

Campus Security Act and Fire Safety Annual Report 2010



**INDIANA UNIVERSITY
SOUTHEAST**

UNIVERSITY POLICE DEPARTMENT

**IU Southeast
Campus Security
Act and Fire Safety
Annual Report
2010**

University Police Department

The Indiana University Southeast Police Department is a fully empowered law enforcement agency. The main objective of this department is to ensure the safety, peace, and tranquility of the academic community.

The IU Southeast Police Department employs both sworn police officers who are certified by the State of Indiana and meet state-mandated training requirements. These officers have full police powers as granted by the State of Indiana (IC 21-39-4) and have access to national and state law enforcement computer networks.

The University Police Department with 11 officers, maintains a 24 hour presence on the IU Southeast campus seven days a week. We have jurisdiction on any real property owned or occupied by the University, including the streets passing through and adjacent to such property.

Working Relationships with Other Law Enforcement Agencies

Our department also has an agreement of jurisdiction with the New Albany Police Department, Floyd County, and Clark County Sheriff's Office that grants University police officers with arrest powers in Floyd and Clark counties. University police officers normally investigate all criminal offenses that occur in our jurisdiction. When necessary, our department will receive assistance from the Indiana State Police. The department does not have a written memorandum of understanding with the Indiana State Police Department for their involvement in investigations. However, our department has an excellent working relationship with them and they assist us when requested.

Reporting Procedures

The IU Southeast Police Department is located at 4201 Grant Line Road, New Albany IN, 47150, in University Center North Room 057, and the phone number is (812) 941-2400. UPD can be contacted from an on-campus telephone by dialing the four digit extension 2400.

Students and employees are encouraged to accurately and promptly report any criminal or suspicious activity or other emergencies on campus to the University Police.

Dispatchers are available at the UPD phone number to take your call. If a dispatcher is not working, the call will be forwarded to a departmental cell phone officers carry. In response to a call, the dispatcher will take the required action, either by dispatching an officer to the caller's location or asking the caller to report to UPD to file an incident report. Incident reports are forwarded to the Dean of Students, Vice Chancellor of Student Affairs, or Residence Life for potential action, as appropriate.

Crimes should be reported to the University Police to

ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. Incidents reported to UPD that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure produced by University Police.

UPD sends a request each year to the University Personal Counseling Service that encourages counselors to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

Reporting Methods Available on Campus

University Police can be contacted from on-campus telephones by dialing 2400. In addition there are approximately 25 emergency phones and towers on campus and in the lobbies of buildings that ring directly into the UPD dispatch area. Members of the community should familiarize themselves with these instruments and their locations.

A person reporting a crime to UPD has the right to report the crime to the New Albany Police Department (NAPD) or the Floyd County Sheriff's Office (FCSO). UPD officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

Confidential Reporting Procedures

If you are the victim or a witness of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of UPD 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, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Access to Campus Facilities

The IU Southeast campus is open to the public. University Center is open 24 hours a day. Classroom buildings are open from 7 a.m. to 11 p.m. except when closed for an official holiday. Saturday and Sunday classroom buildings are open for scheduled classes, events, or meetings. Library hours can be found at www.ius.edu/library. After-hours events or programs may allow groups to be in a building after hours based upon prior approval and

notification to the University Police.

UPD officers patrol the academic and administrative buildings on a regular basis.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UPD regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the University community are helpful when they report equipment problems to UPD or Physical Plant.

Residence Halls

Access to residence halls is restricted to residents, their approved guests, and other approved members of the University community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. UPD officers patrol the residence halls on a regular basis.

Residence Life and Community Advisors also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities.

IU Southeast does not have any officially recognized student organizations that have housing facilities "off-campus".

Federal law, Indiana state law, and University regulations prohibit the use, possession, sale, and/or distribution of narcotics or dangerous drugs. Use, possession, sale, and/or the distribution of all forms of alcoholic beverages are also prohibited in and on all University properties. The IU Southeast Police Department proactively enforces these laws and regulations on campus. Violators of these policies are subject to the provisions of applicable federal and state laws as well as University disciplinary actions.

The 1998 Amendments to the Higher Education Act of 1965 require suspension of financial aid eligibility for students who have been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance while receiving federal student aid. The ineligibility period will be determined based upon whether the conviction was for possession or sale and if it was the first, second, or third offense. Ineligibility periods begin from the date of the conviction. In certain circumstances, participation in a rehabilitation program may reinstate eligibility. Current and prospective students affected by this title are asked to discuss their circumstances with the Director of Financial Aid.

Firearms are prohibited from all IU Southeast buildings and property, regardless of whether or not the owner has a valid state permit to carry a firearm. The only exception is an appointed law enforcement officer, who may possess a firearm on campus.

The University offers quarterly alcohol education sessions through Campus Life and individual and confidential counseling and education through Personal Counseling Services. Alcohol and drug education sessions cover the holistic effects of alcohol, identifying behaviors and environments that reduce risk and increase self-awareness of personal values relating to alcohol. Drug education sessions are offered through Personal Counseling Services.

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: IU Southeast Police Department, New Albany Police Department (NAPD), Floyd County Sheriff's Office (FCSO), Jeffersonville Police Department (JPD), and non-police officials. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Statistical information is requested and provided to the UPD by the employees of the Personal Counseling Services, even though they are not required by law to provide statistics for the compliance document.

All statistics are gathered, compiled, and reported to the University community via this report, entitled "Annual Security and Fire Safety Report", which is completed by UPD. UPD submits the annual crime statistics in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

UPD sends an e-mail to every enrolled student and current employee on an annual basis. The e-mail includes a brief summary of the contents of this report. The e-mail also includes the address for the UPD website where the report can be found online (ius.edu/universitypolice) and a physical copy may be obtained by making a request to the UPD (812)-941-2400.

Emergency Response and Evacuation Procedures

Emergency Response

The University Emergency Action Plan includes information about evacuation procedures, assignments and responsibilities, and prevention and planning. The University conducts an emergency response exercise each year such as a table-top exercise, field exercise, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

IU Southeast police officer and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually UPD, New Albany PD, Floyd County Sheriff's Office, and the New Albany Fire Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other IU Southeast departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for IU Southeast are publicized each year as part of the University's Clery Act compliance efforts, and detailed information is available on the UPD website: www.ius.edu/universitypolice/pdf/eap.pdf.

Notification to the IU Southeast Community about an Immediate Threat

IU Notify is the University Emergency Alert System. It is used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on campus which involves an immediate threat to the health or safety of students or employees. IU Notify is able to send updates (text and voice messages) to a cell phone, home phone, work phone, and any e-mail account registered with the system. A test of the IU Notify emergency notification system is conducted at least once per calendar year.

University Police will determine if an incident is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. The Chief of Police (or designee) will consult with the Vice Chancellor of Administrative Affairs, Vice Chancellor of Student Affairs or Vice Chancellor of Academic Affairs—depending on the situation and when time permits—to determine if there is a significant emergency, which segment of the campus community will be notified, and the content of the notification. The entire campus community will be notified

when there is at least the potential that a very large segment of the community will be affected by a situation or when a situation threatens the operation of the campus as a whole. Continuing assessment of the situation will be made and additional segments of the campus community may be notified if the situation warrants.

The emergency notification will be made without delay for the safety of the campus community, unless issuing a notification will—in the professional judgment of the University Police—compromise efforts to respond to a victim, contain, or otherwise mitigate the emergency.

The emergency notification will be sent by the University Police. Follow-up information will be provided to the University community as needed. If the emergency information needs to be disseminated outside of the campus community communication with the local news agencies will be used.

Emergency Response and Evacuation Testing Procedures

An evacuation (fire) drill is coordinated by UPD each spring and fall semester for all residential facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the location of the emergency evacuation site they should travel to when exiting each building for a short-term building evacuation. UPD and Residence Life staff on the scene communicate information to students about the location of long-term building evacuation sites if needed.

The purpose of the evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. At IU Southeast, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by UPD and Residence Life to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter procedures during their first floor meetings and during other educational sessions they can participate in throughout the year. The Residence Life staff members are trained in these procedures as well and act as an on going resource for the students living in residential facilities.

Sex Offenses

The IU Southeast *Code of Student Rights, Responsibilities, and Conduct*

Rape and all forms of sexual assault are violations of IU Southeast's Code of Student Rights, Responsibilities, and Conduct.

Male Victims

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

Prevention and Education Programs

Programs and information are available through the University Police (4201 Grant Line Rd, UC 027), University Personal Counseling Services (4201 Grant Line Rd, UC 201), The Center for Women and Families (812-944-6743), and the Dean of Student Life Office (4201 Grant Line Rd, UC 010).

Guidelines for Assistance

1. IF YOU ARE RAPED OR SEXUALLY ASSAULTED:

- **Get to a safe place as soon as you can.**
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic bag.
- **Get medical attention** as soon as possible to make sure you are physically well and to permit collection of important evidence in the event you may later wish to take legal action.
- **Contact UPD** at (812) 941-2400 or in person at 4201 Grant Line Road UC 027.
- **Talk with an advocate or a counselor** who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- **Contact someone you trust** to be with you and support you.

Past abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

2. MEDICAL TREATMENT

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services

A special exam should be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. The exam can be conducted without the involvement of law enforcement personnel. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is performed by an emergency department physician or gynecologist. A nurse is present throughout the procedure, and a support person of your choice can also be present.

Student can receive the exam for free by going to The Center for Women and Families (812) 944-6743). They will assist you in the process.

Transportation

UPD provides transportation to the hospital 24 hours a day and can be reached by calling (812) 941-2400.

Non-Emergency Medical Procedures

Even if you do not have evidence collected at the hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged with your family doctor or with the UPD (812) 941-2400 or The Center for Women and Families (812) 944-6743.

3. COUNSELING AND EMOTIONAL SUPPORT

On-Campus

The University Personal Counseling Services (812)-941-2244 is located at 4201 Grant Line Rd, UC South Room 201. Counselors can provide confidential support for you during this difficult period. They can inform you of common emotional reactions and discuss coping methods that may assist you immediately following the assault and later. Talking about your concerns with a counselor in a safe

and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call the University Personal Counseling Center for information. Counselors will not reveal your identity to anyone without your permission. Students may be seen on an emergency walk-in basis or by appointment. Assistance and support for dealing with personal and academic issues is also available from the Dean of Student Life Office (4201 Grant Line Rd, UC Room 010, (812) 941-2316).

Off-Campus

The Center for Women and Families (812) 944-6743, provides a confidential hotline at (877) 803-7577, and advocacy services 24 hours a day, seven days a week.

4. REPORTING TO THE IU SOUTHEAST POLICE DEPARTMENT

This can be done immediately by calling (812) 941-2400 or by walking into the Police Department, 4201 Grant Line Rd, University Center Room 027. The reasons for reporting to UPD are: 1) to take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety; 2) to apprehend the assailant; 3) to seek justice for the wrong that has been done to you; 4) to have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident, UPD officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview.

NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or University disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

5. CONFIDENTIAL REPORTING

If you are assaulted and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report to UPD. With your permission, an UPD 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, the University 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.

6. UNIVERSITY DISCIPLINARY ACTION

If you decide to take part in the University adjudication process charges may either be filed directly by you or by the University on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violation of the University's *Code of Student Rights, Responsibilities, and Conduct* regulations. Individuals could be subject to disciplinary action pending review by the University. Students found to have committed a sexual assault could be suspended or expelled. Pursuant to the University's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. For more details on these proceedings, consult the University's *Code of Student Rights, Responsibilities, and Conduct*.

If you have been sexually assaulted or harassed by a non-student IU Southeast employee, this is a violation of the law and University policy. Students should contact the UPD (812) 941-2400 or the Dean of Student Life (812) 941-2316 to discuss complaints.

The University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for this request.

7. CRIMINAL INVESTIGATION AND CHARGES

If you want to press criminal charges, call the UPD (812) 941-2400 or the New Albany Police Department (812) 948-5300. Be advised that questioning can be difficult. Remember, you may request that a support person be with you during police interviews.

If the assailant is apprehended, the suspect will be taken by police before the local court and charged with the appropriate offense(s) at a preliminary arraignment. You do not need to be present for this proceeding. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the usual conditions prior to a suspect being released on bail is

that the suspect not make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call UPD. Under some circumstances bail may be revoked and additional charges may be filed.

Sex Offenders Registry

Effective Jan. 1, 2003, Zachary's Law requires sheriff departments to jointly establish and maintain the Indiana Sheriffs' Sex Offender Registry to provide detailed information about individuals who register as sex or violent offenders at Indiana sheriff departments. The purpose of the registry is to inform the general public about the identity, location, and appearance of sex and violent offenders who live, work, or study in Indiana. The IU Southeast community may obtain access to the registry at: www.indianasheriffs.org

Education of Members of the University Community

Campus security and fire safety procedures are discussed during new student orientation and in the First Lodge Meeting. The IU Southeast Police Department (UPD), Campus Life and Residence Life participate in forums and programs in residence halls to address students and to explain University security, public safety, and fire safety measures and procedures at IU Southeast. Members of UPD conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the University. During these presentations, the following information is typically provided as requested: crime prevention tips; statistics on crime at IU Southeast; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety of others on campus. In addition, UPD organizes and sets up crime prevention and education display tables which are staffed by member of UPD at various locations throughout the year. This activity provides an opportunity for UPD to hand out safety-related information as well as answer individual questions.

UPD also offers a self-defense program to all members of the IU Southeast community. The program teaches basic self defense skills and techniques capitalizing on women's lower center of gravity and greater lower body strength. The program assists participants in gaining confidence in their own abilities, as well as making them more aware of their surroundings.

Alcohol and Drug Policies

UPD is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies.

The University does not allow alcohol possession, sale, use, or public intoxication on University property, including residence halls, regardless of age. The Code of Student Rights, Responsibilities and Conduct specifies the prohibitions and penalties for violations of the policies. It is available from the Campus Life Office, Residence Life Office, and the office of the Vice Chancellor of Student Affairs.

The University also does not condone the violation of laws on possession, use, sale, manufacture, or distribution of illegal drugs. Members of the IU Southeast community should know that violation of laws concerning illegal drugs may lead to disciplinary action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the University. Disciplinary action may be taken in order to protect the interests of the University and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The University, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact one of the following resources available on-campus:

Resources

University Personal Counseling Service (812) 941-2244

Faculty/Employee Assistance Program, 1 (888) 234-8327

Off-campus services include:

Baptist Hospital East-Chemical Dependency & Family Recovery (502) 896-7105

Turning Point Center (812) 283-7116

Our Place (812) 923-3400

Missing Student Notification

It is the policy of the University to thoroughly investigate all reports of missing persons and assure that all missing person notifications are made promptly and according to state laws of Indiana and federal guidelines of the Department of Education. Notification of a missing student can be made to University Police, Residence Life, or the Vice Chancellor of Student Affairs.

If the IU Southeast Police Department determines that a student who resides in on-campus housing is missing and has been missing for more than 24 hours, UPD will notify the New Albany Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated minor, UPD will notify the student's parent or legal guardian immediately after UPD has determined that the student

has been missing for more than 24 hours.

In addition to identifying an emergency contact, any student who resides in an on-campus housing facility may identify a person to be contacted should the student be determined to be missing for more than 24 hours. If a student has identified such a person, UPD will notify them no later than 24 hours after the student is determined missing. This contact information will not be disclosed outside of a need to further a missing student investigation.

Officers with the University Police Department will obtain as much information as possible to complete the missing person report. They will conduct an investigation to attempt to locate the missing student. A copy of the missing person report will be entered into NCIC within two hours of the completion of the report. Copies will also be sent to any police department near where the missing student was last seen, any law enforcement agency that requests a copy, or any law enforcement agency the reporting party requests the report be sent, if the officer considers the request reasonable.

These procedures may be implemented in less than 24 hours if circumstances warrant.

Reporting Crimes and Actual Crimes Reported

Crime victims, regardless of how seemingly insignificant the crime, are encouraged to report the incident to the UPD immediately. To report a crime, the victim or witness needs only to call the police phone number (941-2400), use one of the emergency telephones, or come to the police office (UC 027). Each month, these incidents are categorized and reported to the FBI. Crime alerts may be posted on bulletin boards around campus or placed in various University publications such as The Horizon newspaper or placed on the University webpage.

When comparing instances of crime at IU Southeast to other institutions of similar size, you will find the crime rate at this campus is one of the lowest. Although we believe that our low crime rate will continue, this report is not intended to give a false sense of security. You need to know that crime will occur, but prevention efforts can be effective in reducing the opportunities for criminal activity. You can play a key role in our crime prevention efforts. Be cautious, careful, alert to your own safety, and protective of both your property and that of the University.

Crime Prevention

Ongoing crime prevention efforts by IU Southeast include

- Emergency telephone system

- 24-hour police patrol
- Burglary alarms and surveillance cameras in key areas
- Crime prevention and safety seminars presented to any group requesting presentations
- Crime prevention and safety literature available at the University Police office

Daily Log

The University Police maintain a daily log of all crime reports filed with the department. The log includes the nature, date, time reported, general location of the crime, and disposition, if known. Entries are made to the log within two business days, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Once the adverse effect is no longer likely to occur, the information must be disclosed.

The daily log for the most recent 60 days will be open to public inspection during normal business hours. Portions of the log older than 60 days will be available for public inspection within two business days of a request.

Campus Security Authority

In addition to the University Police, the following individuals (who have significant responsibility for student activities) are responsible for forwarding reports of crimes, both for inclusion in this report and for purposes of placing the campus community on alert.

Chancellor

Vice Chancellor of Administrative Affairs

Vice Chancellor for Student Affairs

Vice Chancellor of Academic Affairs

Director of Financial Aid

Director of Academic Success Center

Dean of Student Life

Athletic Director & Coaches

Faculty/Staff Advisors of Student Organizations

Director of Residence Life and Housing

When a threat to students and/or employees exists, the appropriate and timely notice of the occurrence of such crimes shall be made by means of the "Timely Warning" section of this document.

Timely Warning

The University Police Department Chief or a designee will develop timely warning notices for the University Community to notify members of the community about serious crimes against people that occur on campus, when it is determined that the incident may pose an ongoing threat to members of the University community. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR/National Incident Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the University Police. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other University community members, therefore, a Timely Warning Notice would not be distributed. Sexual Assaults are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by University Police. Timely Warning Notices may be distributed for other crimes as determined necessary by the Chief of Police or his or her designee in his or her absence.

In an effort to provide timely notice to the University community, and in the event of a serious incident which may pose an ongoing threat to members of the University community, IU Notify will be used to send a blast e-mail, text, and phone call to members of the University community. The alerts are generally written by the Chief of Police or a designee and sent by the University Police Department. Updates to the University community about any particular case resulting in a Timely Warning Notice may be distributed via IU Notify, may be posted on the University website or may be shared with *The Horizon* for a follow up story. Timely Warning Notice posters may also be posted by UPD in campus buildings when deemed necessary. When Timely Warning Notice are posted in campus buildings, they are printed on orange paper and posted in the lobby/entrance area of the affected building(s) for seven days.

Annual Report of Crimes

STATISTICS BY CALENDAR YEAR (JAN-DEC)

CRIME REPORTS		2008	2009	2010
CRIMINAL HOMICIDE				
Murder & Non-Negligent Manslaughter		0	0	0
Negligent Manslaughter		0	0	0
SEX OFFENSES				
FORCIBLE SEX OFFENSES:				
FORCIBLE FONDLING	Total	0	0	1
	On Campus	0	0	1
	Non-Campus	0	0	0
	Residential Facilities for Students	0	0	1
	Public Property	0	0	0
NON-FORCIBLE SEX OFFENSES				
ROBBERY	Total	0	0	0
	On Campus	0	0	0
	Non-Campus	0	0	0
	Residential Facilities for Students	0	0	0
	Public Property	0	0	0
AGGRAVATED ASSAULT	Total	0	2	0
	On Campus	0	0	0
	Non-Campus	0	0	0
	Residential Facilities for Students	0	1	0
	Public Property	0	0	0
BURGLARY	Total	2	2	8
	On Campus	1	1	8
	Non-Campus	1	0	0
	Residential Facilities for Students	1	1	4
	Public Property	0	0	0
MOTOR VEHICLE THEFT	Total	0	0	0
	On campus	0	0	0
	Non-Campus	0	0	0
	Residential Facilities for Students	0	0	0
	Public Property	0	0	0
ARSON	Total	0	0	0
	On campus	0	0	0
	Non-Campus	0	0	0
	Residential Facilities for Students	0	0	0
	Public Property	0	0	0

Note: Crimes reported in the Residential Facilities column are also included in the On-campus category

Note: Crimes/ Arrests off campus as a result of assisting another agency are not counted in Clery but

are counted in the UCR Crime Report so statistics will differ.

Note: IU Southeast opened the first residential housing facilities on campus during the fall 2008 semester.

CRIME REPORTS		2008	2009	2010
HATE CRIMES 2 Vandalism (1-S)	Total	1	0	0
	On Campus	0	0	0
	Non-Campus	0	0	0
	Residential Facilities for Students	0	0	0
	Public Property	1	0	0
HATE CRIMES 2 Intimidation	Total	1	0	0
	On Campus	0	0	0
	Non- Campus	0	0	0
	Residential Facilities for Students	0	0	0
	Public Property	0	0	0
HATE CRIMES 2 Larceny-Theft	Total	0	0	0
	On Campus	0	0	0
	Non-Campus	0	0	0
	Residential Facilities for Students	0	0	0
	Public Property	0	0	0
SIMPLE ASSAULT 2	Total	0	0	0
	On Campus	0	0	0
	Non- Campus	0	0	0
	Residential Facilities for Students	0	0	0
	Public Property	0	0	0

1 Forcible Rape: Incidents reported must meet the legal definition of rape. It is recognized that rape is often an under reported crime.

2 Hate Crimes: Clery reportable crimes that were hate-motivated are marked as follows:

D - Disability, E - Ethnicity, G - Gender
L - Religion, R - Race, S - Sexual Orientation

Clery Report Crimes are all categories above plus larceny-theft, vandalism, and simple assault.

The Clery Report

Southeast Campus

STATISTICS BY CALENDAR YEAR (JAN-DEC)

CRIME REPORTS		2008	2009	2010
LIQUOR LAWS	Total	15	21	0
	On Campus	15	20	0
	Non-Campus	0	0	0
	Residential Facilities for Students	12	20	0
	Public Property	0	1	0
DRUG LAWS	Total	6	4	11
	On Campus	5	2	7
	Non-Campus	0	0	0
	Residential Facilities for Students	4	2	0
	Public Property	1	2	4
WEAPONS LAWS	Total	0	0	0
	On Campus	0	0	0
	Non-Campus	0	0	0
	Residential Facilities for Students	0	0	0
	Public Property	0	0	0
DISCIPLINARY REFERRALS		2008	2009	2010
LIQUOR LAWS	Total	44	53	21
	On Campus	44	53	21
	Non-Campus	0	0	0
	Residential Facilities for Students	23	52	21
	Public Property	0	0	0
DRUG LAWS	Total	3	20	6
	On Campus	3	20	4
	Non-Campus	0	0	1
	Residential Facilities for Students	3	16	1
	Public Property	0	0	0
WEAPONS LAWS	Total	0	4	0
	On Campus	0	4	0
	Non-Campus	0	0	0
	Residential Facilities for Students	0	4	0
	Public Property	0	0	0

Annual Fire Safety Report for On-campus Housing

If a fire occurs in a University building, community members should immediately activate a nearby fire pull station, call UPD (812) 941-2440 or 911. For the purposes of including in statistics a community member should call UPD.

If a member of the university community finds evidence of a fire that has already been extinguished, and the person is not sure it has been reported, the community member should immediately notify UPD to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a lodge, he/she should not touch the trashcan and should immediately report the incident to UPD and wait for an officer's response. The officer will document the incident prior to removing the trashcan.

In 2008, 2009, and 2010 there were no reported fires in any of the Residence Lodges. This includes Grove, Orchard, Forest, Meadow, and Woodland Lodges.

All lodges are on a sprinkler system monitored by Simplex Monitoring Services and University Police. There is a smoke detector in each bedroom, kitchen, and living room area. Fire extinguishers are located on all floors in the main hallways of each building. Smoking is not permitted in the buildings as the campus is a tobacco-free environment.

Tampering with fire safety equipment is a federal offense and may result in criminal charges, fines, disciplinary action, and/or termination of a resident's housing contract. Fire safety equipment includes fire extinguishers, fire alarm pull stations, smoke detectors, sprinkler systems, fire panels, fire doors, etc. Covering smoke detectors or sprinkler heads is strictly prohibited. This includes hanging items from the ceiling.

Residents and/or guests are not permitted to remove any part of the smoke detector or to remove the smoke detector from its fixed position. Only authorized University staff or their authorized agents may remove/replace detectors or perform any necessary repairs to smoke detectors. Violations of this policy may result in referral to the disciplinary process. In addition, experiments involving the use of toxic chemicals or chemicals capable of exploding are prohibited.

Halogen lamps and lights, candles (lit and unlit), incense or incense burners, or any other appliance or item that operates or utilizes an open flame, are prohibited in all residential facilities. Other prohibited items include deep fryers, space heaters, electrical power strips without circuit breakers, paints, shellacs, varnishes, fireworks, firearms, live Christmas trees, and other items that are identified as posing health and safety risks to the campus community.

Fireplaces

Each lodge is equipped with a functioning gas-log fireplace in the main lounge area. The fireplace may be used only during

specified hours with the permission of Residence Life and Housing staff. Extreme care should be exercised when using the fireplace. Residents using the fireplace are responsible for keeping the glass doors or screens open while the fire is burning. Foreign objects or materials should not be placed into the fireplaces at any time.

Definitions

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 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 injury resulting 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, or a death that occurs 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. That may include:

- Sprinkler systems 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. This estimate should include:

- Contents damaged by fire
- Related damages by smoke, water, and overhaul

This does not include indirect loss, such as business interruption.

Student Evacuation

All fire alarms should be considered as fire alerts, and the building must be immediately evacuated. Each apartment has Emergency Evacuation signage on the inside of the front door with instructions for evacuation procedures from the student's apartment.

In case of fire, activate the building fire alarm, exit the building, and call 911. Fire pull stations are located in the main hallway areas at each end of the hallway. All residents and guests are required to evacuate the building when an alarm is activated. When a fire alarm sounds, evacuate the building, but if time and safety permit:

- Close all windows in your room/apartment
- Leave room/apartment lights on
- Close room/apartment door, go to the nearest fire exit and leave the building
- Meet with your floor warden at the designated location
- Do not re-enter the building until given clearance by emergency personnel.

Be aware of roommates and others in the building to make sure that everyone is able to get out safely. Do not block parking or service roads and entrance areas as these are needed by emergency responders.

Be aware that smoke detectors may be activated by smoke and steam generated from cooking. Please use caution when cooking to minimize disruptions due to smoke detector activations.

University Police conducts monthly building fire safety inspections. In addition, Residence Life staff performs room inspections every semester. Any fire safety violations are corrected immediately.

Fire Drills

Fire drills are conducted twice a year in all residential facilities by University Police and Residence Life staff.

Drills are evaluated for their effectiveness by University Police and Residence Life staff. Residence Life staff receive fire safety training and fire extinguisher training from University Police and Risk Management.

Fire Safety Training for Students, Faculty, and Staff

Training on evacuation procedures is provided at student orientation and reinforced throughout the year by Residence Life. The Office of Risk Management also provides training in large group situations covering the operation of portable fire extinguishers, alarm systems, sprinkler systems, and emergency evacuations.

Plans for Future Improvements in Fire Safety

The University continues to assess and upgrade the fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

Where to report a fire

911, IU Southeast Police Department (812) 941-2400, Residence Life (812) 941-2115, Risk Management/Loss Control (812) 855-9758.



**INDIANA UNIVERSITY
SOUTHEAST**

UNIVERSITY POLICE DEPARTMENT

4201 Grant Line Road
New Albany, IN 47150
(812) 941 2400