



University of Southern Indiana
**2022 Annual Security
and Fire Safety Report**

As required by the Jeanne Clery Act



USI Public Safety
10/1/2022

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2022 Annual Security Report

The report contains information and crime statistics for 2019, 2020 and 2021 calendar years for crimes that occurred:

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

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

This Annual Security and Fire Safety compliance document is available on the Public Safety website at: <https://www.usi.edu/public-safety/2022-usi-asfsr>

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 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 Vanderburgh County 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, 2018.

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 Master of Science in Occupational Therapy, Master of Science in Nursing and Doctor of Nursing Practice programs, and 120 undergraduate, senior nursing students will utilize the Stone Center.

Campus Contacts

- IUPD-Evansville’s non-emergency line is available 24hours-a-day at 812-855-2425
- USI Public Safety’s non-emergency line is available 24 hours-a day at 812-464-1845
- IU Director and Associate Dean may be contacted at 812-909-7224
- USI Dean of the College of Nursing and Health Professions 812-465-1151
- Physical Plant can be contacted via Randy Hankins 317-633-6300 or 812 549-7681

Academic and Administrative Building

Campus security and access controls include:

- Indiana University Police Officers are on duty Monday-Friday from 7 a.m.-11 p.m. When IUPD officers are not on duty a private security vendor provides security services. IUPD officers/security officers are on duty 24 hours a day 365 days a year
- The building is unlocked and open to the public from 7 a.m. - 6 p.m. Monday-Friday. The building is locked and only accessible by means of card swipe Monday through Friday between 6 p.m. - 7 a.m. and on weekends and holidays. Weekend and after-hours events are hosted by the respective university with Building Committee recommendation and Condo Board approval
- The property management company (Hokanson Companies) maintains interior and exterior lighting of the property, in addition to the facility and landscaping. Members of the campus community are encouraged to report any lighting deficiencies or landscaping that might create an unsafe area to Randy Hankins at 317-633-6300 or Randy.Hankins@hokansoninc.com

Campus Residence Buildings

- Stone Family Center for Health Sciences does not operate any on-campus residential facilities

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. Additional information about the Stone Family Center of Health Sciences can be found at:

<https://medicine.iu.edu/evansville>

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 Link: [USI Silent Witness Report \(qualtrics.com\)](#)

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

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 and 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!

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**.

Sexual Harassment
Reports of sexual harassment must also be reported to the Institutional Equity Office at **812-464-1703**.

Depending on the nature of the specific 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:

- Institutional Equity Office {Formerly known as the "Title IX Office"}
- 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 [USI Silent Witness Report](#). 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"**.

Students who have the Rave Guardian phone application can also report incidents to Public Safety. This can be done using the chat feature which also allows the reporter to remain anonymous.

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 Finance and Administration 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 Stone Center for Health 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 one 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 Crime 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 *Crime 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 Crime Alerts whenever the following criteria are met: (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include but are not limited to: (1) Clery Act crimes that are reported to any campus security authority or 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 Crime 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.



Rave Guardian App

Rave Guardian is a free mobile app available for iOS and Android devices that allows USI students, faculty, and staff access to a variety of safety features on their personal devices. The USI features of the app can be activated by anyone with an active USI directory listing. Rave Guardian is available in the Apple App Store and the Google Play Store. The Rave Guardian app provides several key features that make it an important safety resource for all users.

Safety Timer: The Safety Timer feature allows users to set a timer for the duration they expect to be traveling, regardless of mode of transportation. If the timer expires, the app sends a text message alert to a "Guardian," which is any personal contact designated by the user, that the timer is over prompting them to reach out and ensure the user's wellbeing. If necessary, the designated Guardian can then contact USI Public Safety (if the user is on campus or other USI property) or 9-1-1 to report an emergency.

Chat: The chat function also allows users to directly and, if desired, anonymously contact USI Public Safety via chat to report an incident or request assistance, including the ability to share their location. This functionality works only on the USI campus or in one of the other two campus locations in downtown Evansville and New Harmony, Indiana. The user must manually choose their location.

USI Emergency: The USI Emergency button allows users to quickly call Public Safety with the touch of a button. This functionality also only works on the USI campus or in one of the

other two campus locations in downtown Evansville and New Harmony, Indiana selected by the user. Those off campus should dial 911 for an emergency.

Important Numbers: This button provides access to a wide variety of campus and regional safety and wellness resources that can be called with a single click.

USI on the Web: This button provides one-click links to a comprehensive list of safety- and wellness-related campus resources and departments as well as several off-campus resources.

Inbox: The inbox collects important messages from Public Safety including Rave emergency alerts.

The app is not mandatory, but students, faculty and staff are encouraged to download and use the Rave Guardian app to enhance their personal safety and the safety of others on campus and other USI properties.

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. This crime log is available online at: <https://www.usi.edu/public-safety/usi-public-crime-log/>. Or you can contact USI Public Safety at 812-464-1845.

Facility Access and Security

The campus is home to the majority of USI's colleges 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 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 office 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 Management-812-461-5366 (During Business Hours)
- Environmental Management-812-461-5393 (During Business Hours)

Missing Student Notification

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

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

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. If the missing student is under the age of 18 and is not emancipated, Public Safety will notify the student's parent or legal guardian, in addition to the student's designated contact.

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 an apartment, residence hall, or campus building. Alcohol containers are prohibited. This includes but is not limited to containers kept as decoration, alcohol paraphernalia (e.g. "beer bong"), and those

containers that are put in the garbage or are lying about an apartment, residence hall suite, or campus building. Free assistance and on-going educational programs are provided by the University for students and employees who may have drug and/or alcohol challenges. Additional information is available by requesting a Drug and Alcohol Abuse Policy and Prevention brochure from Counseling and Psychological Services (CAPS) or the Human Resources Office.

A student has a responsibility to ensure the well-being of their guests and fellow students. If an individual needs emergency medical attention, the student is required to call Public Safety or other appropriate emergency response personnel (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

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*
-
-

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 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>.

Health Risks

An over consumption of alcohol can have very serious and dangerous effects. We encourage students who are of drinking age to be responsible when drinking. All students regardless of age should become familiar with the effects of alcohol. Health risks of alcohol and alcohol intoxication and drug usage can be found at: [Alcohol and Drugs - University of Southern Indiana \(usi.edu\)](http://www.usi.edu)

Fact Sheets describing the health effects to your body and brain while using drugs and alcohol can be found on the Drug Enforcement Administration's website at <https://www.dea.gov/factsheets>

Legal Sanctions

A description of applicable legal sanctions under local, state (Indiana), or federal law for the unlawful possession or distribution of illicit drugs and alcohol are:

- Laws governing the production, possession, storage, sale, delivery, transportation, or financing of alcohol and drugs are set forth in the Indiana Code, including Offenses Related to Controlled Substances (Indiana Code 35-48-4) and Alcohol and Tobacco-Crime and Infractions (Indiana Code 7.1-5)
- Federal laws and sanctions concerning trafficking of Schedule I-V drugs and penalties can be found at: <https://www.dea.gov/drug-information/drug-policy>

Alcohol/Drug Programs & Resources

USI is committed to promoting the health and safety its campus community through drug and alcohol education, prevention and awareness programs, the implementation of

relevant polices, and the access to resources. USI encourages members of the community who may be experiencing challenges with drugs or alcohol to utilize campus resources as well as resources outside of the campus community. Campus resources include:

Program Title and Description	Contact Information	Availability
<p>Employee Assistance Program The University provides a confidential employee assistance program through "The Standard" who contracts with "Health Advocate" which provides assessment, short-term counseling, referral and follow-up services for eligible employees and members of their household. Family, marital, financial, or work-related problems are dealt with in a completely confidential manner by one of the EAP counselors. Employees and members of their household are eligible for up to</p>	<p>Contact: "The Standard" Toll-free: 877-851-1631 (TTY Services:711) (24/7) HEALTH ADVOCATE : Home (personaladvantage.com)</p>	<p>Off Campus: Employees</p>

eight free visits; additional visits are covered by most health plans. The cost of the EAP is paid by the University.		
University Health Center (Health Professions Building) Provides medical services and health-related information to students, faculty, and staff.	Room HP 0091 812-465-1250 Immunizations 812-461-5285 Open 8a-430p M-F Summer 9a-3p M-F	On campus: Employees and Students
Counseling and Psychological Services (CAPS) Provides group and individual counseling for mental health issues including alcohol and substance abuse CAPS also provides the following 24/7 online programs TalkCampus which is a peer support network. TalkNow which is emotional health support and Health Coaching which address other health needs	Orr Center, Room 1065 812-461-5288 Open 8a-430p M-F TalkCampus: https://www.students.talkcampus.io/university-of-southern-indiana TalkNow: https://app.timelycare.com/auth/login Health Coaching: https://app.timelycare.com/auth/login	On campus: Students Online Online Online
Alcohol Awareness Week	Student Government Association University Center East	On Campus: Students

<p>Annual October awareness campaign designed to educate students on responsible drinking, binge drinking, and drinking and driving. Information about alcohol poisoning and medical amnesty also provided</p>	<p>sga@usi.edu</p>	
<p>Safe Spring Break Annual spring semester campaign to increase awareness of responsibility in a Spring Break type atmosphere. Focus is on personal safety and alcohol poisoning</p>	<p>Recreation, Fitness and Wellness 812-461-5268</p>	<p>On Campus: Students</p>
<p>Alcohol.EDU- Underage Drinking Prevention Online training that is mandatory for all incoming freshman as well as all student athletes. Learning Objectives include: Peer Pressure, Underage Drinking Laws, Alcohol and the Brain and Body, Bystander Behaviors, Values &</p>	<p>Dean of Students Office University Center East 812-464-1862 deanofstudents@usi.edu</p>	<p>Online: Students</p>

Goal-Setting, Challenging Common Myths and Talking to Parents		
Public Safety USI Public Safety provides programming about impaired driving, Indiana alcohol/narcotic laws, alcohol poisoning, medical amnesty, and other safety matters	Public Safety 812-464-1845	On Campus: Faculty, Staff and Students

University/Campus Policies & Disciplinary Sanctions

USI will impose disciplinary sanction on students and employees who violate university policy, state law and/or federal laws, up to and including expulsion or termination of employment and referral for prosecution. Violators of USI policy are subject to the provisions of applicable laws as well as University disciplinary actions, which may include sanctions such as eviction from campus housing, revocation of other privileges, or suspension, expulsion, or termination from the University. Disciplinary action may also be taken to protect the interests of the University and the rights and safety of others. University and campus policies pertaining to the possession, use and sale of alcohol and controlled substances are outlined below.

- Drug and Alcohol Policies (for all staff and employees): <https://handbook.usi.edu/drug-and-alcohol-policies>
- Code of Ethics (for all staff and employees): <https://www.usi.edu/media/3261069/45-University-Handbook.pdf>
- Student Rights and Responsibilities: [student-rights-and-responsibilities-ay-21.pdf \(usi.edu\)](#)
- Alcohol Policy at Sponsored Events: <https://handbook.usi.edu/alcohol-policy-at-sponsored-events>

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: <https://www.usi.edu/public-safety/2022-usi-asfsr>

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.

Sexual Battery (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 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.

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 Harassment Policy

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. In accordance with Title IX of the Educational Amendments Act of 1972 and its implementing regulations, the University prohibits discrimination on the basis of sex, including Sexual Harassment in its education programs or activities. This prohibition on sex discrimination includes, but is not limited to,

admission and employment. **A full copy of the University of Southern Indiana Sexual Harassment Policy may be found in appendix 6 of this document as well as:** <https://handbook.usi.edu/sexual-harassment-policy>

Commented [PSF1]:

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/counseling-and-psychological-services/sexual-assault-domesticintimate-partner-violence-harassment-stalking/>
- [Title IX, Sexual Assault and Gender Violence - University of Southern Indiana \(usi.edu\)](#)

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:

Counseling and Psychological Services (CAPS)

Orr Center 1051

812-464-1867

Offers emotional support and understanding with the aim of reducing fears and anxieties. Emotional aspects of trauma can be explored and confidentially discussed. Counselors can serve as advocates and/or provide referrals to appropriate community resources.

University Health Center

Health Professions 091

812-465-1250

Provides immediate and follow-up services for a person who has experienced a sexual assault, with the aim of identifying physical manifestations resulting from the emotional and physical trauma.

Albion Fellows Bacon Center

Domestic Violence 812-422-5622

Sexual Assault 812-424-7273

Toll-free 800-339-7752 (all answered 24 hours)

<https://www.albionfellowsbacon.org/>

Offers emotional support for victims, safe and protected housing or assistance in finding housing if you're not safe, and assistance and support in dealing with the Criminal Justice System. Provides information, referrals, or "just to lend an ear," and all calls are confidential.

YWCA

812-422-1191

Provides services to victims of domestic violence, including a crisis line and emergency shelter.

Holly's House

812-437-7233

Provides a safe, single location for reporting of violence.

USI Religious Life

8115A Wright Building (O'Daniel Apartment Complex)

812-464-1871

Offers supportive counseling and spiritual care. Also provides advocacy services and referrals to appropriate resources.

Housing & Residence Life

Your Resident Assistant or Area Coordinator

812-468-2000

Can provide you with general housing advocacy and emotional support during the crisis and through the recovery process.

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Can provide you with general housing advocacy and emotional support during the crisis and through the recovery process.

Dean of Students Office
University Center East 1256
812-464-1862

While a victim may choose not to prosecute criminally, s/he retains the right to file a complaint through the University Code of Student Behavior. Campus judicial matters are protected by the Family Rights and Privacy Act (FERPA). The Dean of Students office can also provide students with scheduling changes if necessary.

Public Safety
Security Building
812-492-7777 (emergencies) or 812-464-1845 (non-emergencies)

Vanderburgh County Sheriff's Office
911

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
- Always watch your beverage. 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
- Let people know where you are going and arrange times for them to contact you

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 USI 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

Please refer to the Reporting section of the Sexual Harassment Policy Found in Appendix 6 of this document for details about:

- How to whom the alleged offense should be reported
- The importance of preserving evidence
- Options about the involvement of law enforcement and campus authorities
- Where applicable, the rights of victims and the school's responsibility for orders (of protection, "no contact", restraining, or other orders) that may be issued by a court or the University

The Sexual Harassment Policy can also be located at: <https://handbook.usi.edu/sexual-harassment-policy>

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 with the University. 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://vanderburghsheriff.org/areas/sex-offenders/>

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.

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 always carry their apartment keys with them. 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 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.

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
-

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:

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: <https://www.usi.edu/public-safety/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 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.

In addition to safety programs and training, the University constantly looks for improvements that will enhance the safety and security of the campus. Currently the University is evaluating our alarm systems to assess if upgrades or replacement is necessary.

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. This log is also available online at

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, 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

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.

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.' Recommendations for the upcoming year

All fires or suspected fires are to be reported "Immediately" to Public Safety at extension 7777 - (812) 492-7777. As soon as safeness allows employees should notify their immediate supervisor. Resident Students should notify on-duty housing area coordinator. Public Safety will notify the following:

- VP for Finance and Administration
- VP for Marketing and Communication

- Director of Facilities and Planning
- VP for Student Affairs
- Others as needed in relevant positions

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 <https://handbook.usi.edu/tobaccofree-policy>

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
<p>Notes:</p> <ul style="list-style-type: none"> • 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- 2021 Criminal Offenses

2021 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 ^	2	0	2	0	0	0
Sex Offense - Fondling ^	2	1	3	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	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	2	3	5	0	0	0

2021 Bias/Hate 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

2021 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	17	0	17	0	0

2021 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	14	2	16	0	0
Liquor law Violations	29	1	30	0	0

Appendix 2- 2020 Criminal Offenses

2020 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

2020 Bias/Hate 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

2020 Arrests	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	0
Drug Law Violations	8	0	8	0	0
Liquor law Violations	17	4	21	0	0

2020 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	19	0	19	0	0
Liquor law Violations	52	0	52	0	0

Appendix 2-2019 Criminal Offenses

2019 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 ^	8	1	9	0	0	0
Sex Offense - Fondling ^	3	1	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	5	0	5	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	4	2	6	0	0	0

2019 Bias/Hate 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

2019 Arrests	ON CAMPUS		ON CAMPUS (Total)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Illegal Weapons Violations	0	0	0	0	0
Drug Law Violations	3	1	4	0	0
Liquor law Violations	32	2	34	0	0

2019 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	13	1	14	0	0
Liquor law Violations	72	0	72	0	0

**Appendix 2-A Criminal Offenses
Stone Family Center for Health Sciences Campus**

Offense	On Campuses	Residential Facilities	On-Campus Total	Non-Campus	Public Property	Offense	On Campuses	Residential Facilities	On-Campus Total	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter						Arson					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	N/A	0	0	0	2019	0	N/A	0	0	0
Manslaughter by Negligence						Domestic Violence					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	N/A	0	0	0	2019	0	N/A	1	0	0
Rape						Dating Violence					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	N/A	0	0	0	2019	0	N/A	0	0	0
Fondling						Stalking					
2021	0	N/A	1	0	0	2021	0	N/A	1	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	N/A	0	0	0	2019	0	N/A	0	0	0
Incest						Arrests—Weapon Law Violations					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	N/A	0	0	0	2019	0	N/A	0	0	0
Statutory Rape						Arrests—Drug Law Violations					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	N/A	0	0	0	2019	0	N/A	0	0	0
Robbery						Arrests—Liquor Law Violations					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	N/A	0	0	0	2019	0	N/A	0	0	0

Aggravated Assault						Referrals for Disciplinary Action—Weapon Law Violations					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	0	0	0	0	2019	0	0	0	0	0
Burglary						Referrals for Disciplinary Action—Drug Law Violations					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	0	0	0	0	2019	0	N/A	0	0	0
Motor Vehicle Theft						Referrals for Disciplinary Action—Liquor Law Violations					
2021	0	N/A	0	0	0	2021	0	N/A	0	0	0
2020	0	N/A	0	0	0	2020	0	N/A	0	0	0
2019	0	0	0	1	0	2019	0	N/A	0	0	0

Unfounded Crimes	
2021	Zero (0) unfounded crimes.
2020	Zero (0) unfounded crimes.
2019	Zero (0) unfounded crimes.
Hate Crimes	
2021	Zero (0) reported hate crimes.
2020	Zero (0) reported hate crimes.
2019	Zero (0) unfounded crimes.

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
Marshall	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

USI - Fire Statistics

Dorms

Year	Number of Fires	Fire Incident	Cause	Injuries requiring Medical Treatment	Related Deaths	Value of Property Damaged
Governors Hall Rankin Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Year	Number of Fires	Fire Incident	Cause	Injuries requiring Medical Treatment	Related Deaths	Value of Property Damaged
Newman Hall Rankin Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Year	Number of Fires	Fire Incident	Cause	Injuries requiring Medical Treatment	Related Deaths	Value of Property Damaged
O'Bannon Hall Rochelle Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Year	Number of Fires	Fire Incident	Cause	Injuries requiring Medical Treatment	Related Deaths	Value of Property Damaged
Ruston Hall Rochelle Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	1	1	Accidental	0	0	0

Apartments

Year	Number of Fires	Fire Incident	Cause	Injuries requiring Medical Treatment	Related Deaths	Value of Property Damaged
Baker Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Bayh-Moutoux & Buschkill Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Bigger O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Boon- O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Bowen Worthington & Crawford Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Branch McDonald Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Branigin O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Chase University Ct						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Craig-Pruis & Worthington Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Dunning O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Durbin Eckels & McDonald Ln						
2019	1	1	Mechanical	0	0	\$880
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Gates-Pruis Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Gray Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Goodrich Worthington & Melton Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Hammond Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Hanly Mcdonald & Eckels Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Hendricks O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Hendricks Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Hovey University Ct						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Jackson Buschkill & Jarrett Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Jennings O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Lane-Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Leslie Mahrenholz Rd						
2019	2	1	Accidental	0	0	0
		2	Accidental	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Marshal Eckels Ln						
2019	1	1	Accidental	0	0	0
2020	1	1	Accidental	0	0	0
2021	0	0	0	0	0	0

Matthews University Ct						
2019	0	0	0	0	0	0
2020	1	1	Accidental	1	0	0
2021	0	0	0	0	0	0

McCray Jarrett & Melton Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

McNutt O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Morton Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Mount University Ct						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Noble O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Orr Crawford & Moutoux Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Porter Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Ralston McDonald Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Ray-O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Saletta Eckels Ln						
2019	1	1	Accidental	0	0	\$10
2020	1	1	Accidental	0	0	0
2021	0	0	0	0	0	0

Schricker O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Townsend O'Daniel Ln						
2019	0	0	0	0	0	0
2020	2	1	Accidental	0	0	\$374
		1	Electrical			\$723
2021	0	0	0	0	0	0

Wallace O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Welsch Mahrenholz Rd						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Whitcomb O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Willard Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Williams Varsity Dr						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

Wright O'Daniel Ln						
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0

USI – Test Drills and Exercises

Event	Location	Date	Start Time	End Time	Announced/ Unannounced
Fire Drill					
	Non-Housing Buildings				
	Applied Engineering Center	08/31/2021	1034	1036	Unannounced
	Art Studio	08/30/2021	1012	1014	Unannounced
	Arts Center	08/31/2021	0925	0934	Unannounced
	Business and Engineering Center	08/31/2021	0857	0902	Unannounced
	Ceramics Center	08/30/2021	1016	1017	Unannounced
	Education Center/ Science Center	08/30/2021	0850	0858	Unannounced
	Fuquay Welcome Center	08/30/2021	0958	1000	Unannounced
	Griffin Center	08/31/2021	0957	0959	Unannounced
	Health Professions Center	08/30/2021	0915	0925	Unannounced
	Liberal Arts Center	08/31/2021	0910	0915	Unannounced
	Orr Center	08/30/2021	0944	0949	Unannounced

	Physical Plant	09/01/2021	0748	0751	Unannounced
	Public Safety Building	08/31/2021	1018	1019	Unannounced
	Publishing Center	08/31/2021	1006	1008	Unannounced
	Recreation, Fitness, and Wellness Center	09/02/2021	0901	0908	Unannounced
	Rice Library	08/31/2021	0838	0846	Unannounced
	Screaming Eagles Arena/ Physical Activities Center	9/02/2021	0916	0924	Unannounced
	Support Services Building	09/02/2021	0831	0843	Unannounced
	Theatre Support Building	08/30/2021	1026	1029	Unannounced
	University Center Complex (East/West/Performance Center)	08/31/2021	1412	1420	Unannounced
	Wright Administration/ Forum Wing	08/30/2021	1005	1011	Unannounced
	Housing Buildings				
	Baker Building	04/13/2021	1655	1659	Unannounced
	Bayh Building	04/08/2021	1634	1636	Unannounced
	Bigger Building	04/07/2021	1603	1605	Unannounced
	Boon Building	04/07/2021	1541	1544	Unannounced
	Bowen Building	04/08/2021	1643	1645	Unannounced
	Branigin Building	04/08/2021	1612	1614	Unannounced
	Branch	04/12/2021	1709	1712	Unannounced
	Chase Building	04/13/2021	1742	1746	Unannounced
	Craig Building	04/08/2021	1647	1649	Unannounced
	Dunning Building	04/07/2021	1610	1613	Unannounced
	Durbin	04/12/2021	1636	1639	unannounced
	Gates Building	04/08/2021	1650	1653	Unannounced
	Goodrich	04/12/2021	1726	1729	Unannounced
	Governors Hall	04/07/2021	2209	2215	Unannounced
	Gray Building	04/13/2021	1714	1718	Unannounced
	Hammond Building	04/13/2021	1639	1642	Unannounced
	Hanly	04/12/2021	1650	1653	Unannounced
	Hendricks Building East	04/13/2021	1703	1706	Unannounced
	Hendricks Building South	04/07/2021	1556	1559	Unannounced
	Hovey	04/13/2021	1751	1754	Unannounced
	Housing and Residence Life Center	9/02/2021	0802	0805	Unannounced

	Housing and Residence Life Community Center	09/01/2021	0824	0826	Unannounced
	Hovey Building	04/12/2021	1755	1757	Unannounced
	Jackson	04/12/2021	1737	1740	Unannounced
	Jennings Building	04/07/2021	1535	1538	Unannounced
	Lane Building	04/13/2021	1645	1648	Unannounced
	Leslie Building	04/08/2021	1624	1626	Unannounced
	McCray	04/12/201	1731	1734	Unannounced
	McNutt Building	04/08/2021	1619	1621	Unannounced
	Marshall Building	04/12/2021	1700	1703	Unannounced
	Matthews Building	04/13/2021	1738	1741	Unannounced
	Morton Building	04/13/2021	1650	1653	Unannounced
	Mount Building	04/13/2021	1730	1734	Unannounced
	Newman Hall	04/07/2021	2158	2203	Unannounced
	Noble Building	04/07/2021	1556	1558	Unannounced
	O'Bannon Hall	04/07/2021	2128	2135	Unannounced
	Orr Building	04/08/2021	1639	1641	Unannounced
	Porter Building	04/18/2021	1721	1724	Unannounced
	Ray Building	04/07/2021	1551	1554	Unannounced
	Ruston Hall	4/07/2021	2140	2145	Unannounced
	Saletta Building	04/12/2021	1654	1657	Unannounced
	Schricker Building	04/08/2021	1608	1610	Unannounced
	Townsend Building	04/08/2021	1614	1617	Unannounced
	Wallace Building	04/07/2021	1600	1602	Unannounced
	Welsh Building	04/08/2021	1627	1632	Unannounced
	Whitcomb Building	04/07/2021	1607	1610	Unannounced
	Williams Building	04/13/2021	1710	1713	Unannounced
	Willard Building	04/13/2021	1633	1636	Unannounced
	Wright Building	04/07/2021	1613	1616	Unannounced

Appendix 6 University of Southern Indiana Sexual Harassment Policy

University of Southern Indiana Sexual Harassment Policy

Scope

1.1 Introduction

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. In accordance with Title IX of the Educational Amendments Act of 1972 and its implementing regulations, the University prohibits discrimination on the basis of sex, including Sexual Harassment (as defined below), in its education programs or activities. This prohibition on sex discrimination includes, but is not limited to, admission and employment.

For discrimination or harassment that is not on the basis of sex, does not meet the definitions of Prohibited Conduct in this Policy, or does not meet the jurisdictional requirements for Title IX, the University will utilize the University Handbook, specifically the [Equal Opportunity and Non-discrimination Policy](#) or other appropriate University policies.

1.2 Scope and Jurisdiction of Policy

This Policy prohibits sexual harassment including sexual assault, domestic violence, dating violence, stalking, and also sexual exploitation. It applies to conduct that occurs on University property or at University-sponsored activities. The University may also address “Non-Title IX” complaints that occur off-campus, at study abroad programs, and/or online when the conduct affects a substantial University interest.

All actions by a member of the University community that involve the use of the University’s computing and network resources from a remote location, including but not limited to accessing email accounts, digital platforms, and computer hardware or software owned or operated by USI will be deemed to have occurred on campus. On-line and/or

social media conduct may violate this Policy if it meets the definition of Prohibited Conduct. These postings may subject an individual to allegations of Prohibited Conduct or other misconduct, including violations of the [Data Communication and Computer Use Policy](#).

This Policy applies to all University students, employees, or program participants at the University of Southern Indiana as well as affiliated vendors and volunteers. Other third parties are both protected by and subject to this Policy. However, the University's response may be impacted by the status of the parties involved and their relationship with the University. Under federal law, universities are required to distinguish between Prohibited Conduct that meets the definition and jurisdiction as outlined in the Title IX regulations and behaviors that do not meet that threshold but are otherwise prohibited by codes of conduct. Under Title IX, the University must dismiss a Formal Complaint or the part of the allegations in a Formal Complaint, if applicable, where Sexual Harassment is alleged and where:

1. The Respondent is not a current student or employee;
2. The Complainant is not a current student or employee;
3. The conduct alleged does not meet the definition of Sexual Harassment;
4. The alleged conduct did not occur in the University's education program or activity; or,
5. The alleged conduct did not occur in the United States.

These Complaints may still be adjudicated, however, through the grievance processes provided for in this Policy. However, Complainants alleging discrimination based on pregnancy, different treatment based on sex, or other forms of sex discrimination will be adjudicated under the [Procedures for Resolving Complaints of Discrimination and Harassment](#).

Because of the distinction between conduct "under Title IX" and other Prohibited Conduct, the University does not have a single adjudication mechanism for all complaints of sexual harassment. As a result, the procedures applicable to the adjudication of a complaint will depend on whether the complaint meets the Title IX definition and jurisdictional threshold and the status of the parties. Additionally, the University will decide, on a case-by-case basis, which grievance procedures will be applied for incidents involving multiple policies.

Even if the Respondent is unknown or is not a member of the University community, USI will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report. In addition, the University may take other actions as appropriate to protect the Complainant against third

parties, such as barring individuals from University property and/or events. When the Respondent is enrolled in or employed by another institution, the University can assist the Complainant in liaising with the appropriate individual at that institution.

This Policy distinguishes between reporting sexual harassment incidents to University officials and filing Formal Complaints. Reporting sexual harassment incidents informs USI of the incident, which allows the University to provide support and resources to the Complainant while not necessarily resulting in the initiation of the investigation and adjudication procedures described in the Policy.

Prohibited Conduct and Definitions

1.3 Definitions of Prohibited Conduct

As outlined above, the University prohibits conduct as defined under Title IX, but also behaviors that fall outside of the scope of conduct prohibited by Title IX. If a report constitutes Prohibited Conduct under this Policy, the University will determine which adjudication process to utilize to resolve the complaint.

For purposes of this Policy, all of the following definitions constitute conduct to be “on the basis of sex.” The University will treat attempts to commit any Prohibited Conduct as if those attempts had been completed.

Hostile Environment Sexual Harassment means unwelcome verbal, written or physical conduct based on sex, sexual orientation and/or gender identity, that is severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions) or that creates an intimidating, hostile or offensive environment.

To meet the threshold for Title IX, the unwelcome conduct must be determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

Quid Pro Quo Sexual Harassment is a form of harassment that consists of unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature when a person affiliated with the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in the unwelcome sexual conduct.

To meet the threshold for Title IX, an employee of the University must condition the provision of an aid, benefit, or service of the University on an individual's participation in the unwelcome sexual conduct.

Sexual Assault is defined as any sexual act directed against another person, without consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of temporary or permanent incapacitation. Violations of this policy shall include one or more of the following:

Sexual Assault—Rape is defined as 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 Complainant. This definition includes any gender of the Complainant or Respondent.

Sexual Assault—Fondling is defined as the touching of the private body parts, including but not limited to breasts, buttocks, or groin of another person, for the purpose of sexual gratification, without the consent of the Complainant.

Sexual Assault—Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in Indiana.

Sexual Assault—Statutory Rape is sexual intercourse with a person who is under the statutory age of consent which is 16 years of age in the state of Indiana (which means the victim must be under 16); however, 14- and 15-year-olds may consent if the offender is less than four years older than the victim.

Dating Violence encompasses a wide range of behaviors including sexual assault, physical abuse, and other forms of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence encompasses a wide range of behaviors including sexual assault, physical abuse, and other forms of violence committed by a current or former spouse or

intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person who is cohabitating with or has cohabitated with, the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant, or by any other person against an adult or youth Complainant protected from those acts by domestic or family violence laws of Indiana. For the purposes of this policy, incidents involving roommates who are not in a relationship as defined under this section will not be considered “domestic violence.”

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Sexual Exploitation means taking non-consensual or abusive sexual advantage of another person for one’s own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited. Examples include but are not limited to non-consensual photography, video-, or audio- recording of sexual images or activity, distributing images of sexual activity without consent, and observing a consensual sexual act without the prior knowledge or consent of all involved parties. In some circumstances, Sexual Exploitation may also meet the definition of hostile environment harassment and may be adjudicated under Title IX adjudication procedures.

1.4 Definition of Consent

Consent is defined as an affirmative indication by words and/or actions of a voluntary agreement to engage in the particular sexual act or conduct in question. Consent for one sexual act or conduct does not constitute consent to all sexual acts or conduct. Consent can be withdrawn at any time, and once withdrawal of consent has been expressed, sexual activity must cease. Consent cannot be obtained through the use of force, threat, intimidation, or coercion. Silence or absence of resistance on the part of an individual does not constitute their consent. Consent cannot be given by someone who is incapacitated due

to consuming drugs or alcohol or for any other reason (including but not limited to being unconscious, asleep, or otherwise unaware that sexual activity is occurring).

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). While incapacitation may result from the use of alcohol and/or drugs, incapacitation is a state beyond drunkenness or intoxication. Incapacitation may also exist because of a physical, mental, or developmental disability. The question of incapacitation will be examined objectively from the perspective of the Respondent i.e. whether a reasonable, sober person in place of the Respondent should have known the condition of the Complainant based on the apparent indications of incapacitation, which may include, but are not limited to, acting confused or incoherent, difficulty walking or speaking, and/or vomiting.

1.5 Policy Definitions

Advisor means any person who accompanies a Complainant or Respondent to any meetings, interviews, and/or hearings related to the Policy. A party may choose an advisor of their choice. Except for conducting cross-examination at a hearing following the Title IX Adjudication Proceedings, the advisor’s role is limited to providing support and guidance to their advisee and the advisor may not speak or otherwise represent their advisee throughout the process. If a party does not have an advisor present at a hearing required under the Title IX Adjudication Proceedings, or is removed by the University for being disruptive, the University will provide, without fee or charge to that party, an advisor of the University’s choice to conduct cross-examination on behalf of that party. A party is not required to have an advisor except for hearings utilizing the Title IX Adjudication Proceedings.

For both Title IX and Non-Title IX meetings, interviews and disciplinary proceedings, the advisor may talk quietly with the student or pass notes in a non-disruptive manner. In addition, while advisors may provide guidance and assistance throughout the process, all written submissions must be authored by the student.

Appellate Decision-maker refers to the individual(s) authorized to hear appeals of findings or dismissals. The appellate decision-maker may be an employee or may be a person external to the University. The appellate decision-maker will not be the same person as the decision-maker in a case.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Days means business days.

Decision-maker refers to the individuals authorized to determine findings and sanctions. For student Respondent cases, the decision-makers at any hearings will be a three-person panel and could be comprised of both internal and external members. The University utilizes both internal and external decision-maker for employee cases. The decision-maker will not be the same person as the Title IX Coordinator or the investigator.

Education program or activity means locations, events, or circumstances where the University exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the University.

Formal Complaint means a document filed and signed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct and requesting to proceed utilizing an Informal or Formal Resolution process.

Investigator(s) means the person assigned to conduct the investigation upon the signing of a Formal Complaint that is proceeding under the Formal Resolution process. The investigator may be an employee or may be a person external to the University.

Parties include the Complainant(s) and Respondent(s), collectively.

Preponderance of the Evidence is a standard of proof where it is more likely than not that a policy violation occurred.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct under this Policy.

Title IX Coordinator is at least one official designated by the University to ensure compliance with Title IX and the University's Title IX program. References to the Title IX Coordinator may also encompass Title IX Deputy Coordinator for specific roles and tasks, and all persons mentioned herein are used interchangeably within the Policy.

Witness is anyone with relevant information about an incident. Character witnesses who do not have relevant information about the incident are not considered witnesses.

Reporting

Any member of the USI community who believes that they have experienced sexual harassment, including sexual assault, domestic violence, dating violence, stalking, or sexual exploitation in violation of this Policy is encouraged to report the incident(s) as soon as possible. While reporting is encouraged, Complainant's have the right to report or not report the incident to the University and/or to law enforcement.

1.6 Reporting to Law Enforcement

The University encourages any student or employee who has experienced domestic violence, dating violence, sexual assault, or stalking to report the incident to law enforcement and encourages students who experience these behaviors to additionally consult their parents/guardians. Those in Public Safety or the Title IX Coordinator can assist the Complainant in contacting appropriate law enforcement officials and in working with these officials to pursue criminal charges against the Respondent. Complainants also have the option to decline to notify law enforcement authorities.

Please note that reporting options are not mutually exclusive; both internal (University) and external (Law Enforcement) reporting options may be pursued at the same time. The local law enforcement office with jurisdiction over the University's geographic location is the Vanderburgh County Sheriff's Office. Allegations of criminal misconduct occurring within the Evansville city limits can be reported to the Evansville Police Department. Additionally, the Indiana State Police (ISP) has state-wide jurisdiction.

Public Safety (Available for Emergency or After-Hours Reporting)

From your cell phone or outside line: 812-492-7777
From campus phones: Ext 7777

Vanderburgh County Sheriff's Office Operation Center

5607 Highway 41 North
Evansville, IN 47711
Non-emergency telephone: 812-421-6201
Emergency telephone: 911

Evansville Police Department

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

Indiana State Police (ISP) District 35 Police Post

19411 Highway 41 North
Evansville, IN 47725
Telephone: 812-867-2079 or 800-852-3970

While not required, the University strongly encourages anyone who becomes aware of behavior that may constitute a crime to report the incident to local law enforcement. However, Campus Security Authorities (CSAs) must report certain crimes reported to them to the appropriate reporting structure. The University can provide support, resources, and assistance to those who do so. Regarding the involvement of law enforcement in matters involving Sexual Harassment, the Complainant has several options, including to: (1) notify law enforcement authorities; (2) be assisted by campus authorities in notifying law enforcement authorities if the Complainant chooses; or (3) decline to notify such authorities. The University will comply with the Complainant's request for assistance in notifying law enforcement in these matters to the extent legally permitted. The Complainant's choice to report to law enforcement will not impact the implementation of supportive measures if applicable.

Regardless of whether a Complainant chooses to notify law enforcement, it is important for a Complainant who has experienced sexual assault, dating violence, or domestic violence to seek medical attention and to preserve evidence potentially by obtaining a forensic medical exam. Additionally, Complainants are encouraged to preserve text messages, instant messages, social networking pages, or other communications, and keeping pictures, logs, or other copies of documents. Preserving evidence may assist in proving that an alleged criminal offense occurred or may be helpful in obtaining a protective order. The University will provide written information on where to obtain forensic examinations. Obtaining a forensic examination does not require the Complainant to file a police report, but a forensic examination can help preserve evidence in cases where the Complainant decides to file a police report at a later date.

Protective orders and peace orders may be sought through the court system. A Complainant interested in a mutual no-contact order at USI may contact the Title IX Coordinator.

Reports of violations under this Policy may also constitute violations of state and local law. University officials are required to document certain reports of sexual harassment for Clery Act reporting purposes. There will be no personally identifiable information about the Complainant shared in that report. If the University is required to notify the community of the incident, including recording the assault in the Daily Crime Log or through the issuance of a Timely Warning Notice, no identifying information will be included to the extent permissible by law.

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 harassment, and the Complainant is under the age of consent. The necessity to report an incident to law enforcement will be shared with the Complainant.

The University's Formal Complaint Resolution Process and the legal system work independently from one another, and the University will proceed with its process as applicable, regardless of action or inaction taken by outside authorities. If a law enforcement investigation is initiated, the University may pause its procedures briefly at the request of law enforcement to facilitate their initial evidence gathering. Decisions made or sanctions imposed through the Formal Complaint Resolution Process are not subject to

change if criminal or civil charges arising from the same misconduct are dismissed, reduced, or rejected in favor of or against the Respondent.

1.7 Medical Assistance

Complainants are encouraged to seek medical assistance in any instance of sexual harassment where physical or sexual assault is being alleged. Public Safety can help facilitate transportation to Deaconess Midtown Hospital, designated as one of the city's sexual assault and domestic violence treatment centers. Deaconess Midtown Hospital has trained nurses who perform the Sexual Assault Nursing Exam (SANE) and will provide victim services, including treatment of injuries and steps to address concerns of pregnancy (if applicable) and/or sexually transmitted infections.

- **Deaconess Midtown Hospital**
600 Mary St
Evansville IN 47710
812-450-5000

Students may also schedule appointments at the Student Health Center. While the SANE program is not available at Student Health, they can provide non-emergency and on-going medical assistance from a healthcare provider on campus. All appointments are confidential

- **University Health Center**
Lower level Health Professions Building
Room HP 00091
812-464-1862 (office)

It is recommended that the Complainant not take a shower or wash or discard clothing they were wearing at the time of the assault. All clothing (including underwear) should be put into a paper bag and brought to the hospital. Additionally, preservation of any related or electronic communications (e.g., pictures, videos, texts, social media posts, etc.) if recommended.

A Complainant does not have to decide whether or not to file criminal charges before obtaining a forensic exam. The exam is free, and the evidence will be kept in a secured locker indefinitely. There is no statute of limitations on filing a criminal complaint. If a Complainant wishes to remain anonymous, she/he can have the exam listed as a Jane

Doe/John Doe for confidentiality. Having a forensic exam is an important step to preserve evidence for a criminal offense if criminal charges are filed.

1.8 Confidential Reporting – Confidential Employees

If a student has experienced sexual harassment but does not want to report it to a University official, the student may meet with a confidential resource. All of the persons and organizations listed below are confidential for purposes of reporting sexual harassment. Reports made to a licensed counselor or a treating health care provider are confidential and will not be reported to University officials without the student's permission unless an imminent threat exists. Confidential resources may be required to report statistical information, without personally identifiable data, for Clery Act reporting.

- **USI Health Center**
Health Professions 0091
Telephone 812-465-1250
- **USI Counseling Center**
Orr Center 1051
Telephone: 812-464-1867
- **Albion Fellows Bacon Center**
P.O. Box 3164
Evansville, IN 47731
Telephone for Domestic Violence: 812-422-5622
Telephone for Sexual Assault: 812-424-7273
Toll-free: 800-339-7752
- **YWCA Evansville**
118 Vine Street
Evansville, IN 47708
Telephone: 812-422-1191 or 866-367-9922
- **Holly's House**
750 North Park Drive
Evansville, IN 47710
Telephone: 812-437-7233
- **Lampion Center**
655 South Hebron Avenue
Evansville, IN 47714
Telephone: 812-471-1776
- **Southwestern (Behavioral Health)**
415 Mulberry Street
Evansville, IN 47713

- Telephone: 812-423-7791
24 Hour Suicide Hotline: 812-422-1100
- National confidential resources (available 24/7) include, but are not limited to: **RAINN (Rape, Abuse & Incest National Network)** which operates the **National Sexual Assault Hotline** at 1-800-656-HOPE (4673) and an online chat with a trained staff member; and **National Domestic Violence Hotline** at 1- 800-799-7233 or TTY at 1-800-787-3224 with an online chat option.

1.9 Reporting to Title IX

Anyone who believes they have been subjected to sexual harassment is encouraged to report these incidents to the Title IX Coordinator or Title IX Deputy Coordinator. Additionally, be aware that most USI employees are Responsible Employees and must report known incidents of sexual harassment to the Title IX Coordinator.

Chelsea Keaton
Title IX Coordinator and Affirmative Action Officer
Wright Administration Building, Forum Wing, Room 171A
8600 University Boulevard
Evansville, Indiana 47712
812-464-1703
Title.IX@USI.edu or cckeaton@usi.edu

1.10 Online and Anonymous Reporting Options

Reports may also be made anonymously or identified using the methods outlined below. It should be noted that the University's ability to investigate or act upon anonymous reports may be limited. Anonymous reports that provide sufficient information to constitute certain criminal offenses will be reported without personally identifiable information for purposes of Clery Act reporting purposes.

Reports related to sexual harassment, submitted through the reporting options below, do not constitute a Formal Complaint under this Policy.

- **Sexual Misconduct/Harassment Report** (these reports can also be submitted anonymously). Found here: https://cm.maxient.com/reportingform?UnivofSouthernIndiana&layout_id=1

1.11 Additional Reporting Options

Filing a complaint under this Policy does not preclude an employee from filing a charge of employment discrimination with the EEOC, or the Indiana Civil Rights Commission, within the time frames established by those agencies. Complaints with the EEOC should be filed within 180 calendar days from the day the discrimination took place.

Filing a complaint under this Policy does not preclude a student from filing a written complaint with the U.S. Department of Education's Office for Civil Rights. Complaints should be filed within 180 calendar days of the date of the alleged discrimination.

EEOC (Indianapolis District Office)

101 West Ohio St, Ste 1900
Indianapolis, IN 46204
United States
Phone: 1-800-669-4000
Fax: 317-226-7953
<https://www.eeoc.gov/field-office/indianapolis/location>

Indiana Civil Rights Commission

100 North Senate Avenue
Indiana Government Center North, Room N300
Indianapolis, IN 46204
1800-457-8283 or 317-232-2600
<https://www.in.gov/icrc/>

U.S. Department of Education, Office for Civil Rights (OCR)

John C. Klczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Phone: 312-730-1560
OCR.Chicago@ed.gov
www2.ed.gov/ocr

1.12 Responsible Employees

The University has classified Responsible Employees as any employee who is not a Confidential Employee. Responsible Employees include, but are not limited to, faculty and

staff, those with supervisory responsibilities, advisors to student organizations, Public Safety officers and staff, the Dean of Students Office, those in USI Housing and Residence Life including resident assistants, Athletics staff, and all employees serving as Campus Security Authorities (CSAs) when any disclosures to them are made in their capacity as an employee. Additionally, assigned deputies from the Sheriff's office are also considered Responsible Employees. In limited circumstances, a Confidential Employee may be considered a Responsible Employees if they receive details about an incident of sexual harassment outside of their role as a Confidential Employee.

The above persons are not confidential and must immediately report to the Office of Institutional Equity all relevant details about an incident of sexual harassment that involves any community member. These details include the names of the Complainant and Respondent, witnesses, dates, times, locations of the incident. All reports involving sexual harassment, sexual assault, domestic violence, dating violence and stalking made to Responsible Employees will be referred to the Title IX Coordinator so that Supportive Measures may be offered, and rights and options can be explained.

Generally, disclosures in climate surveys, classroom writing assignments, discussions, or group presentations, in conversations heard indirectly among students in a hallway, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or seek a specific response from the University.

1.13 Time Limits on Reporting

There is no time limitation on reporting incidents and/or filing complaints to the University. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be limited. Regardless of the passage of time, the University will continue to offer Supportive Measures. When a report or Formal Complaint is affected by significant time delay, the University will typically apply the policy in place at the time of the complaint was filed.

Supportive Measures and University Response to Reports

1.14 University Response to Reports

Upon receipt of a report, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, explain to the Complainant the process for filing a Formal Complaint as outlined in this Policy, and respect the Complainant's wishes with respect to whether to investigate unless the Title IX Coordinator determines it is necessary to pursue the complaint in light of a health or safety concern for the community. The Complainant will also be provided with a written explanation of rights and options.

1.15 Supportive Measures

Upon receiving a report or a Formal Complaint, the Title IX Coordinator will promptly offer Supportive Measures to the parties designed to restore or preserve access to the University's education program, activity, or work environment. Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge and can include actions deemed necessary to protect the well-being of the individuals involved in cases of sexual harassment, as well as the educational environment of the University community. These Supportive Measures may include but are not limited to:

- counseling,
- mutual no contact orders,
- relocating residence hall assignments,
- restricting access to certain campus buildings,
- changes to class schedules, assistance with rescheduling an academic assignment (paper, exam, etc.),
- tutoring support, changes to work schedules/situations,
- changes to work locations,
- leaves of absences,
- transportation assistance and escorts to and from campus locations,
- increased security and monitoring of certain areas,
- and other measures for safety as necessary.

Additionally, the University may act to remove a Respondent entirely or partially from its education program or activities on an emergency basis as outlined in "Emergency Removal" and "Administrative Leave" in this Policy.

The University will maintain the privacy of the Supportive Measures, provided that privacy does not impair the University's ability to provide the Supportive Measures. The University will act to ensure as minimal an academic impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party.

1.16 Emergency Removal

The University can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

1.17 Administrative Leave

The University retains the authority to place an employee Respondent, including a student-employee, on administrative leave, consistent with the [University Handbook](#).

1.18 Amnesty

Reporting suspected Sexual Harassment is important. The University recognizes that an individual who reports Sexual Harassment may be engaged in under-age drinking or drug use or other prohibited conduct at or near the time of the incident reported. To encourage reporting under these circumstances, the University will not take disciplinary action against a student reporter, student witness, student Complainant, or student Respondent for their personal use of alcohol or drugs or for other prohibited conduct at or near the time of the incident reported if such violations do not or did not subject other people to harm. Depending on the circumstances, similar consideration may be given to employee reporters, employee witnesses, employee Complainants, and employee Respondents.

The University may initiate an educational discussion or pursue other educational remedies regarding the alcohol and/or other drugs. Amnesty for any other policy violations will be considered on a case-by-case basis.

1.19 Disability Accommodations and Interpretive Services

Those with a disability who desire an accommodation regarding this Policy, including parties and witnesses, may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator. It is the individual's responsibility, and not that of a university official, to request an accommodation. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the parties, even where the parties may be receiving accommodations in other University programs and activities. Similarly, those that are in need of interpretive services, should contact the Title IX Coordinator.

1.20 Prohibition on Retaliation

The University prohibits retaliation against any individual who makes a report, testifies, assists, participates, or refuses to participate in any manner in an investigation, proceeding, or hearing under this Policy. Specifically, no person may intimidate, threaten, coerce, harass, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX or this Policy.

Allegations of retaliation against students are handled in accordance with the normal rules and procedures of the student conduct process, and students alleged to have violated this policy may be charged with 16.7A Interfering with the discipline procedures or outcomes or 16.7B. Intimidation or retaliation. Any employee who is alleged to have violated this provision may also be subject to disciplinary action under the Whistleblower Policy.

Those found to have violated this policy's prohibition on retaliation will be subject to disciplinary action, up to and including termination of employment for employees and expulsion for students. Any person who believes that someone has been subjected to retaliation should promptly contact the Title IX Coordinator.

Formal Complaints

1.21 Filing a Formal Complainant

The grievance process begins with a Formal Complaint, which is a document filed and/or signed by the Complainant or signed by the Title IX Coordinator alleging a violation of Prohibited Conduct under this Policy and requesting that the University investigate the

allegation(s). A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. The Title IX Coordinator will assist the Complainant to ensure that the Formal Complaint is filed correctly.

1.22 When a Complainant Does Not Wish to Proceed

The University understands that some Complainants may seek confidentiality with respect to a report of sexual harassment, including requesting that they not be identified to the Respondent. Due to the usually private nature of these actions and the need to ensure a fair process for all involved, the University may not be able to pursue charges of sexual harassment unless the Complainant is willing to be identified. However, in cases where there is a witness to the alleged violation, or in cases where pursuing the case is necessary to protect the University community, the University reserves the right to pursue a case to its conclusion. If the Complainant requests confidentiality or that a report not be pursued, the University will evaluate the request for confidentiality considering its obligation to maintain a safe campus environment for all. While rare, the University may determine that the Complainant's request for confidentiality cannot be complied with fully. The goal is to provide the Complainant with as much control over the process as possible, while balancing the University's obligation to protect its community. The Title IX Coordinator, in consultation with other University officials, will make the determination.

When the Title IX Coordinator executes the Formal Complaint, they do not become the Complainant. Under these circumstances, the Complainant may have as much or as little involvement in the process as they wish. The Complainant retains all rights under this Policy irrespective of their level of participation.

In cases in which the Complainant requests confidentiality or no formal action and the circumstances allow the University to honor that request, the University will offer Supportive Measures to the Complainant and the community but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a Formal Complaint at a later date.

1.23 Dismissals of a Formal Complaint

If the Complainant files a Formal Complaint, the Title IX Coordinator will review the complaint. The Title IX Coordinator must dismiss the Formal Complaint for the following reasons:

1. The Respondent is not a current student or employee;
2. The Complainant is not a current student or employee;
3. The conduct alleged does not meet the definition of Sexual Harassment;
4. The alleged conduct did not occur in the University's education program or activity; or,
5. The alleged conduct did not occur in the United States.

However, while the Formal Complaint will not proceed under the Title IX Adjudication Proceedings it may proceed under either the Non-Title IX Adjudication Proceedings (Students) or Non-Title IX Adjudication Proceedings (Employees). Formal Complaints that do not on their face state Prohibited Conduct (for example complaints alleging discrimination based on pregnancy, different treatment based on sex, or other forms of discrimination or harassment), will not be adjudicated using this Policy but will be referred for review under the [Equal Opportunity and Non-Discrimination Policy](#).

At the University's discretion, the Title Coordinator may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

1.
 1. a Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint;
 2. the Respondent is no longer enrolled at the University; or
 3. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

The dismissal determination of a Formal Complaint or any included allegations may be appealed following the appeals process outlined in this Policy. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

1.24 Consolidation of Complaints

The University may consolidate Formal Complaints as to the allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party where the allegations of sexual harassment arise out of the same facts or circumstances. For complaints involving other University policies, a case-by-case determination will be made regarding adjudication proceedings which will be used in resolving the complaints and whether the complaints should be consolidated.

1.25 Resolution Timeline

Upon the signing of a Formal Complaint, the University will make a good faith effort to complete the resolution process within a 60 day period, excluding appeal. The timeline may be extended for good cause. The University will notify the parties when a delay is anticipated and the rationale for any extensions or delays as appropriate, as well as an estimate of how much additional time will be needed to complete the process. While the University works with all parties involved in scheduling meetings throughout the process, repeated delays in the process, including requests to reschedule meetings or hearings, and scheduling conflicts with advisors and/or support persons may not always be accommodated.

In cases where law enforcement directs the University to suspend its investigative efforts while criminal proceedings are pending, the University will cooperate with all investigative efforts and will promptly resume its own investigation or adjudication of the case when permitted to do so.

1.26 Confidentiality and Privacy

“Confidentiality” refers to the circumstances under which information will or will not be disclosed to others. “Privacy” refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this Policy or a separate grievance procedure.

All actions taken to investigate and resolve concerns raised under this Policy shall be conducted in a way that respects the privacy of those involved, to the extent reasonably possible. The investigator will not discuss the matter with persons other than those

involved in, affected by, or having information about the matter, or those necessary to implement the investigative process or the disciplinary procedures under this Policy.

Medical and counseling records, as well as those with a recognized legal privilege are confidential documents that parties will not be required to disclose. If one party chooses to provide written consent regarding disclosure, all parties will have access to those records.

Each party may disclose information to persons who need to know to participate in or administer the process, and/or to provide support and assistance. Parents or guardians of students will not be contacted by the University except if the student is a minor, at the student's request, or in the case of a health and safety emergency or with written permission from the student.

All participants are expected to maintain confidentiality regarding the proceedings, except that the Complainant and the Respondent may not be required to maintain confidentiality as to the outcome of the proceedings and any directives regarding confidentiality shall not impede the parties' ability to obtain and present evidence or otherwise support or defend their interests, to communicate with law enforcement, to communicate with legal counsel or another advisor under this Policy, or to seek counseling or support.

Students and employees may request that directory information on file be removed from public sources by request, in writing, and on an annual basis, to the Registrar (for students) or Human Resources (for employees).

Questions regarding confidentiality in a particular case should be directed to the Title IX Coordinator.

1.27 Rights of the Parties

In the event that a Formal Complaint is filed, the Complainant and the Respondent will receive a written notification of their rights regarding the adjudication process, to include the following:

- Complainants and Respondents will be treated equitably by the University which includes providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent, and by following a grievance process that complies with this Policy.

- The University's procedures provide for a prompt, fair, equitable, and impartial investigation and resolution that begins promptly and is completed within reasonably prompt timeframes.
- Participants will be treated with dignity, respect, and sensitivity.
- A Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the applicable adjudication proceeding.
- The decision-makers will conduct an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- The University will use a resolution process that is consistent with University policies, transparent to the Complainant and Respondent, and in which the burden of proof and of gathering evidence rests with the University and not the parties.
- The parties will have the right to an advisor of the party's choosing during the grievance process. If a party does not have an advisor present at any Title IX Hearing per this Policy, the University will provide without fee or charge, an advisor of the University's choice for purposes of conducting cross-examination.
- Both the Respondent and Complainant have a right to similar and timely access to information that will be used at the hearing or adjudication process.
- The parties have the right not to be retaliated against for filing a Formal Complaint and/or for participating in an Informal or Formal Resolution process.
- Any false statements or knowingly submitting false information during the grievance process, constitutes a violation of [Student Rights and Responsibilities Section 5.10A, False Information/Obstruction](#) or the [University Handbook](#) which will result in a referral for disciplinary action that is separate and independent from the grievance process in this Policy. A finding of not responsible is not the same as a false report.

Informal Resolution

1.28 Overview

Informal resolution is available only after a Formal Complaint has been filed, the Complainant and Respondent have been sent the Notice of Allegations, prior to a determination of responsibility, and if the Complainant and Respondent voluntarily consent to the process in writing. Informal resolution is not available in cases in which an employee is alleged to have sexually harassed a student.

The Title IX Coordinator will determine whether it is appropriate to offer the parties informal resolution in lieu of a formal investigation of the complaint. In the event that the Title IX Coordinator determines that informal resolution is appropriate, the parties will be provided written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from

resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both parties must provide voluntary, written consent to the informal resolution process.

With the voluntary consent of the parties, informal resolution may be used to agree upon disciplinary sanctions. Disciplinary action will only be imposed against a Respondent where there is a sufficient factual foundation and both the Complainant, and the Respondent have agreed to forego the additional procedures set forth in this school's policy and accept an agreed upon sanction.

Any person who facilitates an informal resolution will be trained and free from conflicts of interest or bias for or against either party.

Informal Resolutions may include, but are not limited to;

- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately;
- A written warning;
- Education and/or training for a Respondent and/or department;
- Permanent Supportive Measures for Complainant;
- Mediation or other informal communication between the Complainant and Respondent;
- Messaging to the campus community;
- Events and/or trainings offered to the campus community or particular departments;
- Referral and/or collaboration with another District department in order to address the allegations and eliminate any potential sexual misconduct; and/or other forms of resolution that can be tailored to the needs of the parties

Formal Resolutions

1.29 Initial Assessment

Once a Formal Complaint is filed, the Title IX Coordinator will initiate a prompt review of the Formal Complaint to determine the next steps in the grievance process.

If a formal grievance process is preferred, the Title IX Coordinator determines which adjudication proceedings to follow, as outlined in "Scope and Jurisdiction" and "Dismissals of a Formal Complaint" sections of this Policy. If Informal Resolution is preferred, the Title

IX Coordinator will determine whether the complaint is suitable for Informal Resolution and seek to determine if the Respondent is also willing to engage in an informal process.

1.30 Notice of Allegations

Once a Formal Complaint has been filed, the Title IX Coordinator shall provide the Complainant and Respondent with timely written notice of the allegations, including identities of the parties involved in the incident, if known, the date, time, and location of the alleged violation, if known, and the conduct allegedly constituting the violation.

Amendments and updates to the notice may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

1.31 Investigation

Following notice to the parties, the Title IX Coordinator will designate an impartial investigator(s) and coordinate the logistics of the investigation process. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. No unauthorized audio or video recording of any kind is permitted during investigation meetings. The Title IX Coordinator will provide regular status updates to the parties throughout the investigation. The Complainant and Respondent will be notified of the date, time and location of each hearing, meeting, or interview that they are required or permitted to attend and shall have the right to be accompanied by their advisor and/or support person.

The Complainant and Respondent shall have the right to submit to the investigator evidence, witness lists, and suggested questions for the other party and witnesses. Evidence that is readily available, but not provided during the course of the investigation, is not considered to be new information and will not be allowed to be submitted at the hearing or as a basis for appeal.

Evidence regarding a party's medical history, including mental health counseling, treatment, or diagnosis, may not be considered without that party's written consent.

1.32 Evidence Inspection and Review Period

Prior to the conclusion of the investigation, the Complainant and Respondent will be given the opportunity to inspect and review all evidence that is directly related to the Formal

Complaint. The parties will have 10 days to submit a written response. If a written response has been submitted, the investigator(s) will evaluate the information from the parties and may need to conduct further interviews to gather relevant evidence in the case. The investigator(s) will incorporate relevant elements of the parties' written responses and additional relevant evidence into the final investigation report, make any necessary revisions, and finalize the report.

1.33 Investigative Report

Following the evidence inspection and review period, the investigator(s) shall prepare a written report summarizing and analyzing the evidence, including both evidence indicating the alleged behavior occurred and that it did not occur. The Title IX Coordinator will provide the final investigation report to the parties. The parties will have 10 days to provide a written response to the final investigative report.

1.34 Assignment to Adjudication

At the conclusion of the investigation, if not previously determined, the Title IX Coordinator will make a final determination as to the appropriate adjudication procedures, specifically whether it will proceed under the Title IX Adjudication Proceedings, the non-Title IX Adjudication Proceedings for students, or non-Title IX Adjudication proceedings for employees.

At the hearing, the decision-maker have the authority to hear and make determinations on all allegations under this Policy and may also hear and make determinations on any additional alleged policy violations under other University policies that have occurred in concert with the Prohibited Conduct, even though those collateral allegations may not specifically fall within this Policy. The decision-maker will answer all questions of procedure and the parties will be notified in writing of what University policy violations will be heard at a consolidated hearing and the procedures that will be followed for each alleged policy violation.

At the time it is assigned to adjudication, both the Complainant and Respondent will be notified of the identity of the appointed decision-makers will be given an opportunity to request the removal or recusal of a decision-maker due to a bias or conflict of interest. A request for removal must state with specificity the grounds for removal. The Title IX Coordinator, or other appropriate university official will make the determination regarding removal.

Adjudication Procedures

1.35 Title IX Adjudication Proceedings (Students and Employees)

All hearings described in this section apply to the adjudication of Formal Complaints alleging Prohibited Conduct under this Policy that meets the definitional and jurisdictional thresholds of sexual harassment as prescribed by Title IX.

For cases that have been determined to meet the threshold to be adjudicated under the Title IX Adjudication Proceedings, hearings are typically scheduled no less than 10 days following the sending the investigative report to the parties and their advisors.

While the hearing is not intended to be a repeat of the investigation, the parties will be provided with an equal opportunity for their advisors to conduct cross-examination of the other party and of relevant witnesses. A typical hearing may include: brief opening remarks by the decision-maker; questions posed by the decision-maker to one or both of the parties; cross-examination by either party's advisor of the other party and relevant witnesses; and questions posed by the decision-maker to any relevant witnesses.

Pre-Hearing Conference

In order to promote a fair and expeditious hearing, The Title IX Coordinator may request that the parties and their advisors attend a pre-hearing conference. The pre-hearing conference assures that the parties and their advisors understand the hearing process and allows for significant issues to be addressed in advance of the hearing.

Hearing Procedures

All hearings will be conducted in a live hearing format which means all parties and the decision-maker may be physically present in the same geographic location, or at the request of either party or the University, the parties may be located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions.

At the hearing, the decision-maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. Participants at a live hearing are expected to abide by the Decision-maker's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including taking a break in the hearing, the length of which will be

determined by the Decision-maker. Additionally, the Decision-maker may exclude any offending person.

All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

Evidentiary Considerations at the Hearing

Any evidence that the decision-maker determines is relevant may be considered. The parties will have the opportunity to present the evidence they submitted, subject to any exclusions determined by the decision-maker. Generally, the parties may not introduce evidence, including witness testimony, at the hearing that they did not identify during the pre-hearing process. However, the decision-maker has discretion to accept or exclude additional evidence presented at the hearing. In addition, the parties are expected not to spend time on undisputed facts or evidence that would be duplicative.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The decision-maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Cross-examination and the Advisor

The Parties may have an advisor of their choice at the hearing. The advisor is responsible for conducting the cross-examination which includes asking the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. The advisor is not to represent a party, but only to relay the party's cross-examination questions that the party wishes to have asked of the other party and witnesses. Advisors may not raise objections or make statements or arguments during the live hearing. If a party does not have an advisor, the University will appoint one on behalf of the party free of charge. In this capacity, the advisor will be appointed for the sole purpose of conducting cross examination of the other party and witnesses.

When a party's advisor is asking questions of the other party or a witness, the decision-maker will determine whether each question is relevant before the party or witness answers it and will exclude any that are not relevant or unduly repetitive and will require rephrasing of any questions that violate the rules of conduct. If the decision-maker determines that a question should be excluded as not relevant, they will explain their reasoning.

If a party's advisor of choice refuses to comply with the University's established rules of decorum for the hearing, the University may require the party to use a different advisor. If an advisor refuses to comply with the rules of decorum, the University will provide that party with University appointed advisor of the University's choosing.

Participation

If the Complainant, the Respondent, or a witness informs the school that they will not attend the hearing (or will attend but refuse to be cross-examined), the Title IX Coordinator may determine that the hearing may still proceed. The decision-maker may be allowed to rely on any statement or information provided by a non-participating individual in reaching a determination regarding responsibility. The decision-maker shall not, however draw any adverse inference in reaching a determination regarding responsibility based solely on the individual's absence from the hearing (or their refusal to be cross-examined).

Moreover, the decision-maker may reach a determination regarding responsibility based on evidence that does not constitute a statement by that party. The decision-maker may also consider evidence created by the party where the evidence itself constituted the alleged prohibited conduct. Such evidence may include, by way of example but not limitation, text messages, e-mails, social media postings, audio or video recordings, or other documents or digital media created and sent by a party as a form of alleged sexual harassment, or as part of an alleged course of conduct that constitutes stalking.

1.36 Non-Title IX Adjudication Proceedings (Students and Employees)

All hearings described in this section apply to the adjudication of Formal Complaints alleging Prohibited Conduct under this Policy that do not meet the definitional or jurisdictional threshold for Title IX cases in which the Respondent is a student. For example, cases involving behaviors that occur off-campus may be adjudicated in accordance under the [Procedures for Resolving Complaints of Discrimination and Harassment](#).

1.37 Remedies

Remedies, including sanctions, are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include Supportive Measures however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of remedies.

1.38 Sanctions

Violations of this Policy are serious and the sanctions will take into account the nature and severity of the violation, as well as the Respondent's discipline history (if any) and may include one or more of the sanctions described below. Please note that this is not an exhaustive lists of sanctions.

Student Sanctions

- **Warning (written):** A student may be given a written warning. A written warning is a letter that makes a matter of record any incident of the Policy.
- **Probation:** Probation is a specified period of review and observation during which the student must demonstrate the ability to comply with University policies, and any other sanctions as outlined above and/or conditions which have been imposed in writing. The specific terms of the probation will be determined on a case-by-case basis. Notification may be given to other University officials as necessary. Probation may be supervised or unsupervised. Further inappropriate behavior may result in additional sanctions to be assigned, including suspension or expulsion.
- **Suspension:** A written notification of the termination of student status and exclusion from further enrollment for a specific period of time not less than one academic semester and not to exceed two academic years.
- A student who has been suspended must vacate campus within the time frame established.
- The notice will include the conditions for readmission which must be met prior to application for readmission. An interview with the Dean of Students or his/her designee will be required prior to acceptance of the student's application for read mission.
- The student's eligibility for any refund of tuition/fees will be subject to the University's normal withdrawal policy.
- The student must leave University residences and may not be on University-owned or -controlled property or attend University events.

Suspension is a matter of permanent record. A permanent record indicates that student behavior files may be retained indefinitely.

- Expulsion: A written notification that the student is permanently ineligible to return to the University. The student must leave University residences and may not be on University owned or -controlled property or attend University events. Petitions for re-enrollment will not be accepted. The expulsion will be recorded on the student's transcript as "May Not Register" and is a matter of permanent record.
- Additional Sanctions: The University reserves the right to issue additional sanctions including: loss of privileges, restitution, educational projects, parent/guardian notification, and assessments as appropriate.

Employee Sanctions

If the decision-maker finds an employee responsible, the determination of sanctions and remedies will be made in consultation with Human Resources. As outlined in the [University Handbook](#), disciplinary action may include, but do not necessarily have to include, the following:

- verbal warning/counseling
- written warning
- suspension with/without pay
- Termination

1.39 Notice of Outcome

The Complainant and Respondent will be informed concurrently in writing of the outcome normally within ten (10) days after the conclusion of the adjudication process. Both parties will receive written notice of any sanctions imposed on the Respondent, except that in cases of non-violent sexual harassment, the Complainant will only receive notice of any sanctions that relate directly to the Complainant. The written determination shall include the following:

- identification of the allegations allegedly constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination, conclusions regarding the application of the University's Prohibited Conduct to the facts;

- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and
- procedures and permissible bases for the Complainant and Respondent to appeal the determination.

Appeals

1.40 Grounds for Appeal

Appeals are available after a complaint dismissal or after a final determination is made. Appeals can be made based on the following:

- Procedural irregularities in the investigation affecting the outcome;
- New evidence that could affect the outcome but was not reasonably available at the time the determination or dismissal was made; or
- The Title IX Coordinator, investigator, or decision-maker had a bias or a conflict of interest that affected the outcome.

1.41 Process for Appeals

Appeals must be submitted in writing to the Title IX Coordinator or designee within 5 days of receipt of written determination or dismissal. Parties will be given an opportunity to submit a written statement in support of or against the final determination made by the decision-makers.

1.42 Appeal Determinations and Written Outcome

An appellate decision-maker will issue the final decision at the same time to each party.

The appellate decision-maker that hears the appeal can take the following actions: affirm the original decision; affirm the original decision of responsibility for some or all of the charges and change the sanction (sanction may be reduced or increased); reverse the original decision of responsibility for some or all of the charges; or remand the matter to the original or new decision-maker for further consideration. Upon remand, if the original decision-maker affirms its prior decisions regarding responsibility and sanctions, the appellate decision-maker shall continue its review and render a decision on the original appeal(s). If the original decision-maker reverses or modifies its original decisions

regarding responsibility and/or sanctions, each party shall have a right to submit a new appeal.

Except in cases involving the discovery of new evidence, the appellate decision-maker may consider, as appropriate given the grounds for appeal, the hearing record, the appeal letter and response, and the decision and rationale of the hearing panel. In cases where the appeal is based in whole or in part on a claim of newly discovered evidence, the appellate decision-maker will first determine if the offered evidence was not known at the time of the hearing and if it might impact the decision of responsibility or determination of sanction. If the appellate decision-maker determines that the evidence was not known at the time of the hearing and that it might impact the decision of responsibility or determination of sanction, the appellate body will remand the case to the original decision-maker for review and then will issue a new decision letter taking into account the newly discovered evidence.

The appellate decision-maker's decision will be communicated concurrently in writing to both the Respondent and the Complainant, normally within five (5) days the appeal was due and will include the rationale for the decision. The appellate decision is final, and no further appeal is permitted by either party.

Additional Considerations

1.43 Resources, Education, and Prevention

Members of the University community are expected to respect the rights, dignity, and personhood of others. Any individual who experiences or is affected by discrimination or harassment, whether as a Complainant or a Respondent, may benefit from access to care and support resources through the University and the local community.

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

Resources Specifically for USI Students:

- USI Counseling Center
Orr Center 1051
Telephone: 812-464-1867
- USI Religious Life Residence Life Resource Center
Telephone: 812-464-1871

- USI Housing & Residence Life
Your Resident Assistant or Area Coordinator
Telephone: 812-468-2000
- USI Dean of Students
Office University Center East 1229
Telephone: 812-464-1862

Resources Specifically for Benefits-Eligible Faculty and Staff:

- EAP resources for employees through The Standard.
Flyer for more information: <https://www.usi.edu/media/5617755/eap-ee-flyer.pdf>

Educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking are offered at New Student Orientation, in new employee orientation, in the residence halls/apartments, and on campus throughout the academic year. Such prevention and awareness programs include a statement that the University prohibits all forms of sexual harassment, definitions of various types of sexual harassment and of consent, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential sexual violence.

1.44 Training of Officials

Investigations and hearings will be conducted by officials who have received annual training on a number of areas including, but not limited to, the definitions of sexual harassment, domestic violence, dating violence, sexual assault, and stalking; the scope of the University's education program or activity; how to conduct an investigation and grievance process, including hearings, appeals and Informal Resolution processes; how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers will also receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators will also receive training on issues of relevance to create an investigation report that fairly summarizes relevant evidence. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints for Prohibited Conduct under this section. All training materials will be posted on the Title IX website.

1.45 Title IX Independence and Conflict of Interest

The Title IX Coordinator oversees the implementation of the Title IX process and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator, Deputy, and Title IX Officials receive annual training and are trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Chief Government and Legal Affairs Officer. Concerns of bias or a potential conflict of interest by the Title IX Deputy Coordinator should be raised with the Title IX Coordinator. Upon receiving a concern of bias or conflict of interest, the Chief Government and Legal Affairs Officer may designate an appropriate person to review and respond regarding the concerns raised, including recommending action to eliminate any bias or conflict of interest that might be found.

Title IX Coordinator may appoint external, independent parties with appropriate training to fill any of the defined roles within this Policy or related procedures. Any external parties retained under this section will agree to abide by all confidentiality provisions set forth within this Policy or related procedures and applicable law.

1.46 Recordkeeping

The University will maintain for a period of seven years records of its Title IX Grievance Process, including:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom; and
6. Any actions, including any supportive measures, taken in response to a report or Formal Complaint of sexual harassment, including:
 1. The basis for all conclusions that the response was not deliberately indifferent;
 2. Any measures designed to restore or preserve equal access to the University's education program or activity; and
 3. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

7. All materials used to train Title IX Coordinators, investigators, decision-makers, hearing panel members, and any person who facilitates an Informal Resolution process. The University will make these training materials publicly available on the Title IX website.

The University will also maintain any and all records in accordance with state and federal laws.

1.47 Miscellaneous

This policy is not a contract. The University reserves the right to modify the application of these procedures consistent with applicable law to provide, in its discretion, equitable treatment of Complainant and Respondent.

Inquiries about the application of Title IX and its implementing regulations may be referred to USI's Title IX Coordinator and/or the Assistant Secretary for the Department of Education's Office of Civil Rights.