



Indianapolis, IN

Campus Safety and Security Report  
2016

## Campus Safety and Security Report

The Campus Safety and Security Report provides crime and safety information, policies, and procedures to MyComputerCareer.com students, faculty, and staff. This information is provided in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or “the Clery Act.” The history of campus crime statistics and security information reporting started with the *Crime Awareness and Campus Security Act of 1990*, which amended the *Higher Education Act of 1965*. The *Crime Awareness and Campus Security Act of 1990* was renamed “the Clery Act” by the 1998 amendment. The Violence Against Women Reauthorization Act of 2013 (VAWA) amended The Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, Sexual Assault and Stalking to this Annual Security Report. This report includes one year statistics for VAWA and statistics for the previous three years concerning reported crimes that occurred on-campus and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies, procedures and programs concerning campus security and safety.

### Reporting Crimes

All criminal activity and/or emergencies, including sexual assault, should be reported to the Campus Director. All crimes reported to the Campus Director will be kept confidential to the extent of the law. The Campus Director will notify the proper authorities promptly, as necessary. Report all emergencies involving a crime in process, a medical emergency, and/or fire to 911 immediately. After calling 911, contact the Campus Director or other school official. Reporting crimes or other public safety incidents in a timely manner help protect others. The Campus Director or Public Safety Officer on campus is responsible for keeping a log of any criminal/emergency activity. The Executive Director of Compliance prepares the Campus Safety and Security Report annually. In the event an incident or emergency occurs on campus that may affect the safety and security of students, staff, and faculty, the school will issue timely warnings. Timely warnings will be issued after review by the Campus Director and/or his/her designee. These timely warnings can be issued through various means such as Emergency Text Messaging, e-mail, postings on Facebook, and/or flyers on campus.

#### On campus contact numbers

Chris Marcum - Campus Director - (317) 550-3044  
Madison Livergood – Asst. Campus Director – (317) 550-3068  
Front Desk – (317) 550-3044

#### Off-campus contact numbers

Emergency - 911  
Police Department (non-emergency) - (317) 327-3811  
Fire Department (non-emergency) - (317) 872-6878

### Campus Access

All campus facilities are for the use of current students and employees only. The campus has operating hours that range from 9:00 a.m. to 10:30 p.m. Monday through Thursday, 9:00am to 5:00pm on Fridays and 9:00am to 3:00pm on Saturdays. The parking areas are located in well-lit areas and the campus is secured nightly prior to closing.

### Crime Awareness and Prevention

The institution does not offer on-campus crime prevention training programs. However, the institution encourages students to review the prevention documentation provided by the local police department for preventing crimes. This information can be accessed at:

<http://www.indy.gov/egov/city/dps/dhs/pages/home.aspx>

During new student registration and the 1<sup>st</sup> Day of Labs, students are informed about campus security procedures and crime prevention practices, and are encouraged to be responsible for their own security and the security of others. This Campus Crime and Safety Report is emailed out to all students and staff at least annually.

## Drug and Alcohol Policies

All employees and students are forbidden to use, possess, transfer or sell illegal drugs on company premises. Violators will be subject to disciplinary action, including immediate discharge for employees and expulsion for students. All employees and students are forbidden to use, possess or be under the influence of alcohol on company premises. Violators will be subject to disciplinary action that may include immediate discharge for employees and expulsion for students. All employees and students are prohibited from being under the influence of any drug on company premises. If an employee is taking a prescription or non-prescription drug that may affect job performance and/or safety, the employee's supervisor may make transportation available for the employee to the employee's home or to the home of a relative of the employee. Any off-duty employee or student who is arrested for possession, use, being under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dismissed if subsequently convicted of a drug-related crime. Illegal use, possession or distribution of drugs is subject to criminal legal sanctions under local, state and federal law.

## Resources for Drug and Alcohol Abuse Treatment

As community and governmental concern has increased, resources for and knowledge about treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Large cities are likely to have a large number of resources available. Generally, those resources for treatment and aid that are part of the patient's home community are most useful. This is due to ease of access and the likelihood of continuing with the aftercare that is so important in drug abuse treatment. Various types of resources are available:

- 1. Hospital Emergency Room:** These are the preferred facilities of choice when an overdose of a mind-altering drug is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conservatively and to obtain emergency treatment with all due speed.
- 2. Police, Fire, and Paramedic Services:** If a drug-abuse situation appears especially dangerous based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of police and paramedic services is also appropriate.
- 3. Emergency Outpatient Treatment Facilities:** These facilities-sometimes known as "readicare, emergicare or urgent care"—differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide inpatient care. In serious abuse situations, use of a hospital emergency room is to be preferred.
- 4. Drug Treatment Centers:** Many types of drug treatment centers exist. Some work on an inpatient basis and some on an outpatient basis depending on the type of drug abuse involved and their philosophy of treatment. It is wise to survey your community as to the types of drug treatment centers available, the kind of patients they treat, and the economics of treatment. This information is available to faculty and administrators to be used when counseling students with regard to drug issues.
- 5. Alcoholics Anonymous and Similar Organizations:** Alcoholics Anonymous is a very important resource for those dealing with alcohol abuse problems. As mentioned above, similar organizations exist to aid cocaine abusers, Cocaine Anonymous, and other drug users, Narcotics Anonymous. Contact numbers for these organizations are in your local phone book. They are non-profit, no cost groups run by their membership. Many of the most successful drug treatment programs are based on AA methods. Many communities have multiple chapters of all these organizations with multiple meetings and contact opportunities. **THEIR IMPORTANCE AS A PRIMARY RESOURCE IN DRUG ABUSE TREATMENT CANNOT BE OVER EMPHASIZED.**

**6. Community Agencies and Social Services Groups:** Many communities provide social service based facilities and groups for drug treatment. Various types of treatment methods are used, depending on the community, the range of services available and the type and severity of abuse involved. Information about such treatment resources can be obtained from your community department of social services or medical services. This information will be available to students and employees.

**7. Church Groups:** Many churches and religious organizations have programs to aid drug users and abusers. These groups are generally without fee. Information about them can be obtained from the churches directly or often through your communities social services agency.

## Drug and Alcohol Hotlines

National Alcohol Hotline 1-800-ALCOHOL

Cocaine Anonymous 1- 800-662-HELP

Alcohol and Drug Helpline 1-800-821-4357

National Council on Alcoholism and Drug Dependence Hope Line 1-800-622-2255

National Helpline for Substance Abuse 1-800-262-2463

Drug Abuse Information & Referral Line 1-800-662-HELP (662-4356)

## Sexual Assault Prevention Policy

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

### Unacceptable Conduct and Acts

Acts of sexual assault and non-consensual sexual contact are not acceptable. For purposes of this policy, "sexual contact" means any intentional touching by the victim or aggressor, either directly or through clothing, of the victim's or aggressor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the aggressor. Sexual contact of the aggressor with himself/herself must be in view of the victim whom the aggressor knows to be present. "Sexual assault" means any act of sexual penetration with another person under any one of the following circumstances:

- Force or coercion is used to accomplish the sexual contact without the person's consent.
- The victim is mentally incapacitated by being rendered temporarily incapable of appraising or controlling his/her conduct due to the influence of alcohol, drugs, and/or other substances ingested by or administered to that person with or without his/her consent.
- The victim is physically helpless by unconsciousness, sleep, or for any other reason the victim is physically unable to communicate his/her willingness to participate in the act.
- The aggressor knew or should have known that the victim was mentally incapacitated or physically helpless.

### Procedures Regarding Sexual Assault

MyComputerCareer has a responsibility to respond promptly and effectively to reports of sexual assault, domestic violence, dating violence, and stalking. When a report that one of these crimes has occurred, the school will make every effort to ensure the safety and well-being of the victim(s) and ensure they understand their rights and options. MyComputerCareer will assist any victim who requests assistance in notifying law enforcement to take criminal action against the accused. Additionally, the school will conduct a prompt, impartial, and thorough investigation and will take all reasonable actions to maintain the confidentiality of all parties during the investigation. However, if a victim insists their name not be disclosed to the accused, the

institution's ability to respond may be limited. A victim will be presented academic options, such as a change in class schedule, to alleviate the concern at hand. Both the accuser and the accused are entitled to the same opportunity to have others, such as a support person or witnesses, present during a disciplinary proceeding. Investigations, hearings, and disciplinary decisions will be conducted by applying a preponderance of the evidence standard. This means that the school will use their best judgment to determine whether, more likely than not a crime has been committed. Both parties will receive written outcomes of all discipline proceedings at the same time.

### **Criminal Sanctions/Disciplinary Action**

School employees and students are expected to abide by all local, state, and federal criminal laws. In addition to criminal sanctions and possible liability under such laws, acts of sexual assault and nonconsensual sexual contact will subject a student to institutional disciplinary action. Sanctions could include dismissal, suspension, conduct probation, or any other form of disciplinary sanction. Employees will be subjected to warning, suspension, demotion, or termination from employment.

### **Sexual Assault Bill of Rights**

The school understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you so choose.

1. You have the right to notify the following individuals or agencies if you are a victim of sexual violence:
  - a. Campus Director – Grant Gibson
  - b. On-Campus Security personnel
  - c. Executive Director of Compliance, Darren Nelson – (919) 813-6266
  - d. Local Law Enforcement Agencies
    - i. Indianapolis Police Department - (317) 327-6600

**\* In all emergency situations, please dial 911**
2. You have the right to request assistance from the school to make these notifications.
3. You have the right to obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.
4. You have the right to request that prompt disciplinary proceeding be initiated against the accused.
5. You have the right to be notified of any disciplinary actions against the accused.
6. You have the right to be notified of any options in changing your academic or campus living situation.
7. You have the right to have others present during disciplinary proceedings or other related meetings.

Students may find information regarding registered sex offenders at <http://www.nsopw.gov>. Students may also contact the local police department or the regional state police barracks for information regarding sexual predators.

### **VAWA Related Educational Programs**

<https://www.notalone.gov/students>

<http://www.juliancenter.org/>

Rape, Abuse and Incest National Network (RAINN)  
1-(800) 656-HOPE



<http://www.icadvinc.org/resources/helpful-links/>

## VAWA Definitions

### **Domestic violence:**

includes felony or misdemeanor crimes 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 receiving grant monies, 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.

**Dating violence:** means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

### **Sexual Assault:**

means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent

### **Stalking**

means engaging in a course of conduct directed at a specific person that would cause a reasonable person to —

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

## Emergency and Evacuation Procedures

Upon confirmation of an emergency or dangerous situation the Campus Director is authorized to use emergency communication methods to notify the campus community of an emergency situation that would jeopardize their health and safety. In the event of an emergency on campus where evacuation of the facilities is required, the following procedures are recommended:

- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in the emergency.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation.
- Identify students and staff that may need assistance in evacuating the premises.
- Students and staff should proceed to designated meeting areas. Instructors should immediately take attendance to ensure everyone assigned to his/her class have evacuated the building and is accounted for.
- Instructors should immediately report any absence(s) of students not at the meeting point, as identified by the local emergency response team, to emergency personnel at the scene or to the Campus Director.
- Re-entry of the facility is not permitted unless approved by the Campus Director or the Director of Education after consultation with emergency personnel at the scene

## Campus and Vicinity Crime Report

Below are all of the offenses that were reported to the local police during the 2013, 2014 and 2015 calendar year. The crimes reported occurred in or around 8909 Purdue Rd. Suite 100 Indianapolis, IN 46268.

Crime	Year	On-Campus	Public Property
<b>Murder and non-negligent manslaughter</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Negligent manslaughter</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Sex offenses: forcible</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Sex offenses: non-forcible</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Robbery</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Aggravated assault</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Burglary</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Motor vehicle theft</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Arson</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Hate Crimes</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Liquor law violations</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Drug law violations</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Weapons law violations</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Violence Against Women Act (VAWA)</b>			
<b>Domestic Violence</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Dating Violence</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Stalking</b>			
	2013	0	0
	2014	0	0
	2015	0	0

**VAWA** - The Violence Against Women's Reauthorization Act (VAWA), signed into law March 7, 2013, requires institutions to report beyond the crime categories mandated by the Clery Act, incidents involving domestic violence, dating violence, and stalking. These numbers include incidents beginning January 1, 2013.

**Clery Geography**

**On-Campus** – means all property leased, owned or controlled by an institution. Our campus is located at 8909 Purdue Rd. Suite 110 Indianapolis, IN 46268

**Public Property** – means all public property, streets, sidewalks and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.