IVY TECH COMMUNITY COLLEGE ANNUAL SECURITY & *FIRE* REPORT 2016

Ivy Tech Community College-Northeast
3800 N. Anthony Blvd.
Fort Wayne, IN 46805

Table of Contents   *Page*

Preface

The information contained in the Ivy Tech Community College-Northeast 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 Department of Security and Safety collects statistical crime data from internal records from campus security authorities, as well as, local police records from the City of Fort Wayne Police Department. As required by law, the Department reports this information to the Office of Postsecondary Education on an annual basis.

About Ivy Tech Community College-Northeast campuses

Ivy Tech community College-Northeast is a community college which encompases nearly 10,500 students and over 600 faculty and staff members. The campus is comprised of two major locations in the northeast section of the city of Fort Wayne that has a population of 250,000 and a population of approximately 650,000 for the nine county service area. The Coliseum Campus is located at 3800 North Anthony Blvd. and the North campus is located at 4900 St. Joe Road. Additioanlly, there are satellite locations located at Smith Field airport and the Fort Wayne Public Safety Academy. Despite the tragic events at other colleges around the country, Ivy Tech Community College-Northeast, has not experienced any significant major crimes in the past. However, crime and violent events can happen at any time and any place. Always be aware of your surroundings and take necessary precautions.

Ivy Tech Community College-Northeast Department of Security and Safety

Developing and maintaining a safe and secure college campus is the responsibility of all students, faculty and staff, as well as, the Department of Security and Safety. Within the Ivy Tech community, the Department of Security and Safety is assigned the primary responsibility of identifying programs, methods, and approaches to help Ivy Tech Community College-Northeast, maintain a reasonably safe and secure environment. When you review the statistics, you will note that Ivy Tech Community College-Northeast 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 Department of Security and Safety is dedicated to serving the community with integrity, impartiality, sensitivity and professionalism. To fulfill our mission, we will build public trust by holding ourselves to the highest degree of ethical and professional standards.

Thank you for taking the time to view the Ivy Tech Community College-Northeast Annual Security Report. If you have any questions about this report or the campuses, please contact the Director of Security and Safety at 260-480-4188.

SAFETY AND VIOLENCE PREVENTION NOTICE

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

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

IVY TECH SECURITY SERVICES

Ivy Tech Campus Security is a multi-service department providing security, law enforcement, safety, crime prevention, and emergency services on Ivy Tech campuses throughout Northeast 24 hours a day, seven days a week. The department employs part-time sworn and full-time non-sworn staff. Criminal arrest cases occurring on campus property are referred to the Fort Wayne Police Department, which possesses the legal authority to commence prosecution. The Campus Security main office is located at 3800 N. Anthony Blvd. The non-emergency phone number is 260-480-4183. The Ivy Tech-Northeast emergency phone number is extension 4911 on campus.

Security Personnel

Campus Security Clerks are non-sworn personnel who perform security, surveillance, and clerical duties.

Campus Security Officers are sworn law enforcement officers who are employed by Ivy Tech Community College as part-time employees. Law enforcement staff is made of Indiana commissioned police officers from several agencies. Commissioned 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. 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 Security and Safety will review completed investigations and establish appropriate corrective measures. Complainants will be notified in writing of the outcome of their complaint. Questions regarding Citizen Complaint Procedures may be addressed to Ivy Tech Community College-Northeast Director of Security and Safety at 260-480-4188.

Timely Warnings

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

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

The Daily Crime Log is available for public inspection at the department director's office located at the Student Life Building, room 106. The Incident and Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created.

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

Community Outreach

The Ivy Tech Department of Security and Safety provides a variety of campus community services. The goal of the community outreach program is to foster a dialogue with our campus community, maintain open lines of communication, and provides educational materials and programs, and assist students, faculty, staff and visitors in reducing the opportunity for crime.

- ➢ Security Presentations – Personal security, building security, ID Theft.

- ➢ Non-Violent Crisis Intervention program- teaches staff and faculty non-violent safety and verbal skills in dealing with adverse individuals.

- ➢ Group Centric – presentations designed to meet the needs of your individual group or department.

To schedule a community outreach event, contact the Director of Security and Safety at 260-480-4188.

Lost and Found

Campus Security operates a lost and found service during normal business hours at the security desks at Coliseum Campus and Harshman Hall. Call 260-480-4183 for additional information.

Ivy Tech Campus Link Bus Service

Ivy Tech Community College provides a shuttle service program to and from the North Campus and Coliseum Campus. This was new in 2009.

Dead Battery Jump Start Service

Campus Security provides a dead battery jump start service for all students, staff and employees.

Security Escort Service

Ivy Tech Campus security staff will provide a walking escort to and from your vehicle upon request at any time for your added safety and peace of mind. Call 260-480-4183 for additional information.

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations to the Ivy Tech Security desk immediately at on-campus extension 4911, 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 first responders to the scene, as well as, local EMS technicians.

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

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

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

- ➢ Director of Security and Safety
- ➢ Vice Chancellor of Student Affairs
- ➢ Executive Director of Human Resources
- ➢ Vice Chancellor of Academic Affairs

I.   Student Rights

Ivy Tech Community College recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students. Within the context of the entire educational setting this includes experiences both inside and outside the classroom. All students have the following rights:

A. Rights in the Pursuit of Education

The classrooms, laboratories, libraries, studios, and other spaces are the essential learning environments of the college, and the freedom to learn in these environments should be promoted and encouraged by the college's faculty and staff. The following statements have been developed in support of students' rights in all learning environments within the college. Students shall have the right to:

- Have reasonable access to faculty and staff, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process.

- Have access to academic advising and clear expectations for degree and graduation requirements.

- Have decisions related to the pursuit of their education made in a clear manner.

- Learn in an environment that supports the freedom of self-expression and association.

- Participate in an exchange of ideas, pursuant with their constitutional rights and the Preamble of this Code, free of conduct that impedes either a faculty member's ability to teach or the student's ability to learn.

- Receive either a print or electronic class syllabus in a timely manner.

- Interact with faculty who are engaged in the learning process. Students may expect faculty to provide clearly stated class goals and expectations for class performance and evaluation, to meet classes as scheduled, and to be accessible for office hours, appointments, or consultation.

- Expect that faculty and staff members will be sensitive to students' religious beliefs and observances, including an expectation that instructors will make reasonable arrangements upon appropriate prior notice when a student must miss an exam or other academic exercise resulting from the observance of a religious holiday.

- Take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

- Study, work, and interact in an environment of professionalism and of mutual trust and respect that is free of amorous or sexual advances by faculty or staff members. All amorous or sexual relationships between faculty/staff members and students are unacceptable when the faculty or staff member has any professional responsibility for the student, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

B. Right to Freedom from Discrimination: Diversity Statement

Ivy Tech Community College is committed to a diverse and inclusive educational environment that extends beyond tolerance to respect and affirms human difference. Therefore, diversity, as defined by Ivy Tech, includes, but is not limited to,

differences in race, ethnicity, religious beliefs, regional and national origin, color, gender, sexual orientation, socioeconomic status, age, disability, and political affiliation. By encouraging free and open discourse, providing educational opportunities within and outside its classrooms, and intentionally recruiting and retaining a diverse assembly of students, faculty and staff, the college endeavors to graduate culturally literate individuals who will make positive contributions to a local, national, and global society.

C. Right to Freedom from Harassment

Ivy Tech will not tolerate harassment based on race, color, creed, religion, gender, sexual orientation, national origin, physical or mental disability or age.

D. Right to Access Records

Ivy Tech maintains an educational record for each student who is or has been enrolled at Ivy Tech. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the following student rights are covered by the act and afforded to all students at Ivy Tech:

1. The right to inspect and review information contained in the student's educational records.
2. The right to challenge the contents of the student's educational records.
3. The right to a hearing if the outcome of the challenge is unsatisfactory.
4. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. The right to prevent disclosure, with certain exceptions, of personally identifiable information.
6. The right to secure a copy of the institutional policy.
7. The right to file complaints with the Department of Education concerning alleged failures by Ivy Tech to comply with the provisions of the act. The name and address of the office that administers FERPA is: 1 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

At the college's discretion, directory information may be provided in accordance with the provisions of the act without the written consent of the student unless the student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released for any purpose at the discretion of Ivy Tech unless a request for non-disclosure is on file.

1. Name, address, email address, telephone number, dates of attendance, and enrollment status.
2. Previous institution(s) attended, major, awards, honors, degrees.
3. Past and present participation in officially recognized activities, date and place of birth.

Students may request the withholding of directory information by notifying the Registrar's Office in writing, within 10 calendar days from the first scheduled day of the term. The request will be in effect until rescinded by the student. The student should carefully consider the consequences of any decision to withhold directory information. Regardless of the effect upon the student, Ivy Tech assumes no liability for honoring a student's request that such information be withheld. Failure on the part of a student to request the withholding of directory information indicates the student's approval of disclosure.

In addition, student records are held in security by the college. Transcripts on file with the college from high school and other institutions of higher education cannot be released by Ivy Tech. A student needing a transcript from high school or another college should request it directly from that institution. The Office of the Registrar will assist students wishing to see and review their academic record and student files. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Registrar.

E. Student Right to Know

The 1990 Federal Student Right to Know Act requires colleges and universities to report to prospective and current students the persistence and graduation rates of full-time technical- certificate and degree-seeking students. The graduation rate is based upon program completion within 150 percent of time usually required for a full-time student. For technical certificate students, this is the number of full-time students graduating in three semesters. For associate degree students, this is the number of students graduating in six semesters. Contact the Office of Student Affairs for further information.

F. Right to Freedom of Association, Expression, Advocacy, and Publication

Students are free to form, join, and participate in groups or organizations that promote student interests, including but not limited to, groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.

In accordance with the state and federal constitutions and college policy, the college recognizes the rights of all students to engage in discussion, to express thoughts and opinions, and to assemble, speak, write, publish, or invite speakers on any subject without college interference or fear of college disciplinary action.

Students may engage in peaceful and orderly protests, demonstrations, and picketing that do not disrupt functions of the college, subject to appropriate regulation concerning time, place, and manner. Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the college administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or

otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their actions cause, or are likely to cause, substantial disruption or interference with the regular and essential operation of the college.

Students who publish student publications under college auspices have the right to be free of college censorship. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the organization responsible for the appointment of such editors and managers.

Ivy Tech requires a student group or organization to register and be approved by the college. Student groups and organizations must comply with all federal, state and local laws, as well as college policies.

A student, student group, or organization may be authorized to use college facilities for extracurricular activities, subject to the procedures established by the college.

As constituents of the academic community, Ivy Tech students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the college.

G. Right to Accommodation for Individuals with Disabilities

Disability Support Services (DSS) staff seeks to ensure that all students who meet eligibility requirements as defined by college policy receive the opportunity to learn to their fullest abilities. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendment Act based upon the policies and procedures established by the college.

H. Rights of Student in the Conduct 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.

I. Rights of Students as College Employees

A student's rights and responsibilities as an employee of the college are governed by the policies of the work unit and by the applicable personnel policies of Ivy Tech. Students should contact their immediate supervisor or Office of Human Resources for information. All personnel policies are available on the Ivy Tech Website.

II.   Student Responsibilities

Just as students have rights, they also have responsibilities. Ivy Tech Community College recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible for the following:

1. Uphold and follow all codes of conduct, including this Code, relevant codes and bulletins of respective schools, professional programs or professional societies, and all rules applicable to conduct in class environments, including distance education courses and programs and college-sponsored activities, including off-campus clinical, field, internships, athletics, in-service experiences, activities utilizing college technology or other college approved activities.

2. Obey all applicable college policies and procedures and all local, state, and federal laws.

3. Respect the learning environment which includes, but is not limited, to attending class, completing class assignments, and coming to class prepared.

4. Plan a program of study appropriate to their educational goals. This may include selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for the degree.

5. Use college property and facilities in support of their education while being mindful of the rights of others to use college property and facilities.

6. Maintain and regularly monitor their college accounts including e-mail and bursar accounts.

7. <u>Uphold and maintain academic and professional honesty and integrity</u>.

8. <u>Be responsible for their behavior, and respect the rights and dignity of others both within and outside of the college community</u>.

9. Be accountable for all applicable responsibilities, including those associated with academic   programs. While this code applies to all students, some academic programs have additional student responsibilities associated with them that may be based upon accreditation standards and professional standards, as well as compliance with federal and state laws. It is the responsibility of the student to inquire with their academic department regarding any additional responsibilities that may apply to them.

A. Academic Misconduct, Academic Integrity & Professional Behavior

Academic misconduct is defined as any activity that undermines the academic integrity of the institution. Faculty members are responsible for maintaining the academic integrity of the institution. Academic integrity is expected of all students. Faculty and the college may sanction a student for academic misconduct.

Ivy Tech recognizes academic integrity as a fundamental principle of collegiate life. The credibility of the college's educational programs rests upon the foundation of student

learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty member's authority and ability to assess learning.

Faculty members are also responsible for determining appropriate and professional behavior connected with academic course work associated with clinical, field, or internship experiences off college property. Further, some academic programs have additional student responsibilities associated with them that may be based upon accreditation standards and professional standards, as well as compliance with federal and state laws.

The college, therefore, views any act of academic dishonesty or unprofessional behavior as a serious offense requiring disciplinary measures, including failure for the exam or specific course work, course failure, removal from an academic program, suspension, and expulsion from the college. In addition, an act of academic dishonesty may have unforeseen effects and lead to a formal process outside the college.

Violations of academic integrity and professional behavior include, but are not limited to, the following acts:

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

2. **Aiding Cheating or Other Acts of Academic Dishonesty**: Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty.

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

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

5. **Falsification of Academic Records or Documents**: Falsification of academic records or documents includes, but is not limited to, altering any

documents affecting academic records; forging signatures or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official college letter or communication, will constitute academic dishonesty.

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

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

B. Personal Misconduct involving Computers/Technology

1. **Network files**: Ivy Tech Community College network files are provided to students for their academic work. These files are not private and are subject to review for compliance with the college's acceptable use policy for technology.

2. **Unauthorized Use of Computers and Technology :** Theft or other abuse of computer facilities and resources including, but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file; including peer-to-peer file sharing.
   c. Use of another individual's identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member, and/or college official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the college's computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the college's computer use policy.

C. Personal Misconduct on College Property

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. An expressed or implied threat to:

1. Interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored activities and that under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or

2. Injure that person, or damage his/her property; or

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

23. **Possession/Distribution/Consumption of Alcohol**: Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or college policy.
    a. Ivy Tech Community Collage prohibits:
        1. Public intoxication, use, or possession of alcoholic beverages on college property;
        2. Providing or possessing alcohol contrary to law.
    b. Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of college regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanctions.

24. **Possession/Distribution/Use of Illegal Drugs or Controlled Substances**: Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. This may also include being under the influence of illegal drugs or unauthorized controlled substances.

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

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

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

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

29. **Minors on Campus**: Minors are not permitted to be on Ivy Tech property without direct supervision by a parent or guardian, with the exception of college sponsored childcare centers, minors who are enrolled in Ivy Tech courses or other approved activities. Minors are not permitted in classrooms at any time unless enrolled in the course or approved by the course faculty member or by administrative staff.

30. **Committing College Funds**: Committing college funding, including student clubs or organizations, without written approval, will result in the student's being responsible for the money owed, the student's being removed from the club or organization, and disciplinary action being

taken. No student shall enter into a contract with an outside agency using the name of the college. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

31. **Solicitation**: College policy requires that individuals or organizations seeking the use of campus facilities or scheduling activities to solicit funds must first obtain written approval from the appropriate college official. College rules and regulations govern fundraising activities, the money collected, and the use of the money collected by the fundraising activities. Misrepresentation or misuse will result in the student being responsible for the money owed to an institution or individual, the student's being removed from the club or organization, and the student's facing disciplinary action. The student is also accountable for compliance with state and federal laws and regulations.

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

D. Personal Misconduct Not on College Property

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

1. Ivy Tech is committed to the promotion of a civil community both on campus and off campus.

2. Ivy Tech regards off-campus activity, including but not limited to, college-sponsored events, as an integral part of a student's academic, personal, and professional growth. Thus, the college recognizes the right of all students to expect that the college will subject individuals to the same responsibilities and disciplinary procedures when conduct:

    a. Adversely impacts the college's mission, or the tenets of this Code, such as altering academic transcripts, harassment of any kind, trafficking of academic works, use of a computer or other electronic device to obtain unauthorized access to information;

    b. Presents a clear danger to the personal safety of any person or the protection of any person's property, such as alcohol and drug offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault, stalking, or theft;

c. Violates policies of an academic program and related facilities, including but not limited to, an off-campus clinical, field, internship, or in-service experience, or an overseas study program.

III. Student Conduct Procedures

Ivy Tech conduct procedures will be used to determine responsibility for violations of the Code of Student Rights and Responsibilities and determine the appropriate consequences for violations of policy. The college's procedures are separate and distinct from any formal legal proceedings.

The procedures for imposing academic and disciplinary sanctions are designed to provide students with due process, procedural fairness, and developmental growth opportunities; to ensure equal protection for all students; and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures, therefore, provide that the imposition of sanctions must also be based upon a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any. For the purposes of this Code, calendar days are based upon the College's academic calendar. Therefore, calendar days will be counted during active academic terms. Calendar days in-between academic terms will not be counted due to limited faculty/staff/student availability during break periods. The timelines established within this Code outlines the maximum timeframes for each step.

The college's ability to proceed with substantive determinations and actions in a particular case shall not be impaired by minor deviations from these procedures that do not have the effect of preventing a student from responding fully to a charge of misconduct.

This Code governs activities on all campuses of Ivy Tech Community College. The procedures described below are intended to be used only for determining whether violations of the Code occurred. The student rights and responsibilities described in the Code are specific to academic misconduct, computer/technology misconduct, personal misconduct on college property, and personal misconduct not on college property and should not be used for general complaints, grade appeals, or other students/faculty/staff concerns. The complete code of conduct is available on the Ivy Tech Web Site and in the Student handbook.

REPORTING CRIME OR SUSPICIOUS ACTIVITTY

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 480-4183 (Coliseum Campus), 480-2095 (North Campus) or 4911. In addition, emergency call stations are located throughout parking areas for immediate assistance. If there is a crime, fire, or medical emergency, simply push the red button on the front center panel of the phones, and the security command center will be automatically contacted.

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

Off-Campus Crime

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

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

Solicitors

Solicitation is not allowed by persons not associated with Ivy Tech Community College. If a solicitor or any suspicious-looking person approaches you on campus, call campus security at 480-4183 immediately and provide a detailed description. Do not confront the person.

Building Security and Access

Most academic and administrative buildings are open from 7A.M to 10:30 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. If special access is needed, contact the Director of Security and Safety at 260-480-4188.

PERSONAL SAFETY AND SECURITY

Safety & Security Education
The Ivy Tech Department of Security and Safety 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: Crime Prevention, Detecting Behaviors of Concern, Property Protection, Personal Safety, and Identity Theft. Call 260-480-4188 for additional information.

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

Campus Safety Tips

- ➢ Study or work with a friend in buildings at night.
- ➢ Use stairs in well-lit and populated sections of a building.
- ➢ Keep personal belongings in view while in class, the library, or lab.
- ➢ When in an elevator, position yourself next to the controls.

- ➢ Don't be reluctant to report illegal activities and suspicious loitering.

ATM Safety

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

Exercise Safety

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

On the street

- ➢ Accept rides only from people you know.
- ➢ Take a friend with you for late night excursions.
- ➢ Walk on the part of the sidewalk closest to the street, as far away as possible from shrubs, trees, and doorways.

- ➢ Stay near people. Whenever possible, appear to be with a group of people.
- ➢ Stay in well lit areas.
- ➢ Avoid short cuts through unpopulated areas.
- ➢ Walk at a steady pace: appear confident and purposeful.
- ➢ Be alert! Listen for footsteps and voices nearby.

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

Workplace Violence

Please report all workplace violence events/actions immediately. Security investigates all reports of crimes. In serious cases, referrals are made to the City of Fort Wayne City Police. For non-criminal workplace issues, please call Human Resources.

Missing Student/Employee Procedures

In some instances, students and/or employees may for some reason not show up for classes, or work. While this is generally not a serious issue, sometimes events happen out of character or away from the "norm" for the individual. If you suspect a fellow student or employee has not been attending class, or work and they have not contacted anyone to make necessary arrangements, please contact your instructor/supervisor and Security in a timely manner. Unplanned events do happen, but if no one knows something is out of the ordinary, necessary measures may not be taken in a timely manner. Always have a plan for emergency contact instructions, provide information to the registrar upon course registration or to Human Resources upon being hired.

Identity Theft Prevention

At Home:

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

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

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

Travel:

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

If your identity is stolen

Protecting yourself from identity theft is no sure thing. But there is plenty you can do if you realize your identity has been taken:
- ➢ Contact the local fraud department of each of three major credit bureaus. Tell them that you're an identity theft victim. Request that a "fraud alert" be placed in your file, along with a victim's statement asking that creditors call you before opening any new accounts or changing your existing accounts.

  - o **Equifax to report fraud: 1-800-525-6285**
  - o **Experian to report fraud: 1-800-397-3742**
  - o **TransUnion to report fraud: 1-800-680-7289**

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

EMERGENCY PREPAREDNESS

Emergency Response and Evacuation Policy

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

The notification will go out to everyone on the Ivy Tech Alert system upon confirmation of the significant emergency or dangerous situation unless issuing the a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The content of the

message will vary depending on the situation. The officials who can initiate an Ivy Tech Alert message include the Chancellor, Executive Leadership Team members, Marketing, Director of Security and Safety and select security staff members.

Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment will be conducted each semester. Emergency Evacuation Plans are posted in every building/hallway on campus. Emergency Operations Plans are available to all staff and students through the Administrative staff.

The evacuation plan provides a floor plan of each campus location, identifying the locations of all exits, fire alarm pull stations and fire extinguishers, as well as AED units and 1st Aid Kits. The evacuation plans list instructions for response to a fire and tornados. Timely Warning information can be found on page 5.

Emergency Communications

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

Building Evacuations

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 9-911/9-1-1 immediately and explain the situation.
- Report any vandalism or tampering with the alarm immediately.

Annual Campus Fire Reporting

Ivy Tech Community College Northeast **does not** own, operate or rent student housing on any of its campuses. However, we have included fire precaution information and statistical information in our Annual Security Report. Ivy Tech Community College-Northeast does conduct drills each semester including FIRE, TORNADO and LOCKDOWN drills. Everyone should always alert and aware of their surroundings at all times. Drills help to keep building occupants aware of their surroundings, as well as, up to date on proper procedures.

Fire Safety Precautions

What to Do in Case of Fire;

If you discover a fire in a campus building:

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

Fire Response Dos and Don'ts

- DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately. DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
- DO remain in your room if you cannot get out of the building because of heat or smoke.
- Call 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 University Policy.
- Almost ¾ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly.
- **Smoking is NOT PERMITTED in any Ivy Tech building or campus grounds**.
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Annual Crime Statistics

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

Campus Crime Statistics 2013-2015

These statistics are based on all crimes reported to the security department for this campus during the three-year period including 2013, 2014 and 2015. The statistics available on this report include crimes occurring on Ivy Tech Community College campus property.

Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	1	0	0
e. Robbery	0	0	0
f. Aggravated assault	1	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Caveat:

Criminal Offenses - Noncampus

Criminal offense	Total occurrences in or on Noncampus buildings or properties		
	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-Forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Caveat:

Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0

e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Caveat:

Hate Crimes - On campus

Criminal offense	2015 Total	Occurrences of Hate crimes					
		Category of Bias for crimes reported in 2013					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter							
c. Sex offenses - Forcible	0	0	0	0	0	0	0
d. Sex offenses - Non-forcible	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0
m. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0

Arrests - On campus

Law Violation	Number of Arrests		
	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Caveat:

Arrests - Noncampus

Law Violation	Number of Arrests		
	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Caveat:

Arrests - Public Property

Crime	Number of Arrests		
	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Caveat:

Disciplinary Actions - On campus

Law Violation	Number of persons referred for Disciplinary Action		
	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Caveat:

Disciplinary Actions - Noncampus

Law Violation	Number of persons referred for Disciplinary Action		
	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0

| b. Drug abuse violations | | 0 | 0 | 0 |
| c. Liquor law violations | | 0 | 0 | 0 |

Caveat:

Disciplinary Actions - Public Property

	Number of persons referred for Disciplinary Action		
Law Violation	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

HATE CRIMES

There were no reported hate crimes at Ivy Tech - Northeast or other associated satellite locations between 2008 thru 2014.

ANNUAL SECURITY REPORT REQUEST

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

By Mail: 3800 North Anthony Blvd., Fort Wayne, IN 46805
Attn: Director of Security or Vice Chancellor of Student Affairs.

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

Campus Sex Crime Prevention Act

The federal Campus Sex Crimes Prevention Act requires state procedures to ensure that offender registration information is made available in a timely manner to law enforcement agencies with jurisdiction where institutions of higher education are located, and that it is entered into appropriate state records and data systems. Law enforcement agency information provided by the State concerning registered sex offenders may be found at the Indiana Criminal Justice Institute website located at http://www.in.gov/cji/ or the Indiana Sheriff's Association website located at www.indianasheriffs.org/default.asp.

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

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

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

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

Appendix A: Crime Definitions

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

Definition of Locations and Crime Categories

Locations
Campus: Statistics include academic and office areas, all student / staff lounge areas the Coliseum Campus, North Campus, Smith Field, Public Safety Academy and other associated satellite locations utilized by Ivy Tech in Northeast.
Non-campus statistics consist of off-campus buildings and property owned or controlled by Ivy Tech Community College-Northeast.
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.

Appendix B: Fire Definitions

Fire Safety Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.
Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. A fire related death is may also be when a person dies within one year of injuries sustained as a result of the fire.
Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:
• 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

Appendix C- Important Phone Numbers

IMPORTANT PHONE NUMBERS

IVY TECH
Campus Security (Non-Emergency)

      -Coliseum Campus   480-4183

      -North Campus   480-2095

Campus Security (On-Campus **Emergency**)	**4911**
Lost and Found	480-4183
Director of Security and Safety	480-4188
Vice Chancellor of Student Services	480-4212
Vice Chancellor of Academic Affairs	481-2238
Executive Director Human Resources	480-4205
Human Resources	480-4151
Police / Fire / Ambulance	**911**