generally make the determination, in consultation with other College offices, if a Crime Alert is required. However, in emergency situations, an Office of Campus Security supervisor 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 Southern Indiana population.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Ivy Tech Community College-Southern Indiana 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 Campus Security 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 supervisors in the Office of Campus Security or other authorized College office 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 Southern Indiana 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, Marketing/Communications, Vice Chancellor of Student and Academic Affairs, Campus Safety Team. 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 Office of Student Life) will, in concert with the Office of Campus Security and local first responders, determine the contents of the notification. Ivy Tech-Southern Indiana has developed a wide range of template messages addressing several different emergency situations.

The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In those cases where there are no predetermined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. 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-Southern 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 the buildings’ public address system.

The College will post updates during a critical incident on the homepage. If the situation warrants, Ivy Tech Southern Indiana 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 Ivy Tech-Southern Indiana 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 Southern Indiana are responsible for notifying the larger community about the situation and steps the College has taken to address the emergency.

Primarily, 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-Southern Indiana will conduct an emergency exercise or drill, at a minimum, once yearly.

These exercises/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-Southern Indiana will notify the College personnel of the exercise and remind the community of the information included in the posted Emergency Response Procedures located in all classroom and office areas.

Emergency evacuation maps are posted in every building on campus. Emergency Response Procedures are posted in every classroom on each campus. Copies of the Emergency Response Procedures may be obtained by calling 812-248-4999 or 812-246-3301 extension 9000.

SECURITY OF & ACCESS TO IVY TECH-SOUTHERN INDIANA FACILITIES

Most academic and administrative buildings are open from 7A.M to 10:00 P.M., Monday through Friday. On occasion some labs and/or buildings are open after the published hours to accommodate certain events and activities. Campus security officers patrol all buildings daily. Video surveillance is used at most campus locations for additional security. If special access is needed, contact the Office of Campus Security at 812-248-4999.

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 Campus Security at 812-248-4999.

IVY TECH SOUTHERN INDIANA’S RESPONSE TO SEXUAL AND GENDER VIOLENCE

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
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

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

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.

Stalking Definition:
"Stalk" means a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity. Stalking anyone, at any time while on campus is strictly prohibited.

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

THE FOLLOWING INFORMATION PROVIDES STEPS SHOULD A SEXUAL ASSAULT OCCUR:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence. The victim should not bathe, shower, brush teeth, 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-related assault, a urine test may be done if the victim present 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.

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:
- For life threatening conditions,
  - Call 911 and/or Campus Security 812-248-4999.
  - Go to the nearest hospital or clinic.

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

Preventing and Responding to Sexual Assault:
Ivy Tech Community College-Southern 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-Southern 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 Office of Campus Security 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
- The Office of Campus Security
- The Student Life Office
- Student Counseling Services
- The Dean’s Office
- The Rape Crisis/Anti-Violence Support Center
- A medical treatment facility
- Any trusted friend, adviser, or faculty member as soon as possible

The Ivy Tech Community College-Southern Indiana urges victims to consider contacting the Clark County Sheriff’s Office to report the assault. Although the College strongly encourages pressing criminal charges, it respects the survivor’s choice.

Rights of 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 the college 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)

Seek Counseling:
The Southern Indiana community offers a variety of counseling resources to victims of sexual assault. For more information on the full range of supportive services contact Metro United Way at 211.

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 Campus Security. With your permission, an Ivy Tech officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Ivy Tech can keep an accurate record about the number of incidents involving students, employees and visitors; determine where there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Consider Changing Living and Academic Situations:
Victims of sexual assault may seek alternative class arrangements, and the College 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:
http://www.insor.org/insasoweb/

*Information contained on this site provides no representation as to any offender’s likelihood of re-offending or the nature of any future crimes that may be committed.

Information in this registry may not be used to harass or threaten offenders or their families. Harassment, stalking, or threats may violate Indiana State law.

CAMPUS POLICIES; CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

According to the Academic Policies and Procedures Manual it shall be the policy of the College to conform to the provisions of the Occupational Safety and Health Act (OSHA) as they apply to the operations of the College, specifically in maintaining a workplace that is free from hazards that would be likely to cause death, serious physical harm, or diseases in connection with work performed.

Behavioral Threat Management Team:
In order to enhance emergency preparedness and prevention efforts, Ivy Tech-Southern Indiana has established a Behavioral Intervention Team (BIT). The objective of the BIT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, in any Ivy Tech-Southern Indiana location. The multidisciplinary team consists of, but is not limited to, the following: Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Director of Campus Security or designee, and Assistant Vice Chancellor for Academic Affairs. Other administrative personnel may be added contingent upon the situation. Any behavior deemed suspicious or dangerous should be immediately reported to security at 812-248-4999. 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, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. 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 the Office of Campus Security. Likewise, employees who become aware of a threatening situation or potential for violence must contact the Office of Campus Security. 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. The Office of Campus Security can be contacted at 921-4806.

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.

**Indiana Victims Right Law**
IC 35-40-5 Chapt. 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;
(2) free from intimidation, harassment, and abuse; throughout the criminal justice process.

**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.

**SPECIAL NOTICE:** Ivy Tech Community College-Southern Indiana 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 Campus Security as soon as possible at 812-248-4999. Other contacts include:
- Student Life: 812-246-3301
- Human Resources: 812-246-3301

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-Southern Indiana does not provide a health services center.

**Daily Crime Log**
The Office of Campus Security 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 at the department’s main office located at the Main Campus, 8204 Highway 311, Sellersburg, Indiana, Pfau Hall, A1. 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.

**Ivy Tech Campus Security Services**

In an effort to promote safety awareness, the Office of Campus Security maintains a strong working relationship with the Ivy Tech community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming.

**Crime Prevention & Safety Awareness Programs:**
The Ivy Tech Office of Campus Security provides a variety of campus community services. The goal of the community outreach program is to foster a dialogue with our campus community. This is done by maintaining open lines of communication, providing educational materials, and assisting students, faculty, staff and visitors in reducing the opportunity for crime.

- Security Presentations – Personal security, building security, ID Theft.
- Self-Defense: Please see IvyLife for course schedules for this program.
- Group Centric – presentations designed to meet the needs of your individual group or department.

**Citizen Complaint Procedure:**
Complaints by members of the public regarding Ivy Tech Community College Campus Security personnel may be made at any time, in person, by mail, email or by phone. Ivy Tech Campus Security will investigate complaints of substandard service or alleged misconduct by Campus Security employees.

Investigations will be conducted in a timely manner with fairness and impartiality. The Director of Public Safety will review completed investigations and establish appropriate corrective measures. Questions regarding Citizen Complaint Procedures may be addressed to Ivy Tech Community College-Southern Indiana Office of Campus Security at 812-248-4999.

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

**Emergency Response Team:**
Emergency Response training takes place periodically throughout the year. This training will be provided to individuals who are willing to volunteer to respond to an Ivy Tech campus to assist with post-disaster response. If you are interested, please contact the Executive Director of Facilities 812-246-3301.

**Lost and Found:**
Campus Security operates a lost and found service during normal business hours. Call 812-248-4999 for additional 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. Call 812-248-4999 for additional information.

**Emergency Medical Response Procedures:**
Students, faculty, staff, and guests should report any emergency medical situation to the Ivy Tech Office of Campus Security immediately at extension 9000, or call 911. When calling ensure the campus location is given and the nature of the emergency. The Ivy Tech dispatcher will immediately send Ivy Tech
officers to the scene, as well as, local EMS technicians.

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.

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

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-Southern Indiana 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 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 requested.

Signs of Alcohol Poisoning:
✓ Passed out or difficult to wake
✓ Cold, clammy, pale or bluish skin
✓ Slowed breathing
✓ Vomiting (asleep or awake)
✓ Know how to help:
  ✓ 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 medical emergency. Call 911 or campus security at 812-248-4999 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 are required to obtain a student ID card and to have it on his/her person while on campus or attending college sponsored events. Student ID cards are issued by the Student Information Desk in Pfau Hall on the Main Campus, Monday-Thursday, 8am-9pm and Friday, 8am-4pm.

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.
Lastly, Campus Security Officers, under the direction of the Director or Chief of Public Safety, 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 which threaten the safety and integrity of the College community regardless of where such acts occur.

Solicitors:
Solicitation is not allowed by persons not associated with Ivy Tech Community College. If a solicitor or any suspicious-looking person approaches you on campus, call campus security at 812-248-4999 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 & Security Education:
The Ivy Tech Office of Campus Security provides a variety of educational presentations on security awareness and crime prevention programs to all members of the Ivy Tech community upon request. Available presentations include, but are not limited to: Active Shooter Survival Techniques, Crime Prevention, Detecting Behaviors of Concern, Property Protection, Personal Safety, Identity Theft, Bicycle Safety, Seatbelt Safety and Child Safety. Call 812-248-4999 for additional information.

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

Campus Safety Tips:
- Study or work with a friend in buildings at night.
- Use stairs in well-lit and populated sections of a building.
- Keep personal belongings in view while in class, the library, or laboratory.
- 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 activity immediately.
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 sound siren, mace or pepper spray.

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

Workplace Violence
Please report all workplace violence events/actions immediately. The Office of Campus Security investigates all reports of crimes. In serious cases, referrals are made to the Clark County Sheriff’s Office or other agency per assigned jurisdiction. For non-criminal workplace issues, please call Human Resources at 812-246-3301 for information and assistance.

Domestic Violence:
Domestic violence is a pattern of abusive and coercive behaviors used to maintain power and control over a former or current intimate partner. No one deserves abuse; it is a crime if someone physically hurts, threatens, or stalks you. The criminal justice system can be intimidating and confusing, but do not be afraid to call the police if you have been abused. The goal of the police and the legal system is to provide some measure of safety for victims of violence in relationships along with accountability and counseling for their abusers.

If you have just been threatened, hurt or abused, or are being stalked by your current or former intimate partner, call 9-1-1. Tell the dispatcher that you are in danger and you need help immediately. The police are required to write an incident report for all domestic violence calls, even if the batterer has already left the scene when they arrive. Although it is best to make the report as soon as possible, you may also call the police hours, days, or months after you have been abused.

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 taken:

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

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

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 – Southern Indiana over the last three calendar years. Crime statistics in the table below include locations not defined as separate campus locations. These include the community campus locations of Harrison County Learning Center, Washington County Learning Center, Scott County Learning Center, Mid-America Science Park, and Heartland Communication Systems for the time periods in which Ivy Tech utilizes the various facilities.

The Ivy Tech-Southern Indiana Office of Campus Security maintains a close relationship with all police departments 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 the Office of Campus Security. The Office of Campus Security collects the crime statistics disclosed in the charts through a number of methods.

In addition to the crime data that the Office of Campus Security maintains, the following statistics also include crimes that are reported to various campus security authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.
## Criminal Offenses

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<th>2011</th>
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<td><strong>Criminal Offenses - On Campus</strong></td>
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<td>Murder/Nonnegligent Manslaughter</td>
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<td>Forcible Sex Offenses (including forcible rape)</td>
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<td>Nonforcible Sex Offenses</td>
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## Arrests

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<th>2012</th>
<th>2013</th>
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<tbody>
<tr>
<td><strong>Arrests - On Campus</strong></td>
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<tr>
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<td>Liquor Law Violations</td>
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<td><strong>Arrests - Public Property</strong></td>
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## Disciplinary Action

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<td>Liquor Law Violations</td>
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<tr>
<td><strong>Disciplinary Actions/Judicial Referrals - Public Property</strong></td>
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<td>Drug Law Violations</td>
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<td>Liquor Law Violations</td>
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</table>
Hate Crimes-Main Campus and Satellite Locations

There were no reported hate crimes at on-campus property, off-campus property, or non-campus property 2011 thru 1013.

Annual Campus Fire Reporting

Ivy Tech Community College-Southern Indiana does not own, operate or rent student housing on any of its campuses. However, we have included fire precaution information and statistical information in our Annual Security Report for general awareness. Ivy Tech Community College-Southern Indiana does conduct drills each semester including FIRE, TORNADO and LOCKDOWN drills. All building occupants are expected to participate. Everyone should always be alert and aware of their surroundings at all times. Drills help to keep building occupants aware of their surroundings, as well as, up to date on proper procedures. Drills will not take place without prior notification.

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 stand-by to direct emergency teams to the location of the fire.

Fire Response Dos and Don’ts

- **DO** treat every alarm as an emergency. If an alarm sounds, exit the building immediately. **DON’T assume that a fire alarm is a drill or test.** All building alarm systems are tested as required by law, but these tests are announced in advance.
- **DO** remain in your room if you cannot get out of the building because of heat or smoke.
- **Call the Office of Campus Security right away.** Keep the door closed and await assistance from the Fire Department.
- **DO** remain in your room if you cannot get out of the building because of heat or smoke.
- **Call the Office of Campus 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 Southern Indiana 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 at 921-4806.

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 Safety Education & Training Programs for Students, Faculty, & Staff

The Office of Campus Security, in coordination with the Facilities Department, provide training to Ivy Tech-Southern Indiana staff and faculty. Topics addressed during this training include:

- Fire prevention in campus facilities
- What to do in the event of a fire
- Evacuation planning
- How to report a fire or other emergency
- How fire safety systems operate

Additional fire safety training and education programs for students are coordinated by The Office of Student Life on an as needed basis.

Fire Incident Reporting:
Students, faculty, and staff are instructed to call 911 if time is a factor to report a fire emergency. If the immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to Campus Security at 812-248-4999.

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 812-248-4999 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 at 812-248-4999, 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 at each main desk and the Campus Security Office.

Automated External Defibrillators (AED) are located in the following campus areas:

- Main Campus: Pfau Hall, behind Student Information Desk.
- Main Campus: Ogle Hall, behind Main Receptionist Desk
- Main Campus: Ogle Hall, Southeast side of campus, wall next to elevator.
- Perkins Technology Center: Shop Floor, North Wall.

Follow the instructions on the AED package if not officially trained and proceed only if the medical situation dictates.

Remember: All injuries, minor or serious, must be reported to Campus Security at 812-248-4999.
**Fire Statistics (Main Campus, Automotive Tech Center & Satellite Locations)**

### 2013 Fire Safety Information

<table>
<thead>
<tr>
<th></th>
<th>Main Campus</th>
<th>Perkins Technology Center</th>
<th>Satellite Locations</th>
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<tbody>
<tr>
<td>Housing Areas</td>
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<td>N/A</td>
<td>N/A</td>
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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 Injuries</td>
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<tr>
<td>Number of Fire Related Deaths</td>
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<tr>
<td>Value of Property Damage Caused by Fires</td>
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**Caveat:** Student disciplinary action; setting jeans on fire to simulate burn victim.

### Campuses

<table>
<thead>
<tr>
<th></th>
<th>Main Campus</th>
<th>Perkins Technology Center</th>
<th>Satellite Locations</th>
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<tbody>
<tr>
<td>Fire Extinguishers</td>
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<tr>
<td>Smoke Detectors</td>
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<tr>
<td>Manual Pull Stations</td>
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<td>Fire Sprinklers Building Wide</td>
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<td>Drills Conducted Once A Year</td>
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### Appendix A: Important Phone Numbers (812)

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<td>Security Escort</td>
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<tr>
<td>Campus Security (Emergency)</td>
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<td>Lost and Found</td>
<td>248-4999</td>
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<tr>
<td>Student Affairs</td>
<td>246-3301</td>
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<tr>
<td>Student Judicial Office</td>
<td>246-3301</td>
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<tr>
<td>Human Resources</td>
<td>246-3301</td>
</tr>
<tr>
<td><strong>Lawrence Campus</strong></td>
<td>246-3301 ext. 4703</td>
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</table>

**Outside Agencies**

- Student Assistance Program
  - (800) 766-0068
  - [www.SolutionsEAP.org/students](http://www.SolutionsEAP.org/students)

- Employee Assistance Program
  - (800) 766-0068
  - [www.SolutionsEAP.org](http://www.SolutionsEAP.org)

- Veterans Crisis Line
  - (877) 838-2838

- Clark County Sheriff’s Office
  - (812) 283-4471

**Overall Police / Fire / Ambulance**

- 911
Appendix B: General 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

**Locations**

- **Campus**: Statistics include academic and office areas, all student / staff lounge areas on campus, the Main Campus, Perkins Technology Center, and other associated satellite locations utilized by Ivy Tech in Southern Indiana.
- **Non-campus** statistics consist of off-campus buildings and property owned or controlled by Ivy Tech Community College-Southern Indiana.
- **Public property** statistics consist of streets, sidewalks, and parking facilities contiguous to, but not within, the campus. These statistics are provided voluntarily by surrounding agencies.

**Crime Categories**

- **Homicide**: Murder / Non-negligent Manslaughter: The willful killing of one human being by another.
- **Negligent Manslaughter**: The killing of another person through gross negligence.
- **Forcible sex offenses**: Any sexual act directed against another person, forcibly or against that person’s will. Includes forcible rape (totaled separately), forcible sodomy, sexual assault with an object, and forcible fondling.
- **Non-forcible sex offenses**: Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.
- **Sex Offenses Reported to College Administrators**: This category includes incidents reported to College officials, regardless of where they occurred, in which the victim chose not to file police reports.
- **Robbery**: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary**: Structures - the unlawful entry into a building or other structure with the intent to commit a felony or a theft. **Vehicles** - the unlawful entry into a locked vehicle with the intent to commit a felony or a theft.
- **Theft**: Motor vehicles – the theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds. **Bicycles** – the theft of any bicycle, regardless of value. May include bicycles taken during the commission of a burglary.
- **Arson**: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property of another.

- **Hate Crimes**: Any of the above listed crimes and any other crime involving bodily injury reported to local police agencies or to a campus security authority in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim. Under the new Higher Education Opportunity Act of 2008, campuses now must report Hate related Larceny-Theft, Simple Assault, Intimidation, and Property destruction or vandalism.

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

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

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

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

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

### Categories of Prejudice

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

**Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Ethnicity/national origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

**Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
Appendix C: Fire Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. A fire related death is may also be when a person dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

- Sprinkler or other fire extinguishing systems
- Fire detection devices
- Stand-alone smoke alarms
- Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights
- Smoke-control and reduction mechanisms
- Fire doors and walls that reduce the spread of a fire

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

- Contents damaged by fire
- Related damages caused by smoke, water, and overhaul
- Does not include indirect loss, such as business interruption