

## **CAMPUS ANNUAL SECURITY REPORT**

International Business College strives to provide a safe environment for our students' learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, college personnel and building management are available to assist students and staff.

### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at International Business College include the President, directors, the residence director, residence assistants, and program managers. All incidents are then reported to the Director of Student Services and/or the President. International Business College does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a college official is not available.

### **Campus Safety Procedures and Crime Prevention Programs**

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Orientation is held the first day of classes for all new students. Mandatory orientation is also conducted for all students residing in college residence facilities. Orientation agendas include information in the areas of personal safety and theft protection. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection, including prevention of sex offenses. These seminars are provided for all students and employees. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

## **Timely Warning Reports**

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

## **Security and Access to Campus Facilities**

During business hours, the administration and classroom buildings are accessible to students and employees through a keyless entry system. Other individuals, such as parents, applicants, or others with a legitimate purpose to be on campus, must request access through the main entrance of the administration building. A camera system and a speaker have been installed to identify individuals before access is permitted. Cameras have also been installed at every point of entry in both buildings and are monitored throughout the day. During nonbusiness hours, these buildings are locked and secured by a central alarm system. The alarm is set after building maintenance has walked through.

International Business College residence facilities have a residence director and several residence advisors on duty each night to assist students as needed. Inside doors are equipped with adequate locks, and students are instructed to keep room doors locked at all times. Students are directed to call 911 in the event of a fire or other emergency.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

## **Authority of Campus Security Personnel**

International Business College does not have a campus police or security department.

## Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Domestic Violence	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Stalking	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Rape	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Fondling	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Incest	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Statutory Rape	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Burglary	On Campus*	1	1	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

\*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

**Hate Crimes:** Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2017, 2018, and 2019 there

were no reported hate crimes at any of the above-listed geographic locations.

Caveat: International Business College has no noncampus buildings or property nor does it recognize any off-campus locations of student organizations.

### **Disclosures to Alleged Victims**

International Business College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Policy for Preparing the Annual Disclosure of Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in campus residence facilities, and on public property within or adjacent to the campus. The Director of Student Services is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### **Policy on Alcoholic Beverages and Illegal Drugs**

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in college-related activities. Please refer to the International Business College Drug Prevention Program for the full details. The International Business College campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The college will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

## **Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

International Business College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Annual Security Report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party'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 is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as 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. Fondling is defined as 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. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent. Stalking is 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 to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Indiana are as follows:

Based on good-faith research, it appears Indiana does not have a specific definition relating to dating violence.

A person who knowingly or intentionally touches an individual who is or was a spouse of the other person, is or was living as if a spouse of the other person, or has a child in common with the other person in a rude, insolent, or angry manner that results in bodily injury to the person commits the crime of domestic battery.

A person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct (as defined in IC 35-31.5-2-221.5) commits rape when the other person is compelled by force or imminent threat of force, the other person is unaware that the sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) is occurring, or the other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-211) cannot be given.

“Other sexual conduct” means an act involving a sex organ of one person and the mouth or anus of another person or the penetration of the sex organ or anus of a person by an object. (IC 35-31.5-2-221.5)

“Stalk” means a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute

consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent.

International Business College sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. A primary prevention and awareness program focusing on personal safety is presented for incoming students and new employees. Furthermore, continuing students and employees participate in activities devoted to personal safety annually. These meetings and activities focus on such topics as typical crimes in the metropolitan area, personal safety techniques in cars and parking lots, and techniques to prevent sexual assault or battery. Many of these programs are conducted by the Indianapolis Metropolitan Police Department. Information on registered sex offenders can be obtained from the web site address [www.in.gov/cji](http://www.in.gov/cji).

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, residence room, and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other crime. If a student or employee is the victim of dating violence, domestic violence, sexual assault, or stalking, the individual should report the offense in a timely manner to the Title IX Coordinator, a Campus Security Authority, or another college official either in person or by phone at (317) 813-2300.

Campus Security Authorities include the residence director, residence assistants, and program managers as well as the administration. Campus Security Authorities are required to submit a report for statistical purposes. Their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime.

Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The college will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the college to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, college officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the college reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offenses occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to the victim by the education support office. Other than financial aid assistance, no other professional on-campus services are available.

Upon receiving a report of an alleged sex offense, college officials will also provide victims with a written explanation of the supportive measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Student Services, who will be responsible for determining what accommodations are reasonable. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. College officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of supportive measures include restrictions on

contact, changes to a living situation, if applicable, and course rescheduling. International Business College does not issue orders of protection. However, if requested, college officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. International Business College will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Title IX Coordinator or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Title IX grievance process or the Student Conduct policy. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Title IX grievance process or Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training that addresses but is not limited to issues related to dating violence, domestic violence, sexual assault, and stalking; sexual harassment; and issues of relevance, and conducting an investigation and grievance process. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation in a prompt and equitable manner.

The college will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use the clear and convincing standard of evidence during the procedures, which means that officials must reach a firm belief or conviction that the evidence presented is factual and it is substantially

more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the college imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from warning to suspension to dismissal or termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

### **Missing Student Notification**

In compliance with the Higher Education Act of 1965, as amended, the following policy and procedure have been developed in order to assist in locating an International Business College student living in campus residence facilities who is reported missing.

A student shall be deemed missing when s/he is absent from the college for more than 24 hours without any known reason. Anyone who believes a student is missing should report his/her concern to the office of the Director of Student Services, which will investigate the report and determine whether or not the student is missing. When a student is determined to be missing, the Director of Student Services will immediately contact the local law enforcement agency.

All students shall have the opportunity to identify an individual to be contacted by the college in case a student is determined to be missing. Contact information will be registered confidentially, this information will be accessible only to authorized campus officials, and the contact information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. No later than 24 hours after a student is determined to be missing, the office of the Director of Student Services will notify the individual that the student is missing. All students who are less than 18 years of age and not emancipated will have their parent or guardian notified within 24 hours when the student is determined to be missing.

## **Emergency Response and Evacuation Procedures**

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health and safety of students or staff, the President or any other member of the college administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the college administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the college community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other college officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the college in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the Director of Education.

The college conducts fire safety training for resident students during the first week of classes. This training will include fire prevention policies

and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. Leave the building using the nearest accessible stairway.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

International Business College also publishes an annual Fire Safety Report. This report is available in the office of the President.

## **PERSONAL PROPERTY**

International Business College cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

## **ACTIVITIES**

Students are invited to participate in an activity program that takes advantage of the cultural, business, and recreational resources of the area. While the social program varies each year depending upon student choice, all activities are designed to relieve some of the inherent pressures created by an intense academic schedule. In addition, these activities serve as the ideal place to meet new friends and develop greater poise and self-reliance for eventual participation in the business world.