



University of Southern Indiana 2018 Annual Security and Fire Safety Report

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USI Public Safety
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2018 Annual Security Report

The report contains information and crime statistics for 2015, 2016 and 2017 calendar years for crimes that occurred:

- On campus;
- In certain off-campus buildings or property owned or controlled by USI; and
- On public property within, or immediately adjacent to and accessible to the campus.

The report also contains policy statements and information regarding topics such as crime prevention, fire safety, USI Public Safety, crime-reporting policies, disciplinary procedures and other information related to safety and security on campus.

This Annual Security and Fire Safety compliance document is available on the Public Safety website at <https://www.usi.edu/media/5614858/2018asfs-report.pdf>

Paper copies of this report are available upon request. Requests may be made in person at Public Safety Office or by calling 812-464-1845.

USI Public Safety in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 1990, provides this information.

Policy Statements

This section of the Annual Security Report discloses the procedures, practices, and programs the University of Southern Indiana has implemented to keep its students and employees safe and its facilities secure.

USI Public Safety

USI Public Safety officers are empowered by the State of Indiana to enforce University Policy, the Student Code of Conduct and traffic laws on USI campus property, but are not authorized to make arrests, and do not carry weapons. Through a memorandum of understanding, the Vanderburgh County Sheriff's Office provides an enhanced law enforcement presence on campus. USI Public Safety is a 24/7 operation and is comprised of a Dispatch Center, Security Department and Parking Department. Public Safety offers many services to the University community by striving to provide a positive customer service attitude. Services provided by Public Safety include providing campus directions, general campus information, vehicle jump-starts, safety escort service, tire air-ups; vehicle unlocks emergency medical care, and parking assistance. Most USI Public Safety officers are Emergency Medical Technicians. USI Public Safety telephone numbers are 812-464-1845 (Ext. 1845) for general business or administrative information and 812-492-7777 (Ext. 7777) for emergencies.

USI Public Safety Officers are responsible for patrolling all University property including miles of off road bicycle and walking trails. To maximize their patrol effectiveness, Public Safety utilizes automobiles, four-wheel drive vehicles; motorized carts, bicycles, foot patrol, and off road vehicles. Other responsibilities include asset protection and the documentation of criminal law, code of conduct and University policy violations. USI Public Safety also investigates traffic accidents, property damage and injuries that occur on USI property.

The USI Public Safety Parking Department monitors and enforces all parking and traffic regulations on campus. The Parking Department liaisons with many other University entities to manage the many special events that occur on campus and to ensure there is adequate and safe parking for individuals that attend these events. The Parking Department telephone number is 812-465-1091 for routine inquiries and business. All parking regulations may be viewed online at <http://www.usi.edu/parking/>.

Campus Law Enforcement

USI Public Safety maintains a highly professional working relationship with the Vanderburgh County Sheriff's Office, Evansville City Police, Indiana State Police, Indiana State Excise Police, Indiana Department of Natural Resources and the numerous federal law enforcement agencies. A new memorandum of understanding with the Vanderburgh County Sheriff's Office provides an enhanced law enforcement presence on campus.

All crime victims and witnesses are strongly encouraged to report any crime immediately to USI Public Safety. Prompt reporting will assure a quick and efficient response and the ability to warn the campus community of any threats in a timely manner.

Annually, USI Public Safety requests from law enforcement agencies with jurisdiction, a summary of all crimes occurring on campus, contiguous to the campus and or at locations under the control of the university. The new enhanced law enforcement presence on campus ensures frequent and consistent communication between Public Safety and the Sheriff's Office.

USI Public Safety also monitors through public records and with the assistance of local law enforcement any criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities. If Public Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency and forward information about the situation to the Dean of Students Office.

TO REPORT A CRIME

Public Safety

Emergency: 812-492-7777

Non-Emergency: 812-464-1845

On Campus Phone

Emergency: 7777

Non-Emergency: 1845

Anonymous Non-Emergency

Tip-Line: 812-228-5029

Silent Witness E-Mail:

<http://www.usi.edu/security/silent-witness-report-form>

CARE Team Report:

https://publicdocs.maxient.com/reportingform.php?UnivofSouthernIndiana&layout_id=3

CARE Team Guide:

<https://www.usi.edu//media/1552397/Campus-CARE-Guide-85x11.pdf>

Law Enforcement

Emergency: 911

Non-Emergency

Sheriff HQ: 812-421-6200

Sheriff Operations: 812-421-6201

Evansville PD: 812-436-7896

Indiana St Police: 812-867-2079

Indiana Excise: 812-882-1292

Reporting Procedures

General Procedures for Reporting a Crime, Suspicious

Behavior or an Emergency: It is imperative that all members of the University community report all crimes, suspicious behavior and other emergencies to Public Safety in a ***prompt and timely manner***. By working together, the University community and Public Safety can reduce crime and increase safety awareness on campus. Members of the University Community may report criminal activities or other emergencies in a variety of ways. While we encourage all campus community members to promptly report all crimes and emergencies directly to USI Public Safety, we recognize that some may prefer to report to different individuals or University offices.

Depending on the nature of the particular report, USI Public Safety may either send an officer to the caller's location or ask the caller to come to the Public Safety office to file an incident report. After the report is filed, an investigation may be conducted. As required by law or policy, an incident report may be forwarded to other University offices for review for potential action. These offices include but are not limited to:

- University Title IX Coordinator or a deputy coordinator
- Human Resources
- Academic Affairs
- Office of Risk Management
- Environmental Health and Safety
- Dean of Students
- Housing and Residence Life

Voluntary, Confidential Reporting: If you are a victim of or witness to a crime, but you do not want to pursue action within the University system or the criminal justice system, you may still choose to make a report and request that it remain confidential. The purpose of such a report is to comply with your wish to keep your identity confidential, while also providing information to help ensure the future safety of yourself and others. A USI Public Safety Officer can file a confidential report detailing the incident without revealing your identity, to the extent allowed by state and federal laws. Certain information and details may be requested for public inspection, as stated in Indiana Code 5-14-3 and as described in the Daily Crime Log section below. Using the information provided in the confidential police report, the University can keep an accurate record of the number of incidents involving

students, employees, and visitors; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the University community to potential dangers. Reports filed in this manner may be counted and disclosed in the annual statistical disclosure for the University, included in the Daily Crime Log, and used for the assessment of timely warning notifications without using any personally identifiable information.

Anonymous Reporting: If you have witnessed or have information regarding a crime or incident that has occurred on campus, you may anonymously submit the information directly to USI Public Safety using the [Silent Witness Form](#). The information is submitted in email form and will be kept strictly confidential. The silent witness form is to be used for crimes or incidents occurring on USI campus property or crimes or incidents occurring off campus that involve University of Southern Indiana students, faculty, or staff. **It is important to note that a silent witness report is for non-emergency information or situations and will not result in an immediate emergency response from Public Safety.** If you require immediate assistance, call campus ext. 7777 or 812-492-7777. All other off-campus crimes should be reported to the appropriate law enforcement agency by dialing 911.

USI Public Safety also has established a telephone **TIP LINE** that allows callers the option of providing anonymous information in a voice mailbox as to any criminal activity or University Code violations. The **TIP LINE** is another method provided to the campus community to assist in establishing a safe campus environment. The **TIP LINE** is available 24 hours a day to provide **non-emergency information**. The **Tip Line number is 812-228-5029 or campus extension "5029"**.

Dean of Students Care Team Report Form: The University of Southern Indiana is committed to supporting a positive, healthy and safe student experience. The University's CARE Team is a cross-functional assessment group, chaired by the Dean of Students that responds to students in apparent/potential distress. C.A.R.E. stands for **Campus Action Response and Engagement** of students in distress. The CARE team works collaboratively to provide confidential, respectful, and proactive support, while offering resources and balancing the educational needs of students within the overall mission of the University.



The CARE Team initiative was developed to assist students who may be having difficulty adjusting to the USI community or who may need additional support to be successful in the University environment. This is a pro-active program not punitive or intended to get students in trouble or to be utilized as a means of reporting emergencies. Please call x7777 from an on-campus phone or 812/492-7777 from off-campus if you require immediate assistance.

Reports regarding students of concern may be taken by any of the members of the team; however, it is preferred that reports be provided through the online [CARE Team Reporting Form](#) or by calling the Dean of Students Office (or the Office of Public Safety in an emergency). The Dean of Students Office also offers a [CARE TEAM GUIDE](#) as a reporting resource.

Campus Security Authorities (CSA): The Clery Act recognizes certain University officials as “Campus Security Authorities” (CSA). The Clery Act describes these individuals as “officials of the institution with significant responsibility for student and campus activities”, including but not limited to student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and duty to take action on behalf of the institution.” All personnel designated as a Campus Security Authority are provided annual training regarding their responsibilities. While the University has identified numerous USI campus officials as a CSA, the following offices have been designated as places where campus community members may report crimes:

OFFICIAL	CAMPUS ADDRESS	TELEPHONE
Public Safety	Public Safety Building	812-492-7777
Dean of Students	University Center East	812-464-1862
Human Resources	Wright Admin Building	812-464-1815
Housing and Residence Life	Housing Office	812-468-2000
Student Conduct	Dean of Students Office	812-468-2000

Emergency Telephones: Throughout the campus, campus buildings and housing areas, the University has installed numerous indoor, outdoor and elevator emergency telephones. The convenient location of these emergency phones provides access to report an emergency or incident if other communication methods are not available. By pressing the button on these emergency phones, users are immediately connected to the Public Safety Dispatch Center. A link to view the locations of the outdoor emergency phones is <https://www.usi.edu/map/>

Pastoral Counselors and Licensed Professional Counselors: Any pastoral counselors and licensed professional counselors on campus, working in that capacity, are not considered campus security authorities (CSAs). Therefore, they are not required to report crimes for inclusion into the annual disclosure of crime statistics. However, if they deem it appropriate, these counselors may inform students about the University’s policies and procedures about reporting crimes on a voluntary basis and seeking help if they are the victim of a crime

Emergency Notification Systems

The University of Southern Indiana may send out two types of alerts that satisfy Clery Act requirements to keep the campus informed about safety and security threats: "Emergency Notifications," and "Timely Warnings/Safety Alerts."

Immediate Emergency Notifications: "Emergency notifications" are used to *immediately* notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an *immediate or present* threat to the health or safety of the campus community.

Timely Warnings: USI Public Safety shall issue *Timely Warnings or Safety Alert Reports* to the campus community to provide timely and accurate warning notices to the campus community when appropriate and to ensure inclusion in the annual crime statistics. In the event of a serious crime or ongoing threat, a *Safety Alert* will be sent to all students, faculty and staff. These alerts are issued by USI Public Safety and will provide the campus community with information to take steps to protect themselves from similar incidents.

The University will issue Timely Warning or Safety Alerts whenever the following criteria are met: (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: (1) Clery Act crimes that are reported to any campus security authority or local law enforcement; or (2) the University shall determine that the incident represents an ongoing threat to the campus community.

Additionally, Public Safety may issue a Timely Warning or Safety Alert if there is a pattern of crimes against persons or property. For incidents involving off-campus crimes, the University may issue a Timely Warning or Crime Alert if the crime occurred in a location used and frequented by University population. The director of USI Public Safety or his designee reviews all reports to determine if there is an ongoing threat to the campus community, and if the distribution of a Timely Warning or Safety Alert is warranted.

RAVE Alert System: The USI [RAVEAlert](#) system is used to provide emergency and timely warnings—via email, text message, and voice message—about emergencies, severe weather, and other incidents impacting the University community. Everyone with a USI email address is automatically enrolled in the [RAVEAlert](#) program. You may log on to your MyUSI account to add your cell telephone number or other numbers where you would like to receive notifications. You may also opt out of notification options provided.



USI Website and Social Media: "Timely Warnings/Safety Alerts" or "Emergency Notifications" may also be posted to the USI website that then may be distributed by other USI social media sites such as [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#) or [YouTube](#).

Certain alerts may be emailed (MyUSI) to specific groups based upon the nature of the alert. USI Public Safety may also utilize the USI media (Shield, radio, television), USI message boards (Blackboard system), the fire enunciator system, USI telephone services, personal messengers and the local media network to assist in distributing information.

In cooperation with other University departments, USI Public Safety conducts an annual test of all emergency notification systems. These tests may be announced or unannounced.

Emergency Response and Evacuation Procedures

Emergency Preparedness and Response: USI Public Safety assists departments and campus buildings with developing, maintaining, and implementing emergency operations plans, developing and conducting exercises, hazard and risk education, and building partnerships with external response agencies.

The University of Southern Indiana Emergency Response Plan (ERP) addresses the University's response to emergencies by adopting an all hazard approach to both human and natural caused hazards. An emergency is an event, expected or unexpected, that poses an immediate threat to the health and safety of students, faculty and staff. Emergency response and evacuation procedures are documented in the campus Emergency Response Plans and Emergency Procedures and Building Emergency Action Plans. Evacuation route maps are posted throughout campus buildings.

The ERP establishes a Campus Incident Response Team that utilizes the National Incident Management System-Incident Command System (NIMS ICS) for managing a response to emergencies and disaster events and is intended to be fully NIMS compliant.

USI Public Safety develops and implements emergency plans, including disaster response, fire safety and evacuation plans for University events occurring on and off campus.

The University conducts emergency response exercises annually, such as tabletop exercises, fire drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate current emergency plans and capabilities of the University. These tests are documented with a description of the test/drill/exercise, the date held, the time started and ended, whether the test/drill/exercise was announced or unannounced, and includes any follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Environmental Management manager maintains these records.

USI Public Safety officers and supervisors have received training in NIMS, the Incident command system and proper response to critical incidents. When a serious incident occurs that causes an immediate threat to the campus, the first responders on the scene are usually University Public Safety Officers. Depending on the nature of the incident, other University departments and other local or federal agencies could also be involved in responding to the incident.

Daily Crime Log

The Daily Crime Log includes records of criminal incidents and alleged criminal incidents that have been reported to USI Public Safety on campus. The Daily Crime Log entries contain more detail than the Annual Crime Statistics Disclosure. It includes all crimes and incidents, not just those reported for Clery Act purposes. Information may not be included in the log if prohibited by law or if the disclosure would jeopardize an ongoing investigation. If you would like to see your campus' Daily Crime Log, you can do so by contacting USI Public Safety at 812-464-1845.

Facility Access and Security

The campus is home to the majority of USI's schools and administrative offices, as well as classrooms, libraries, physical activities and fitness centers and residential housing. Most facilities have individual hours, which may vary depending on the time of year.

University Buildings: University buildings and grounds are categorized as three types: dedicated, semi-public and public. Public space, open for public use and pleasure, includes sidewalks and campus drives. Academic and administrative buildings are open to the public at a minimum, during normal business hours. Dedicated and semi-public areas are available only for University programs and events scheduled through the University. Off-campus sites hours may vary. Other semi-public facilities' hours are posted each semester. Public Safety is charged with keeping all areas secure and safe, guarding the campus and student housing. Unauthorized persons may be asked to leave campus and student housing.

Card Access: Access to some University buildings are controlled by card readers during and after regular business hours and some may have varied levels of access. Card access to buildings is provided, maintained, and updated upon proper authorization, by USI Public Safety. Authorized persons experiencing problems with the system should contact Public Safety at 812-464-1845. Emails should be directed to [Public Safety-Card Access Group](#).

Campus Housing Access: Special considerations for campus residence access include:

- Residence halls-secured 24 hours a day
- Key card access.
- Video recording and monitoring.
- Resident Assistant walk-through after hours.
- Public Safety and Sheriff patrol.

Security Considerations for Maintenance of University Facilities: USI Public Safety patrols campus buildings and grounds regularly. If officers notice any unsafe conditions, such as poor lighting, they report such conditions to the appropriate campus administrators for correction. Members of the campus community are encouraged to report any unsafe campus conditions to USI Public Safety immediately or any of the following numbers:

- USI Facility Operations and Planning-812-464-1782 (24 hour presence)
- Risk Management-812-461-5366 (During Business Hours)
- Environmental Management-812-461-5393 (During Business Hours)

Missing Student Notification

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

If a member of the university community has reason to believe that a student, who resides in on-campus housing, is missing, they should **immediately** notify USI Public Safety at **812-492-7777**. Public Safety will generate a missing person report and initiate an investigation. After investigating the report, should Public Safety determine that the student is missing and has been for more than 24 hours, Public Safety shall notify local law enforcement and the student's emergency contact as soon as practicable and no later than 24 hours than the student is determined to be missing.

**Call for Help-You could save someone's life!
Know the signs of Alcohol Poisoning:**

- *Passed out or difficult to wake*
- *Cold, clammy, pale or bluish skin*
- *Slowed breathing*
- *Vomiting while asleep or awake*

Know how to help:

- *Turn a vomiting person on his or her side to prevent choking*
 - *Clear vomit from the mouth*
 - *Keep the person awake*
 - *NEVER leave the person unattended*
-

In addition to registering an emergency contact, students residing in on-campus housing have the option of identifying, confidentially an individual to be contacted by USI Public Safety in the event the student has been determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual as soon as practicable and no later than 24 hours after the student has been determined to be missing. A student who wishes to identify a confidential contact person may do so through the USI Housing and Residence Life housing application form. This confidential contact information will be accessible only by authorized university officials and law enforcement as appropriate.

While students are under no obligation to notify the University they plan to spend time away from their campus residence they are strongly encouraged to share information with family, friends or housing staff when they do so.

University Alcohol and Drug Policies: The University of Southern Indiana prohibits the illegal manufacture, possession, use, and/or distribution of drugs and alcohol by students, employees, and visitors in student housing, University-owned or leased property or as a part of any "university activities".

With few exceptions, the University maintains a "dry" campus. Legal use of alcohol beverages may be permitted on campus only if approved by the president or designee. All state and federal laws regarding alcohol and drugs are strictly enforced.

University regulations and Indiana state law prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription. Violators of alcohol and drug policies are subject to the provisions of the applicable state and federal laws as well as University disciplinary actions.

Public advertisements of alcohol products are prohibited. This includes but is not limited to any signs or advertisements that are visible from public areas, alcohol signs, or other inappropriate displays or objects visible from outside your apartment, residence hall, or campus building. Alcohol containers are prohibited. This includes but is not limited to containers kept as decoration, alcohol paraphernalia (e.g. “beer bong”), and those containers that are put in the garbage or are lying about your apartment, residence hall suite, or campus building. Free assistance and on-going educational programs are provided by the University for students and employees. Additional information is available by requesting a Drug and Alcohol Abuse Policy and Prevention brochure from the USI Counseling Center or Human Resources Office.

A student has a responsibility to ensure the well-being of their guests and fellow students. If an individual needs emergency medical attention, the student is required to call an ambulance or other appropriate emergency response personnel (University public safety, ambulance, police, fire, etc.) to gain that assistance. If a student fails to carry out this responsibility, the student may be subject to severe University sanctions and may potentially be subject to additional civil and/or criminal liability

Medical Amnesty: The University recognizes the State of Indiana Lifeline law, which provides amnesty for some alcohol related crimes. When a student is intoxicated or under the influence of drugs/controlled substances and seeks medical assistance, s/he may be granted amnesty from formal disciplinary action by the University for violating alcoholic beverage or drug/controlled substance policies.

Upon receiving a report that a student needs medical assistance, University personnel will respond through the Public Safety and officials will use standard procedures for documenting and collecting information for all parties involved. Conduct charges will be deferred and will be dismissed upon successful completion of an approved alcoholic beverage or drug/controlled substance intervention program, leaving the student with no disciplinary record. Failure to successfully complete an approved alcoholic beverage or drug/controlled substance intervention program, as required, will result in the processing of charges and may result in more severe sanctions. To view a guide with information ***USI on the Lifeline Law***, please visit <https://www.usi.edu/media/3437446/Lifeline-Handout-FINAL.pdf>.

Firearms-Weapons Policy: Possession, use or transportation of any weapon, as defined below, on any university owned, operated or leased property, without prior authorization from the Director of USI Public Safety or designee is prohibited.

Explosives – Any device which is intended or designed to explode or any device which a reasonable person would believe, either through appearance, markings or otherwise, to be a device intended or designed to explode. This includes all fireworks.

Firearms – Any device such as a rifle, handgun or shotgun, that is capable of shooting a projectile. This includes any device that may be perceived as a firearm due either to appearance, situation or markings. Examples include but are not limited to, air soft, BB, paintball, pellet, water, replica or counterfeit look-a-like firearms.

Knives – Possessing, carrying or using any knife with a blade longer than three inches.
Other Dangerous or Deadly Weapons – Ammunition, arrows, batons, blow-darts, blow-dart guns or tubes, bows, brass knuckles, martial arts weapons, electronic stun devices, sling shots, swords, throwing stars, or other dangerous or deadly weapon.

Any Object Intended for Use as a Weapon – Any object intended for use as, or used as, a weapon, regardless of the original purpose of the object.

Personal Safety Device (Chemical Spray) – Persons are permitted to carry chemical spray, which is sold for personal protection, however persons choosing to carry chemical spray are responsible for ensuring that they are properly secured, maintained, only used for defensive purposes and according to manufacture instructions.

Exceptions Law Enforcement - Sworn law enforcement officers authorized to possess firearms.

Educational Purposes - Certain weapons may be approved for academic instruction or research purposes. Prior authorization from the Director of Public Safety or designee is required.

Any further questions on this policy should be directed to USI [Public Safety](#) at 812-464-1845.

Crime Statistics

The information contained in this section provides context for the crime statistics reported in this document as part of compliance with the Clery Act. The actual statistics are located in the Appendices section of this document.

Report Publication and Preparation: The statistics in this report are published in accordance with the standards and guidelines set by federal law. USI Public Safety submits the crime statistics published in this report to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the USI [Public Safety](#) website. A daily crime log is also available for review 24 hours a day at the Public Safety Office.

USI Public Safety publishes this report to inform the campus community of what is actually happening on campus. This includes information on safety and security policies, crime statistics and initiatives to prevent and respond to crime and emergencies. This report complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics

Disclosure Act. This report uses information reported to Public Safety, Student Affairs, Student Conduct, Housing and Residence Life, Dean of Students Office, Campus Security Authorities and information from local law enforcement that service the University area.

The procedures for preparing the annual disclosure of crime statistics: include reporting statistics to the University community obtained from the following sources: The Vanderburgh County Sheriff's Office (VCSO), Evansville Police Department (EPD), Indiana State Police (ISP), and the Indiana State Excise Police and non-law enforcement officials. For statistical purposes, crimes reported to any of these sources are recorded in the calendar year the crime was reported.

A written request is made on an annual basis to all non-law enforcement officials who include Campus Security Authorities. A designated Campus Security Authority includes but is not limited to University administration, deans, directors, department heads, residence life staff, public safety and athletic staff. Statistical information is encouraged to be reported by employees of the University Counseling Center even though they are not required to disclose crime statistics for this document. Public Safety annually encourages employees of the University Counseling 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.

This report contains information from the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned, leased or controlled by the University of Southern Indiana. This report also contains institutional policies concerning campus security, fire Safety and policies concerning sexual misconduct and alcohol and other drugs. Appendix 2 contains the last three years of Clery Act statistics.

By October 1 of each year, the University distributes the availability of the Annual Security and Fire Safety Report to the entire University community. Anyone including prospective employees and students may obtain a copy of the report by contacting USI Public Safety during regular business hours at 812-464-1845 or by visiting <https://www.usi.edu/media/5614858/2018asfs-report.pdf>

Definition of Crimes

Definitions for ***Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons: Carrying, Possessing, etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations*** are from the ***Summary Reporting System (SRS) User Manual*** from the FBI's Uniform Crime Reporting (UCR) program. The definitions of ***Fondling, Incest, and Statutory Rape*** are from the FBI's ***National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition*** of the UCR. ***Hate Crimes*** are classified according to the ***FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual***. Definitions for the categories of ***Domestic Violence, Dating Violence and Stalking***, are obtained from the ***Violence Against Women Act of 1994*** and repeated in the Department's ***Clery Act*** regulations.

Aggravated Assault: An unlawful attack by one person upon another for 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.

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, personal property of another, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this includes unlawful entry with the intent to commit a theft or felony.

Disciplinary Referrals: Individuals referred to the Dean of Students Office for the initiation of a disciplinary action of which a record is kept and which may result in the imposition of a sanction. These referrals are for liquor law, drug law and illegal weapons violations. These referrals include incidents reported directly to USI Public Safety and incidents reported directly to the DOSO by other members of the USI community.

Drug Law Violations: The violation of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing, making of a narcotic drug.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Hate Crimes: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Hate Crimes reported include all of the crimes listed above, plus larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property that are motivated by bias.

- **Larceny-Theft:** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (except Arson):** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Liquor Law Violations: The violation of state laws or local laws/ordinances prohibiting the manufacture, sale, purchase, transportation possession or use of alcoholic beverages. This includes maintaining unlawful drinking places, bootlegging and operating a still, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor, drinking on trains or public conveyance and any attempt to commit any of the aforementioned. Public intoxication or driving under the influence is not counted in this definition.

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Murder/Manslaughter: The willful killing (non-negligent) of one human being by another.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sexual Exploitation: occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses described in this policy. Examples of sexual exploitation include, but are not limited to: invading another's sexual privacy; prostituting another individual; making non-consensual videos, audio-tapes, or photographs of sexual activity; going beyond the boundaries of consent (such as letting one's friends hide in the closet to watch consensual sex); engaging in voyeurism; knowingly transmitting a Sexually Transmitted Infection (STI) or HIV to another individual; exposing one's genitals in non-consensual circumstances or inducing another to expose one's genitals.

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or an ordinance dealing with weapons offenses, regulatory in nature, such as those prohibiting the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons and any attempt to commit the aforementioned. Deadly weapons include but are not limited to firearms, cutting instruments, butting instruments, explosives, and incendiary devices.

Definitions of Geography

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used in direct support of or in a manner related to the institution's educational purposes, including residential halls; and any building or property that is owned by the institution, but controlled by another person, is frequently used by students, and supports institutional purposes.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes; is frequently used by students and is not within the same reasonable contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Civil Rights and Sexual Misconduct Policy

The University of Southern Indiana embraces and celebrates the many differences that exist among the members of a dynamic, intellectual, and inclusive community, and strives to maintain an environment that respects differences and provides a sense of belonging and inclusion for everyone. Any form of unlawful discrimination or harassment, including sexual harassment, sexual misconduct, dating violence, domestic violence, or stalking, will not be tolerated. The University is prepared to take prompt action to prevent and correct behavior that violates this policy and to remedy its effects.

The University prohibits all forms of sexual misconduct (regardless of the gender of those involved) as well as unlawful discrimination and harassment on the basis of race, color, religion, sex, pregnancy or marital status, national origin, age (any age as it relates to University programs and services, age 40 or older as it relates to employment), disability, genetic information, sexual orientation, gender identity, veteran status or any other category protected by law or identified by the University as a protected class. The University has jurisdiction over and complies with all applicable federal and state laws as amended, including but not limited to:

- Age Discrimination Act of 1975
- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990
- Genetic Information Nondiscrimination Act of 2008
 - Indiana Civil Rights Law IC 22-9
- Pregnancy Discrimination Act of 1978
- Section 504 of the Rehabilitation Act of 1973
- Titles IV, VI, and VII of the Civil Rights Act of 1964
- Title VIII of the Civil Rights Act of 1968 (Fair Housing Act)
- Title IX of the Higher Education Amendments Act of 1972
- Violence Against Women Reauthorization Act of 2013 (VAWA)
- Campus Sexual Violence Elimination Act of 2013 (Campus SaVE Act)
- Any other applicable federal, state, or local laws not listed above that address nondiscrimination and/or equal employment opportunity

This policy applies to all members of the University community, including faculty, administrators, support staff, and students. The policy may also apply to conduct occurring off-campus if both parties are members of the University community and if the conduct represents a threat or other adverse consequence to the University community. For faculty, administrators, support staff, compliance with this policy is a term and condition of employment with the University. For students, compliance with this policy is a term and condition of enrollment at the University.

Affirmative Action Officer and Title IX Coordinator

The Affirmative Action Officer and the Title IX Coordinator oversee the University's compliance with the applicable federal and state laws described above; including the review, investigation, and resolution of reports of discrimination, harassment, and sexual misconduct and the coordination of primary and ongoing prevention and awareness trainings and education efforts with regard to these issues. The Affirmative Action Officer may designate other University personnel or external consultants to assist and support compliance efforts or to act as a designee in cases of conflict of interest or in other situations where a designee is deemed necessary to maintain the University's compliance under this policy.

Title IX Coordinator: Carrie Lynn Civil Rights & Title IX Coordinator Wright Administration Building Forum Wing, Room FA171 812-464-1703 cnlynn@usi.edu

Interim Deputy Title IX Coordinator: Laurie Berry Assistant Dean of Students University Center East, Room 1229 812-464-1862 lberry@usi.edu

Deputy Title IX Coordinator: Michael Dixon Associate Provost for Academic Affairs Wright Administration Building, Room 103 812-465-1095 mdixon@usi.edu

Definitions

Protected Class

A protected class is a group of people protected from discrimination and harassment by federal and state law or by University policy. Examples of protected classes under this policy include but are not limited to the following traits or characteristics of class members:

- Race, Color
- Religion
- Sex and sex-related characteristics
- Marital and Pregnancy status
- National Origin
- Age (any age as it relates to University programs and services, age 40 or older as it relates to employment)
- Disability
- Genetic Information
- Sexual Orientation
- Gender Identity
- Veteran Status

It is possible for an individual to be a member of more than one protected class (e.g., an Asian- American with a disability, a female member of the Jewish faith). Individuals who are not members of any protected class are also entitled to the protections of this policy if they experience discrimination or harassment because they are mistakenly perceived to be a member of a protected class, or if they are victims of sexual misconduct regardless of gender.

Discrimination and Harassment Based on Protected Class (General)

1. Discrimination occurs when an individual or individuals are treated unfavorably because of their actual or perceived identification with a particular protected class or classes. Discrimination can also occur when the victim and the person(s) who inflicted the discrimination share the same protected class or classes. Examples of discrimination include but are not limited to:
 - a) Failing to provide reasonable accommodations to students, staff, or visitors with disabilities
 - b) Making employment or academic decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals who are members of a protected class
 - c) Denying employment or educational opportunities to a person based on the person's marriage to, or association with, an individual who is a member of a protected class
2. Harassment is a course of conduct that a reasonable person would find so severe or pervasive that it unreasonably interferes with an individual's work performance or educational program participation, or that creates a hostile environment. Such

harassment can be physical, written, verbal, or visual and other nonverbal actions, and can be committed by employers, faculty, administrators, support staff, co-workers, students and third parties. Harassment, when based on the victim's actual or perceived identification with a particular protected class or classes, is a form of discrimination.

Sexual Misconduct

Sexual Harassment: Sexual harassment is unwelcome verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with or denies/limits someone's ability to participate in or benefit from the University's programs and/or services, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation. Examples include but are not limited to:

- a) attempting to coerce an unwilling person into a sexual or romantic relationship
- b) subjecting a person to unwelcome sexual attention
- c) punishing a refusal to comply with a sexual based request
- d) conditioning a benefit on submitting to sexual advances
- e) making "jokes" of a sexual nature against a specific individual, or making "jokes" that reference the victim's physical appearance or style of clothing
 - i. As stated in this policy, such comments that are legitimately and reasonably related to the University's mission of education or are germane to a specific academic curriculum (e.g. a class discussion or exercise about examples of discriminatory slurs or jokes, reviews of "sexist" literature or videos, reviews of the history of gender discrimination or sexual abuse) will generally not be considered to be harassment under this policy
- f) using social media or other electronic communications to make non-consensual obscene comments of a sexual nature about or to an individual

Gender-Based Harassment : Gender-based harassment is unwelcome conduct based on sex or gender (including harassing conduct based on one's failure to conform to sex stereotypes), that a reasonable person would find so severe or pervasive, that it unreasonably interferes with an individual's work performance or educational program participation, or that creates a hostile environment. Such harassment can be physical, written, verbal, or visual and other nonverbal actions, and can be committed by employers, faculty, administrators, support staff, co-workers, students and third parties. Gender-based harassment is prohibited regardless of the actual or perceived gender identity or sexual orientation of the individuals involved.

Sexual Violence/Assault: Sexual violence/assault is prohibited. Any intentional touching or physical contact of a sexual nature, or attempt or threat of such touching that either places another person in fear of imminent bodily harm, or causes or could have caused physical injury to another person, including instances when the victim is incapable of giving consent or is incapacitated, is a violation of this policy. The absence of a physical injury does not eliminate or reduce the seriousness of this prohibited conduct.

a) **Rape** (or attempts to commit same) The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

b) **Sodomy** (or attempts to commit same) Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the victim's age or because of temporary or permanent mental or physical incapacity.

c) **Sexual Assault With an Object** (or attempts to commit same) The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the victim's age or because of temporary or permanent mental or physical incapacity.

d) **Fondling** (or attempts to commit same) The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of the victim's age or because of temporary or permanent mental incapacity.

e) **Incest** (or attempts to commit same) Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

f) **Statutory Rape** (or attempts to commit same) Non-forcible sexual intercourse with a person who is under the statutory age of consent.

g) **Dating Violence** Physical or sexual violence, or the threat of such harm, perpetrated by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined by the victim with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. Dating violence does not include acts covered by the definition of domestic violence found below in (h).

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Exploitation: Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses described in this policy.

Examples of sexual exploitation include, but are not limited to:

- Invading another's sexual privacy
- Prostituting another individual
- Making non-consensual videos, audio-tapes, or photographs of sexual activity
- Going beyond the boundaries of consent (such as letting one's friends hide in the closet to watch consensual sex)
- Engaging in voyeurism
- Knowingly transmitting a Sexually Transmitted Infection (STI) or HIV to another individual
- Exposing one's genitals in non-consensual circumstances or inducing another to expose one's genitals

Stalking: Stalking is generally defined as a course of conduct directed at a specific person or persons that would cause reasonable persons to feel fear for their safety, fear for the safety of others, or suffer substantial emotional distress.

a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property

b) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

c) Reasonable person means a person under similar circumstances and with similar identities to the victim d) Examples of stalking may include, but not be limited to:

- Initiating non-consensual communication such as face-to-face communication, telephone calls, voice messages, e-mails, text messages, letters, notes, gifts, or any other communications that are undesired and cause fear
- Using online, electronic, or digital technologies to make unauthorized postings of pictures, messages, and/or information about the victim on social networking sites or other internet sites
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Conducting surveillance or other types of observation, including staring or "peeping", or using Global Positioning System to monitor a victim.
- Making verbal or physical threats

Additional Definitions Applicable to Sexual Misconduct

Consent: Consent is a clear, knowing and voluntary agreement to participate in a given activity. Consent is active, not passive; silence, in and of itself, cannot be interpreted as consent. Consent can be given by words, conduct or actions, as long as those words, conduct or actions create mutually understandable, clear permission regarding willingness

to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity does not automatically imply consent to engage in any other forms of sexual activity.
- Previous relationships or prior consent to engage in sexual activity with any individual does not automatically imply consent to engage in future sexual acts with the same or other individuals
- Consent can be revoked at any time
- In order to give effective consent, one must be of legal age

Incapacitation: Incapacitation is a state where one cannot make rational, reasonable decisions because one lacks the capacity to give knowing consent (i.e., to understand the “who, what, when, where, why or how” of one’s sexual interaction). Sexual activity with someone whom one should know to be, or based on the circumstances should reasonably have known to be mentally or physically incapacitated (e.g., by alcohol or other drug use, by a state of unconsciousness or by an apparent or known mental or cognitive disability) constitutes a violation of this policy.

Force: Force is the use of physical violence and/or imposing one’s self on another physically to gain sexual access. Force also includes threats or implied threats, or other forms of intimidation that overcome resistance or produce consent.

Coercion: Coercion is unreasonable and continued pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure one uses to get consent from another. Pressure that continues beyond the following points can be considered coercive:

- When one makes it clear to another that one does not want sex
- When one makes it clear to another that one wishes to stop sexual behavior that has already begun
- When one makes it clear to another that one does not want to go past a certain point of sexual interaction

Consensual Relationships

The University’s educational mission is promoted by professionalism in the faculty-student and supervisor employee relationships. This professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty or supervisors that harm this atmosphere undermine professionalism and hinder fulfillment of the University’s mission. Trust and respect are diminished when those in positions of authority abuse their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the entire University community.

Faculty - Student Consensual Relationships: The potential for a power differential exists in any relationship involving students and faculty. This may happen in the context of grades, praise, or criticism, evaluations, in making recommendations for future employment, or conferring other benefits. Given the fundamentally asymmetric nature of and the “power differential” inherent in such relationships, any appearance of voluntary

consent on the part of the student is suspect. Moreover, other students and faculty members may be affected by such unprofessional behavior because it places the faculty member in a position to advance or favor one student's interests at the expense of others, and implicitly makes obtaining benefits contingent on sexual favors.

The University views it as unethical and a violation of this policy for faculty members to engage in amorous relationships with students who are enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship.

Amorous consensual relationships between students and faculty members occurring outside the instructional context are suspect by nature and may lead to difficulties. Particularly when the student and the faculty member are in the same academic unit or in units that are academically allied, relationships both parties view as consensual may appear to others to be exploitative. Further, in such situations (and in others that may occur in the future, which neither party can anticipate), the faculty member may face serious conflicts of interest. In certain instances, it may be necessary for a faculty member to withdraw from participation in activities or decisions that tend to reward or penalize the student involved. A faculty member who fails to recognize such conflicts of interest and fails to withdraw accordingly risks rewarding or penalizing a student with whom the faculty member has had an amorous relationship. In such cases, a faculty member's ethical obligations to the student, to colleagues, and to the institution have been violated. Moreover, actions that occur after the breakup of such relationships may cause problems (e.g., the lack of favorable recommendation for the student from the faculty member) and therefore may be viewed as retaliation for "breaking up" and may be actionable.

Supervisor – Employee Consensual Relationships: Supervisors exercise power over employees in all terms and conditions of employment, including the evaluation of performance or making recommendations for future employment. Amorous relationships between a supervisor and an employee reporting either directly or indirectly to the supervisor are obviously wrong as the supervisor has professional responsibility for and thus power over the employee. Such situations greatly increase the potential for abuse of this power and sexual exploitation of the employee. Given the fundamentally asymmetric nature of and the "power differential" inherent in such relationships, any appearance of voluntary consent on the part of the employee is suspect. Moreover, other employees may be affected by such unprofessional behavior because it places the supervisor in a position to advance or favor one employee's interests at the expense of others, and implicitly makes obtaining employment or other terms and conditions of employment contingent on amorous or sexual favors. Supervisors may not engage in amorous relationships with employees subject to their supervision, even when both parties appear to have consented to the relationship.

Other Consensual Relationships: When administrators, support staff, or students assume instructor roles or other responsibilities that include the exercise of influence and/or power over other individuals, this behavior may be prohibited. Examples of these types of situations may include but are not limited to:

- A lab assistant or graduate assistant (GA) who assigns grades

- Residential assistants (RAs) who report policy violations
- A student teacher or tutor
- An administrator who serves as an advisor to a student organization

Reporting Obligations

General Reporting of Sexual Misconduct Violations: In the interest of maintaining a safe and inclusive environment for all members of the University community, the University encourages all faculty, administrators, support staff, and students to promptly report known or suspected violations of any part of this policy to the Title IX Coordinator or designee.

Mandated Reporting of Sexual Misconduct: As mandated by federal regulations, the University requires all faculty, all administrators, and certain designated support staff and student workers (collectively known as “Responsible Employees”), to promptly report any known or suspected violations of the sexual misconduct portion of this policy to the Title IX Coordinator or designee. Failure to make such reports may itself be considered a violation of this policy, and could potentially result in disciplinary action against any individuals who are found to have failed to report knowledge of such incidents.

Reporting Exceptions: A University employee acting in an official capacity as a professional mental-health counselor (and those acting in that role under the supervision of a professional mental-health counselor) and a pastoral counselor who is recognized by a religious denomination as someone who provides confidential mental health counseling to members of that denomination and whose official responsibilities include providing mental-health counseling to members of the University community are not required to report any information regarding an incident of alleged sexual misconduct to the Title IX Coordinator or other appropriate University designee, subject to certain limited exceptions under applicable law designed to protect a student or others from harm. University Health Center Employees are also exempt from reporting under this policy.

Complaint Resolution: The University has adopted complaint procedures to provide a prompt and equitable method for reporting, investigating, and resolving complaints of alleged violations of the University’s Civil Rights and Sexual Misconduct Policy, including discrimination, harassment, and sexual misconduct when they involve University faculty, administrators, support staff, and students.

Complaint procedures involving the alleged violation of this policy by faculty, administrators, support staff, or students can be found online at <http://www.usi.edu/policies/handbook/civil-rights-sexual-misconduct>.

Student-On-Student Sexual Misconduct: It is the intent of the University to promptly respond to all allegations involving possible violations of any part of this policy. It is therefore required that all Responsible Employees (except as otherwise noted), promptly report sexual misconduct among students which they know or should have known about, to the Title IX Coordinator or designee. Failure to make such reports may itself be

considered a violation of this policy, and may result in disciplinary action against any Responsible Employee who is found to have failed to report knowledge of such incidents.

Third Party Violations of this Policy: Violations of the University’s Civil Rights and Sexual Misconduct Policy committed on University property against University faculty, administrators, support staff, or students by third parties (e.g. vendors, contractors, campus visitors) are prohibited. The University will strive to do whatever it reasonably can to stop such behavior by persons outside of the University community and prevent its reoccurrence. Responsible Employees who are aware of third-party violations of this policy must promptly make the University aware of such behavior by contacting the Affirmative Action Officer, Title IX Coordinator, or designee.

Academic Freedom: This policy is intended to define and communicate the University’s position on civil rights and sexual misconduct; the prohibitions against discrimination, harassment, and sexual misconduct do not extend to statements, discussions, or materials that are germane to the classroom or an academic course of study. Class materials or discussions that are legitimately and reasonably related to the University’s mission of education (e.g. a class discussion or exercise about examples of discriminatory slurs or jokes, reviews of “sexist” literature or videos, reviews of the history of gender discrimination, harassment, or sexual abuse) will generally not be considered to be violations of this policy.

General Provisions

Amnesty for Victims of Sexual Misconduct and Witnesses: Reporting sexual misconduct is important. The University recognizes that an individual who reports sexual misconduct may be engaged in under-age drinking, drug use, or other prohibited conduct at or near the time of the incident reported. To encourage reporting under these circumstances, the University will not take disciplinary action against a student Reporter or against student witnesses for their personal use of alcohol or drugs or for other prohibited conduct at or near the time of the incident reported if such violations do not or did not subject other people to harm. Depending on the circumstances, similar consideration may be given to employee victims and employee witnesses.

Public Awareness Events: Students may disclose their experiences with sexual misconduct at public awareness events about sexual misconduct like “Take Back the Night”, “Walk a mile” without triggering a reportable event to the University. When such events occur on campus or in the context of a University sponsored or sanctioned off campus program or activity, the University will provide information at such events, programs or activities on sexual misconduct and how to file a sexual misconduct complaint with the University or with area law enforcement agencies.

Bystander Assistance: Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual misconduct, including dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening; Identifying safe and effective intervention options;
- Taking action to intervene.

In such circumstances, the employee or student is encouraged to promptly call 911 or Public Safety at 7777 or 812-492-7777. Otherwise, the employee or student should carefully evaluate the situation and if safe to do so, lend assistance.

Bystander intervention can also include risk reduction. Risk reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and help individuals and communities address conditions that facilitate violence.

Retaliation Prohibited: Any attempt by faculty, administrators, support staff, or students to penalize, intimidate, or to otherwise retaliate against an individual, who is participating in the University’s Complaint Procedures for alleged violations of this Civil Rights and Sexual Misconduct Policy, is prohibited and subjects the one who has retaliated to possible disciplinary action, up to and including termination or removal from the University. Any person who believes that someone has been subjected to retaliation for making a complaint or for cooperating in an investigation should promptly contact the Affirmative Action Officer, Title IX Coordinator, or designee.

Reporting and Response to Alleged Sexual Misconduct

In the interest of maintaining a safe and inclusive environment for all members of the University community, the University encourages all faculty, administrators, support staff, student workers, and students to promptly report known or suspected violations of any part of the Civil Rights and Sexual Misconduct Policy to the Title IX coordinator or designee: All reporting and resolution procedures are documented in the University policy, [Civil Rights and Sexual Misconduct Procedures for Complaint Reporting and Resolutions](#).

Introduction

The University has adopted these Complaint Procedures to provide a prompt and equitable method for reporting, investigating, and resolving complaints that specifically involve the alleged violation(s) of the University’s Civil Rights and Sexual Misconduct Policy (Item F.1 in the University Handbook), including allegations of discrimination, harassment, and sexual misconduct when they involve University of Southern Indiana faculty, administrators, support staff, and/or students. Those who know, should have known, or believe that they have been subjected to behavior, which violates the University’s Civil Rights and Sexual Misconduct Policy, are encouraged to promptly report such behavior in accordance with the procedures outlined below. Complaints involving allegations that a third-party individual who is not part of the University community (e.g., vendor, contractor, visitor to campus) has violated the policy should be promptly reported to the Affirmative Action Officer/Title IX Coordinator or designee. In emergency or afterhours situations, such

reports can be made to Public Safety. The University will strive to do whatever it reasonably can to investigate and stop such behavior at the hands of persons outside of the University's direct control. Individuals who believe that they may require reasonable accommodations to fully participate in these Procedures are invited to contact Disability Resources (for students) or the ADA Coordinator (for employees). Both offices will work in collaboration with the Title IX Officer and Affirmative Action Officer or designee.

Retaliation

Any attempt by faculty, administrators, support staff, or students to penalize, intimidate, or to otherwise retaliate against an individual, who is participating in the University's Complaint Procedures for alleged violations of the University's Civil Rights and Sexual Misconduct Policy, is prohibited and subjects the one who has retaliated to possible disciplinary action, up to and including termination or removal from the University. Any person who believes that someone has been subjected to retaliation should promptly contact the Affirmative Action Officer/Title IX Coordinator or designee.

Definitions

Definitions of the terms "discrimination", "harassment", and "sexual misconduct" are found in the University's Civil Rights and Sexual Misconduct Policy in Item F.1 of the University Handbook.

- **Advisor of Choice:** Any single individual who provides either party to a complaint with support, guidance, or advice.
- **Appellant:** An individual who pursues an appeal of an outcome under these Procedures.
- **Business Days:** The days Monday through Friday that the University's administrative offices are open for business.
- **Complainant:** An individual who has alleged, in writing, that a violation of the Civil Rights and Sexual Misconduct Policy has occurred.
- **Complaint:** A written description of facts provided by a Complainant that allege a violation of the University's Civil Rights and Sexual Misconduct Policy.
- **Investigation:** A fact-finding inquiry requested by the Affirmative Action Officer/Title IX Coordinator (or designee) that attempts to determine whether a violation of the University's Civil Rights and Sexual Misconduct Policy has occurred. (See Investigation, page 12).
- **Investigator:** An individual or a team of University faculty, administrators, or officials who, at a minimum, receives annual training on the issues related to sexual misconduct. This includes dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation that protects the safety of the Complainant, due process for the Respondent, and promotes accountability. Similarly trained investigators not affiliated with the University may also be used on an as-needed basis.
- **Officer:** The University's Affirmative Action Officer/Title IX Coordinator. For the purposes of these procedures, the terms "Officer" and "Affirmative Action Officer/Title IX Coordinator" are used interchangeably.
- **Preponderance-of-the-evidence standard:** The standard of proof used to determine whether the University's Civil Rights and Sexual Misconduct Policy has been violated. A

complaint meets this standard if an investigation determines that it is more likely than not that discrimination, harassment, or sexual misconduct has occurred.

- **Report:** An allegation of a policy violation received by the Title IX Coordinator/Affirmative Action Officer or designee. Reports may come from Responsible Employees, anonymous sources, or any individual who wishes to report a possible policy violation.
- **Respondent:** Person or persons alleged to have violated the Civil Rights and Sexual Misconduct Policy.
- **Responsible Employees:** All faculty, all administrators, and certain designated support staff and student workers including all Public Safety Staff, Dean of Students Office and Housing Resident Assistants.
- **Responsible Finding:** It is more likely than not that a policy violation has occurred.
- **Not-Responsible Finding:** The preponderance of the evidence standard has not been satisfied to hold an individual or individuals responsible.
- **University Official:** Any person who has the authority and duty to take action and respond to particular issues on behalf of the University.
- **Witnesses:** Persons who have information about the alleged discrimination, harassment, or sexual misconduct that will tend to prove, disprove, or otherwise illuminate the investigation of a complaint.

Reporting an Alleged Violation

Reporting (General)

As previously described, there are specific reporting responsibilities for faculty, administrators, support staff, student workers (“Responsible Employees”), and students who witness or otherwise have knowledge or should have known of any incidents of alleged discrimination, harassment, and/or sexual misconduct occurring in the University community, including incidents involving student-on-student sexual misconduct.

Individuals who believe that they have been the subject of alleged discrimination, harassment, and/or sexual misconduct committed by faculty, administrators, support staff, and/or students are encouraged to promptly report their allegations to the University pursuant to these procedures, and to report any potential criminal misconduct to Public Safety and law enforcement. (See “External Reporting”).

Reporting options are not mutually exclusive; both internal and external reporting options may be pursued concurrently. All reports to the University will be investigated and resolved in a fair and impartial manner, and the University will make an immediate assessment of any risk of harm to the Complainant or to the University community and will take steps necessary to address those risks. These steps may include interim or protective measures to provide for the safety of those involved and the University community. The University will take prompt and appropriate action in response to all reports in order to end the misconduct, prevent its recurrence, and address its effects regardless of when the alleged misconduct occurred. However, prompt reporting is encouraged because facts often become more difficult to establish as time passes. In cases where the Respondent is

no longer enrolled or employed while a complaint is pending, the University will continue its investigation pursuant to these procedures.

The University will promptly address all reported incidents of alleged discrimination, harassment, and/or sexual misconduct. In cases where violations of Title IX are alleged the University will provide both the Complainant and Respondent with notice if the fact-finding investigation and decision-making process will take more than 90 days.

Persons who believe that they have been victims of a violation of the University's Civil Rights and Sexual Misconduct Policy are encouraged to file a report within 180 calendar days from the most recent occurrence of an alleged violation. Delay in taking action with respect to an alleged violation may foreclose other remedies under federal or state law.

Protective Measures

The University will maintain as confidential any accommodations or protective measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Protective measures may include, but are not limited to:

- Orders of protection, including no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or by the institution;
- Transportation assistance or security escorts;
- Modifications to academic requirements or class schedules;
- Changes in living or working situations.

Basic Elements of a Complaint

An initial report may be written or verbal. In order for a report to become an official Complaint to facilitate an investigation under these Procedures, the Complaint must be written and address the portion of the policy alleged to have been violated. There is no formally required content, but the following elements may be included.

1. Name, status or job title (e.g., student, instructor, administrative assistant), and contact information of the Complainant
2. Name, status or job title (e.g., student, instructor, administrative assistant), and (if known) the contact information of the Respondent(s)
3. A brief statement of the event or events that are the cause of the complaint, including the date(s), time(s) or approximate time(s), location(s), and the names and contact information of any known witnesses. It is important, however, that the individual writing the complaint merely provides the information and does not conduct an investigation into the matter.

Responsible Employees/University Contacts for Reporting/Mandated Reporting

1. All faculty and all administrators at the University are considered to be “Responsible Employees” with specific reporting responsibilities under this section. A list of support staff and student worker positions designated as “Responsible Employees” can be found in Appendix A of these Complaint Procedures.

2. A report may be made to the University Affirmative Action Officer/Title IX Coordinator or to any other Responsible Employee, but under no circumstances is an individual required to report discrimination, harassment, and/or sexual misconduct to a supervisor, faculty, or other individual who is the alleged perpetrator. Emergency and after hours situations can be immediately reported to Public Safety.

a) Title IX Coordinator: Carrie Lynn Civil Rights & Title IX Coordinator Wright
Administration Building Forum Wing, Room FA171 812-464-1703 cnlynn@usi.edu

b) Interim Deputy Title IX Coordinator: Laurie Berry Assistant Dean of Students University
Center East, Room 1229 812-464-1862 lberry@usi.edu

c) Deputy Title IX Coordinator: Michael Dixon Associate Provost for Academic Affairs
Wright Administration Building, Room 103 812-465-1095 mdixon@usi.edu

d) For Emergency or After Hours Reporting: Public Safety From your cell phone or outside
line: 812-492-7777 From campus phones: ext. 7777

3. In the interest of maintaining a safe and inclusive environment for all members of the University community, the University encourages all faculty, administrators, support staff, and students to promptly report known or suspected violations of any part of the University’s Civil Rights and Sexual Misconduct Policy to the Affirmative Action Officer/Title IX Coordinator or designee.

4. As mandated by federal regulations, the University requires all Responsible Employees to promptly report any known or suspected violations of the sexual misconduct portion of the University’s Civil Rights and Sexual Misconduct Policy to the Affirmative Action Officer/Title IX Coordinator or designee, including incidents involving student-on student sexual misconduct. Failure to make such reports may itself be considered a violation of this policy, and could potentially result in disciplinary action against any individuals who are found to have failed to report knowledge of such incidents. When making such reports, Responsible Employees shall include all known basic elements of a report as previously described in these Procedures.

Reporting Exceptions

A University employee acting in an official capacity as a professional mental-health counselor (and those acting in that role under the supervision of a professional mental health counselor) and a pastoral counselor who is recognized by a religious denomination as someone who provides confidential mental-health counseling to members of that denomination and whose official responsibilities include providing mental-health counseling to members of the University community are not required to report any

information regarding an incident of alleged sexual misconduct to the Affirmative Action Officer/Title IX Coordinator or other Responsible Employee, subject to certain limited exceptions under applicable law designed to protect a student or others from harm. University Health Center Employees are also exempt from reporting under these procedures.

False Reporting

It is a violation to file a knowingly false or malicious complaint of an alleged violation of the University's Civil Rights and Sexual Misconduct Policy. Such misconduct subjects the one who has filed a false or malicious complaint to possible disciplinary action.

External Reporting: The University's Complaint Procedures are administrative in nature and are separate and distinct from the criminal and civil legal systems. The University encourages individuals to pursue whatever remedies are available to them, both on- and off-campus.

Reporting to local law enforcement

In cases involving potential criminal misconduct, the University provides information to individuals to report the misconduct to the law enforcement agency that has jurisdiction over the location where the incident occurred. If a complaint is filed with the University, the individual will be informed of the option to involve University Public Safety or local law enforcement authorities and the option to be assisted by campus authorities in notifying law enforcement if the complainant chooses. Complainants will also be notified of their right to decline to notify these authorities.

If the Complainant chooses to notify law enforcement, it is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order. The University will provide written information on where to obtain forensic examinations. It is also important to note that completing a forensic examination would not require someone to file a police report. Having a forensic examination will help preserve evidence in cases where the victim decides at a later date to file a police report.

In certain instances, the University may need to report potential criminal misconduct to law enforcement authorities even when the Complainant has not decided to do so. Such circumstances include those in which there is clear and imminent danger or risk to the Complainant and/or the University community, in which a weapon was involved with the incident, or in which the allegations involve sexual misconduct and the Complainant is under the age of consent. The decision to report an incident to law enforcement will be shared with the Complainant.

The University's Complaint Procedures and the legal system work independently from one another and the University will proceed with its process, regardless of action or inaction by outside authorities. If a law enforcement investigation is initiated, the University may pause an investigation briefly at the request of the law enforcement to facilitate their initial evidence gathering. Decisions made or sanctions imposed through these Complaint

Procedures are not subject to change because criminal or civil charges arising from the same misconduct are dismissed, reduced, or rejected in favor of or against the Respondent.

The local law enforcement office with jurisdiction over the University's geographic location is the Vanderburgh County Sheriff's Office. Allegations of criminal misconduct occurring in the Evansville city limits can be reported to the Evansville Police Department.

a) Vanderburgh County Sheriff's Office Command Post 5607 Highway 41 North Evansville, IN 47711 Non-emergency telephone: 812-421-6201 Emergency telephone: 911

b) Evansville Police Department 15 Northwest Martin Luther King Jr. Boulevard Evansville, IN 47708 Non-emergency telephone: 812- 436-7896 Emergency telephone: 911

In addition, the Indiana State Police (ISP) has state-wide jurisdiction, and can be contacted by telephone at 812-867-2079 or 800-852-3970. The location of the local ISP District 35 Police Post is 19411 Highway 41 North, Evansville, IN 47725.

Reporting to Government Enforcement Agencies

In addition to the University's internal processes and resources, government agencies may also be available to provide resources or investigate allegations of discrimination, harassment, and/or sexual misconduct. It is important to remember that these agencies may require complaints to be filed within certain time frames. Depending on the nature of the complaint, one or more of these agencies may be available to the Complainant. These agencies may be contacted as noted below.

a) Specifically for students
Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 West Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
Fax: 312-730-1576
TTY: 800-877-8339

b) Specifically for faculty, staff, and student workers in matters related to employment discrimination

Indianapolis District Office
U.S. Equal Employment Opportunity Commission
101 West Ohio Street, Suite 1900
Indianapolis, IN 46204
Telephone: 800-669-4000
Fax: 317-226-7953
TTY: 800-669-6820

- c) For all members of the University community
Indiana Civil Rights Commission
Indiana Government Center North
100 North Senate Avenue, Room N103
Indianapolis, IN 46204-2211
Telephone: 800-628-2909
Fax: 317-232-6580

Human Relations Commission 209 Civic Center Complex
1 N.W. Martin Luther King Jr. Boulevard
Evansville, IN 47708
Telephone: 812-436-4927
Fax: 812-436-4929 TTY: 812-436-4928

Confidentiality of Reports

All reasonable efforts will be made to protect the privacy of all individuals involved in a report of an alleged violation of the University's Civil Rights and Sexual Misconduct Policy, as well as to maintain the confidentiality of the Complaint Process including the investigation, any appeals, and the sanctions imposed (except where prohibited by law). Privacy and confidentiality have distinct meanings under this policy.

Privacy: Privacy generally means that information related to a Civil Rights and Sexual Misconduct Policy complaint will be shared with a limited circle of University Officials who have a legitimate need to know in order to assist in the review, investigation or resolution of the complaint and with the parties involved in the complaint as necessary for their role in the process. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the complaint.

Confidentiality of the Complaint Process: The Complaint Process is confidential and information is only divulged on a need-to-know basis. Individuals involved in the process are encouraged to maintain privacy and confidentiality to the best of their ability.

Request for Anonymity/Withdrawal of a Complaint: If at any point the Complainant requests confidentiality or that no investigation of an incident be conducted or disciplinary action taken, the University will make all reasonable attempts to respond to the complaint consistent with the Complainant's request. However, the University's ability to investigate and respond to the complaint may be limited by keeping the Complainant anonymous. Moreover, the University has a legal obligation to review all reports and in some cases may be legally required to continue an investigation with or without the Complainant's consent. The Affirmative Action Officer/Title IX Coordinator or Deputy Title IX Coordinator(s), with input from appropriate University officials will weigh the Complainant's request against such factors as:

- Whether there have been other complaints of a similar nature against the same Respondent
- Whether the Respondent made threats of additional misconduct against the Complainant or others
- Whether the misconduct was committed with a weapon

- The University's commitment to provide a reasonably safe and nondiscriminatory environment

If the University determines that it is necessary to proceed with the Complaint Process or implement other appropriate measures, the Complainant will be notified by the Affirmative Action Officer/Title IX Coordinator or designee of the University's chosen course of action.

Procedures

Statement of Fair and Equitable Process: The University will provide written notice to the responding party of the allegation constituting a potential violation of the University's Civil Rights and Sexual Misconduct Policy, including sufficient details and with sufficient time to prepare a response before any initial interviews. Sufficient details include the identities of the parties involved, the specific section of the code of conduct allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident. Each party will receive written notice in advance of any interview with sufficient time to prepare for meaningful participation. The investigation will result in a written report summarizing the relevant exculpatory and inculpatory evidence. Both parties and appropriate officials will have timely and equal access to any information that will be used. The University will make reasonable efforts to ensure that both parties to the complaint are treated with respect, dignity, and sensitivity throughout the process, including as applicable:

1. Referrals to appropriate University and community resources and supports such as the University Counseling Center and the Deaconess Concern Employee Assistance Program (EAP).
2. For all parties, the University will make all reasonable efforts to comply with applicable laws and regulations regarding privacy.
3. For any participants in these Procedures who request a disability-related accommodation to fully participate, the University will make all reasonable efforts to provide appropriate accommodations. Information about making such requests will be provided to all participants during the course of a complaint process and any related investigation, and accommodations may be requested by any participant at any point in the process. Such requests will be evaluated on an individual case-by-case basis in a manner that is consistent with current University practices for evaluating reasonable accommodation requests.
4. Informing both parties of the University's policies and of these Complaint Procedures.
5. Providing both parties the opportunity to challenge the appointment of an investigator, an Appeal Officer, if a conflict of interest is present.

6. Allowing the Complainant and Respondent to choose to participate or decline to participate in the Complaint Process, with the understanding that the process will continue without their involvement and that the Affirmative Action Officer/Title IX Coordinator and Deputy Title IX Coordinators will determine an outcome based on the available information.

7. The parties' right to respond to the investigatory report in the form of a written statement prior to the hearing panel making a decision.

8. Notifying both parties of the complaint resolution, including the outcome of any appeal or review. In cases involving allegations of sexual harassment and sexual misconduct that are prohibited by Title IX, the Violence Against Women Act, and the University's Civil Rights and sections of the Sexual Misconduct Policy, both parties will receive concurrently, to the extent that is possible, such notices in writing.

9. Allowing both parties to exercise the option to have one advisor of their choice to accompany them at any interviews or other meetings or proceedings associated with these Complaint Procedures. An advisor's sole role is to provide support. The advisor may not speak on behalf of either party at any interviews, meetings or proceedings associated with these Complaint Procedures. However, the advisor may offer advice and other information and guidance directly to a party by requesting a break to speak with their advisee privately. Failure to comply with these rules may result in the removal of the advisor from the process. It is the responsibility of the party to make sure their advisor is present. Advisor availability shall not be sufficient grounds for unreasonably delaying the process.

10. Providing both parties an equal opportunity to present relevant witnesses and evidence.

11. Understanding that information collected through an investigation and/or proceeding may be subpoenaed in a criminal and/or civil proceeding.

12. The University reserves the right to modify these Complaint Procedures to provide for what in its sole opinion, is equitable treatment of the Complainant and Respondent.

13. University employees with contracts have certain due process rights. While these procedures are consistent with these rights, such employees may have additional rights beyond the scope of these Complaint Procedures.

Time Frames

The University strives to resolve all reports under these procedures promptly. Extenuating circumstances may arise that affect time frames under these Complaint Procedures. Extenuating circumstances may include but are not limited to such factors as the complexity and scope of the allegations, delays caused by an unsuccessful attempt to achieve an informal resolution, the number of witnesses involved, the availability of the parties or witnesses, the effect of any concurrent

criminal or official government investigation, intervening University breaks or holidays, or other unforeseen circumstances. In cases involving allegations of sexual harassment and sexual misconduct that are prohibited by Title IX, the Violence Against Women Act, and the University's Civil Rights and applicable sections of the Sexual Misconduct Policy, both parties will receive concurrently, to the extent that is possible, written notice if the fact-finding investigation and decision-making process will take more than 90 calendar days.

Intake and Preliminary Assessment

Upon receipt of a complaint involving an alleged violation of the University's Civil Rights and Sexual Misconduct Policy, the Affirmative Action Officer/Title IX Coordinator or designee will conduct a preliminary assessment of the complaint, taking into consideration the nature of the misconduct, the Complainant's expressed preferences, if any, as to course of action, and the necessity for any interim measures to protect the safety of the Complainant and/or the University community. The University requires that all such complaints received by any University representative, whether a mandated report by Responsible Employees or a voluntary report by other members of the University community, be referred to the Officer or designee for assessment to ensure prompt and equitable response to the misconduct.

To begin the preliminary assessment, the Affirmative Action Officer/Title IX Coordinator or designee will conduct an initial fact-finding process by meeting with the Complainant as soon as possible upon receipt of the complaint to review the complaint and to provide the Complainant with an overview of these Complaint Procedures. As part of this initial meeting, the Officer or designee, as appropriate to the circumstances, will provide written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available, both within the institution and in the community. The Officer will also discuss possible interventions and interim measures. If a written complaint is received, the fact-finding will also include a meeting between the Officer or designee and the Respondent as soon as possible after the initial meeting with the Complainant. The purpose of this meeting will be to inform the Respondent of the complaint, to review any information that may be presented at that time, and to provide an overview of these Complaint Procedures. The Officer or designee will also present the Respondent with referral information to appropriate care and support resources and/or discuss possible interventions and interim measures.

Upon completion of the initial fact-finding, the Affirmative Action Officer/Title IX Coordinator or designee will determine which of the possible actions represent(s) the most appropriate response(s) to the complaint. As deemed appropriate by the Officer, this may also include a recommendation to the appropriate University official or administrator to implement interim measures as described in these procedures.

1. If both parties agree, an attempt will be made to resolve the issue by informal facilitation, consultation, conflict resolution, or other informal efforts to resolve the issue between the parties.
2. If both parties agree, a recommendation may be made to the parties to pursue mediation as a way to resolve the complaint.
3. A formal investigation of the complaint may be made pursuant to these procedures.

Interim Measures

The Affirmative Action Officer/Title IX Coordinator or designee may recommend in response to an alleged violation that the University impose reasonable and appropriate interim measures deemed necessary to protect the safety and well-being of the Complainant and/or the Respondent, as well as the safety and well-being of the University and University community. Decisions about interim measures will be made through a collaborative effort between the Officer and the appropriate University official(s). When appropriate, such decisions will be made in consultation with any involved legal or administrative agency. Interim measures may be imposed at the discretion of the University regardless of whether formal action is sought by the Complainant, but any reasonable requests by any party to the complaint will be taken into consideration when determining what measures are most appropriate. Potential interim measures, which, may be applied to the Complainant and/or the Respondent, include, but are not limited to:

- Assistance in accessing counseling services
- Issuance of mutual “no-contact” letters to ensure the safety of all parties and the Integrity of the process
- Rescheduling of exams and assignments
- Academic assistance such as providing alternative course completion options, transferring to a different class section, or withdrawing from a course or courses without penalty • appropriate changes in work or class schedules
- Housing assistance, such as changes to on-campus housing location or terms, or assistance with dissolving a housing contract in accordance with housing policies
- Restricting an individual’s or organization’s access to certain University facilities or activities pending resolution of the matter
- Facilitating a voluntary leave of absence
- Providing an escort to ensure safe movement on campus
- Implementing either a paid or unpaid mandatory suspension/leave of absence

Mediation

Mediation is intended to create an opportunity for individuals to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved in a safe, non-threatening, and non-confrontational environment.

Mediation is a voluntary process intended to allow the parties involved in an alleged violation of the University’s Civil Rights and Sexual Misconduct Policy to discuss

their respective understandings of the incident with each other through the assistance of a mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only pursued if both the Complainant and Respondent(s) agree to participate. The Affirmative Action Officer/Title IX Coordinator or designee will make the determination as to whether it is appropriate to offer mediation to the parties of the complaint. Generally, the Officer or designee will first try to informally resolve the issue as previously described in these procedures before recommending mediation to the parties.

The Affirmative Action Officer/Title IX Coordinator or designee will initially ascertain the Complainant's interest in pursuing mediation to resolve the complaint. Upon the consent of the Complainant, the Officer or designee will then seek consent of the Respondent(s) to engage in mediation. If consent is not obtained from all parties to the complaint, a formal investigation pursuant to these Complaint Procedures will be conducted.

Upon the consent of all parties to the complaint, as soon as possible the Affirmative Action Officer/Title IX Coordinator or designee will facilitate a session or series of sessions of mediation, to be conducted by an appropriate University official or external professional who may be engaged by the University for this purpose. Any resolution developed through this informal mediation process must be mutually agreed upon by all parties to the complaint and any such resolution will be documented by the Officer or designee as deemed appropriate to the circumstances. All parties to the complaint will be asked to provide signatures signifying their understanding of an agreement to abide by any such resolution.

Prior to the start of any mediation, the Affirmative Action Officer/Title IX Coordinator, or designee, facilitating the mediation will notify all parties to the complaint of their right to bypass, or end, the mediation process at any time before a mutually agreeable resolution is reached, which shall result in the beginning of a formal investigation into the original complaint.

Investigation

In cases where informal resolution methods or mediation are not successful, or are not deemed appropriate for resolving the complaint, the Affirmative Action Officer/Title IX Coordinator or designee will either initiate an investigation or will appoint an investigator or a two-person investigative team (hereafter collectively known as "Investigator") to conduct a reasonable, impartial, and prompt investigation of the complaint. Trained investigators will be chosen based on several factors, including the nature of the complaint, the Investigators area of expertise, and the need to avoid any conflicts of interest.

The Investigator will conduct the investigation based on the unique facts and circumstances of the specific complaint and on information that is discovered through the course of the investigation. This may include interviews as feasible and

appropriate with the Complainant(s), Respondent(s), and any witnesses, and the collection of other pertinent evidentiary materials to the extent reasonable and appropriate.

Upon completion of the investigation, the Investigator will prepare a written report summarizing the relevant exculpatory and inculpatory evidence. The Complainant and Respondent parties will have timely and equal access to any information that will be evaluated by the decision making panel.

Once the investigative process is complete, the Title IX Coordinator or designee will notify both the Complainant and Respondent that the report is ready for review. Both parties then have three business days within which to meet with the Title IX Coordinator or designee to view the report. Given the sensitive nature of such investigations, this review must occur in person and in the office of the Officer or designee. Only in special circumstances and at the discretion of the Officer or designee, an alternate location or method of reviewing the investigation with either party may be arranged. When the report has been viewed by either or both parties, each party then has three additional business days to provide the Title IX Coordinator or designee with a written response. The Title IX Coordinator or designee will then incorporate any and all written responses into the Final Report. It is the responsibility of either party to request an opportunity to view and respond to the report within the time frames allotted. With the exception of extenuating circumstances, failure to respond in the time described will result in a waiver of the opportunity to view and respond to the report at this point in the process. Once the report is final, the evaluative panel consisting of the Affirmative Action Officer/Title IX Coordinator and Deputy Title IX Coordinators will follow a preponderance-of-the-evidence standard to determine whether or not a violation of the University's Civil Rights and Sexual Misconduct Policy has occurred. The evaluative panel reserves the right to speak to the Investigator before making such a determination. In situations where the Officer or one of the Coordinators is unavailable, or in cases involving potential conflict of interest with any panel member, the Officer or designee may identify an alternative University official or a trained investigator, who was not involved in the investigation, to serve as an alternate member of the panel. If it is determined that a violation has occurred (Respondent is found Responsible), the complaint will progress to the Administrative Resolution process set forth in the next Section of these procedures.

Administrative Resolutions When a Report is Determined Responsible

If the Investigation results in a determination that there is sufficient evidence to prove that the allegations made in a complaint are more likely than not true, the Complainant and Respondent party will each be notified of that finding. In cases involving allegations of sexual harassment and sexual misconduct that are prohibited by Title IX, the Violence Against Women Act, and the University's Civil Rights and appropriate sections of the Sexual Misconduct Policy Sections both parties will receive concurrently, to the extent that is possible, such notice of that finding in writing.

Sanctions

Individuals who have been found in violation of the University's Civil Rights and Sexual Misconduct Policy may be subject to a variety of sanctions imposed by the University and/or external agencies. Sanctions imposed by the University will be determined at the conclusion of an investigation on a case-by-case basis by the Affirmative Action Officer/Title IX Coordinator or designee, working in conjunction with the appropriate University official, taking into account such factors as the severity of the violation and any prior disciplinary history of the Respondent. When the Respondent is a student, the dean of students may also be involved in determining sanctions.

Administrative sanctions may include a full range of disciplinary actions, from verbal warnings up to and including termination of employment for faculty, administrators, or support staff, or up to and including dismissal from the University for students.

As determined appropriate, sanctions may also include other measures such as job or work shift reassignment, Employee Assistance Program (EAP) referrals, mandatory diversity training or training of a similar nature, or the time-limited or permanent extension of any interim measures previously implemented under these procedures.

In the event of a responsible finding against a student who is not otherwise employed by the University, the Officer or designee, working in conjunction with the appropriate University official, will determine the appropriate sanctions, considering factors such as the need to eliminate a hostile environment for the victim and others, the facts of the specific incident, any prior disciplinary matters involving the respondent, and any mitigating factors. Sanctions that may be imposed include, but are not limited to, written warnings, loss of privileges, mandatory training or counseling, probation, suspension, or expulsion.

In the event of a responsible finding against a former student or employee who is not otherwise currently affiliated with the University in any way, alternate sanctions may be considered by the Officer or designee, working in consultation with the appropriate University official.

The Officer or designee, working in consultation with the appropriate University official, will determine on a case-by-case basis whether to delay or to otherwise modify any sanctions during an active appeal or review process.

Some acts committed in violation of the University's Civil Rights and Sexual Misconduct Policy may be considered a criminal offense under federal or state law. Depending on the nature and severity of the acts, an individual may be subject to prosecution. An individual could be sanctioned by the University and also be criminally prosecuted for the same misconduct, if warranted.

Restorative Measures

Complainants who are determined to have been subjected to a violation of the University's Civil Rights and Sexual Misconduct Policy may have restorative measures taken on their behalf by the University. Any such restorative measures will be determined on a case-by-case basis through the coordinated efforts of the Affirmative Action Officer/Title IX Coordinator or designee working in conjunction with the appropriate University official, taking into account such factors as the severity of the violation, any negative impacts experienced by the Complainant, and whether or not reasonable actions can be taken to help restore the Complainant to a status equivalent to a person who has not been subject to a violation of the University's Civil Rights and Sexual Misconduct Policy.

Restorative actions may include time-limited or permanent extensions of any interim measures previously implemented under these procedures, or other measures determined by the University to be reasonable attempts at restoring the Complainant.

Other Corrective Measures

In some cases, an investigation of a responsible finding may uncover systematic issues within the larger operations of the University that warrant corrective measures in addition to or instead of individual sanctions or restorative measures. Examples of other corrective measures may include but not be limited to the creation of new policies, the revisions of existing policies, or the development of specialized training programs for University faculty, administrators, support staff, and/or students. Decisions about other corrective measures will be made on a case-by-case basis through the coordinated efforts of the Affirmative Action Officer/Title IX Coordinator or designee, working in conjunction with the appropriate University official.

Administrative Resolutions for a Not-Responsible Finding

If the preponderance of the evidence standard has not been satisfied to hold an individual or individuals responsible, the Complainant and Respondent will each be notified of that finding, that the case will be dismissed, and that any interim measures implemented during the investigation will be discontinued as soon as practical. In cases involving allegations of sexual harassment and sexual misconduct that are prohibited by Title IX, the Violence Against Women Act, and the University's Civil Rights and Sexual Misconduct Policy Sections (III)(C) and (D), both parties will receive concurrently, to the extent that is possible, such notice of that finding and its implications in writing.

Appeal and Review Procedures

Either party may appeal the finding of the investigation if: (1) a substantial procedural error occurred during the investigative process; or (2) new substantially material evidence has come to light, which has the likelihood of changing the findings made by the investigator, and which was not reasonably available prior to the issuance of the final investigation report.

Requests for appeal must be submitted in writing to the Title IX Coordinator/Affirmative Action Officer or designee within five (5) business days following delivery of the written notice of outcome and must include the grounds for appeal. Appeals are heard by the Executive Director of Human Resources or designee (the "Appeal Officer") and will be strictly limited to the grounds as outlined above.

If the appeal is denied, the matter will be closed, and the outcome set forth in the notice of outcome will be final. If the appeal is granted, the Appeal Officer or designee may: (1) remand the case for a new investigation (the results of the new investigation, including the finding(s) and sanction (s) will be final and not subject to further appeal); or (2) if, due to the discovery of new substantially materially evidence not reasonably available at the time of the initial investigation, return the matter to the investigator(s) for additional investigation in light of the new evidence.

The Appeal Officer or designee will provide a written decision regarding the outcome of the Appeal to the Title IX Coordinator/Affirmative Action Officer or designee who will simultaneously notify both parties within a reasonable period. The decision of the Appeal Officer or designee regarding the appeal will be final.

Notification and Point of Contact

It will be the responsibility of the Affirmative Action Officer/Title IX Coordinator or designee to act as the primary point of contact for all parties of a complaint throughout the process, including during any appeal. The Officer or designee will also pursue reasonable efforts to ensure that the Complainant and the Respondent are kept apprised of the status of the investigation and any appeals or reviews throughout the process. At a minimum, both will be notified as follows.

Intake and Preliminary Assessment

1. Upon receipt of the complaint, the Officer will notify the Respondent that a complaint has been received in which the Respondent is the subject.
2. Both parties will receive notifications of the outcome of the Preliminary Assessment, and as appropriate will be advised of any resolutions to the complaint that have been achieved informally, that mediation is an option, that an investigation will be pursued, or that the complaint will be dismissed because it does not represent a violation of the University's Civil Rights and Sexual Misconduct Policy. In cases involving allegations of sexual harassment and sexual misconduct that are prohibited by Title IX, the Violence Against Women Act, and the University's Civil Rights and sections of the Sexual Misconduct Policy both parties will receive concurrently, to the extent that is possible, such notice of the outcome in writing.

3. Following the receipt of a complaint involving a reportable crime under the Clery Act, the Officer will promptly notify the University official currently responsible for Clery reporting.

During and at the Conclusion of the Investigation

1. In the event the Title IX process will exceed 90 calendar days, the Officer or designee will concurrently notify the Complainant and Respondent in writing of the reason(s) for any delay and an estimate of the adjusted time frame.

2. At the conclusion of the investigative process, both parties will receive notifications of the outcome of the investigation. In cases involving allegations of sexual harassment and sexual misconduct that are prohibited by Title IX, the Violence Against Women Act, and the University's Civil Rights and sections of the Sexual Misconduct Policy both parties will receive concurrently, to the extent that is possible, such notice in writing.

3. In cases of alleged sexual misconduct or as otherwise may be required by law, both parties will be allowed to review the investigation with the Officer or designee, provided that a timely request to do so is submitted as described in these procedures. Investigations will otherwise be treated as confidential and will not be made available to either party.

4. To the extent required by applicable laws, both parties will be made aware of any sanctions taken against the Respondent, restorative actions being offered to the Complainant, or any other administrative responses or actions taken by the University as a result of a responsible finding.

Appeal and Review

1. Written requests from either party for an appeal must be submitted to the Officer or designee, who will forward them to the appropriate party.

2. The non-appealing party will be notified promptly when a request for an appeal has been filed.

4. Both parties will be notified concurrently in writing of the outcome. To the extent required by applicable laws, both parties will be made aware of any sanctions or administrative responses or actions taken as a result of a proceeding.

Record Retention

During the procedures, the complaint and all documents will be kept confidential, except that the appropriate University officials will be kept informed. After the final step in the preceding process is completed, the file containing all documentation in the complaint will be sent to the Affirmative Action Officer/Title IX Coordinator or designee and retained in a secure file with access limited to the appropriate University official(s). However, all

determinations of violations of the University's Civil Rights and Sexual Misconduct Policy and all sanctions imposed will be added to the Respondent's personnel and/or student file.

The University's Reporting Obligations

A. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime

Statistics Act: (the "Clery Act"), first signed into law in 1990, is a federal law that requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual assault, stalking, domestic violence, and dating violence. The responsibilities mandated by the Clery Act include but are not limited to the requirement that the University must report specific crimes, which occur on campus, adjacent to campus, or off-campus when associated with the institution and school safety policies. This information is available each year in an Annual Security Report (ASR), which can be found on the University's website. The Clery Act also requires schools to have timely warning when there are known risks to public safety on campus. The Clery Act requires reported crime statistics to protect the confidentiality of the victim while alerting the public to possible safety risks or incidents on campus.

B. Family Educational Rights and Privacy Act (FERPA): The outcome of a campus proceeding is part of the educational record of the Respondent, if the Respondent is a student, and the employee record if the Respondent is a faculty or staff member. Generally speaking, the educational records of students are protected from release under a federal law, FERPA (20 U.S.C. § 1232g; 34 CFR Part 99). The University complies with FERPA regulations regarding the privacy of student records and observes the following exceptions to FERPA:

- a) The Complainant(s) in a non-consensual sexual contact/intercourse incident involving a student Respondent has/have the right to be informed of the finding, and sanction(s) of the investigation or proceeding, in writing, without condition or limitation.
- b) The Complainant(s) in sexual exploitation, sexual harassment, stalking, relationship violence and any other gender-based offense involving a student Respondent has the right to be informed of the finding, in writing, and to be informed of any sanction(s) that are directly relevant to their circumstances, and to essential facts supporting the outcome when the outcome is "responsible" (and the underlying offense is a crime of violence as defined below and in 34 C.F.R. 99.39) and/or it is equitable to share the essential findings with all parties.
- c) FERPA permits the University to release publicly the name, nature of the violation and the sanction(s) for any student who is found in violation of a University policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, intimidation (which may encompass stalking and/or bullying), hazing, destruction/damage/vandalism of property and kidnapping/abduction. The University will release this information to the Complainant in any of these offenses regardless of the outcome.

FERPA: allows for the release of student records beyond the exceptions listed above. For example, records can be subpoenaed by a court of law or may be released to a third party with the student's permission.

Care and Support Resources

The University is committed to treating all members of the community with dignity, care, and respect. Any individual who experiences or is affected by discrimination, harassment or sexual misconduct, whether as a Complainant or a Respondent, may benefit from access to care and support resources through the University and the local community.

The University encourages all individuals to seek the support of and use all available internal and external resources, regardless of when or where the incident occurred. The following is a non- exhaustive list of such resources that are available to the members of the University community.

Resources Specifically for USI Students

- University of Southern Indiana Counseling Center
Orr Center 1051
Telephone: 812-464-1867
- University of Southern Indiana Religious Life
Residence Life Resource Center
Telephone: 812-464-1871
- University of Southern Indiana Housing & Residence Life
Your Resident Assistant or Area Coordinator
Telephone: 812-468-2000
- University of Southern Indiana Dean of Students Office
University Center East 1229
Telephone: 812-464-1862

Resources Specifically for Benefits-Eligible Faculty and Staff

- Deaconess Concern Employee Assistance Program
445 Cross Pointe Boulevard Cross Pointe, Suite 330
Evansville, IN 47715
Telephone: 812-471-4611 or 800-874-7104

Resources for all Members of the University Community

- University of Southern Indiana Health Center
Health Professions 091
Telephone: 812-465-1250

- Albion Fellows Bacon Center
P.O. Box 3164
Evansville, IN 47731
Telephone for Domestic Violence 812-422-5622
Telephone for Sexual Assault 812-424-7273
Toll-free: 800-339-7752

- YWCA Evansville
118 Vine Street
Evansville, IN 47708
Telephone: 812-422-1191 or 866-367-9922

- Holly's House
750 North Park Drive
Evansville, IN 47710
Telephone: 812-437-7233

- Lampion Center
655 South Hebron Ave
Evansville, IN 47714
Telephone: 812-471-1776

- Southwestern (Behavioral Health)
415 Mulberry Street
Evansville, IN 47713
Telephone: 812-423-7791 24 Hour Suicide Hotline: 812-422-1100

Sex Offender Registries

The Campus Sex Crimes Prevention Act of 2000 is a federal law that requires institutions of higher education to advise the campus community where information concerning registered sex offenders may be accessed. It requires sex offenders already required by state law to register in a state, to provide notice to each institution of higher education in that state, at which the person is employed, carries on a vocation, or is a student. The Vanderburgh County Sheriff's Office is the designated law enforcement agency for the University of Southern Indiana.

Indiana Sex Offender Registry: Effective January 1, 2003, Zachary's Law requires sheriff departments to jointly establish and maintain the Indiana Sheriffs' Sex and Violent Offender Registry to provide detailed information about individuals who register as sex or violent offenders in Indiana. The registry's purpose is to inform the public about violent offenders who live, work, or study in Indiana. The Commonwealth of Kentucky and the State of Illinois sex offender websites are included with the National Sex Offender web site due to their close proximity.

Housing and Residence Life Policies

Administrative Searches: Upon approval by the director of Housing and Residence Life and/or the Director of the Office of Public Safety, or their designee, a room can be entered without notice when there is reasonable cause to believe a violation of University policy has occurred or is taking place, or to determine compliance with federal, state or local laws. The Director of Housing and Residence Life, Director of Public Safety, or their designees, shall determine the existence of “reasonable cause” prior to the room entry. Searches may be conducted in the absence of residents. During a search, the University may obtain evidence when there is reasonable cause to believe that a violation has occurred or is taking place. Housing and Residence Life staff will ask any residents present to sign Consent to Search form. Failure or refusal to sign the form will not prevent University personnel from conducting a search. On occasions when outside agencies (police, FBI, etc.) may need to search an apartment or room; Housing and Residence Life staff and Office of Public Safety staff are expected to cooperate.



Room Access: Access to apartments and residence hall rooms are granted only to the assigned residents of that location, or to University staff. Access will not be granted to resident’s friends, relatives, or other students by staff. The University of Southern Indiana reserves the right to enter apartments or residence hall rooms for inspection, cleaning, or maintenance purposes at reasonable times. Commercial solicitation is prohibited.

Keys and/or Access Cards: Apartments and residence hall students are given access to their respective residence with either a hard key or electronic computerized card system. Residents are expected to carry their apartment keys with them at all times. Residents may not lend their apartment key to anyone. Lost keys will result in a re-core fee.

Lock Outs: It is the responsibility of the student to ensure that they carry their apartment/room key/card with them. If a student locks themselves out of their apartment/room, there will be no charge for the first time each semester. Beginning with the second and with each subsequent lockout, the student will be charged a fee for the service. A student who loses their key/card will not be charged for the lockout service, as the cost of a lost key/card will be assessed.

Door Propping: Students found propping open exterior doors in any housing facility may face contract termination, as this is a security risk for the community. Violators may be sanctioned. Propped doors that are not attributed to an individual may be prorated among all residents of that building or wing.

Visitation and Guests: Upon approval, guests may have access to housing apartments or residence halls. Residents are responsible for the behavior of their guests. Residents will be charged for all violations caused by their guests. Guests are prohibited from staying in the apartments or residence halls without the current resident. These individuals will be asked to leave by the Office of Public Safety or Housing and Residence Life staff if found unescorted or unaccompanied in or around University housing property. Residents who leave guests unattended will be held judicially responsible. The number of guests allowed is mandated by the State Fire Marshal's Office - The maximum capacity of any two-bedroom apartment or residence hall suite is eight persons, including both residents and guests. A one-bedroom apartment or residence hall suite has a maximum capacity of four persons, including both residents and guests.



Guest Registry: Any guest staying in University housing must be of the same gender as the resident, and must be registered with Housing and Residence Life. Unregistered guests will be asked to leave University housing. Guests must be at least 16 years of age. Children under the age of 16 may not be left unattended in housing facilities, and babysitting is strictly prohibited in campus housing.

Cohabitation: Living or staying for any pattern of time in an apartment or suite without an official contract for that particular space will be considered cohabiting. Cohabitation is defined as a person staying in an apartment or suite for more than three consecutive nights, or other patterned behavior that is intended to allow an individual to stay beyond visitation hours. Non-registered guests can be considered as cohabiting. The resident who allows this situation to occur can be held accountable and charged with cohabiting under the USI Student Rights and Responsibilities.

Emergency Protection Equipment

Tampering with emergency protection equipment, including but not limited to University fire protection equipment, evacuation route postings, emergency signs, weather radios, exit lights, fire extinguishers, smoke detectors, and alarm systems, is prohibited. Violations of this code could result in a disciplinary fine.

For a complete overview of all USI Housing and Residence Life Policies and Rules, please visit <https://www.usi.edu/housing>.

Safety Tips

Members of the University Community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- *Program USI Public Safety and the Sheriff's Office telephone number into your cellphone
 - *Consume Alcoholic beverages in moderation and leave social events that may get out of control. Call Public Safety if you need help (812-492-7777)
 - *Avoid walking alone at night, travel with friends or use campus transportation services
 - *Always lock the door/windows to your campus housing, whether you are there or not
 - *Do not hold doors open at residence halls or other protected locations
 - *Never leave valuables unattended
 - *Inventory your personal property and obtain appropriate insurance
 - *Always carry your university identification with you
-

Crime Prevention and Awareness

USI Public Safety will provide programs to the campus community to inform them of campus safety procedures and practices. A common theme of all awareness and crime prevention programs is to encourage everyone to take some responsibility for their own personal safety and the safety of others. Upon request, Public Safety will provide programs on general crime prevention and security awareness issues in a campus setting. Some of the programs Public Safety may provide or participate in for the campus community include:

Crime Prevention Seminars: Interactive presentations are provided to student, faculty, staff, or other organizations upon request. These presentations provide valuable information on the services provided by the Public Safety Department and how to reduce your chances of being the victim of a crime.

Self-defense classes: Several times a year, USI offers self-defense classes at the Recreation Fitness and Wellness Center. Local law enforcement officers teach the classes. Contact the Recreation Fitness staff at 812.465-1216 for class dates and times.

Safe Ride: SAFE Ride is a program developed for USI students by the Student Government Association, Dean of Students Office, Counseling Center, and Evansville's River City Yellow Cab Company. The program provides a safe alternative for emergency situations when other transportation is unavailable. It is a "way out" of dangerous or potentially dangerous situations by giving USI students safe transportation **home** through the River City Yellow Cab Company's service within the local area by calling 812-429-0000. More information on the Safe Ride program is available at <https://www.usi.edu/rfw/aod/safe-ride>.

Property Identification: Public Safety will mark personal property with an electric inscriber/engraver. Students should retain a photograph, description, serial number, model numbers, and up to date inventory of their personal property.

Shuttle Bus Network: Public Safety coordinates an on-campus bus service and off campus shuttle bus system. The use of this transportation service is available to all University of Southern Indiana affiliates with a valid Eagle Access card,

free of charge. For schedule and bus stop information visit:

<http://www.usi.edu/security/parking/bus-schedules>

Safety Escort Service: The Public Safety Escort Service is designed to enhance your safety and peace of mind if you must be on campus after dark. The primary goal is to deter sexual harassment, verbal abuse and assault, and to enable students to travel about the campus with a greater sense of security. The Escort Service is primarily a mobile service, but walking escorts are available upon request. The mobile escort is not intended as an alternative form of transportation and may be denied in the following cases:

- As a regular means of transportation to full-time employment.
- When two or more students have the same destination.
- If public transportation is available.

Bicycle Lockers: Public Safety coordinates the use of secured bicycle lockers for the safety of those who enjoy riding their bicycles on campus. The use of the lockers is on a first come first serve basis and there is no charge for this service. The lockers are located next to parking Lot K. Contact the Office of Public Safety Parking Department at 812-465-1091 for further information on this program.

Eagle Access Card Building and Door Access: The Eagle Access Card is an all-in-one card that may be used for, personal identification, library privileges, and food services accounts, access to the Fitness Center and campus buildings. The Office of Public Safety coordinates and programs access to all campus buildings for all faculty, staff and students upon the appropriate approval. For assistance, please contact the Office of Public Safety at 812-464-1845.

Identity Theft: Public Safety coordinates with the Computer Services Department to provide information to protect yourself from identity theft as well as what to do to if your personal information becomes exposed or if you actually become a victim of identity theft.

Identity theft occurs when someone uses another person's personal information such as name, Social Security number, driver's license number, credit card number or other identifying information to take on that person's identity in order to commit fraud or other crimes. For more information on protecting yourself from identity theft, please visit <http://www.consumer.ftc.gov/articles/0235-identity-theft-protection-services>.

Fire Safety Report

The University of Southern Indiana Publishes the Fire Safety Report as part of its annual Clery Act Compliance. This report contains information regarding the fire safety practices and standards for USI, including statistics on the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The report also includes fire safety information related to housing policies and rules for electrical appliances, smoking, open flames and evacuation procedures. A physical copy of the report may be obtained by making a request to USI Public Safety at 812-464-1845.

Fire Safety Prevention: The University has developed a Fire Prevention Plan aimed at reducing the risk of fire-related incidents and injuries. The University's policies are based on the premise that most fires are preventable and all members of the University community have the responsibility to prevent fires. All faculty, staff and students should be aware of potential fire hazards related to a campus environment. The University community should also be knowledgeable of the emergency procedures that should be followed in the event of a fire.

The University has established fire safety programs for students living in our campus residence halls. The USI Public Safety Residence Life, Physical Plant, and the Perry Township Fire Department work closely to educate the student residents about fire and safety to prevent and respond to fire emergencies and alarms. Fire evacuation plans have been developed for each residence hall and copies of these plans can be found on the inside of the door of each room.

The University also has specific fire safety programs that target Physical Plant employees and contractors working on our campus. Red Tag Permits are physical tags that are placed on equipment such as sprinklers and fire pumps to remind workers to return the equipment to service when repairs are completed. Hot work permits should be used by contractors, employees and students who work with torches and other hot sources.

Daily Crime and Fire Log: USI Public Safety maintains a public crime and fire log at the Public Safety office. These logs are continuously updated and are available for inspection during regular business hours.

Description of Housing Fire Systems

Residence Halls

- A central fire alarm system with detectors throughout the building and in every sleeping room;
- Alarms are centrally monitored at the Office of Public Safety Dispatch Center;
- Automatic wet sprinklers are in each room;
- Pull stations are located in each hallway;
- Stovepipe in each resident hall;
- Fire extinguishers are located in each hallway and the common area of the residence halls

Apartment Buildings

- A detector is located in each apartment which is connected to each building;
- Pull stations are located on the exterior of the apartments;
- Alarm panels are located on the exterior of some apartment buildings to determine the source of an alarm (see Appendix 3)
- Fire extinguishers are located in each apartment's common area

Fire Alarm Procedures

- Evacuate immediately when an alarm sounds
- Know where fire extinguishers in your area and how to use them. Training and information are available through the Physical Plant at 812-464-1729 or campus ext. 1729.
- For any fire **IMMEDIATELY** contact the Public Safety at **Ext. 7777 - 812-492-7777** or activate the building alarms.
- If possible, aid others and the disabled to safety and close all doors to confine the fire and reduce oxygen. Do not lock doors.
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be more breathable.
- Once outside, move to an assigned clear area away from the affected building(s). Keep sidewalks and streets clear
- An on-site command post may be set up near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so.
- If trapped in a building during a fire and a window is available, use an article of clothing outside the window as a marker for emergency personnel. Shout at regular intervals to alert emergency personnel of your location.

Fire Response Procedures: The Perry Township Fire Department provides the Residence Life staff, Resident Advisors, Area Coordinators, Graduate Assistants, and Public Safety personnel with annual fire and safety instruction including fire extinguisher usage, evacuation procedures, and general fire safety information. This includes train the trainer instruction so the Residence Life staff can conduct fire and safety training for all housing students.

Fire Drills, Emergency response and evacuation procedures are tested bi-annually at the University. The University also participates in emergency preparedness discussions with other emergency management offices and a tabletop exercise at least once a year. These tests and exercises are designed to assess and evaluate the University's emergency plans and capabilities. The Physical Plant retains documentation of the date, time, and description of each test, including whether it was announced or unannounced.

Housing residents participate in safety and fire programming once per semester. Fire drills are conducted twice a year in all apartment buildings and residence halls. The first drill is scheduled early in the fall semester and the second drill is conducted during the spring semester. The purpose of fire drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. Fire 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. This includes evacuation and rendezvous points. In addition, fire drills allow the University an opportunity to test the operation of fire alarm system components. Environmental Health and Safety, Public Safety and Housing and Residence Life monitor fire drills to evaluate egress and behavioral patterns. Reports are prepared by participating departments and recommendations are followed through to correct any 'identified deficiencies.'

Fire Extinguisher Use

Elements of Fire

Before extinguishing a fire, it is important to understand the elements that make up a fire. In order for fire to occur, four elements must be present: oxygen, fuel, heat and a chemical chain reaction. This is represented by the Fire Tetrahedron. When any of the four elements are removed, the fire will go out. Fire extinguishers function by removing one of the four components of the Fire Tetrahedron.

Fire Ratings

Fire extinguishers are rated based upon the types of fires they are designed to put out. These ratings are identified on the label of the fire extinguisher. Care should be taken to ensure the extinguisher chosen to put out a fire is proper for the type of fire. Listed below are the four main types of ratings.

- Class A: Ordinary combustible materials, wood, paper, plastics and clothing
- Class B: Flammable liquids and gases
- Class C: Energized electrical equipment
- Class D: Combustible metals

Types of Fire Extinguishers: The University uses the following types of fire extinguishers:

- Water (Class A)
- Carbon dioxide (Class BC)
- Multipurpose dry chemical (Class ABC)
- Dry powder (Class D)



Using a Fire Extinguisher: Follow the **PASS** procedure when operating any fire extinguisher:

P: Pull the pin.

A: Aim at the base of the fire.

S: Squeeze the handle or lever.

S: Sweep from side to side.

Rules for Extinguisher Usage

- Be trained in extinguisher use
- Use on small fires that are not spreading;
- Know what type of fuel is burning; Before extinguishing the fire, position yourself with the exit at your back;
- Do not attempt to extinguish the fire if you are in jeopardy or feel uncomfortable doing so.

Maintenance

- Missing or discharged fire extinguishers should be reported immediately to Emergency Minor Maintenance at campus 812-464-1700 or campus ext. 1700.

Housing and Residence Life Fire Safety Policies

Introduction: It is the mission of Housing and Residence Life to provide a high quality, affordable living environment for members of the USI community that is convenient, comfortable, culturally enriching, and conducive to academic success. As an integral part of USI's educational efforts and support services, Housing and Residence Life is responsible for the formulation and enforcement of policies reflecting the University's mission within the residence setting.

The success of the campus living experience depends upon our residents, and it is our hope that all students in housing will take an active role in determining that success. As such, it is expected that all residents will be responsible for their own activities, and the activities that occur within their assigned apartments/rooms.

Candles: Candles, lit or unlit, incense, etc. are prohibited in any Housing and Residence Life facility.

Cooking (Residence Halls): Cooking in rooms with an open flame or exposed element is prohibited. Electrical appliances such as electric skillets, woks, electric grills, George Foreman grills, hot pots, coffee makers without automatic shutoff feature, or other appliances that can be used to prepare raw foods are prohibited (With the exception of microwave ovens). Students will be asked to remove the appliance. If the item is not removed, the University will remove the appliance and store for 10 working days. A storage fee will be added to the student's account. After 10 days, if the item has not been retrieved by the student, the item will be disposed.

Decorations: Residents are encouraged to decorate their residence hall suite or apartment, as this is considered a resident's "home away from home." However, residents are asked to be considerate of the community by adhering to the following guidelines for decorations:

Exterior Decorations: Exterior alterations or decorations are only permitted in University housing with the following stipulations:

- Sidewalk chalk, spirit foam, shoe polish, paints or other methods used for writing on the exterior of the buildings are prohibited.
- Large potted plants or trees are not permitted in front of apartments or residence hall suites.
- These obstacles inhibit quick access for police, fire, and emergency medical personnel.
- Clothing, bathmats, rugs, towels, or other items may not be hung over balconies, as this creates a "line of sight" problem for Public Safety and other University personnel.

- Apartment or suite numbers may not be blocked or covered by wreaths, door coverings, lights, or any other decorative element.
- Peepholes may not be covered.
- Fire protections and/or emergency equipment may not be covered or altered by exterior decorations.
- Lawn furniture is not to be left unattended in front of apartments or in hallways or stairwells.
- When not in use, all lawn furniture must be taken inside the apartment or suite.
- University furniture is not to be taken outside of the apartment or residence hall suite under any circumstances. If University furniture is found outside of the apartment or suite, you may be charged a fine and/or to replace the item(s).
- Bicycles must be stored in designated bicycle racks within University housing. Residents may not lock bicycles on the balcony or posts attached to the building, nor may they bring them into the hallways of the residence halls. The University is not responsible for stolen or damaged bicycles.
- Gas and/or charcoal grills are not permitted in University housing apartments or residence hall suites.
- Holiday or decorative lights may be used, with the following stipulations: Lights may not be strung under windows or doors, only exterior outlets may be used for outside lights, lights must be UL approved for outside usage, the label denoting such use must remain on the light strand and lights may not be strung across areas where people walk (sidewalks, balconies, stairwells, etc.).
- If the guidelines for exterior decorations are not followed, residents will be asked by staff to remove the decorations and may face disciplinary action.

Interior Decorations: Interior decorations are allowed in University housing units with the following stipulations:

- Interior decorations may not block air vents.
- Interior decorations may not cover fire protection or other emergency equipment.
- Decorations may not cover peepholes.
- Placement of live Christmas trees and/or other live greenery (excluding potted houseplants) in any part of housing is prohibited. Artificial trees are permitted inside an apartment or residence hall suite.
- Canned spray snow is not permitted on windows in housing.
- Window coverings must be the provided mini-blinds.
- Cloth curtains, solar film, or white poster board may be placed on the windows for additional light control. No cardboard, aluminum foil, cellophane, or other type of window covering is permitted on windows.
- Large nails, staples, screws, wall anchors, poster putty, or tape on walls or doors inside or outside the apartment are prohibited.
- Freestanding lofts may be built in the apartments or residence hall suites with the following guidelines: Lofts may not be attached to the ceilings or walls, they must be freestanding, the top of the mattress must be at least 24 inches from the ceiling to comply with fire codes, all wood surfaces must be treated with a fire retardant varnish, lofts must be pre-constructed to ensure their stability and brought in pieces

to University housing to be assembled, no actual construction of a loft should occur in a housing facility, only the assembly of a pre-constructed loft, the University is not liable for damages or injury from lofts built by students and improperly built lofts may result in disciplinary action and maintenance costs for removal.

- Removing mounted fixtures from walls or ceiling is prohibited.
- Private door locks on any exterior or interior doors are prohibited.
- Any renovations or changes to the apartment are prohibited.
- Dartboards are prohibited.
- Residents may not paint or wallpaper walls or ceilings in the apartments or residence hall suites.
- If these guidelines for interior decorations are not followed, residents will be asked by staff to remove the decorations and may face disciplinary action.

Grills: The use of personal grills in University housing is prohibited. Public grills are provided throughout housing for student use. Please use the grills in accordance with the following guidelines:

- Clean grills thoroughly before and after use. You may use aluminum foil on the grills, but foil must be removed after you are finished and discarded properly.
- Only Matchlight brand charcoal may be used with the grills and stored in apartments or suites.
- Used coals must be placed in the coal disposal bucket located next to every grill.
- Trash must be removed from the grill area and disposed of properly.
- Paper trash must be thrown away in garbage cans and not the coal disposal bucket.

Halogen Lights: Personal Halogen lights are prohibited in any housing and residence life facility.

Health and Safety Inspection: Apartment and residence hall rooms may be entered during Thanksgiving, semester, and spring breaks to assure that all health and safety requirements are met. During the academic year, health and safety inspections will be conducted by Housing and Residence Life staff (no more than once per month). In these cases, 24-hour notice will be given to residents that staff will be entering their apartment or residence hall suite to conduct the inspection.

- Up to three times per semester, Housing and Residence Life staff will enter the apartments to check safety equipment (fire extinguishers, weather radios, smoke detectors, etc.) in the apartments and residence halls. Staff will also check to ensure that all appliances are working correctly. Housing and Residence Life will provide students with at least 24 hours' notice prior to these inspections.

Maintenance: Maintenance staff will enter apartments and residence hall rooms in the absence of residents in order to carry out any essential repairs, routine maintenance, and to respond to any emergencies.

Tobacco Free Campus: It is the policy of the University of Southern Indiana to promote and maintain a clean, healthy working and learning environment for students, faculty, staff

and visitors. The University expects the cooperation and commitment of all students, faculty, staff and visitors in maintaining a smoke-free environment and an environment free from smokeless tobacco waste. Effective July 1, 2011, the University of Southern Indiana prohibits smoking or the use of tobacco or tobacco products on or in university-owned, operated or leased property or vehicles. To view the entire USI tobacco policy visit <http://www.usi.edu/tobaccofree>

Appendix 1

University Conduct Range of Sanctions

University Conduct Range of Sanctions

Offense (Hearing Count)	Possible Sanctions (non-AOD)	Possible Sanctions (Alcohol)	Possible Sanctions (Other Drugs)
First	Warning Educational Sanction Other	Warning Parental Notification CHOICES (\$75) Other	Warning or University Probation Parental Notification Directions (\$75) Drug Policy Review Housing Contract Termination Loss of privileges Other
Second	Warning or University Probation Educational Sanction Loss of privileges Other	Warning or University Probation Parental Notification Alcohol Assessment (\$100) Other	University Probation Parental Notification Drug Assessment (\$100) Housing Contract Termination Loss of privileges Other
Third	University Probation or University Suspension Housing Contract Termination Loss of privileges Other	University Probation or University Suspension Parental Notification Housing Contract Termination Loss of privileges Other	University Suspension Parental Notification Housing Contract Termination Loss of privileges Other

Notes:

- This chart is applicable to all USI students, regardless of housing status.
- The severity of the offense(s) will have an effect on what sanctions will be applied. For example, a student who is found in violation for using marijuana will most likely receive sanctions less severe than if the same student was found in violation for dealing marijuana.
- Educational sanctions can include the following: reflective paper, participation in an educational program, film/article reviews and follow up meetings.
- Loss of privileges can include the following: visitation in housing, recreation facilities use and participation in University events/organizations.
- "Other" sanctions can include: disciplinary fines, apology letters, housing assignment relocation, etc.
- A student may be asked to revise or add additional information if the expectations for the sanction are not met.
- Failure to complete a sanction(s) may result in a hold being placed on the student's account until the sanction is completed.

Appendix 2-2017 Criminal Offenses

University of Southern Indiana Statistics

2017 Criminal Offenses	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY	UNFOUNDED
	Student Housing	Other				
Criminal Homicide	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Rape ^	5	0	5	0	0	0
Sex Offense - Fondling ^	4	0	4	0	0	0
Sex Offense - Incest ^	0	0	0	0	0	0
Sex Offense - Statutory Rape ^	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Dating Violence	6	3	9	0	0	0
Domestic Violence	5	1	6	0	0	0
Stalking	1	4	5	0	0	0

2017 Bias Crimes	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY	UNFOUNDED
	Student Housing	Other				
Disability	0	1	1	0	0	0
Ethnicity	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0
National Origin	0	0	0	0	0	0
Race	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation (Sex Offense - Rape)	0	0	0	0	0	0

*There was one crime of Intimidation with a bias of Disability that occurred on campus.

2017 Arrests	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	1
Drug Law Violations	3	3	6	0	0
Liquor law Violations	6	4	10	0	0

2017 Disciplinary Actions	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	0
Drug Law Violations	53	9	62	0	2
Liquor law Violations	94	7	101	0	1

Appendix 2-2016 Criminal Offenses

2016 Criminal Offenses	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY	UNFOUNDED
	Student Housing	Other				
Criminal Homicide	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Rape ^	3	0	3	1	0	0
Sex Offense - Fondling ^	3	1	4	0	0	1
Sex Offense - Incest ^	0	0	0	0	0	0
Sex Offense - Statutory Rape ^	0	0	0	0	0	0
Robbery	0	1	1	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Dating Violence	4	3	7	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	4	4	0	0	0

2016 Bias Crimes	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY	UNFOUNDED
	Student Housing	Other				
Disability	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0
National Origin	0	0	0	0	0	0
Race	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation (Sex Offense - Rape)	0	0	0	0	0	0

2016 Arrests	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	1
Drug Law Violations	16	0	16	0	0
Liquor law Violations	17	1	18	0	0

2016 Disciplinary Actions	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	0
Drug Law Violations	55	4	59	0	0
Liquor law Violations	127	0	127	0	0

Appendix 2- 2015 Criminal Offenses

2015 Criminal Offenses	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Criminal Homicide	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offense - Rape ^	3	0	3	0	0
Sex Offense - Fondling ^	1	0	1	0	0
Sex Offense - Incest ^	0	0	0	0	0
Sex Offense - Statutory Rape ^	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	1	0	1	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	1	1	0	0
Arson	0	0	0	0	0
Dating Violence *	5	0	5	0	0
Domestic Violence *	0	0	0	0	0
Stalking *	1	1	2	0	0

2015 Bias Crimes	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Disability	0	0	0	0	0
Ethnicity	0	0	0	0	0
Gender	0	0	0	0	0
Gender Identity *	0	0	0	0	0
National Origin *	0	0	0	0	0
Race	0	0	0	0	0
Religion	0	0	0	0	0
Sexual Orientation (Sex Offense - Rape)	1	0	1	0	0

2015 Arrests	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	1	0	1	0	0
Drug Law Violations	11	0	11	0	0
Liquor law Violations	36	0	36	0	0

2015 Disciplinary Actions	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	0
Drug Law Violations	56	5	61	0	0
Liquor law Violations	167	0	167	0	0

Appendix 3

Description of Student Housing Fire Detection and Suppression Systems

Student Housing	Building Fire Alarm	Room Detection	IFA ¹	Central Monitor ²	Sprinkler	Standpipe	Fire Drills ³
Residence Halls							
Governors	Yes	Yes	Yes	Yes	Fully	Yes	2
Newman	Yes	Yes	Yes	Yes	Fully	Yes	2
O'Bannon	Yes	Yes	Yes	Yes	Fully	Yes	2
Ruston	Yes	Yes	Yes	Yes	Fully	Yes	2
Apartment Buildings							
Baker	Yes	Yes	Yes	No	No	No	2
Bayh	Yes	Yes	Yes	Yes	No	No	2
Bigger	Yes	Yes	Yes	No	No	No	2
Boon	Yes	Yes	Yes	No	No	No	2
Bowen	Yes	Yes	Yes	Yes	No	No	2
Branch	Yes	Yes	Yes	No	No	No	2
Branigin	Yes	Yes	Yes	Yes	No	No	2
Chase	Yes	Yes	Yes	No	No	No	2
Craig	Yes	Yes	Yes	Yes	No	No	2
Dunning	Yes	Yes	Yes	No	No	No	2
Durbin	Yes	Yes	Yes	No	No	No	2
Gates	Yes	Yes	Yes	Yes	No	No	2
Gray	Yes	Yes	Yes	No	No	No	2
Goodrich	Yes	Yes	Yes	No	No	No	2
Hammond	Yes	Yes	Yes	No	No	No	2
Hanly	Yes	Yes	Yes	No	No	No	2
Hendricks (O'Daniel)	Yes	Yes	Yes	No	No	No	2
Hendricks (McDonald)	Yes	Yes	Yes	Yes	No	No	2
Hovey	Yes	Yes	Yes	No	No	No	2
Jackson	Yes	Yes	Yes	No	No	No	2
Jennings	Yes	Yes	Yes	No	No	No	2
Lane	Yes	Yes	Yes	No	No	No	2
Leslie	Yes	Yes	Yes	Yes	No	No	2
Marshal	Yes	Yes	Yes	Yes	No	No	2
Matthews	Yes	Yes	Yes	No	No	No	2
McCray	Yes	Yes	Yes	No	No	No	2
McNutt	Yes	Yes	Yes	Yes	No	No	2
Morton	Yes	Yes	Yes	No	No	No	2
Mount	Yes	Yes	Yes	No	No	No	2
Noble	Yes	Yes	Yes	No	No	No	2

Description of Student Housing Fire Detection and Suppression Systems

Student Housing	Building Fire Alarm	Room Detection	IFA ¹	Central Monitor ²	Sprinkler	Standpipe	Fire Drills ³
Apartment Buildings							
Orr	Yes	Yes	Yes	Yes	No	No	2
Porter	Yes	Yes	Yes	No	No	No	2
Ralston	Yes	Yes	Yes	No	No	No	2
Ray	Yes	Yes	Yes	No	No	No	2
Saletta	Yes	Yes	Yes	Yes	No	No	2
Schricker	Yes	Yes	Yes	Yes	No	No	2
Townsend	Yes	Yes	Yes	Yes	No	No	2
Wallace	Yes	Yes	Yes	No	No	No	2
Welsch	Yes	Yes	Yes	Yes	No	No	2
Whitcomb	Yes	Yes	Yes	No	No	No	2
Willard	Yes	Yes	Yes	No	No	No	2
Williams	Yes	Yes	Yes	No	No	No	2
Wright	Yes	Yes	Yes	No	No	No	2
Housing Support Facilities							
Residence Life Community Center	Yes	Yes	Yes	No	No	No	2

1. IFA – Internal Fire Alarm. The alarm sounds at the buildings.
2. Central Monitor. The residence halls-Apartment alarms activate fire panels which are monitored at the Public Safety Dispatch Office.
3. Fire drills. Drills are conducted at a minimum of once per semester.

Appendix 4

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, or who 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 damage caused by smoke water and overhaul
- Does not include indirect loss, such as business interruption

Appendix 5 2017 Student Housing Fires

Incident Number	Student Housing	Date of Fire	Time of Fire	Cause of Fire	No. of Injuries	No. of Deaths	Property Damage
2017-00031	Williams Building 945 Varsity Dr	01/14/2017	10:43pm	Grease	0	0	\$2,700
2017-00034	Hendricks Bld 929 Varsity Dr	01/15/2017	3:46pm	Grease/Oil	1	0	\$2,700
2017-00855	Hanley Bld 916B McDonald Ln	10/15/2017	11:56pm	Grease on Burner	0	0	0
2017-00866	Saletta Bld 924A Eckels Ln	10/16/2017	5:01pm	Grease on Stove	0	0	0
2017-01079	Gray Building 959 Varsity Dr	12/03/2017	1:35pm	Burnt food in stove	0	0	0

2016 Student Housing Fires

Incident Number	Student Housing	Date Of Fire	Time Of Fire	Cause of Fire	No. of Injuries	No. of Deaths	Property Damage
2016-00003	Gates Building O'Daniel North	01/04/16	6:07 pm	Electrical – light fixture (Extinguished by Fire Dept.)	0	0	\$120.00
2016-00145	8019B O'Daniel Lane Jennings Building	02/19/16	7:43 pm	Stove burner - burnt food (Self - extinguished)	0	0	\$20.00
2016-00174	7961A O'Daniel Lane Schricker Building	03/10/16	7:42 pm	Oven fire (Self - extinguished)	0	0	\$0.00
2016-00401	8126A O'Daniel Lane Dunning Building	08/18/16	9:45 am	Stove fire (Fire extinguisher)	0	0	\$349.00

2015 Student Housing Fires

Incident Number	Student Housing	Date Of Fire	Time Of Fire	Cause of Fire	No. of Injuries	No. of Deaths	Property Damage
2015-00055	908B McDonald Lane Durbin Building	02/02/15	1:17 am	Stovetop – Cooking fire	0	0	\$0.00
2015-00154	1700 Rankin Lane Newman Hall	03/22/15	1:09 pm	Vehicle electrical Melted basket & seat	0	0	\$500.00
2015-00260	831A Pruis Lane Gates Building	05/05/15	8:52 pm	Vehicle engine fire	1	0	\$2000.00
2015-00346	8048B O'Daniel Lane Ray Building	08/17/15	9:19 pm	Electrical - Air conditioner (Self-extinguished)	0	0	\$100.00
2015-00451	968 Varsity Drive Hammond Building	09/12/15	7:12 pm	Stovetop – Cooking fire (Fire extinguisher)	1	0	\$500.00
2015-00695	8045A O'Daniel Lane Ray Building	11/16/15	2:20 pm	Electrical - furnace (Self-extinguished)	0	0	\$100.00
2015-00712	Residence Life Community Center	11/22/15	7:12 pm	Electrical – Laundry washer (Self-extinguished)	0	0	\$100.00