University of Southern Indiana

2019 Annual Security and Fire Safety Report

As required by the Jeanne Clery Act

USI Public Safety
10/1/2019

INSIDE THIS DOCUMENT

USI Public Safety – Enforcement Authority and Jurisdiction----------2-3
Working Relationships with Law Enforcement----------3
Stone Center for Health and Sciences----------3-4
Reporting Crimes and Concerns----------4-7
Campus Notifications----------7-10
Emergency Response and Evacuation Procedures----------10
Daily Crime Log ----------10-11
Facility Access and Security ----------11-12
Missing Student Notification----------12
Alcohol, Drug and Firearms-Weapons----------13-14
Crime Statistics ----------15-16
Definition of Crimes----------16-19
Definitions of Geography ----------19
Sexual Misconduct and Relationship Violence----------19-26
Reporting and Response to Alleged Sexual Misconduct ----------26-46
Sexual Misconduct Reporting Procedures----------26-28
Sex Offender Registries----------29
Housing and Residence Life Policies----------29-32
Crime Prevention and Awareness----------32-33
Fire Safety Report ----------34-35
Description of Housing Fire Systems----------35-37
Fire Extinguisher Use----------37-38
Housing and Residence Life Fire Policies----------38-41
Appendix 1-University Code of Conduct Sanctions----------42
Appendix 2-2016-2018 Clery Crime Statistics ----------43-45
Appendix 2A 2018 Stone Center Health and Science Center Crime Statistics----------46
Appendix 3-Housing Fire Detection & Suppression Systems----------47-48
Appendix 4-Fire Safety Definitions ----------49
Appendix 5 2016-2018 Housing Fire Statistics ----------50
Appendix 6 2018 Core Campus Fire drills----------51

2019 Annual Security Report

The report contains information and crime statistics for 2016, 2017 and 2018 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 http://www.usi.edu/asfs-report.

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.

USI Public Safety-Enforcement Authority and Jurisdiction

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/.

Working Relationships with 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 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.

Stone Family Center for Health Sciences

The University of Southern Indiana, with the Indiana University School of Medicine and the University of Evansville, officially marked the opening of the Stone Family Center for Health Sciences in downtown Evansville on August 9, 2019.

A collaborative effort between the three universities, the Stone Center will hold the Indiana University School of Medicine – Evansville as well as programs for both the University of Evansville and USI. More than 250 USI graduate-level students in the Masters of Science in Occupational Therapy, Masters of Science in Nursing and Doctor of Nursing Practice programs, and 120 undergraduate, senior nursing students will utilize the Stone Center.

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

Phone 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

Law Enforcement 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

For Clery statistical purposes, the Stone Family Center for Health Sciences will be counted as a separate campus and related statistics included in Appendix 2-A.

Reporting Concerns

General Procedures for Reporting a Crime, Suspicious Behavior or an Emergency: The University of Southern Indiana strongly encourages all members of the USI community to report any known or suspected criminal activity or safety concerns occurring on USI property or during USI activities to USI Public Safety or the Vanderburgh County Sheriff's Office. 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.

Emergencies-Don't wait. Call Public Safety at **812-492-7777** when you notice an incident occurring!

Sexual Misconduct
Reports of sexual misconduct must also be reported to your campus title IX coordinator. **812-464-1703**

Campus Security Authority Reports-If you are a CSA, you have a legal obligation to report all criminal activity occurring on campus or during USI activities. Don't wait, call USI Public Safety at **812-492-7777**.

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).

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	812-464-1862

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

Campus Notifications

RAVE Alerts

The RAVEAlert system is the University of Southern Indiana's mass communication tool for alerting students and employees to immediate dangers and ongoing threats that could

cause harm or impact safety. RAVEAlert also is used to provide guidance in an emergency or critical incident, and to communicate relevant updates. USI will activate the system based on the circumstances of a particular situation. University officials authorized and responsible to write, issue and send messages through the RAVEAlert system are the Director of Public Safety and his designee(s), VP for Business Affairs and Communications/Marketing personnel.

Since USI has students and faculty at two separate campuses, a system that sends out messages to everyone via different methods is necessary to ensure emergency information is quickly disseminated. USI Students/faculty at the Evansville Center for Health and Sciences have access to both the USI RAVEAlert system and the similar Indiana University system, **IU-Notify**.

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. University officials authorized to send through the RAVEAlert system will without delay and taking into account the safety of the community, collaborate to determine the content of the notification and initiate the notification system. These officials will communicate information regarding the threat to the appropriate campus community. USI will not immediately issue a notification for a confirmed emergency or dangerous situation if by doing so, in the professional judgement of Public Safety and campus officials, it will compromise efforts to assist a victim, to contain the emergency, to respond to the emergency, or to otherwise mitigate the emergency.

USI officials will use their discretion to determine the content of the alert, specific method(s) of notification, recipients of the notification and the sending authority. The

purpose of initial emergency alerts is to put the campus community on alert. Initial alerts may contain very limited information on the nature of what is occurring and specific locations. USI will provide proper follow-up information as it becomes available and as appropriate.

Notification may be accomplished using a variety of messaging methods, which may include on or more of the following: text messages, telephone calls, email, social media, website banners, face-to face communications and building enunciator systems.
If there is a need to disseminate information outside the campus community, communication may be accomplished in the following ways: Posting to the USI website, distribution to local news agencies, Social media posts, and posting flyers in campus buildings.

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 Safety 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.

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.

To be prepared for an emergency situation, all USI Public Safety officers and dispatchers are required to issue a monthly test message. More information on the RAVEAlert system and instructions on how to update your account can be located at https://www.usi.edu/public-safety/campus-warnings-rave-alerts/

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, annual 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 patrols.

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 Mangagement-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.

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 bongs”), 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.

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*

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 Restrictions on Campus

Weapons - 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 http://www.usi.edu/asfs-report

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.

Sexual Misconduct and Relationship Violence Policy (Dating Violence, Domestic Violence, Sexual Assault & Stalking)

Policy Statement

The University of Southern Indiana ("University" or "USI") 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 or gender-based harassment, sexual assault, sexual exploitation, 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 and relationship violence (regardless of the gender of those involved). The University has jurisdiction over and complies with all applicable federal and state laws as amended, including but not limited to Title IX of the Higher Education Amendments Act of 1972 (Title IX) and the Violence Against Women Reauthorization Act of 2013 (VAWA).

The focus of this policy is the protection of educational opportunity for students at the University. For faculty, administrators and 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.
Definitions: Domestic Violence, Dating Violence, Sexual Assault, and Stalking not only violate USI policy, but may also be crimes. The definitions used for counting the crime statistics found in this report are set by the Clery Act and located on the definitions of crimes and geography page. **A FULL COPY OF THE University of Southern Indiana Sexual Misconduct and Relationship Violence Policy may be found at** https://www.usi.edu/policies/handbook/sexual-misconduct-relationship-violence-and-equal-opportunity-non-discrimination-policies/

Prevention and Awareness Programs: The University of Southern Indiana prohibits dating violence, domestic violence, sexual assault, and stalking as those terms are defined for the purposes of the Clery Act, as well as in the state of Indiana and under USI Policy. Educational programs are offered to promote awareness and prevention of such misconduct. These education programs may include: definitions of dating violence, domestic violence, sexual assault and stalking, as well as the definition of consent in reference to sexual activity; information about safe and positive options for bystander intervention; information on risk reduction; and information on University policies and procedures concerning sexual misconduct.
Education and awareness programs may also include programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. Educational programs will also include information on how and where to report incidents of sexual misconduct and available resources. USI offers programming to incoming students, new employees, and offers ongoing programs for students and employees.
Additional information and resources about USI's efforts to prevent sexual violence can be found at the following links:

- https://www.usi.edu/sexual-assault-prevention-and-response
- https://www.usi.edu/counselingcenter/sexual-assault-domesticintimate-partner-violence-harassment-stalking/
- https://www.usi.edu/sexual-assault-prevention-and-response/get-involved/programs-events/

- https://www.usi.edu/sexual-assault-prevention-and-response/how-to-help-a-friend/

ADDITIONAL USI PROGRAMS

Campus Clarity: All new and transfer students must complete this online training. The training is online sexual abuse prevention and responding to scenarios, as well as way to seek assistance or help friends who are involved in difficult situations.

RA Training: Training on the Sexual Misconduct Policy and the obligation of employees to report misconduct to the Title IX Coordinator.

RAD: Rape Aggression Defense class involves realistic self-defense tactics and techniques, taught by certified instructors (Free)

Victim Assistance

Students and employees during new orientations are provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and community.
Depending on the nature of the complaint, USI Public Safety officers provide students, staff and faculty with information on safety plans, the USI Counseling Center, Victim advocacy and other services as needed.

Other Resources:
Albion Fellows Bacon Center-Center for individuals experiencing abuse. https://www.albionfellowsbacon.org/

Vanderburgh County Crime Victim Resources-a website for connecting victims with the appropriate services needed. https://vccvr.org/

Risk Reduction

The Clery act defines risk reduction 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." Sexual assault like all other forms of violence, is never the fault of the person assaulted. Below are some general safety tips to consider that may help you avoid or escape situations where someone is trying to harm or take advantage of you sexually or physically:

- Be aware of your surroundings
- Listen to your intuition. If you feel like something is wrong, it probably is. Get out of the situation
- Don't be afraid to make a scene and yell, scream or run for protection
- Remember, alcohol and drugs can impair your perceptions and reactions. Be especially careful when you drink, and when you are with someone who has been drinking
- Watch your beverage at all times. Date rape drugs are tasteless, colorless and odorless. Victims don't know they have ingested these drugs until the effects are well under way
- Go with a group of friends when you go out to a party or to the bars and look out for each other
- Speak up or call authorities if you see someone who could be in trouble

Bystander Interventions

The Clery Act defines bystander intervention 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 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, and taking action to intervene."

All members of the IU community have a responsibility to create a safe, supportive, and inclusive learning environment. Bystander Intervention involves taking action in a situation when another individual needs help. This includes when someone may be at medical risk due to using drugs or alcohol, or vulnerable to sexual or intimate partner violence. To actively intervene, follow these steps:

• Notice the event. Pay attention to your surroundings.

- Interpret the event as a problem. Recognize that someone is being taken advantage of, vulnerable, or in danger. When in doubt, trust your gut, and intervene at the earliest possible point.
- Take personal responsibility to intervene. If you don't intervene, it is unlikely that anyone else will. • Decide how you are going to intervene. Try not to put yourself at risk or make the situation worse.
- Decide to intervene. Take action and intervene at the earliest possible point. If you are not able to fully intervene in a situation, consider responding by asking the

victim if they need help or assistance, contacting the police, or seeking out others for assistance.

Types of Intervention:

- Direct intervention: Directly addressing the situation in the moment to prevent harm.
- Delegation: Seeking help from another individual. This may be someone who is in a role of authority, such as a police officer or campus official.
- Distraction: Interrupting the situation without directly confronting the offender by distracting the offender's attention or directing the potential victim away from the situation.

Incident Awareness - Emergency Numbers:

Remember to always call USI Public Safety in emergency situations. Calling Public Safety's emergency number (812-492-7777) will get you the fastest response on campus. If you see something that is not right or suspicious, we ask that you **A.C.T.**

A. Assess the situation

C. Call USI Public Safety @ 812-492-7777

T. Take action! This may be evacuating the area, observation to obtain a description or license plate number OR an actual intervention on your part.

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 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 Title IX Coordinator or designee.

Are You A Victim? Recommended Procedures to Follow

If a crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking occurs:

Preserving Evidence: After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible. In Indiana, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where the individual was assaulted if the offense occurred within the past 96 hours.

This may allow evidence to be preserved that may assist in proving that the alleged criminal offense occurred/ is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.

Victims of sexual assault, domestic violence, stalking, and/or dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, and other communications, as well as keeping pictures, logs or other copies of documents, if they have any, that would be useful to University adjudicators/investigators and/or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, and/or obtaining protection orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with USI Public Safety or the Vanderburgh County Sheriff's Office to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date.

Reporting the Incident: If you are the victim of any violence, including dating violence, domestic violence, sexual assault, or stalking, you are encouraged to seek help immediately. Your campus reporting options are listed on the following pages. Retaliation against anyone who makes a report of sexual misconduct is prohibited by University policy.
Involvement of Law Enforcement: Although the University strongly encourages all members of its community to report crimes to law enforcement (including on-campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, University offices will assist any victim with notifying law enforcement if the victim so desires.
In certain instances, the University may need to report potential criminal misconduct to law enforcement authorities even when the Complainant has decided not 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, child abuse, or in which the allegations involve sexual misconduct and the Complainant is under the age of consent. The necessity to report an incident to law enforcement will be shared with the Complainant.
If you choose to report the incident to local law enforcement, a deputy/officer will take a statement from you regarding what happened. You will be asked to describe the suspect(s)

and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident.
If you wish, you may have a support person with you during the interview. It is important to know, reporting an incident to the police is a separate step from choosing to prosecute. By filing a report, you are not obligated to continue with legal proceedings or University disciplinary action. However, prosecutors could still decide to bring charges and/or the University may still choose to subject the respondent to disciplinary proceedings. There are numerous reasons to report to USI Public Safety and local law enforcement, including:

- Assisting the victim and helping the victim access necessary resources;
- Taking actions to prevent further victimization, including issuing a crime notice to warn the campus community of an impending threat to safety;
- Apprehending the assailant;
- Collection and preservation of evidence necessary for prosecution;
- Seeking justice for the wrong that has been done to the victim; and
- Having the incident recorded for purposes of reporting statistics about incidents that occurred on campus. If a crime did not occur on University property, USI Public Safety can still assist in contacting the appropriate law enforcement agency.

Contact Information

Law Enforcement	**Vanderburgh County Sheriff's Office** **3500 N. Harlan Ave** **Evansville, IN 47711** **(812) 426-6201** https://www.vanderburghsheriff.com/
USI Campus	**Dean of Students Office** **8600 University Blvd** **Evansville, IN 47712** **(812) 464-1862** https://www.usi.edu/deanofstudents
Title IX Coordinator	**USI Title IX Coordinator** **Ms. Carrie Lynn** **8600 University Blvd** **Evansville, IN 47712** **(812) 464-1703** https://www.usi.edu/sexual-assault-prevention-and-response
Online Report	**A report can be made online on the "Sexual Assault Prevention and Response" website by clicking the "Report a sexual assault, violence or Harassment" button** https://cm.maxient.com/reportingform.php?UnivofSouthernIndiana&layout_id=1

Protection Orders	**Vanderburgh County Clerk** **825 Sycamore St** **Evansville, IN 47708** **(812) 435-5160** http://www.vanderburghgov.org/

University Procedures-Sexual Misconduct

The University will make reasonable efforts to ensure that the 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) All reasonable efforts to comply with applicable laws and regulations regarding privacy;
3) All reasonable efforts to provide reasonable accommodations when requested and in accordance with University policy.
4) Informing parties of relevant University policies and Complaint Procedures.
5) Providing parties with the opportunity to challenge the appointment of an investigator, evaluative panelist or appeal officer, if a conflict of interest is present.
6) The parties' right to respond to the investigatory report in writing prior to the Evaluative Panel making a decision.
7) Notifying the parties of the finding(s), including the outcome of any appeal or review. In cases involving alleged violations of the University's Sexual Misconduct and Relationship Violence Policy, the parties will receive simultaneously, to the extent that is possible, such notices in writing.
8) Allowing both parties the same opportunity to have others present during any proceeding, including the opportunity to be accompanied by one Advisor of their choice to any interviews or other meetings or proceedings associated with these Complaint Procedures and in accordance with the requirements for Advisors set forth herein. *ADA accommodations may allow for the presence of more than one advisor.
9) Providing the parties an equal opportunity to present relevant witnesses and evidence.
10) Understanding that information collected through an investigation and/or proceeding may be subpoenaed in a criminal and/or civil proceeding.
11) Allowing a party to admit to or accept allegations at any time during the investigation.
12) University employees with contracts may have additional rights beyond the scope of these Complaint Procedures.

A FULL COPY OF THE University of Southern Indiana Sexual Misconduct Complaint Procedures may be found at https://www.usi.edu/policies/handbook/sexual-misconduct-relationship-violence-and-equal-opportunity-non-discrimination-policies/

Written Notification to Student and Employee Victims: Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking (regardless if the offense occurred on or off campus), the University of Southern Indiana will provide written notification to the student and/or employee victim about their rights and options. This includes information about existing resources and services such as counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other available resources and services on campus and in the community. Written notification will also be provided about the victim's options for the involvement of appropriate local law enforcement, including the option to notify law enforcement authorities, be assisted by campus authorities in notifying such law enforcement authorities if the individual chooses, and the option to decline notifying such authorities. Also provided will be information on possible interventions and interim measures.

Protective Measures: The University will maintain as confidential any accommodations or protective measures provided, 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; modifications to academic requirements or class schedules; and changes in living or working situations.

USI Disciplinary Procedures-Incidents of Sexual Misconduct

Sanctions: Individuals who have been found to have violated the University's Equal Opportunity and Non-Discrimination Policy and/or the University's Sexual Misconduct and Relationship Violence Policy may be subject to a variety of sanctions. Sanctions imposed by the University may consider any prior disciplinary history of the Respondent.

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. Other sanctions that may be imposed include, but are not limited to, written warnings, loss of privileges, mandatory training, probation, suspension, expulsion or termination. 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 Complaint Procedures.
Confidential Reporting: Individuals who believe that they have experienced behaviors that violate the University's Equal Opportunity and Non-Discrimination Policy and/or the University's Sexual Misconduct and Relationship Violence Policy may report confidentially to 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), University Health Center employees and pastoral counselors are not required to report any information regarding alleged violations of this Policy 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.

Privacy: If a written Complaint is filed, the Respondent is entitled to a copy of the written Complaint. The University will, however, make all reasonable efforts to protect the confidentiality of the Complainant, Respondent and witnesses by keeping all complaints and investigations private to the extent possible and will only disclose on a legitimate "need to know" basis. It is the expectation of the University that any persons who participate in the investigation and/or adjudication of violations under these Complaint Procedures or otherwise gain knowledge thereof shall treat all information acquired, whether written or oral, as confidential, provided however, that the Complainant and Respondent may share such information with their advisor, legal representative or any other person who may assist them in obtaining relevant information or otherwise defending their interests, as applicable.

Requests for no University or law enforcement action: If an individual discloses that they have experienced an incident of sexual misconduct to a Responsible Employee, but requests that the University not investigate the particular incident, requests that no disciplinary action be taken, requests that the alleged perpetrator not be notified, or makes any similar request, the University will consider such request(s), and in general work to honor them. The Responsible Employee must still report the information to the University or campus Deputy Title IX Coordinator but should also convey the individual's desired request(s). The University will weigh such requests against its obligation to provide a safe, non-discriminatory environment for all students, including the individual who experienced the sexual misconduct. If the University determines that it is able to honor the individual's request(s), the individual should understand that the University's ability to meaningfully investigate the incident and/or respond appropriately may be limited.

Child Protection Policy: Please note that under Indiana law, any person who has a reason to believe a person under the age of 18 is a victim of abuse or neglect, including relationship violence or assault, must make a report to the Indiana Department of Child Services and/or to local law enforcement. In addition, the USI also requires that faculty, staff, students, volunteers, and other University personnel report any suspected abuse or neglect of minors on USI property or as part of a USI program to USI Public Safety. This information will be shared with the Indiana Department of Child Services.

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. The Indiana Sex and Violent Offender Registry can be accessed via: http://www.icrimewatch.net/indiana.php. The National Sex Offender Registry links public state, territorial, and tribal sex offender registries together and can be accessed via: http://www.nsopr.gov/. The link to the Vanderburgh County Sheriff's Office **SEX OFFENDER** page is https://www.vanderburghsheriff.com/sex-offenders.

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.

Guests, Overnight Guests and Cohabitation
Guests in University housing is a privilege and must be respected in order to maintain an environment conducive to student learning, growth and safety. Housing and Residence Life may revoke guest privileges if necessary to ensure the safety and privacy of the community.

Permission must be given by the roommate(s) for a guest (housing resident or non-resident) to be present in an apartment or residence hall suite.

Residents are responsible for the behavior of their guests. Residents will be charged for any and all violations caused by their guests. Guests are prohibited from staying in the apartments or residence halls without the resident. These individuals will be asked to leave by Public Safety officers 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 responsible.

Number of Guests - The maximum capacity of any two-bedroom apartment or residence hall suite is eight (8) persons, including both residents and guests. A one-bedroom apartment or residence hall suite has a maximum capacity of four (4) persons, including both residents and guests.

Overnight Guests: Any guest staying overnight in University housing **must** have registered with Housing and Residence Life. Housing residents also must be registered as guests if staying overnight in another on-campus apartment or residence hall suite. To register guest, log into myUSI, click on the Housing icon on the left and scroll to find the form. Unregistered guests will be asked to leave University housing. Guests must be at least 16 years of age. Overnight guests can stay up to two consecutive nights (no more than once per month). No more than two guests per resident are allowed to stay overnight in a room and total number of occupants in a room cannot exceed the capacity listed in B.23.1 Guests. Permission must be given by roommate(s) prior to any guest staying overnight. Overnight guests must register their vehicle with Parking,
display a temporary parking permit and park only in designated non-resident visitor parking.

Guest hours: Sunday –Thursday: 7 a.m.– Midnight; Friday and Saturday: 7 a.m.– 2 a.m. Multipurpose rooms, lounges, computer labs and other public areas within the residence hall areas are available for individuals to study together after
guest hours. All guests staying past guest hours
must be registered with Housing and Residence Life.

Cohabitation: Living or staying for any pattern of time in an apartment or suite without an official current USI housing contract for that particular space will be considered cohabitation. Cohabitation is defined as a person (housing resident or non-resident) staying in an apartment or suite for more than two (2) consecutive nights, or other

patterned behavior that is intended to allow an individual to stay beyond guest hours. Non-registered guests can be considered as an instance of cohabitation. The resident who allows cohabitation to occur can be held accountable. Students found responsible for a violation of the cohabitation policy may be charged a conduct fine of $50, charged for use of the facility or charged for each night the non-contracted person spent in residence.

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.

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.

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:

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

RAD: Rape Aggression Defense class involves realistic self-defense tactics and techniques, taught by certified instructors (Free-Women Only)

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. Open to all students, faculty, staff.

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 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,

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.

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 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

USI will impose disciplinary sanctions on students and employees who violate USI policy up to and including expulsion or termination of employment. Disciplinary action may also be taken to protect the interests of the University and the rights and safety of others. USI campus policies pertaining to the possession, use and sale of alcohol and controlled substances are outlined below

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- 2018 Criminal Offenses

2018 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	0	0	0
Sex Offense - Fondling ^	1	1	2	1	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	1	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Dating Violence	5	1	6	0	0	0
Domestic Violence	1	1	2	0	0	0
Stalking	3	6	9	0	0	0

2018 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

2018 Arrests	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	0
Drug Law Violations	1	1	2	0	0
Liquor law Violations	6	8	14	0	0

2018 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	22	3	25	0	0
Liquor law Violations	135	7	142	0	0

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-A Criminal Offenses

Stone Family Center for Health Sciences Campus

2018 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 ^	0	0	0	0	0	0
Sex Offense - Fondling ^	0	0	0	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	1	0	0
Arson	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

2018 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

2018 Arrests	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor law Violations	0	0	0	0	0

2018 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	0	0	1	0	0
Liquor law Violations	0	0	0	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

2018 Student Housing Fires

Incident Number	Student Housing	Date Of Fire	Time Of Fire	Cause of Fire	No. of Injuries	No. of Deaths	Property Damage
2018-00201	835B Worthington Ln. Craig Bld	3/15/2018	8:21pm	Food-Cookies caught fire	0	0	$0.00
2018-00281	915B Eckels Ln Hanly Bld	4/10/2018	10:03pm	Grease Fire on Stove	0	0	$0.00
2018-00337	800A McDonald Ln Branch Bld	4/29/2018	10:23pm	Cigarette Butt caught ashtray on fire	0	0	$0.00

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

Appendix 6 -University of Southern Indiana-Core Campus Tests, Drills, Exercises

Event	Location	Date	Start Time	End Time	Announced Unannounced
Fire Drill	Education-Science Ctr	8/28/2018	8:53am	9:04am	Unannounced
Fire Drill	Health Professions	8/28/2018	9:17am	9:24am	Unannounced
Fire Drill	Admin-Forum Wing	8/28/2018	9:34am	9:39am	Unannounced
Fire Drill	Orr Bld	8/28/3018	9:48am	9:54am	Unannounced
Fire Drill	Liberal Arts Bld	8/28/2018	10:10am	10:14am	Unannounced
Fire Drill	Rice Library	8/30/2018	8:38am	8:45am	Unannounced
Fire Drill	Business Engineering	8/30/2018	8:54am	9:00am	Unannounced
Fire Drill	Arts Center	8/30/2018	9:09am	9:14am	Unannounced
Fire Drill	Recreation-Fitness	8/30/2018	9:25am	9:28am	Unannounced
Fire Drill	UC Complex	8/30/2018	2:15pm	2:19pm	Unannounced
Fire Drill	Art Studio	9/5/2018	1:37pm	1:39pm	Unannounced
Fire Drill	Ceramic Studio	9/5/2018	1:43pm	1:44pm	Unannounced
Fire Drill	Applied Engineering	9/5/2018	1:53pm	1:56pm	Unannounced
Fire Drill	Theatre Support	9/5/2018	2:02pm	2:05pm	Unannounced