Annual Security Report
Indiana University School of Medicine
– South Bend

September 14
# TABLE OF CONTENTS

Indiana University School of Medicine Special Statement ................................................................. 2
Annual Security Report – Indiana University Purdue University Indianapolis ........................................... 2
Policy Statements ................................................................................................................................. 2
   I. Reporting Crimes and Other Emergencies ......................................................................................... 3
      Response to Report ............................................................................................................................ 3
         Voluntary, Confidential Reporting ............................................................................................... 3
         Campus Security Authorities ........................................................................................................ 4
         Pastoral and Professional Counselors ......................................................................................... 4
   II. Timely Warnings (Crime Alerts) about Crimes .............................................................................. 4
   III. Emergency Notifications ............................................................................................................. 5
   IV. Response and Evacuation Procedures and Tests .......................................................................... 5
   V. Daily Crime Log .............................................................................................................................. 6
   VI. Security of and Access to Campus Facilities ................................................................................ 6
      Campus Residence Access .............................................................................................................. 7
   VII. Security Considerations for the Maintenance of Campus Facilities ........................................... 7
   VIII. Missing Student Notification ...................................................................................................... 7
   IX. Crime Prevention and Security Awareness ..................................................................................... 8
      Campus Law Enforcement/Indiana University Police Department (IUPD) ........................................... 8
      Enforcement Authority .................................................................................................................... 8
      Working Relationship with State and Local Enforcement Agencies ............................................. 9
   X. Crimes at Noncampus Locations .................................................................................................. 9
   XI. Alcohol and Drugs ....................................................................................................................... 10
      Underage Drinking .......................................................................................................................... 10
      Alcohol and Drug Education Programs ......................................................................................... 10
      University and Campus Policies .................................................................................................... 11
   XII. Dating Violence, Domestic Violence, Sexual Assault and Stalking ............................................ 11
      Prevention and Awareness Programs ............................................................................................. 13
      Safe and Positive Options for Bystander Intervention ...................................................................... 13
      Risk Reduction ............................................................................................................................... 14
      Healthy, Unhealthy, and Abusive Relationships .......................................................................... 15
      Written Notification to Student and Employee Victims ................................................................. 16
      What to Do If You’ve been a Victim of Sexual Violence ................................................................. 16
      Institutional Disciplinary Procedures .......................................................................................... 20
      Confidentiality and Privacy ............................................................................................................ 21
      Protection Orders ........................................................................................................................... 21
   XIII. Obtaining Registered Sex Offender Information ....................................................................... 21
   XIV. Preparation of Disclosure of Crime Statistics ............................................................................ 22
   Disclosure of Annual Crime Statistics – IUPUI Campus ..................................................................... 23
      I. Primary Crimes ............................................................................................................................. 23
      II. Hate Crimes ................................................................................................................................. 24
   Annual Fire Safety Report (IUPUI on-campus housing) ..................................................................... 24
   Disclosure of Annual Crime Statistics – IUSM-South Bend ................................................................. 25
      I. Primary Crimes ............................................................................................................................. 25
      II. Hate Crimes ................................................................................................................................. 26
   Appendix A - Crime Definitions .......................................................................................................... 26
   Appendix B – Student Conduct Procedures ....................................................................................... 27
   Appendix C – Employee Conduct Procedures .................................................................................... 30
   Annual Security Report – University of Notre Dame ....................................................................... 31
Indiana University School of Medicine Special Statement

The Indiana University School of Medicine (IUSM)-South Bend campus is considered a separate campus from the larger Indiana University Purdue University Indianapolis (IUPUI) campus for Clery Act reporting and is located on the campus of the University of Notre Dame (ND). IUSM students completing coursework on the ND campus and are considered “Guest Students” of ND and may be subject to both IUPUI and ND policies, procedures, and disciplinary processes depending on the nature and/or location of an incident. Guest Students have full campus privileges, excluding the use of on-campus residence and counseling services. IU employees working at the IUSM-South Bend campus may also be subject to both ND and IUPUI policies, procedures and disciplinary action depending on the nature and/or location of an incident.

The IUSM-South Bend facilities, located on the ND campus, are subject to the safety and security policies and procedures of ND. There are no IU police or security personnel on site. In order to provide IUSM-South Bend students and employees with information relevant to space controlled by IU and space controlled by ND, as well as other relevant safety and security policies, available resources, programs and information, IU is providing Annual Security Report safety and security policies of both IUPUI and ND.

Annual Security Report – Indiana University Purdue University Indianapolis

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the safety-related requirements of the Higher Education Opportunity Act, the Indiana University Police Department (IUPD) on each Indiana University (IU) campus produces an Annual Security Report. Each report includes policy statements and specific information regarding the university’s procedures, practices, and programs concerning safety and security (e.g. policies for responding to emergency situations and sexual offenses). Each report also includes three years’ worth of statistics for particular types of crimes that occurred on campus; in certain noncampus buildings or property owned or controlled by the university; and on public property on or immediately adjacent to the campus.

These reports are available online at http://protect.iu.edu/police/cleryreports. You may also request a paper copy from your campus IUPD contact at:

Ball Annex
1232 W. Michigan Street
Indianapolis, IN 46202
317-274-2058 (Administrative)
317-274-7911 (Emergency)

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

I. Reporting Crimes and Other Emergencies

All community members, including students, faculty, staff, and guests, are encouraged to accurately and promptly report all criminal or suspicious actions and any potential emergencies to the Indiana University Police Department or appropriate law enforcement agency. Situations occurring on campus should be reported to the IUPD. For emergencies, dial 9-1-1; if you are using a cell phone, immediately state your location. Incidents may also be reported in any of the following ways:

- By a campus telephone to IUPD - Indianapolis at phone number 911.
- By a non-campus telephone to IUPD - Indianapolis at phone number 317-274-7911.
- In person to IUPD - Indianapolis at 1232 W. Michigan Street, Indianapolis, IN 46202 (Ball Annex building).
- Via the blue light emergency telephones located on campus property.
- To a police officer, security officer, or cadet officer when encountered.

For crimes or emergencies occurring off-campus, reports should be made to local law enforcement by either dialing 9-1-1 or visiting in person.

Crimes should be reported to the IUPD for inclusion in the annual statistical disclosure of crimes and for assessment for Timely Warning notifications.

For reports about sexual violence, including domestic violence, dating violence, sexual assaults, and stalking, see Section XIII Dating Violence, Domestic Violence, Sexual Assault and Stalking, regarding reporting information.

Response to Report

Depending on the nature of the particular report, the dispatcher may either send an officer to the caller’s location or ask the caller to come to the IUPD office to file an incident report. As required by law or policy, an incident report may be forwarded to other university offices for potential action, which may include:

- Office of the Vice President and General Counsel
- University Title IX Coordinator
- Deputy Title IX Coordinator
- Human Resources
- Academic Affairs
- Office of Insurance, Loss, Control and Claims
- Environmental Health and Safety
- Chancellor
- Vice Chancellor for Finance and Administration
- Vice Chancellor of Student Affairs
- Dean of Students
- Office of Housing and Residence Life
- Campus Facility Services

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. An
IUPD officer can file a confidential report detailing the incident without revealing your identity, to the extent allowed by state and federal laws. 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.

Campus Security Authorities

Many individuals throughout the university have been identified as Campus Security Authorities (CSA) and have responsibilities to inform IUPD of specific information regarding any crimes of which they are made aware. If you make a report to a CSA, be aware of their responsibilities and clearly express any interest you have in remaining confidential. Additional information on whom at the university may qualify to be a CSA can be found at https://protect.iu.edu/police/csa.

Pastoral and Professional Counselors

Any pastoral counselors and licensed professional counselors on campus working in that capacity are not considered campus security authorities (CSA). 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 (see above section on Voluntary, Confidential Reporting).

II. Timely Warnings (Crime Alerts) about Crimes

In order to promptly alert students and employees of dangerous situations on or near campus and provide them with enough time and information to take necessary precautions, IU has instituted a timely warning system. Timely Warnings at IU are called Crime Alerts and may be issued for any of the Clery Act crimes, as described in Appendix A of this report, that occur on campus; in certain noncampus buildings or property owned or controlled by the university; and on public property on or immediately adjacent to the campus. For a Crime Alert to be issued, the crime must be considered a serious or continuing threat to students or employees. The campus IUPD Chief or his/her designee is responsible for determining the necessity of a Crime Alert and for issuing the alert to members of the IU community.

In deciding whether or not to issue a Crime Alert, the campus IUPD Chief or his/her designee examines the facts of each incident and considers when and where the incident occurred, when the incident was reported, and any other information available to the IUPD. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other university community members, and a Crime Alert would not be distributed. Crime Alerts may be distributed for other crimes if deemed necessary by the campus IUPD Chief or his/her designee.

Crime Alerts are generally written and issued by the campus IUPD Chief or his/her designee. Certain details may be withheld from a message if the information would compromise law enforcement efforts. Any details that could disclose the identity of the victim are withheld from our Crime Alerts. IU-Notify is generally used to send Crime Alerts and to provide any updates to members of the university community. Email is the primary method of Crime Alert communication, however on a case-by-case basis, other means of distribution may be used, including:

- Text messages
- Phone calls
- Protect IU webpage updates (http://protect.iu.edu/)
- IUPD - Indianapolis webpage (www.police.iupui.edu)
More information on IU-Notify can be found at http://kb.iu.edu/data/avvo.html. Instructions for how to update your contact information are found at http://kb.iu.edu/data/avvp.html. For members of the IU community, it is suggested that you provide the best phone number to reach you and an email address in order to receive notifications and alerts. You should update and verify your information regularly.

III. Emergency Notifications

When IU receives a report of a potential emergency or other dangerous situation, Public Safety and campus officials respond and assess each individual incident. If the incident is confirmed to be ongoing or imminently threatening to the health or safety of the campus community, an emergency notification is immediately initiated. University officials authorized to send messages via the emergency notification process will, without delay and taking into account the safety of the community, collaborate to determine the content of the message. These officials will communicate information regarding the threat either to the campus community as a whole or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. IU will not immediately issue a notification for a confirmed emergency or dangerous situation if by doing so, in the professional judgment of first responders and Public Safety officials, it will compromise efforts to assist a victim, to contain the emergency, to respond to the emergency, or to otherwise mitigate the emergency.

IU’s use of emergency response and notification procedures is not necessarily limited to crimes. An incident such as a serious gas leak, tornado, hazardous materials spill, winter storm, or other hazards could also warrant the use of this protocol.

University officials authorized to send messages via the emergency notification process include the following staff: Public Safety officials (including Police, Emergency Management and Continuity personnel, and Environmental Health and Safety personnel) and Communications/Marketing personnel. These officials will use their discretion to determine the content of the message, specific method(s) of notification, recipients of the notification, and the sending authority. Usually, such notification will be made using the IU-Notify emergency notification system. Notification may be accomplished using a variety of messaging methods which may include one or all of the following: text messages, telephone calls, email, social media, television cable override, sirens, digital signage, web site banners, and/or public address systems. If there is a need to disseminate information outside of the campus community, it is posted to the IU Protect web site at https://protect.iu.edu, distributed to local news agencies, and posted to social media and WebEOC (which notifies surrounding public safety jurisdictions and the Indiana Department of Homeland Security).

IV. Response and Evacuation Procedures and Tests

Response and evacuation procedures are documented in the campus Emergency Procedures and Building Emergency Action Plans. Evacuation route maps are posted in hallways throughout all campus buildings.

Announced and/or unannounced drills are scheduled and executed annually to test evacuation and emergency procedures.

An announced test of the IU-Notify emergency notification system is conducted at least once per calendar year. This test also publicizes the https://protect.iu.edu website, which contains information about emergency procedures.

Each test, drill, and exercise is designed to evaluate IU’s emergency plans and capabilities and is documented in writing. The documentation includes 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 any recommendations or improvements.

Campus tests, drills, and exercises performed in the calendar year for this report include:
- May 29, 2013 – Campus Incident Management Team – Tabletop Exercise and Discussion – Discussion-based exercise focused on the usage of IUPUI campus personnel for emergency or crisis incidents on the campus and the need to activate, staff, and manage an Emergency Operations Center.
- June 25, 2013 – Operation Agile Response – Full-Scale Exercise – Operationally based exercise focused on the campus response to an active shooter/hostile intruder and the necessary actions and public safety personnel needed to resolve and recover from such an event.
- October 8, 2013 – US Department of Agriculture / IU Laboratory Animal Research Center – Tabletop Exercise – Discussion-based exercise focused on the validation of the updated IU Laboratory Animal Research Center (LARC) Response Plan. The exercise walked through a scenario impacting animal research facilities on the IUPUI campus and the necessary response required to manage, stabilize, and recover from the incident. It also supported the requirement from the USDA to update current plans and conduct a tabletop exercise.
- October 29, November 1, November 4, November 5, and November 7, 2013 – IUPUI Campus – Fire/Building Evacuation Drills – Emergency evacuation drills conducted on the IUPUI campus to test and validate the process for moving people out of buildings for fire or some other type of event that would pose a hazard to students, faculty, and staff. A total of 41 buildings were evacuated and approximately 8,000 people were evacuated from facilities on campus over the two-week period.

V. Daily Crime Log

The Daily Crime Log includes records of criminal incidents and alleged criminal incidents that have been reported to the Indiana University Police Department (IUPD) on each campus. The Daily Crime Log entries contain more detail than the Annual Crime Statistics Disclosure. It includes all crimes, not just those reported for Clery Act purposes. It also includes the IUPD’s patrol jurisdiction, which may be broader than on-campus, non-campus and public property locations. Daily Crime Logs are updated within two business days of an incident being reported to the IUPD. Information may not be included in the log if prohibited by law or if the disclosure would jeopardize an ongoing investigation. If you would like to see your campus’ Daily Crime Log, you can do so by:

- Visiting IUPD - Indianapolis at 1232 W. Michigan Street, Indianapolis, IN 46202 (Ball Annex building) during normal business hours.
- Visiting IUPD - Indianapolis website http://www.police.iupui.edu/crime-logs/

VI. Security of and Access to Campus Facilities

IU campuses are open to the public. During business hours, most buildings are open to students, parents, employees, contractors, guests, and invitees; however, there may be restricted areas that are not accessible without permission from a university representative. On evenings and weekends, certain buildings are open for scheduled classes, events, or meetings. Some buildings may stay open 24 hours or have hours that vary at different times of the year. Buildings will be closed according to schedules developed by the department responsible for the building. When a building is closed, only faculty, staff, and students with specific authorization are permitted inside. Emergencies may necessitate changes to any posted schedules.

Other campus security and access controls include:

- Building hours are determined by the schools and departments that occupy the building along with the building’s building coordinator. When a building is closed, only faculty, staff, and students with specific needs are allowed inside.
Campus Residence Access

Special considerations for campus residence access include:

- Campus residence halls and apartments all have 24/7 electronic access control on the private areas of the buildings. Access to these areas is controlled by Housing and Residence Life.

VII. Security Considerations for the Maintenance of Campus Facilities

IUPD officers patrol campus buildings and grounds regularly. If officers notice any unsafe conditions, such as poor lighting, they report them to the appropriate campus administrators for correction.

Members of the campus community are encouraged to report safety issues to the IUPD or one of the following:

- IUPD - Indianapolis at 317-274-7911.
- Campus Facilities Services at 317-278-1900.
- Parking and Transportation Services at 317-274-4232

A very strong commitment to campus security and safety is maintained through regular inspection of the following:

- Police and facilities employees constantly look for and report problems with lighting, locks, security equipment and for other public safety hazards as they perform their daily duties.

VIII. Missing Student Notification

IU’s policy is to thoroughly investigate all reports of missing persons, and to ensure that all missing person notifications to law enforcement and others are made promptly and in accordance with applicable state and federal law.

If a student who resides in on-campus housing is believed to be missing, University staff must report it immediately to the IUPD. The IUPD will obtain a report and initiate an investigation. If the IUPD determines that a student has been missing for more than 24 hours, the IUPD will notify local law enforcement and inform the student’s designated contact person(s) no more than 24 hours after the student is determined to be missing. If circumstances warrant, IUPD may initiate these procedures if the student has been missing for less than the 24-hour time frame.

Any student residing in on-campus housing may identify both an emergency contact and a contact who will be notified should the student be determined missing by IUPD, and this information should be updated regularly. If a student has identified such a person, the IUPD will notify that person no more than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated person, the IUPD will notify the student's parent or legal guardian in addition to the students designated contact.

Contact information will be registered confidentially for all students, will be accessible only to authorized campus officials, and will not be disclosed unless needed in a missing student investigation. A student can register their missing student contact information by:

- Visit http://housing.iupui.edu/HSC
- Log into the Housing Service Center
- Click on “Manage My Contacts”

Information about the missing person will be entered into the National Crime Information Center (NCIC) within two hours of being received by police. This information will also be sent to any police department near the location where the missing student was last seen and to any law enforcement agency requested by the reporting party, provided the officer considers the request to be reasonable.
IX. Crime Prevention and Security Awareness

The IUPD, along with many other IU departments, uses a variety of media to provide information about crime prevention, to publicize campus security procedures and practices, and to encourage community members to be responsible for their own security and for the security of others.

Campus security and fire safety procedures are specifically discussed during new student orientation. In addition, representatives from the IUPD, the Office of Environmental Health and Safety (EH&S), and the Office of Emergency Management and Continuity (EMAC) participate in forums, engage in town hall meetings, and are available by request to address student and employee questions and to explain university security, public safety, and fire safety measures. Members of the IUPD conduct presentations about crime prevention and general security and safety awareness upon request. Information typically provided includes crime prevention tips; statistics on crime at IU; fire safety information; information about campus security procedures and practices; and encouragement to all community members to be responsible for their own security and for the security of others.

Campus security awareness and crime prevention programs include:

- Safety Presentation – New Assistant Dean of Medical Student Affairs – 01/03/2013
- Safety Presentation – Student & Employee Health Staff – 01/31/2013
- Dealing with Difficult People – Campus Center Staff – 02/15/2013
- Office Safety & Dealing with Difficult People – Graduate Student Office Staff – 02/27/2013
- General Safety – Academic Affairs, SoS Gateway Staff and Coordinators – 03/21/2013
- Active Shooter Safety & Personal Safety – Dental School Office of Faculty Affairs – 04/02/2013
- Dangers of Alcohol Demonstrating Fatal Vision Goggles – Health & Wellness Fair – 04/18/2013
- Safety and Panic Button Training – Academic and Career Development Student Employees – 05/06/2013
- General Safety Presentation – Physicians Assistance Program – 05/06/2013
- General Safety Presentation – Upward Bound Staff – 06/12/2013
- General Safety – New Student Orientation Resource Fair – 06/14/2013
- Personal Safety Presentation – Card Services Staff – 07/02/2013
- General Safety – New Student Orientation Resource Fair – 07/12/2013
- Safety Doesn’t Happen by Accident – International Student Orientation – 08/12/2013
- General Safety Presentation – New Student Academic Advising Center – 08/12/2013
- Active Shooter & General Safety Presentation – UITS Technology Center Consulting Staff – 08/15/2013
- Campus Safety Presentation – Freshman Law Students – 08/23/2013
- General Safety Presentation – Undergraduate Admissions Staff – 10/15/2013

To schedule a security awareness or crime prevention presentation, contact the IUPD office on your campus at:

police@iupui.edu
317-274-2058 (Administrative)
317-274-7911 (Emergency)

X. Campus Law Enforcement/Indiana University Police Department (IUPD)

Enforcement Authority

The IUPD employs sworn police officers that are certified by the State of Indiana and who meet state-mandated training requirements. These officers have full police powers, including the power to
arrest, as granted by the State of Indiana (IC 21-39-4), and have access to national and state law enforcement computer networks. IUPD officers have primary jurisdiction on any real property owned or occupied by the university, including the streets passing through and adjacent to such property. These officers also have the power to assist university officials in the enforcement of IU's rules and regulations.

Working Relationship with State and Local Enforcement Agencies

By resolution of the Indiana University Board of Trustees, university police are authorized to exercise police powers beyond their primary jurisdiction in certain circumstances. The IUPD maintains a cooperative working relationship with municipal and county law enforcement agencies in the geographic areas in which campuses are located, as well as with Indiana State Police and Federal agencies. When investigating alleged criminal offenses, the IUPD cooperates with the appropriate law enforcement agencies and other criminal justice authorities.

These cooperative working relationships include:

- Indianapolis Metropolitan Police Department (No MOU);
- Indiana State Capitol Police Department (No MOU);
- Indiana State Police Department (No MOU);
- Veterans Administration Police Department (No MOU);
- Marion County Sheriff's Office. (No MOU)

IUPD officers normally investigate all criminal offenses that occur in the IUPD's primary jurisdiction and work with the staff of cooperating agencies when incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information. The officers of IUPD and cooperating agencies communicate regularly at the scene of incidents that occur in and around the campus. Meetings may be held between the IUPD and cooperating law enforcement agencies for purposes of sharing information on both a formal and informal basis. Local and state police agencies provide back-up assistance for any emergency that might require extensive police services. Any law enforcement officer may come onto campus at any time; just as IUPD officers have powers to arrest, city and state police can arrest students and visitors on campus for violations of law within their agencies' jurisdictions. In addition, the university has the responsibility of advising the appropriate authorities of violations of civil or criminal law committed by anyone on campus. The University will report violations either when a request for specific information is made or when there is a danger to life or property.

XI. Crimes at Noncampus Locations

The IUPD uses university records to identify and monitor activity at noncampus property. Noncampus property, for this purpose, is defined as (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or 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 reasonably contiguous geographic area of the institution. The IUPD sends annual requests to the law enforcement agencies with jurisdiction over these locations to request crime statistics and to be alerted when a serious or ongoing threat is occurring at any noncampus location.

If IU students are implicated in criminal activity occurring off-campus, including noncampus locations of student organizations officially recognized by IU (with or without housing facilities), the law enforcement agency with jurisdiction may notify the IUPD; however, there is no official policy requiring such notification. Students in these cases may be subject both to arrest by the law enforcement officers and to the university's disciplinary action through:

IUPUI Office of Student Conduct
317-274-4431
IUPUI operates no off-campus housing or off-campus student organization facilities.

XII. Alcohol and Drugs

The possession, use, sale, manufacturing or distribution of any controlled substance, including alcohol, on the IU campus is governed by the campus’ Alcohol and Drug-Free Policy; the IU Code of Student Rights, Responsibilities, and Conduct; and the laws of the State of Indiana. The Indiana Alcoholic Beverage Commission (ABC) oversees state laws regarding the possession, use, sale, consumption, or furnishing of alcohol. However, the enforcement of alcohol laws on campus is primarily the responsibility of the IUPD. IU has been designated “drug free,” and the consumption of alcohol on campus is only permitted under certain circumstances as set forth by university policy. The illegal possession, use, sale, manufacture, or distribution of any controlled substance is against IU policy and enforced under both state and federal laws. The IUPD proactively enforces these laws and university policies, including state underage drinking laws. Violators may be subject to university disciplinary action, criminal prosecution, fine, and/or imprisonment.

Underage Drinking

It is unlawful to sell, furnish, or provide alcohol to a person who is under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. Organizations or groups violating alcohol/substance policies or laws, Indiana Code (IC 7.1-5-7-8), may be subject to sanctions by the university.

Please note that under Indiana’s Lifeline Law (IC 7.1-5-1-6.5), students are afforded amnesty against certain charges for alcohol related crimes in connection with a report of a medical emergency, so long as they cooperate with law enforcement at the scene.

Alcohol and Drug Education Programs

IU is committed to promoting the health and safety of its campus community through prevention and awareness programs of drug and alcohol education and the implementation of relevant policies. Additional information on drug and alcohol education programs can be found within the University and campus policies identified below. IU encourages members of the community who may be experiencing difficulty with drugs or alcohol to utilize one of the following on-campus resources:

- Counseling and Psychological Resources (CAPS), Walker Plaza 719 Indiana Avenue, Suite 220, Indianapolis, IN 46202 317-274-2548 http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/
- Alcohol & Other Drug Prevention and Education Specialist http://studentaffairs.iupui.edu/health-wellness/hw-promotion/alcohol-and-other-drug/index.shtml
- Employee Assistance Program (IUEAP) 317-962-2622 http://www.indiana.edu/~uhrs/benefits/eap.html

Available off-campus services include:

- Fairbanks 8102 Clearvista Parkway, Indianapolis, IN 46256 800-225-4673 https://www.fairbankscd.org/
- Aspire Indiana 2506 Willowbrook Parkway Suite 300, Indianapolis, IN 46205 317-257-3903 http://www.aspireindiana.org/
- Volunteers of America of Indiana Inc 927 North Pennsylvania Street, Indianapolis, IN 46204 317-686-5800 http://www.voain.org/Services/Addiction
The Salvation Army Harbor Light Center 2400 North Tibbs Avenue, Indianapolis, IN 46222 317-972-1450
Life Recovery Center 317-887-3290 http://www.liferecoverycenterindiana.com/
- South location: 8150 Madison Avenue, Indianapolis, IN 46227
- West location: 3607 West 16th Street, Suite B-3, Indianapolis, IN 46222
- East location: 4455 McCoy Street, Suite 301, Indianapolis, IN 46226
- North location: 8727 Commerce Park Place Building 7, Suite L, Indianapolis, IN 46268
http://studentaffairs.iupui.edu/health-wellness/hw-promotion/alcohol-and-other-drug/community-resources.shtml
Substance Abuse and Mental Health Services Administration (SAMHSA) locator http://findtreatment.samhsa.gov/

University and Campus Policies

Violators of IU policies 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 or expulsion 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 student conduct violations, including the possession, use, and sale of alcohol and controlled substances, are outlined in:
- The IU policy on a Substance-free Workplace (for all staff and hourly employees) located at http://www.indiana.edu/%7Euhrs/policies/uwide/substance.html
- IUPUI Housing and Residence Life Handbook located at http://housing.iupui.edu/current-resident/handbook.shtml

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

XIII. Dating Violence, Domestic Violence, Sexual Assault and Stalking

Indiana University (IU) prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. The following definitions are applicable in the state of Indiana and for Indiana University; these are not the same definitions used when reporting crime statistics, as stated in the Crime Statistics Disclosure section of this report. The definitions used for counting crime statistics are located in Appendix A.

Domestic Violence (IC 5-26.5-1-3)

Includes conduct that is an element of an offense under Indiana Statute IC 35-42 (which includes crimes against a person) or a threat to commit an act described in IC 35-42 by a person against a person who:

(1) is or was a spouse of;
(2) is or was living as if a spouse of;
(3) has a child in common with;
(4) is a minor subject to the control of; or
(5) is an incapacitated individual under the guardianship or otherwise subject to the control of;
the other person regardless of whether the act or threat has been reported to a law enforcement agency or results in a criminal prosecution.

**Dating Violence**

Violence committed by any person who is or has been in a relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interactions between the persons involved in the relationship. (based on VAWA definition 42 U.S.C. 13925(a))

**Sexual Assault (IC 5-26.5-1-8)**

For purposes of IC 5-26.5-2-2, "sexual assault" means conduct that constitutes: (1) a misdemeanor or felony under IC 35-42-4 (sex crimes) or IC 35-46-1-3 (incest); (2) a misdemeanor or felony under the laws of: (A) the United States; (B) another state; or (C) an Indian tribe; that is substantially similar to an offense described in subdivision (1); or (3) an attempt to engage in conduct described in subdivision (1) or (2); regardless of whether the conduct results in criminal prosecution or whether the person who engages in the conduct is an adult.

The Indiana University Sexual Misconduct Policy defines sexual assault as:

1) Committed when an actor subjects a person to sexual penetration (see below) (i) without the consent of the person, (ii) when the actor knew or should have known that the person was mentally or physically incapable of resisting or appreciating the nature of the person’s own conduct, (iii) or when the person is less than sixteen years of age.

2) Sexual assault is also committed when an actor subjects a person to sexual contact (see below) (a) without consent of the person, or (b) when the actor knew or should have known that the person was physically or mentally incapable of resisting or appraising the nature of the person’s own conduct, (iii) or when the person is less than sixteen years of age.

**Stalking (IC 35-45-10-1)**

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, in reference to sexual activity (Indiana University definition)**

- **Consent** is expressed through affirmative, voluntary words or actions mutually understandable to all parties involved.
- **Consent** is given for a specific sexual act at a specific time and can be withdrawn at any time.
- **Consent** cannot be coerced or compelled by duress, threat, or force.
- **Consent** cannot be given by someone who, for any reason, cannot understand the facts, nature, extent, or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent, asleep, unconscious, or mentally or physically impaired through the effects of drugs or alcohol, or mentally impaired due to an intellectual or other disability.
• **Consent** cannot be assumed based on silence, the absence of "no" or "stop", the existence of a prior or current relationship, or prior sexual activity.

**Prevention and Awareness Programs**

IU offers educational programs to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These education programs include: (1) a statement that the University prohibits dating violence, domestic violence, sexual assault and stalking; (2) the definition of these terms, as well as the definition of consent in reference to sexual activity; (3) information about safe and positive options for bystander intervention; (4) information on risk reduction; and (5) 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. Primary prevention and awareness programs given to new students and employees include:

• Haven online educational module: This is an online education module about sexual assault awareness and prevention - part of AlcoholEdu package that is completed by all incoming students at IUPUI.

• JagNation: Culture of Care – this is a large-scale, campus-wide culture of care initiative that focuses on community building and bystander intervention. We host several large events throughout the semester.

On-going prevention and awareness campaigns for all students and employees include:

• Tabling Events: Several information/resource tables were utilized throughout the year, especially during sexual responsibility week and sexual assault awareness month.

• Bystander Empowerment and Sexual Assault Prevention: These presentations focused exclusively on bystander empowerment training and sexual assault awareness/prevention.

• General Sexual Health: These were presentations and panels focused on general sexual health and responsibility.

• Healthy Relationships: These are general outreach presentations focused on qualities of healthy relationships.

• Healthy Masculinity: These were a combination of presentations and discussions related to traditional masculinity, social construction of gender roles, influence of gender roles on relationship violence, and ways to make changes.

• Social Marketing Campaign: This was a social marketing campaign that included posters and several giveaway items with messages around consent: My Sober Yes is My Consent - Sex without Continuous Consent is Sexual Assault.

• Sex Signals: These were professional actors who used improv and audience interaction to explore social pressures, gender stereotypes, and false preconceptions, and how these contribute to sexual assault.

• Domestic Violence Awareness: This was a program sponsored by two Themed Learning Communities on campus and an advanced communication class. They planned on having two people share their experiences and then do a video showing/discussion.

Additional information and resources about the University’s efforts to prevent sexual violence can be found at [http://stopsexualviolence.iu.edu](http://stopsexualviolence.iu.edu).

**Safe and Positive Options for Bystander Intervention**

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.” (34 CFR 668.46(j)(2)(ii))

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

1. **Notice the event.** Pay attention to your surroundings.
2. **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.
3. **Take personal responsibility to intervene.** If you don’t intervene, it is unlikely that anyone else will.
4. **Decide how you are going to intervene.** Try not to put yourself at risk or make the situation worse.
5. **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 he or she needs 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.

Most importantly, **“If you see something, say something!”**

**Life Line Law**

Under Indiana’s Lifeline Law (IC 7.1-5-1-6.5), students are afforded amnesty against certain charges for alcohol related crimes in connection with a report of a medical emergency, including sexual assault, so long as they cooperate with law enforcement at the scene.

**Risk Reduction**

The Clery Act defines risk reduction as, “Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.” (34 CFR 668.46(j)(2)(v)) 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:

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

Healthy, Unhealthy, and Abusive Relationships

A relationship is healthy if each involved is supported in being the person he or she wants to be. A relationship that limits, manipulates, or damages a person’s sense of self is unhealthy and can be harmful or abusive. Be honest when assessing your relationship on the following factors – you owe it to yourself!

- **Mutual respect** means valuing your partner for who she or he is, not who you want them to be or become, and receiving the same from your partner. Does your partner say, do, and believe things that you can support? Or, is one of you trying to change the other?
- **Trust** is present if you can share your thoughts and feelings with another person without fear of being hurt physically, cognitively or emotionally. Can you be yourself without fear of criticism or judgment? Can your partner trust you in the same way?
- **Honesty** is about being truthful in your words. Do you tell the truth? Do you believe what your partner tells you?
- **Support** means helping your partner in being his or her best, and feeling you get the same in return.
- **Fairness/equity** – Do you almost always give? Or give in? Do you expect your partner to do it your way? Healthy relationships involve give and take, compromise, and negotiation by all parties.
- **Separate identities** – Relationships are healthy when each individual shares their true self with their partner. Each continues to grow both in and out of the relationship. If you feel like you are losing yourself or your unique identity, you may be in a harmful relationship.
- **Effective communication is essential** — Don’t get caught in the trap of believing your partner should know what you want, need, mean, or feel. Humans are rarely good mind readers, especially in intimate relationships. Do you and your partner take time to communicate? Does your partner really listen and work to understand you? Do you do this for your partner?

Harmful and abusive behaviors may come in many forms, and may include the following:

- **Intimidation** – actions, gestures, looks used to make another fearful
- **Emotional abuse** – name calling or humiliation causing the other to feel unworthy
- **Isolation** – limiting interactions and information in order to establish control
- **Minimizing/Denying/Blaming** – making light of the abusive behaviors causing the other to doubt their own feelings or perceptions
- **Dominance** – treating another as a lesser being and controlling all decisions
- **Economic abuse** – limiting another’s access to work, money, food, or other resources to exert control
- **Coercion or Threats** – making threats to harm someone in order to control another's behaviors

Here are some rules for healthy sexual relationships:

- It is the responsibility of the person initiating sexual contact to ask for and clearly receive consent before acting.
- If someone is impaired by alcohol or another substance, that person is considered unable to make clear decisions about consent.
• If your partner expresses uncertainty or says no, it is your responsibility to STOP. Healthy sexual relationships are based on continuous communication about consent.

**Written Notification to Student and Employee Victims**

If a student or employee reports to be a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, to one of the university reporting units listed in the “Consider Reporting the Incident” found later in this section, they will be provided written information about their rights, options and any available resources. This will include information on the following:

- Procedures a victim can follow,
- The importance of preserving evidence,
- How to report an offense,
- Options about the involvement of law enforcement,
- Rights of victims and the university’s responsibilities for orders of protection,
- Information about how the university will protect confidentiality of victims and other necessary parties,
- Existing counseling, health, mental health, victim advocacy, legal assistance, and other services, both within the university and in the local community,
- Options for, and available assistance in changing academic, living, transportation, and working situations, and
- University disciplinary action.

**What to Do If You’ve been a Victim of Sexual Violence**

*Dial 9-1-1 for Emergencies.*

*Get to a Safe Place as Soon as Possible.*

*Preserve Physical Evidence*

It is particularly important to remember that it may be necessary to preserve evidence for use in court or in university disciplinary proceedings. Evidence may also be important in obtaining a protection order. Do not do any of the following things until you’ve gotten medical attention and/or contacted the police.

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Don’t try to collect evidence yourself. Get help from medical or law enforcement personnel as soon as possible—or at least within 96 hours of the assault. Additionally, keep and document incidents and communications that may indicate a pattern of stalking behavior.

*Get Medical Attention*

You should seek medical attention as soon as you can—even if you’re not sure if you want to report the incident. It’s the best way to protect yourself from the risk of sexually transmitted diseases and pregnancy. And even if you think you’re physically okay, you may have injuries that need treatment. It’s
also important to have a forensic exam done. This ensures that evidence gets collected in case you decide to report what happened to the police or campus authorities. Victims of sexual violence may be eligible for certain services at no cost; the IUPD can provide victims with resources concerning health care cost and reporting to your insurance company, as stated in state laws. IUPD personnel will assist a victim with transportation to a hospital, if necessary.

Victims are able to seek medical attention both on and off campus at the following locations:

- **Eskenazi Health (24-hour)**
  
  720 Eskenazi Avenue (near Ball Residence)
  
  317-880-8006

- **Center of Hope**
  
  317-880-8006 (available 24/7)
  
  317-880-9189

- **IU Health Methodist Hospital (24-hour)**
  
  1701 N Senate
  
  317-963-3394

- **Center of Hope**
  
  317-963-3394 (available 24/7)
  
  317-962-0263

**IUPUI Student Health**

*The IUPUI Student Health Center offers services for general medical needs, such as annual exams, birth control, acute illnesses and injuries in two locations.*

- **Campus Center Student Health**
  
  Campus Center, Suite 213
  
  420 University Blvd
  
  317-274-2274

- **Campus Health**
  
  Coleman Hall, Room 100
  
  1140 West Michigan Street
  
  317-274-8214

**Get Counseling Support**

Coping with the aftermath of sexual violence can be very difficult—but remember, you’re not alone. Every IU campus offers counseling services to help you recover. There are also resources available in your community. Make it a priority to get the help you need to process what happened to you and recover from the incident.

A list of counseling resources can be found below:

- **IUPUI Counseling & Psychological Services (CAPS)**
  
  *CAPS provides professional psychological services for IUPUI students at minimal charge.*
  
  719 Indiana Avenue, Walker Plaza 220
  
  317-274-2548
  
  [http://caps.iupui.edu](http://caps.iupui.edu)
24 Hour Crisis & Suicide Hotline
317-251-7575

Community Health Network Behavioral Care Services
http://www.ecommunity.com/behavioralcare

Employee Assistance Program
Provides professional and confidential counseling to full time employees, medical residents, and graduate appointees and their household members.
888-234-8327
http://www.indiana.edu/~uhrs/benefits/eap.html

Other Resources/Advocate Services

Other advocate services and resources available to victims of dating violence, domestic violence, sexual assault and stalking include:

Sexual Assault Education and Prevention Specialist
The IUPUI Sexual Assault Education and Prevention Specialist assists those that have been the target of relationship violence or sexual assault. The Specialist will provide resources and support independently of your decision to report or not report the crime to law enforcement or the university disciplinary process. If you decide to report the crime, the Specialist will help facilitate your connection with the appropriate campus and community offices and agencies.
317-274-2548

Sexual Assault Prevention, Intervention, and Response Team (SAPIR)
The task force coordinates sexual assault prevention and education efforts for IUPUI students, faculty and staff.
http://sapir.iupui.edu

Legal Services
The Protective Order Pro Bono Project can assist in filing protective orders, developing safety plans, obtaining legal assistance, and accessing community resources. Advocates can be contacted at:

City-County Building
200 East Washington Street, Room G-90
317-327-6999

Consider Reporting the Incident.

If you are the victim of any violence, including dating violence, domestic violence, sexual assault, or stalking, get help immediately. There are several reporting options available, including reporting to campus and local law enforcement, going through an institutional disciplinary process, and/or filing a Title IX complaint. Campus reporting options are listed below.

• Reporting directly to campus or local law enforcement (see below);
• Reporting directly to the student judicial conduct office or Dean of Students for the campus;
• Reporting directly to the Deputy Title IX Coordinator for the campus;
• Reporting directly to the University Title IX Coordinator;
Retaliation against anyone who makes a report of sexual misconduct is prohibited by University policy.

**Law Enforcement Options**

The University will provide written information to anyone reporting an incident concerning options to involve law enforcement. This includes the option to:

- Notify proper law enforcement authorities, including on-campus authorities and local police;
- Be assisted by campus authorities in notifying law enforcement authorities; and
- Decline to notify such authorities

If you choose to report the incident to the IUPD, an officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. If you wish, you may have a support person with you during the interview. **IMPORTANT:** Reporting an incident to the police is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or university disciplinary action. YOU can CHOOSE whether or not to participate in proceedings at any point.

There are numerous reasons to report to the IUPD, including:
- Assisting the victim and helping them access necessary resources;
- Taking actions to prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to safety;
- Apprehending the assailant;
- Collection and preservation of evidence necessary for prosecution;
- Seeking justice for the wrong that has been done to the victim; and
- Having the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If a crime did not occur on University property, IUPD can still assist in contacting the appropriate law enforcement agency.

Reports of dating violence, domestic violence, sexual assault and stalking can be reported to law enforcement using the contact information noted below.

- Indiana University Police Department (IUPD) responds to incidents on campus. They can be contacted by calling 911 from a campus phone, or by calling 317-274-7911 from a non-campus phone or coming to the police department, located at Ball Annex, 1232 W. Michigan Street, Indianapolis, IN 46202 in person.
- For incidents occurring off campus, contact the local law enforcement agency who has jurisdiction in the area in which the incident occurred.

**Institutional Options**

The University's institutional disciplinary procedures consist of a prompt, fair and impartial process from the initial investigation to the final result. Investigators and adjudicators, including members of any appeals boards, are trained at least annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the complainant and promotes fairness and accountability. The process ensures:
• The complainant and the respondent each have the opportunity to be advised by an advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. While advisors may be present, they are limited to an advisory role.
• The decision of the hearing panel will be based solely on the information presented at the hearing and will be based upon a preponderance of the evidence standard.
• The complainant and the respondent will be notified simultaneously in writing of the outcome and results of any disciplinary proceedings, as well as any changes to the results before they are final.
• The complainant and the respondent will be notified simultaneously in writing of the University’s procedures for the accused or the victim to appeal the results.

Institutional Reporting Options include:

• IUPUI Office of Student Conduct, 317-274-4431
• Office of Equal Opportunity, 317-274-2306

Filing a Title IX Complaint

Under Title IX of the Education Amendments of 1972, sexual violence is considered a form of sexual discrimination. You may file a Title IX sex discrimination complaint using one of the resources below:

• University Title IX Coordinator: Julie Knost, University Director, Office of Affirmative Action & Equal Opportunity – 812- 855-7559
• Kim Kirkland, Title IX Deputy Coordinator and Director of the Office of Equal Opportunity 317-274-2306

Institutional Disciplinary Procedures

Accused – Student

If an allegation of dating violence, domestic violence, sexual assault or stalking suggests a student is the accused, regardless of where the alleged offense occurred, the victim may request that disciplinary action be initiated within the university.

Appendix B contains the procedures that apply when handling cases that involve dating violence, domestic violence, sexual assault and stalking.

Accused – Employee

If an allegation of dating violence, domestic violence, sexual assault or stalking suggests that an employee or visitor is the accused, regardless of where the alleged offense occurred, the victim may request that disciplinary action be initiated within the university.

Appendix C contains the procedures that apply when handling cases that involve dating violence, domestic violence, sexual assault and stalking.

Sanctions

The university may impose sanctions on the respondent following a final determination of responsibility during university disciplinary procedures. For students, these sanctions can include formal warnings, disciplinary probation, suspension, and up to permanent expulsion. For employees, sanctions may include corrective action, up to and including termination of employment. Dating violence, domestic violence, sexual assault and stalking may be found to be criminal acts, which may also subject the perpetrator to criminal or civil penalties under federal and state laws.

Protective Measures
Students and employees who report being a victim of sexual violence, including dating violence, domestic violence, sexual assault or stalking, may have options for changing academic, living, transportation, and working situations. If reasonably available, the University will make requested accommodations, regardless of whether the victim chooses to report the crime to university police or local law enforcement. The University will maintain as confidential any accommodations or protective measures provided, to the extent maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.

Confidentiality and Privacy

The University will work with you to protect your privacy by sharing information with only those who need to know. As such, in all cases, the University will share the parties’ information and details of the allegation only with University officials, law enforcement personnel, and other individuals who have a legitimate administrative or legal reason to be so informed.

Only those University employees who are licensed, professional counselors (e.g. mental health counselors) or pastoral counselors working in that capacity are able to maintain your complete confidentiality and are not required to convey any information regarding your situation without your consent. Most other University employees are required to report names and details of any incident of sexual violence that has been brought to their attention to the Title IX Coordinator or designated Deputy Coordinators on their campus for further investigation. Certain specifically identified non-professional student advocates and health center staff do not have to share identifying information unless you provide your consent. However, they are obliged to provide non-identifying information regarding the nature, date, time, and general location of the incident for purposes of compiling aggregate annual crime statistics and assessing the need to alert the university community of potential dangers. You should discuss your desires regarding the sharing of information with any University employee with whom you speak, to ensure you understand their reporting obligations and what information they may be required to share.

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 University Director of Public Safety. This information will be shared with the Indiana Department of Child Protective Services.

Protection Orders

IU will recognize all valid orders of protection, no contact orders, restraining orders, or similar lawful orders. If you have a valid order, please inform the IUPD to place the order on file. If you need to file a Petition for an Order of Protection, you can do so at the Marion County Superior Criminal Court 21. To learn more about protection orders or to get assistance with filing, contact the Indiana Coalition Against Domestic Violence (ICADV) hotline at 1.800.332.7385.

Marion County Superior Criminal Court 21
Basement, Center Tower, Room G-108,
200 East Washington Street,
Indianapolis, IN 46204, 317-327-2490

Student victims may also request changes in university classroom, academic, and/or living arrangements; these requests will be granted when such changes are reasonably available. The University may also impose a No Contact Order during and following disciplinary proceedings for sexual violence.

XIV. Obtaining Registered Sex Offender Information

Effective January 1, 2003, Zachary’s Law requires sheriff’s departments to jointly establish and maintain the Indiana Sheriffs’ Sex Offender Registry to provide detailed information about individuals
who register as sex or violent offenders. The purpose of the registry is to inform the general public about the identity, location, and appearance of sex and violent offenders who live, work, or study in Indiana. Under the federal Campus Sex Crimes Prevention Act, any sex offender who is already required to register in any U.S. state must provide notice to any institution of higher education in the state(s) in which that person is employed, carries on a vocation, and/or is a student.

- The Indiana Sex and Violent Offender Registry can be accessed via: [http://www.icrimewatch.net/indiana.php](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/](http://www.nsopr.gov/)

**XV. Preparation of Disclosure of Crime Statistics**

The IUPD prepares a disclosure of crime statistics and publishes it as part of this Annual Security Report by October 1 each year, adding new statistics for the previous year. Three years worth of statistics are included for certain types of crimes, as defined in the Clery Act, that were reported to have occurred: on campus; in certain noncampus buildings or property owned or controlled by the university; or on public property on or immediately adjacent to the campus. Reported crimes that occur in IU owned or controlled housing that are occupied by students, or in IU owned or controlled student apartments, are reported as occurring in on-campus residential units, a subset of the reported crimes already included in the on-campus category. Reports of crimes and attempted crimes are listed according to the calendar year in which the crime was reported, as required by the Clery Act, as are arrests and referrals for illegal alcohol, drug, and weapons violations.

Statistics are based on IUPD records and those gathered annually by written request from cooperating law enforcement agencies and campus security authorities, including, but not limited to:

- Indianapolis Airport Police Department,
- Beech Grove Police Department,
- Indiana State Capitol Police Department,
- Carmel Police Department,
- Greenwood Police Department,
- Indianapolis Metropolitan Police Department,
- Veterans Affairs Police Department

Although the following sources are not required by law to provide statistics for this report, statistical information, which contains no personal identifying information, is also requested from:

- Counseling and Psychological Services (CAPS): Walker Plaza, Suite 220, 719 Indiana Ave. 317-274-2548

Each year, enrolled students, faculty, and staff are notified via email when the new Annual Security Report is available, which is generally on or before October 1. Prospective students and prospective employees are notified of the report during application processes.

Statistics are reported using the Uniform Crime Reporting (UCR) and other definitions determined in the Clery Act. These definitions are listed in Appendix A.
## Disclosure of Annual Crime Statistics – IUPUI Campus

### I. Primary Crimes

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<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
<th>On-Campus Residence (subset of statistics included in on-campus)</th>
<th>Noncampus</th>
<th>Public Property</th>
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<td>Murder/Non-negligent Manslaughter</td>
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</tbody>
</table>

*Changing from 2 to 1 – investigation revealed the report was unfounded.
1Crimes reported in these categories may also be included in another category in this table.
n/a – Under the Violence Against Women Act, these are new crime categories required for Clery Act reporting starting with the 2013 calendar year.
#On 10/3/14 this was changed. It was determined that one incident did not qualify to be reported under the Clery Act.
### II. Hate Crimes

**2013:**
- 1 On Campus Simple Assault characterized by race bias.
- 1 On Campus Intimidation characterized by national origin bias.
- 1 On Campus Vandalism characterized by race bias.

**2012:**
- 1 On Campus Aggravated Assault characterized by race bias.
- 1 On Campus Destruction/Damage/Vandalism of Property characterized by religion bias.

**2011:**
- 1 On Campus Intimidation characterized by race bias.

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### Annual Fire Safety Report (IUPUI on-campus housing)

In compliance with the fire-related requirements of the Higher Education Opportunity Act, the IU Office of Insurance, Loss Control & Claims (INLOCC) provides an Annual Fire Safety Report for each IU campus that has on-campus student housing including information on policies, procedures and programs concerning fire safety. The Annual Fire Safety Report is located at the following link. You may also request a paper copy by contacting INLOCC via phone at 812-855-9758.

Disclosure of Annual Crime Statistics – IUSM-Notre Dame

IUSM-South Bend students have full Notre Dame campus privileges, excluding the use of on-campus housing and counseling services; therefore statistics in this table are based on the entire on-campus and public property reported by the University of Notre Dame. Noncampus locations are based only on locations used by the IUSM-South Bend student. IUSM-South Bend has no noncampus property.

I. Primary Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
<th>Noncampus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, forcible</td>
<td>15</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Sex Offenses, non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Burglary</td>
<td>13</td>
<td>35</td>
<td>43</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>9</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrest – Liquor law violation</td>
<td>30</td>
<td>112</td>
<td>36</td>
</tr>
<tr>
<td>Arrest – drug law violation</td>
<td>7</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Arrest – illegal weapons possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disciplinary Referral – Liquor law violation</td>
<td>403</td>
<td>210</td>
<td>360</td>
</tr>
<tr>
<td>Disciplinary Referral – Drug law violation</td>
<td>5</td>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td>Disciplinary Referral – illegal weapons possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence¹</td>
<td>1</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Dating Violence¹</td>
<td>1</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Stalking¹</td>
<td>5</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

¹Crimes reported in these categories may also be included in another category in this table.

n/a – Under the Violence Against Women Act, these are new crime categories required for Clery Act reporting starting with the 2013 calendar year.
II. Hate Crimes

2013:

• Not hate crimes to report.

2012:

• No hate crime to report.

2011:

• No hate crimes to report.

Appendix A - Crime Definitions

Definitions obtained from the FBI Uniform Crime Reporting Handbook and 34 CFR 668 Appendix A.

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

• Negligent Manslaughter: the killing of another person through gross negligence.

• Sex-Offenses – Forcible: any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

• Sex Offenses – Non-forcible: unlawful, non-forcible sexual intercourse. Including: incest and statutory rape.

• Robbery: 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.

• Aggravated Assault: an unlawful attack by one person upon another for the purpose of 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.

• Burglary: the unlawful entry of a structure to commit a felony or a theft.

• Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

• 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.

• 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: 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.

• Stalking: 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.
• Hate Crimes: a criminal offense committed against a person or property which is 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 race, gender, religion, disability, sexual orientation, gender identity, ethnicity, and national origin. This includes all of the crimes listed above, plus larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property.
  o 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.
  o 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.
  o 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.
  o Destruction/Damage/Vandalism of Property: 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.

• Arrest: a person processed by arrest, citation or summons. Referred for Disciplinary Action: the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.
  o Weapons: Carrying, Possessing, etc.: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
  o Drug Abuse Violations: the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
  o Liquor Law Violations: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Appendix B – Student Conduct Procedures

The University strongly encourages individuals to report any acts of domestic violence, dating violence, stalking, sexual harassment and/or sexual violence (collectively referred to as “Sexual Misconduct”) to appropriate officials because it is the only way that action can be taken against an alleged violator of the Code of Student Rights, Responsibilities, and Conduct (“Student Code”), via the student discipline process. Students who experience Sexual Misconduct may also pursue criminal charges with the law enforcement agency with the appropriate jurisdiction in addition to, or instead of, pursuing cases through the University process. Individuals who identify as victims/survivors and are members of the Indiana University community are also encouraged to visit the Student Welfare Initiative website at http://stopsexualviolence.iu.edu for more information on resources and services available on their campus.
1) **Investigation:** When a victim/survivor (hereafter referred to as "complainant") reports an incident of domestic violence, dating violence, stalking, sexual harassment and/or sexual violence, her/his desires regarding the university's pursuit of the matter will be determined. Thereafter, the University will take immediate and appropriate steps to investigate the incident. If the complainant requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with those requests, keeping in mind that the University must weigh such requests against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

   a) If the decision is made to proceed, the student allegedly involved in misconduct (hereafter referred to as "respondent") will be:

      i) Notified that the University's student discipline process has been initiated.

      ii) Provided a date by which an appointment must be made to discuss the matter.

   b) Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter.

   c) Failure to comply with a request to make and/or keep an appointment relevant to an investigation may result in a disciplinary hold being placed on a student's account and/or the initiation of charges for student conduct failure to comply.

   d) In the case of an employee believed to have information relevant to an investigation, failure to comply with a request to make and/or keep an appointment, or to otherwise cooperate in the University's investigation, shall be brought to the attention of their supervisor and HR, and may possibly result in sanctions against the employee if noncooperation is determined.

   e) Upon completion of the investigation, the University will provide notice of all relevant charges and conduct a judicial conference.

   The investigation and subsequent judicial conference will be concluded within 60 days, absent extraordinary circumstances.

2) **Judicial Conference:** The respondent is required to attend the judicial conference. The complainant has an equal right to attend the judicial conference and participate to the same extent as the respondent, if he or she chooses. If either respondent or complainant is unavailable to participate in person based on significant travel or schedule restrictions, participation by other means may be made available.

   a) **Judicial Conference Hearing Panel**

      i) A hearing panel will be assembled for the judicial conference. The hearing panel is composed of three administrative staff members, who have completed the required training.

      ii) The judicial conference is closed. However, the complainant and respondent may each select one advisor of his/her choice and expense to accompany him/her at any point in the disciplinary process. Advisors are limited to an advisory role and may not speak for students. More information on members of the University community who may be available to serve as an advisor in the student discipline process can be found on the Student Welfare Initiative webpage at http://stopsexualviolence.iu.edu.

      iii) Both parties will be afforded similar and timely access to view any information that will be used at the hearing.

   b) **Procedures for a Judicial Conference**
i) The complainant and respondent will be informed of the facts alleged. The respondent may, but need not, respond to allegations.

ii) Both the complainant and the respondent will have equal opportunity to present oral and/or written evidence.

iii) The judicial conference is recorded. Deliberations by the panel, following the conference, are not recorded.

iv) If, after deliberations the hearing panel determines that the information available in the judicial conference does not support by a preponderance of the evidence (more likely than not) that a violation of the Student Code has occurred, the hearing panel will dismiss the charges and notify both the respondent and the complainant by means of a written notice. The complainant and/or respondent may request an appeal (see section 3a).

v) If, after deliberations, the hearing panel determines that the information available in the judicial conference does support by a preponderance of the evidence (more likely than not) that a violation of the Student Code has occurred, the hearing panel will notify both the respondent and the complainant and will assign a sanction by means of a written notice. The respondent and/or the complainant may request an appeal (see section 3a).

vi) If the respondent fails to appear at the judicial conference, s/he may explain the failure to appear in writing to the University within two business days of the scheduled conference. Written documentation supporting the cause of absence must be included. Within three business days after receiving the respondent’s letter, the University will notify the respondent and the complainant whether the judicial conference may be rescheduled. The judicial conference will be rescheduled only under extraordinary circumstances.

vii) If the respondent fails to appear and such failure is not excused, the respondent’s right to an appeal will be automatically forfeited, and the outcome reached in absentia will go into effect, unless the sanction imposed is or includes expulsion from university housing, suspension from the university, or expulsion from the university.

viii) Possible sanctions for cases in which students are found in violation of the Student Code for acts of domestic violence, dating violence, stalking, sexual harassment and/or sexual violence include, but are not limited to formal warnings, disciplinary probation, suspension, and permanent expulsion.

3) Appeal: The respondent or the complainant may appeal the decision of the hearing panel to the Senior Student Affairs Administrator on the respective campus, or his/her designee. To initiate an appeal, respondent/complainant must send written notice of appeal to the University. The written notice must include the basis for appeal (See Section 3b.).

a) Timing: The notice of appeal must be filed no later than five calendar days after the date of the written decision of the Hearing Panel is sent. If no written request for an appeal is received by the University within the time specified, the request for an appeal will not be reviewed, any sanction(s) proposed by the hearing panel will be imposed, and the action will be final.

b) Basis for Appeal: The Senior Student Affairs Administrator will have the sole discretion in determining whether the basis for appeal has been met and the appeal can move forward. An appeal must be based on one of the following criteria:

i) Significant procedural error that reasonably would have affected the outcome of the student’s case.

ii) The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in consideration of applicable university guidelines.
c) Decision and Sanction: If the basis for appeal has been met, the Senior Student Affairs Administrator will review the written appeal and the pertinent part of the judicial conference record only. The Senior Student Affairs Administrator will not consider new evidence or information that is not a part of that record. The Senior Student Affairs Administrator must render a decision within 10 calendar days of receipt of the appeal and may take any of the following actions:

i) Affirm the original decision regarding responsibility.
ii) Affirm the original decision concerning the disciplinary sanction/s to be imposed.
iii) Set aside the original decision regarding responsibility and impose a new decision.
iv) Set aside the original decision regarding responsibility and order that a new judicial conference be held before a new hearing panel.
v) Set aside the original decision concerning the disciplinary sanction/s to be imposed and impose a different sanction or set of sanctions.

d) The Senior Student Affairs Administrator or his/her designee is required to notify the respondent and the complainant, in writing, of his/her decision and will initiate the necessary procedures to effectuate the decision.

e) The decision of the Senior Student Affairs Administrator or his/her designee is final and there will be no further appeals.

4) Notice: To the extent possible, the complainant and the respondent will be provided notice of the outcome of the Judicial Conference, in person, with an accompanying written notice provided. In addition, the parties shall be provided, to the extent possible, simultaneous written notice of the outcome of the disciplinary hearing, the appeals process, and the appeal decision, if applicable. In the event the appeal decision changes the results of the outcome of the disciplinary hearing, notice of such change shall be provided before those results are final, and include an explanation of when those results will become final.

In exceptional cases and upon consultation with the Vice President and General Counsel, the University reserves the right to take prompt action without conduct proceedings.

Appendix C – Employee Conduct Procedures

Note: University-wide procedures for responding to incidents of sexual misconduct by employees will be developed soon. In the meantime, existing employee misconduct and grievance procedures on IU campuses may be followed, but must include the following components to ensure that all considerations required by state and federal law are given to the complainant and respondent in sexual misconduct cases:

• The University Title IX Coordinator and/or the Deputy Title IX Coordinator(s) for the respective campus, or their designee, will serve as the Investigator.
• The University will use a “preponderance of the evidence” standard (more likely than not) when determining responsibility.
• The investigation should be completed within 60 days, absent any extraordinary circumstances.
• In appropriate cases, the University may offer informal resolution, such as mediation, with the consent of the complainant, however, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. Informal resolution may not be used in cases involving any sexual violence.
• Evidence regarding a party’s past sexual behavior or activity will generally be prohibited, except in connection to evidence of past sexual activity between the parties to demonstrate consent or
where the exclusion of such information would adversely affect the integrity or fairness of the judicial conference.

• If the final decision indicates, by a preponderance of the evidence, that the employee is responsible for violating this or any applicable University policy, prompt and equitable corrective measures will be implemented to stop any continuing misconduct, remedy the effects of the misconduct, and prevent its reoccurrence.

• Possible sanctions include, but are not limited to, additional required training, suspension without pay, and termination.

• The University may also take corrective action where no sexual misconduct is found, but the respondent employee is found to have otherwise engaged in inappropriate behavior in the workplace or while engaged in a University activity or program.

• To the extent possible, the reporting party and the responding party will be notified simultaneously of the outcome of the investigation.

• Throughout the process, both the complainant and the respondent must have equal opportunities to present information, have advisors present if applicable, and pursue an appeal, if applicable.

• Appeal procedures may include the review of appropriateness of sanctions, but shall not revisit findings of fact as determined in the investigation. Any University official reviewing an appeal must be trained appropriately.

In cases in which a student is the reporting person and the employee is the responding persons, the University will provide to the student the types of procedural, academic and residential adjustments, and support protections and opportunities described in this policy, to the extent practicable.

Annual Security Report – University of Notre Dame
University of Notre Dame 2014 Annual Safety Report
for Main Campus

Law Enforcement on Campus

The University of Notre Dame Security Police (NDSP) Department is fully authorized as a police agency by the State of Indiana. The department employs both sworn police officers (with arrest authority) and non-sworn campus safety officers who patrol campus and respond to emergencies. Additional staff members work as security monitors or in other support positions in the department. Notre Dame police officers complete state mandated training requirements established for law enforcement officers and have the same legal authority as any other police officers in Indiana.

Notre Dame Security Police staff frequently work with city, county, state and federal law enforcement authorities. Agencies cooperate whenever possible on investigations and crime prevention programs to provide the best possible police services to our campus and local communities. NDSP has a written agreement with the St. Joseph County Metro Homicide Unit regarding death investigations and a written agreement with the South Bend Police for response to possible explosive devices. NDSP does not have a written Memorandum of Understanding with any other police agency. When a Notre Dame student is involved in an off-campus offense, university officers may assist with the investigation in cooperation with local, state or federal law enforcement. The University of Notre Dame does not officially recognize any student organization with an off-campus location. Many students live in the neighborhoods surrounding Notre Dame. Responsibility for providing police services in these neighborhoods rests primarily with city and county police (depending on location).

Officers maintain a 24-hour patrol of campus every day. In addition to the patrol section, officers are assigned to an investigation unit, a crime prevention and technical service unit, and a parking services and special event security unit.

Emergency Procedures and Crime Reporting

Any crime, emergency or suspicious situation on campus, should be reported immediately to the Notre Dame Security Police (NDSP) Department. Anyone may call at any time! Individuals are encouraged to accurately and promptly report crimes to NDSP for various security and safety reasons, including for the purpose of making timely warning reports and the annual statistical disclosure to the community. A number of blue light emergency call stations are positioned around the campus for use in contacting the Security Police, and telephones are located at the main entrances of most residence halls. For any emergency, dial 9-1-1 to summon assistance. When calling from a cell phone, NDSP recommends dialing (574) 631-5555 for emergency and non-emergency situations and to request services on campus. Both of these numbers are answered 24 hours a day. Except for confidential communication made to pastoral or
professional counselors or health care professionals, University employees who are Campus Security Authorities are required to report to NDSP any crime reported to the employee that occurred at the University. The section below titled “Information and Support Services for Victims of Rape and Sexual Assault” provides the specific procedures on how to report sexual misconduct (including sexual assault) and identifies confidential resources for students. This policy is necessary so the University can comply with federal regulations regarding disclosure of campus crimes.

Confidential reports that provide sufficient detailed information for classification of the offense by law enforcement officials using FBI Uniform Crime Report (UCR) guidelines will be included in crime statistics. NDSP sends a memorandum to University counselors encouraging them to refer crime victims to University Security Police and/or to inform the victim of any procedures to report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics. Note that crime reports may be made confidentially and such reports will enable NDSP to provide more complete data on crimes committed on campus. Reporting forms are available from Security Police to use in reporting crimes for inclusion in the annual disclosure of crime statistics. The form for reporting sexual assaults confidentially for inclusion in such crime statistics is also available at https://ndsp.nd.edu/assets/22162/sexualassaultform.pdf. The form for reporting other crimes confidentially for inclusion in such crime statistics also available at https://ndsp.nd.edu/assets/22161/crimestatisticform.pdf. These forms are in pdf format and can be downloaded and filled out. Once completed, the form can be attached to an email to NDSP at ndsp@nd.edu, sent by mail to: Notre Dame Security Police, 204 Hammes Mowbray Hall, Notre Dame, IN 46556, or dropped off to NDSP at Hammes Mowbray Hall.

Confidential crime reports made to pastoral or professional counselors may be shared with Security Police officials with no personally identifying information disclosed for the purposes of including the information in crime statistics and in timely notices to the community. Anonymous crime reports may be made through Michiana Crime Stoppers by calling (800)-342-STOP (7267) or online at www.southbendareacrimestoppers.com. Anonymous reports that contain sufficiently detailed facts for classification of the offense by law enforcement officials using FBI UCR guidelines will be included in annual crime report disclosures.

Response to Reported Incidents

Communications Officers are available 24 hours a day to answer your calls. In response to a call, NDSP will take the required action, either dispatching an officer or asking the victim to report to NDSP at Hammes Mowbray Hall to file an incident report. NDSP incident reports concerning students are forwarded to the Office of Community Standards for review and potential disciplinary action, as appropriate. NDSP Investigators will investigate a report when it is deemed appropriate. NDSP Officers may also arrest individuals based on a reported criminal incident.

Additional information obtained via the investigation of students will also be forwarded to the Office of Community Standards for review, as deemed necessary. For information about the specific response to reports of sexual assault, see the Reporting Procedures section of this report entitled Information and Support Services for Victims of Rape and Sexual Assault.
Notification to the ND Community about Reported Crimes

In the event of a serious crime, such as a crime against a person that occurs on campus, where it is determined that the incident may pose a serious, ongoing threat to members of the ND community, a mass email Crime Alert is sent to all students and employees on campus, is posted on the ND Security Police (NDSP) website, and may be shared with the Observer in an effort to provide timely notice to the ND community. Crime Alerts are also posted by NDSP in the residence halls and various other buildings on campus, and are typically posted in the lobby/entrance area of the building(s) for seven days. The alerts are generally written by the Director and Chief of Security Police or a designee, and they are distributed to the community by listserv operated by the University’s Office of News and Information. Updates to the ND community about any particular case resulting in a Crime Alert may be distributed via email, may be posted on the ND Security Police web site or may be shared with the Observer student newspaper for a follow-up story. Crime Alerts and any updates will be drafted and disseminated in a way that protects the confidentiality of complainants and victims. Such alerts and updates shall not include identifying information about the complainant or victim in any publicly-available recordkeeping to the extent permitted by law.

Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR) classifications: criminal homicide, robbery, and major incidents of arson. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by NDSP. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other ND community members and a Crime Alert would not be distributed. Cases involving sexual assault are often reported long after the incident occurred, such that there is no ability to distribute a “timely” warning notice to the community. For this reason, the reporting of sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the ND Security Police. The ND Director and Chief of Security Police or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.

Campus Safety Begins With You…

Notre Dame Security Police provides important services to the community, but nothing we do can replace your actions in maintaining security and safety on campus. The crime prevention and security awareness programs and information described below are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. Take time to learn about crime prevention and safety – for yourself and your fellow community members. Information and awareness are your best weapons against crime and accidents. Information in du Lac: A Guide to Student Life and a brochure, “How to be ‘Streetwise’ and Safe”, provide important strategies for promoting safety. Additional pamphlets and posters, addressing a wide variety of safety related matters, are available from Security Police. Upon request by students, residence hall staff, faculty or other employees, NDSP staff will provide educational programs
addressing related safety matters including self-defense, security awareness, campus security procedures and practices, crime prevention, safe driving, alcohol laws, bystander intervention, active shooter prevention and response or other safety topics. The frequency of programs facilitated in person varies from year to year and is based on requests for programs by the UND community. Safety information outposts are staffed during orientation weekend. Staff receive basic safety information during employee orientation. Throughout the year, NDSP in cooperation with other university organizations presents crime prevention awareness sessions and campus security procedure sessions on average 10 times per month. These sessions cover a variety of topics. In addition, information is disseminated to students and employees through crime prevention and campus security procedure messages, posters, displays, on-line videos, articles and advertisement in university and student newspapers. For more information about the date and location of such programs contact the NDSP crime prevention coordinator.

The best source of information concerning campus crime reported to Security Police is the department web site: http://ndsp.nd.edu/. The site contains timely notices or crime alerts, a log of crimes reported to Security Police, crime statistics and crime prevention information (as well as other information about Security Police services). Crime prevention information includes video presentations on a variety of topics such as protecting property and identity, sexual assault, everyday personal safety, stalking, and what to do in a classroom or crowd shooting.

A printed copy of the crime log is also available during normal business hours from NDSP in Room 252 Hammes Mowbray Hall. Security Police staff regularly provide information to The Observer for news stories. Additionally, in the event of a serious crime or incident on campus that may pose a threat to others, alerts are sent to the university community via e-mail and posted on the NDSP website. Everyone is encouraged to review such information and to share the information with others that may not have seen it so steps can be taken to minimize exposure to risks.

**O’SNAP formerly known as SafeWalk**

When walking on campus after dark, students can call (574) 631-5555 for an escort from the men and women of Notre Dame O’SNAP (Student Nighttime Auxiliary Patrol). An O’SNAP employee will meet the student and give them a ride to or from any point on campus. The service is free and confidential. O’SNAP is comprised of student employees of the Security Police department; they have photo-ID cards and are in radio contact with the Security Police Communication Center. Hours are 8:30 p.m. to 2:30 a.m. during the academic year. After hours or during breaks, campus safety officers and police officers provide this service and can be reached by contacting (574) 631-5555.

**Bus Service On Campus**

The University of Notre Dame is party to an agreement with the South Bend Public Transportation Corp. (TRANSPO) that allows students, faculty and staff to ride fare-free on all TRANSPO routes in South Bend/Mishawaka. This includes the #7 and the Sweep routes that
serves the Notre Dame and Saint Mary’s campuses. TRANSPO schedule and route information is available at [http://www.sbtranspo.com/](http://www.sbtranspo.com/). An administrative shuttle runs from the circle north of Main Building to Lots B16 (near the East Gate) and B2 (Library Lot). The shuttle runs in the morning, at lunch and at the end of the business day. For more information, contact Business Operations at (574) 631-6661.

**Campus Lighting and Physical Plant**

Facilities Operations and Landscape Services maintain University buildings and grounds with a concern for safety and security. Campus facilities and lighting are regularly surveyed by physical plant staff. Security Police staff assist Facilities Operations by reporting potential safety or security concerns. Anyone noticing a safety or security problem with the physical plant or campus landscaping should contact the manager of the facility or Facilities Operations (574-631-7701) or Landscape Services (574-631-6537). After business hours, contact Security Police.

**Security of and Access to Residence Halls and Other Campus Facilities**

The campus and University facilities are private property. Presence on campus is at the pleasure of the University. It is the University’s expectation that visitors abide by University rules. Policies for persons visiting residence halls are outlined in du Lac: A Guide to Student Life. Visitation in residence halls by members of the opposite sex is restricted to hours between 9 a.m. and midnight Sunday through Thursday, and until 2 a.m. on weekends. Except in those buildings where posted notices prohibit trespassing, most non-residence campus buildings are open to guests during normal business hours. Visitors’ access to offices, rooms, labs and studios is restricted in these buildings and not permitted without permission from a University representative. Community members are encouraged to immediately notify Security Police if visitors are present in these areas. Academic and administrative buildings are generally open and accessible to students, staff and visitors during the day and into the evening hours, depending on the activities scheduled in each facility. For information about specific building hours, contact the building manager or the ND Security Police Department.

Safety and security within undergraduate residence halls is the joint responsibility of the Offices of Community Standards and Housing and Security Police. Entrances to residence halls are generally locked at all times except during move-in and move-out. Student ID cards are required to operate the locks on exterior residence hall entrances. Residents of graduate student housing are responsible for maintaining security in their apartments by keeping doors and windows secured.

Ensuring that residence halls are free from uninvited visitors requires that residents themselves take an active role in making sure strangers are reported to hall staff and/or Security. Residents
should protect themselves by always locking their doors whether they are in or away from their rooms – even when leaving for a moment. Residents should not prop open locked doors. Remember too, that residents are held accountable for the actions of their guests. NDSP officers patrol the campus through vehicle, bicycle and foot patrols and conduct periodic checks of residence halls.

**Alcohol and Other Drugs**

The University has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

With respect to students, the specific policies and standards pertaining to the use of illicit drugs and alcohol are presented in du Lac: A Guide to Student Life, which is available at the following web site: [http://dulac.nd.edu/drug-free-schools-policy-statement/](http://dulac.nd.edu/drug-free-schools-policy-statement/). The information presented in du Lac includes the standards of conduct that apply to the unlawful possession, use, or distribution of illicit drugs and alcohol by students; the sanctions the University will impose on students for violations of such standards; the legal sanctions that apply to the unlawful possession or distribution of illicit drugs and alcohol; and the health risks-associated with the use of illicit drugs and the abuse of alcohol. The website of the Center for Student Health Promotion and Well-being describes the drug and alcohol education, counseling, treatment, rehabilitation, and reentry programs available to students: [http://wellness.nd.edu/](http://wellness.nd.edu/)

With respect to employees, the specific policies and standards pertaining to the use of illicit drugs and alcohol are maintained by the Office of Human Resources and are available at the following website: [http://hr.nd.edu/assets/32995/drugfree_for_employees.pdf](http://hr.nd.edu/assets/32995/drugfree_for_employees.pdf). These policies and standards include the standards of conduct that apply to the unlawful possession, use, or distribution of illicit drugs and alcohol by employees; the sanctions the University will impose on employees for violations of such standards; the legal sanctions that apply to the unlawful possession or distribution of illicit drugs and alcohol; the health risks-associated with the use of illicit drugs and the abuse of alcohol; and the employee assistance program available for employees who want assistance with overcoming drug and/or alcohol abuse.

Consistent with its educational mission, the University provides information about alcohol and drug use, as well as alternatives to the use of alcohol in social settings or to reduce stress. Additional information is available for students from the Center for Student Health Promotion and Well-being (574-631-7970) and the University Counseling Center (574-631-7336). University employees may call LifeWorks at 1-888-267-8126 for information or assistance programs.

**Support Services for Victims**

A number of services are available to assist students, faculty and staff who may become the victim of a crime on campus, or who may be injured in a serious accident or other emergency situation on campus. In addition to prompt and professional emergency medical services
provided by Security Police, Fire Department, ambulance, hospital or Health Center staff, victims will be offered an opportunity to meet with Campus Ministry staff, and students may meet with professional staff from the Office of Student Affairs. University Counseling Center staff provide services for students 24 hours a day in emergency situations during the academic year. In cases of criminal activity, information regarding victims’ rights and the steps followed by the criminal justice system to address their case is available from Security Police staff. Assistance for crime victims is also available from the County Prosecutor’s Office.

Important Information about Sexual Harassment / Misconduct / Assault, Dating/ Domestic Violence & Stalking

INTRODUCTION

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972. Dating violence, domestic violence and stalking could also be considered forms of sex discrimination. Because of the seriousness of these offenses, the University has adopted specific policies and procedures to address alleged violations of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking by Notre Dame students outside of an employment setting.

REPORTING OPTIONS

Students are provided different options both on and off-campus for reporting sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking. See the section titled How To Report Sexual Misconduct, Sexual Assault, Dating Violence, Domestic Violence and Stalking for information about how to report an incident.

ADMINISTRATIVE CONTACTS

The Office of Student Affairs has designated a Deputy Title IX Coordinator and his/her designees to handle alleged violations of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking by Notre Dame students:

Deputy Title IX Coordinator
Office of Student Affairs
316 Main Building
University of Notre Dame
Notre Dame, IN 46556
574-631-7728
DepTitleIXCoordinator@nd.edu
The University has designated the Director of its Office of Institutional Equity to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator may be contacted as follows:

Title IX Coordinator
Director, Office of Institutional Equity
100 Grace Hall
University of Notre Dame
Notre Dame, IN 46556
574-631-0444
equity@nd.edu

EDUCATION PROGRAMS
The University will provide a variety of education programs designed to promote the awareness of sexual assault (including but not limited to rape and acquaintance rape), domestic violence, dating violence, and stalking for all incoming students and new employees. Additionally, the University will also coordinate ongoing prevention and awareness campaigns for students and employees.

TIMELY WARNING TO CAMPUS
In an effort to provide timely notice to the Notre Dame community, and in the event of a serious crime against people that occurs on campus, where it is determined that the incident may pose a serious, ongoing threat to members of the Notre Dame community, a mass email Crime Alert is sent to all students and employees on campus and is posted on the Notre Dame Security Police (NDSP) website. Crime alerts are also posted by NDSP in the residence halls and various other buildings on campus, and are typically posted in the lobby/entrance area of the building(s) for seven days. Updates to the Notre Dame community about any particular case resulting in a Crime Alert may be distributed via email, may be posted on the Notre Dame Security Police website, Crime alerts are also posted by NDSP in the residence halls and various other buildings on campus, and are typically posted in the lobby/entrance area of the building(s) for seven days. Updates to the Notre Dame community about any particular case resulting in a Crime Alert may be distributed via email, may be posted on the Notre Dame Security Police website or may be shared with The Observer for a follow-up story.

PROMPT, FAIR, AND IMPARTIAL INVESTIGATION AND RESOLUTION
The University processes to address allegations of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking provide a prompt, fair, and impartial investigation and resolution of such allegations and will be conducted by University officials who receive annual training on issues related to sexual harassment, sexual misconduct, sexual
assault, dating violence, domestic violence and stalking and on how to conduct an investigation and resolution process that protects the safety of complainants and promotes accountability.

For the purposes of the Sexual Harassment, Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking policies and procedures described on this webpage, the alleged victim shall be referred to as the “complainant.” A student alleged to have violated a University policy shall be referred to as the "respondent."

APPLICABLE UNIVERSITY POLICIES
This section contains applicable policies and procedures to address incidents involving:

- Sexual Harassment
- Sexual Misconduct (including Sexual Assault)
- Dating Violence
- Domestic Violence
- Stalking

SEXUAL HARASSMENT
Sexual harassment of any kind is inconsistent with the University’s values and incompatible with the safe, healthy environment that the Notre Dame community expects. The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual’s performance, creating an intimidating, hostile, or offensive University environment, or limiting participation in University activities.

Students seeking information regarding discrimination or harassment by faculty or staff, or who wish to report discrimination or harassment they experienced in a University employment setting, should consult the Office of Institutional Equity at 574-631-0444 or equity.nd.edu. Students may also submit a report online at: speakup.nd.edu.

Sexual Harassment Grievance Procedures
Students who believe they are victims of sexual harassment by another student may have the option of proceeding informally or formally. The student may find informal resolution particularly appropriate if the conduct is isolated and of the following nature: sexual innuendo; display or distribution of drawings, pictures or other materials with a sexual content; sexual or “dirty” jokes; or comments with sexual content. Please note that the formal resolution process is available for harassment of any nature, and that these examples are not intended to discourage use of the formal resolution process.
Informal resolution is not an option for complaints involving sexual misconduct or sexual assault, including sexual or inappropriate touching of any kind. For information on how to formally report sexual misconduct, sexual assault, dating violence, domestic violence and stalking please refer to the Reporting and Response Procedures for Complaints of Sexual Misconduct, Sexual Assault, Dating Violence, Domestic Violence and Stalking.

**Sexual Harassment Informal Resolution**

If a student chooses to proceed informally, the student can report the harassment to an administrator, residence hall rector (or the Office of Housing for students who reside off-campus), or academic Dean who has the authority to end the harassment, and specify that they wish to proceed informally. The person receiving the report should consult with their supervisor or with the Deputy Title IX Coordinator throughout the informal resolution process.

If the matter is resolved informally to the satisfaction of the reporting party, the person to whom the report was initially made will send a written summary of the matter to the Deputy Title IX Coordinator. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record-keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate sexual harassment file and will be consulted for the two purposes set forth in this paragraph.

If the matter is not resolved informally to the satisfaction of the reporting party, the student can submit a request for formal resolution. This request must be submitted in writing to the Deputy Title IX Coordinator within ten (10) calendar days of the informal resolution.

**Sexual Harassment Formal Resolution**

If a student chooses to proceed formally, the procedures outlined in the Reporting and Response Procedures for Complaints of Sexual Misconduct, Sexual Assault, Dating Violence, Domestic Violence and Stalking will be followed.

**SEXUAL MISCONDUCT (INCLUDING SEXUAL ASSAULT)**

Sexual misconduct of any kind, including sexual assault, is inconsistent with the University’s values and incompatible with the safe, healthy environment that the Notre Dame community expects. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and dignity of each individual. The most egregious form of sexual misconduct is sexual assault, which is an affront to justice that will not be tolerated at Notre Dame. Federal law views sexual misconduct and sexual assault as forms of sexual harassment prohibited under Title IX. Sexual assault also violates state law as well as University policy. Students found responsible for sexual misconduct or sexual assault will ordinarily face Conduct Process Outcomes up to and including dismissal from the University.

The University believes that no person should bear the effects of sexual misconduct or sexual assault alone. When such conduct occurs, the University’s paramount concern is for the safety,
health and well-being of those impacted. To support and assist students, the University provides a wide range of services and resources. Please see the Resources for Medical, Counseling and Pastoral Care or the Committee on Sexual Assault Prevention to learn more about these resources.

Sexual Misconduct Offenses
Sexual misconduct offenses that are prohibited are:

- **NON-CONSENSUAL SEXUAL INTERCOURSE**, which is any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. This offense is referred to as “sexual assault.”

- **NON-CONSENSUAL SEXUAL CONTACT**, which is any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.

- **OTHER FORMS OF SEXUAL MISCONDUCT INCLUDE, BUT ARE NOT LIMITED TO:**
  - Indecent Exposure
  - Sexual exhibitionism
  - Sex-based cyber-harassment
  - Prostitution or the solicitation of a prostitute
  - Peeping or other voyeurism
  - Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video or audiotaping of sexual activity.

INFORMATION ABOUT CONSENT, INTOXICATION AND INCAPACITATION
Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct. There is no consent when the individual in question is under the legal age of consent. The legal age of consent in Indiana is 16.

Intoxication is not an excuse for failure to obtain consent.

An incapacitated person is incapable of giving consent. A person is incapacitated if that person is in a physical or mental state such that he or she lacks the ability to make a knowing and deliberate choice to engage in the sexual interaction. For the purposes of this policy, a person who is asleep or unconscious is incapacitated, without exception. A person may also become incapacitated due to other factors, which may include the use of alcohol and/or drugs to such a degree that the person no longer has the ability to make a knowing or deliberate choice to engage in the sexual interaction. When the question of whether the complainant was incapacitated is at issue, the perspective of a sober, reasonable person in the position of the respondent will be the
basis for determining whether the respondent should have known that the complainant was incapacitated and thus incapable of giving consent.

Information about how to report sexual misconduct (including sexual assault) and what procedures will be followed can be found in the Reporting and Response Procedures for Complaints of Sexual Misconduct, Sexual Assault, Dating Violence, Domestic Violence and Stalking below.

**DATING VIOLENCE**

Dating violence is defined in du Lac: A Guide to Student Life as physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and the existence of such a relationship shall be determined based on factors such as the length and type of relationship, and frequency of interaction between the persons involved.

There is no specific definition of dating violence in the Indiana Criminal Code.

Information about how to report dating violence and what procedures will be followed can be found in the Reporting and Response Procedures for Complaints of Sexual Misconduct, Sexual Assault, Dating Violence, Domestic Violence and Stalking below.

**DOMESTIC VIOLENCE**

Domestic violence is defined in du Lac: A Guide to Student Life as physical violence committed by a current or former spouse of the victim, by a person with whom the victim has a child in common, by a person who is cohabiting or has cohabitated with the victim as if a spouse (as determined under applicable law), or by any other person against an adult or youth victim who is protected from that person’s acts by applicable domestic or family violence laws.

The language differs slightly in the Indiana Criminal Code. There is no specific crime called “domestic violence” in Indiana, rather, it falls under the statute prohibiting domestic battery. The statutory definition for domestic battery, however, is nearly identical to that above.

Information about how to report domestic violence and what procedures will be followed can be found in the Reporting and Response Procedures for Complaints of Sexual Misconduct, Sexual Assault, Dating Violence, Domestic Violence and Stalking below.

**STALKING**

Stalking is defined in du Lac: A Guide to Student Life as knowingly or intentionally engaging in a 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 above definition mirrors the definition of stalking found in the Indiana Criminal Code.

Information about how to report stalking and what procedures will be followed can be found in the Reporting and Response Procedures for Complaints of Sexual Misconduct, Sexual Assault, Dating Violence, Domestic Violence and Stalking below.

REPORTING AND RESPONSE PROCEDURES FOR COMPLAINTS OF SEXUAL MISCONDUCT, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

PRIVACY AND CONFIDENTIALITY

CONFIDENTIAL RESOURCES
If a student wishes the details of an incident to be kept confidential, she or he can speak with counselors at the University Counseling Center, health providers, or off-campus rape crisis resources, such as S-O-S, the rape crisis center for St. Joseph County. Within Campus Ministry, priests, deacons, and religious sisters and brothers will also honor a student’s request for confidentiality. These individuals will honor confidentiality unless there is an imminent danger to the student or to others. In addition, a student’s disclosure during the sacrament of confession will not be revealed by the priest for any reason, which is a sacred obligation protected by law.

PARAMETERS OF PRIVACY AND CONFIDENTIALITY
In all instances and to the extent possible, the University will protect the privacy of all parties to a report of sexual misconduct, sexual assault, dating violence, domestic violence and stalking. That said, under federal law, campus officials (with the exception of those listed under Confidential Resources, above) who receive a report of sexual misconduct, sexual assault, dating violence, domestic violence and stalking, whether from the student involved or a third party, must share that information with the appropriate University authorities for investigation and follow-up.

RESOURCES FOR MEDICAL, COUNSELING AND PASTORAL CARE
It is especially important for students who have been sexually assaulted or subjected to sexual misconduct, dating violence, domestic violence and stalking that involve physical contact to seek immediate and appropriate medical treatment. Such treatment is also important to preserve
evidence as may be necessary to the proof of sexual assault, sexual misconduct, sexual assault, dating violence, domestic violence and/or stalking or in obtaining an order of protection. It is important to preserve physical evidence for proof of a criminal offense, therefore, a victim should not wash, use the toilet, or change clothing if she/he can avoid it. If he/she does change clothes, she/he should put all clothing they were wearing at the time of the attack in a paper, not plastic, bag. University Health Services is open 24 hours a day during the academic year and is equipped to provide confidential and professional medical care. University Health Services (UHS) can be reached in Saint Liam Hall, 574-631-7567 (24 hours). While the UHS staff is unable to perform procedures related to the collection of evidence for the purposes of pursuing criminal prosecution, they can provide assistance and support when a student requests or requires transportation to the hospital. St. Joseph’s Regional Medical Center has a specially trained sexual assault team available 24 hours a day, seven days a week; Memorial Hospital also offers these services. Under Indiana law, the tests and procedures at the hospital are free of charge if treatment is sought within 96 hours of the assault. Emergency Room staff may ask if the student wishes to speak to the police; this decision is up to the student.

The University Counseling Center (UCC) is staffed by trained professionals who can provide specialized support and assistance to students who have been sexually assaulted or have been affected by sexual misconduct, dating violence, domestic violence or stalking. Current students may seek counseling at any time, whether it is days, months or years after the incident. The confidential services of the UCC are available to the student who was assaulted and her or his friends who may need support in assisting the student. The UCC can be reached at 574-631-7336 (24 hours); in addition, a Walk-In Crisis Service is available in Saint Liam Hall, Monday-Friday, 9 a.m. – 5 p.m. For further information, go to ucc.nd.edu.

The Family Justice Center of St. Joseph County is a collaboration of civil, legal, medical, and social services which supports individuals affected by domestic violence. The Family Justice Center can be reached by calling 574-234-6900 and their office is located at 533 North Niles Avenue in South Bend. Additional information can be found on their website http://www.fjcsjc.org/.

One service of the Family Justice Center is S-O-S, the rape-crisis center for St. Joseph County. S-O-S is staffed by trained professionals and volunteer advocates who are available 24 hours a day. The staff can provide confidential counseling and recovery services, as well as support and information about communication with the police, family and friends. S-O-S Volunteer Advocates provide emotional support and information on the phone and in person at area hospital Emergency Departments around the clock. Specially trained professionals offer confidential counseling, group therapy, information, and referrals. The S-O-S Advocate acts as a liaison between the student and the legal process, and can accompany them to court, if desired. The 24-hour telephone number for the Rape Crisis Center is 574-289-4357.

The YWCA also offers a combination of services to women who have been the victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault. Among the services offered by the YWCA are:

- Emergency safe shelter for victims of domestic violence
• Food, clothing, and personal necessities
• Safety planning
• Counseling & case management for both women and children
• Child care
• Access to healthcare services
• Sexual assault counseling
• Economic empowerment classes
• Self-sufficiency education
• Chemical dependency treatment
• Transitional housing
• Special needs permanent housing
• Legal Advocacy including help obtaining civil protective orders
• Non-residential services for male victims of domestic violence
• Community educational programs on domestic violence, sexual assault, and teen dating violence

The YWCA is located at 1102 S. Fellows St. in South Bend and can be reached at (574) 233-9491. The YWCA also operates a local crisis line at (574) 232-9558 as well as a national crisis line at (866) 937-9622. They can also be contacted by email at ywca@ywcanincin.org.

Within Campus Ministry, priests, deacons, and religious sisters and brothers will also honor a student’s request for confidentiality. These individuals will honor confidentiality unless there is an imminent danger to the student or to others. In addition, a student’s disclosure during the sacrament of confession will not be revealed by the priest for any reason, which is a sacred obligation protected by law. Campus Ministry can be reached at 574-631-7800 or at campusministry.nd.edu.

The on-campus resources listed above are available to all Notre Dame students including respondents and witnesses in sexual misconduct, sexual assault and dating violence, domestic violence and stalking incidents.

For more information about resources, please visit the University’s Committee on Sexual Assault Prevention (CSAP) at csap.nd.edu.

RESOURCES FOR VICTIMS NEEDING VISA AND IMMIGRATION ASSISTANCE

Assistance for those victims needing help with Visa and Immigration issues can be found at the Office of International Student and Scholar Affairs located in Rm 105 of the Main Bldg. They can be contacted by phone at (574) 631-3825 or by email at issa@nd.edu. The office is open Monday – Friday from 8 am to 5 pm.

Immigration Services are also available off-campus through Catholic Charities located at 1817 S. Miami St. in South Bend. They can be reached at (574) 234-3111 ext. 33 or by email at ccoleman@ccfwsb.org. The Board of Immigration Appeals (U.S. Department of Homeland Security) recognizes Catholic Charities’ Immigration Services as a program that provides accurate and affordable services to immigrants who seek to adjust their status, reunite with
family members, obtain employment authorization, or file paperwork to make other status adjustments through U.S.C.I.S (U.S. Citizenship and Immigration Services, formerly the U.S. Immigration and Naturalization Service, or INS). Citizenship classes and assistance with the process of naturalization are also provided.

Another off-campus resource for assistance with Visa and Immigration issues is Indiana Legal Services. Their local office is located in the Commerce Building at 401 E. Colfax Suite 116, South Bend, IN. Their phone number is (574) 234-8121 and their email address is indianalegalservices.org. They are open from 8am to 4:30pm Monday – Friday. Additional information regarding Visas and immigration issues can be found on the United States State Department website at http://travel.state.gov/content/visas/english.html.

CONSIDERATIONS TO ENCOURAGE REPORTING AN INCIDENT

The following information is provided by the University to encourage students to report incidents of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking.

UNIVERSITY RESPONSE TO REPORTS

Upon receipt of a report of alleged sexual misconduct, sexual assault, dating violence, domestic violence and stalking in which the respondent is a current Notre Dame student, the following steps will be taken:

1) No Contact Orders and Other Interim Measures

The Deputy Title IX Coordinator or his/her designee shall issue no contact orders to the complainant and respondent. In addition, the University reserves the right to take other immediate steps to protect complainants pending the final outcome of an investigation, including alternative academic arrangements, adjustments to extracurricular activities or work schedules, transportation, housing and dining arrangements, and other interim measures. The goal of any adjustment will be to minimize the burden on the complainant’s educational program. Where appropriate, to the extent that a student’s requests are reasonable and can be adjusted, every effort will be made to do so. Adjustments will be administered by the Deputy Title IX Coordinator or his/her designee.

2) Assignment of a Resource Coordinator

Whenever the University receives a report of sexual misconduct, sexual assault, dating violence, domestic violence and stalking, the Deputy Title IX Coordinator or his/her designee will refer the complainant and respondent to separate Resource Coordinators (RC). RCs are trained Notre Dame faculty or administrators, who serve as resource persons to the complainant and respondent to identify, explain and navigate the reporting options and the available support
services. This can include referrals to counseling, educational support, pastoral care, and medical treatment, and information about University and legal processes. The RC can also provide guidance about the process for requesting the interim measures outlined above.

NON-RETAIATION

The University strongly encourages students to report any incident of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking. Notre Dame takes such reports very seriously. Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking or the participation in proceedings relating to the incident by a respondent or third party is itself prohibited and will result in a referral to the University Conduct Process. A complainant or witness who is threatened in any way should immediately report these concerns to their assigned Resource Coordinator (RC) or to Notre Dame Security Police by calling 574-631-5555. The University's complete Non-Retaliation Policy is referenced in du Lac: A Guide to Student Life.

OTHER POTENTIAL POLICY VIOLATIONS

At times, students are hesitant to report the occurrence of sexual misconduct, sexual assault, dating violence, domestic violence and stalking to University officials because they are concerned that they themselves, or witnesses to the misconduct, may be found responsible for other policy violations, e.g., parietals or alcohol violations. These behaviors are not condoned by the University, but the importance of dealing with alleged sexual misconduct, sexual assault, dating violence, domestic violence and/or stalking outweighs the University’s interest in addressing lesser violations. Accordingly, in these cases, the University will not refer a student to the University Conduct Process for a student who makes a complaint of sexual misconduct, sexual assault, dating violence, domestic violence and/or stalking in connection with the reporting of that incident, or students named as witnesses to the incident.

HOW TO REPORT SEXUAL MISCONDUCT, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

Students are strongly encouraged to report incidents of sexual misconduct, sexual assault, dating violence, domestic violence and stalking. Students may choose any or all of the following reporting options:

- Notre Dame Security Police (NDSP) is available 24 hours a day, 7 days a week by calling 574-631-5555. Students may also call 911 in an emergency. If the incident occurred on Notre Dame property, NDSP, a duly authorized police agency in the state of Indiana, is the appropriate agency with which to file a report. Off-campus incidents will likely fall in the jurisdiction of the South Bend, St. Joseph County or Mishawaka police departments.
NDSP can assist with contacting the appropriate agency. Although encouraged, students are not required to notify NDSP or other law enforcement authorities.

- The University’s Deputy Title IX Coordinator is available by calling 574-631-7728 or by e-mailing DepTitleIXCoordinator@nd.edu.
- The University offers an online incident reporting form at speakup.nd.edu. All reports of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking involving Notre Dame students submitted through the speakup.nd.edu online reporting form will be forwarded to the University’s Deputy Title IX Coordinator.

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through the University Conduct Process, or to pursue both processes consecutively or concurrently.

Regardless of the option chosen the University will initiate an Administrative Investigation once a complaint is received.

A student may not withdraw or take a leave of absence from the University after he/she has been referred to the University Conduct Process to address an alleged violation. The University reserves the right to proceed with the University Conduct Process regardless of a student’s request of a leave of absence or withdrawal from the University.

**Option 1: Criminal Complaint**
The University encourages students to report all incidents of sexual misconduct, sexual assault, dating violence, domestic violence and stalking to the police.

Incidents of sexual misconduct, sexual assault, and/or dating violence, domestic violence and stalking involving students that are reported to Notre Dame Security Police will also be referred to the Deputy Title IX Coordinator for follow-up and investigation (see below for information about the Administrative Investigation). Similarly, the Deputy Title IX Coordinator will follow-up where appropriate in those instances where the University has a report of an incident of sexual misconduct, sexual assault, dating violence, domestic violence and/or stalking that has been reported to another police agency.

The Administrative Investigation conducted by the Deputy Title IX Coordinator or his/her designee is distinct from the criminal investigation as a result of the University’s obligation under the law to ensure that it is providing a safe environment for all students. If a complainant wishes to pursue a criminal complaint exclusively, the complainant may submit a request to temporarily defer the Administrative Investigation and/or University Conduct Process by making a formal written request to the Deputy Title IX Coordinator, which may delay the Administrative Investigation and the University’s ability to respond. The University may continue its Administrative Investigation where it has reason to believe that the alleged harasser may be an imminent threat to the safety of the complainant and/or other students. At any time, the complainant may choose to rescind the deferral by making a formal written request to the Deputy Title IX Coordinator, electing to resume the Administrative Investigation and/or University Conduct Process. The University will maintain documentation of the date of deferral. Information obtained through the criminal investigation may be used by the Office of Community Standards for consideration in the University Conduct Process.
If a student pursues a criminal complaint, a member of the Office of Campus Safety will request that the St. Joseph County Prosecutor’s Office keep the University informed and immediately advise of its decision whether to prosecute the complaint. The University will maintain documentation of the date of the request to the Prosecutor’s Office. In cases where the Prosecutor’s Office declines prosecution, a member of the Office of Campus Safety will provide written notice to the complainant of the Prosecutor’s decision.

In addition to having the option of pursuing a criminal complaint, students also have the option of exploring whether they might be entitled to an order of protection, restraining order, or other similar orders issued by a criminal or civil court. For more information about such orders, including the University’s responsibilities concerning such orders, students should contact Notre Dame Security Police.

**Option 2: University Conduct Process**

Alleged incidents of sexual misconduct, sexual assault, dating violence, domestic violence and stalking, which involve Notre Dame students, whether or not they have been reported to a police agency, should also be reported to the University to be addressed through the University Conduct Process.

If a student reports an incident of sexual misconduct, sexual assault, dating violence, domestic violence or stalking to the University, the Deputy Title IX Coordinator or his/her designee will conduct an Administrative Investigation as outlined on this page.

After the Administrative Investigation is completed, the Deputy Title IX Coordinator or his/her designee will review the Administrative Investigation documents to determine if the facts alleged by the complainant warrant a referral to the University Conduct Process.

- If the Deputy Title IX Coordinator or his/her designee determines that the facts alleged by the complainant do not constitute a violation of the Sexual Harassment, Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies, the case will be closed with no further action.
- If the Deputy Title IX Coordinator or his/her designee determines that the facts alleged by the complainant may constitute a violation of the Sexual Harassment, Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies:
  - The complainant may elect to have the matter addressed through the University Conduct Process.
  - If the complainant does not elect to have the matter referred to the University Conduct Process the Deputy Title IX Coordinator or his/her designee, in conjunction with a tripartite board in the Office of Student Affairs, will make a determination about whether the case should be referred to the University Conduct Process, with or without the cooperation of the complainant.

A referral to the University Conduct Process will be addressed in the Administrative Hearing for Alleged Violations of the Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies setting.
Option 3: Simultaneous Processes

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the University Conduct Process, or to pursue both processes consecutively or concurrently.

WRITTEN NOTICE OF OPTIONS

Students who report alleged sexual misconduct, sexual assault, dating violence, domestic violence or stalking will be provided with written notice of the above referenced options. The University, through the Deputy Title IX Coordinator or his/her designee, must also obtain written acknowledgment from the student of his/her decision regarding which options, if any, the student wishes to pursue.

ADMINISTRATIVE INVESTIGATION

The University is obligated under the law to investigate complaints, to take action to eliminate sexual harassment, sexual misconduct (including sexual assault), dating violence, domestic violence and stalking, prevent its recurrence and address its effects. An Administrative Investigation under Title IX or an Administrative Investigation of an alleged incident of dating violence, domestic violence and stalking must be initiated, although the nature and extent of an investigation will depend on the extent to which the University has enough information to reasonably determine key facts, e.g., time, date, location and names of parties involved in an alleged incident.

Ordinarily, this Administrative Investigation will include a review of statements obtained from the complainant and respondent, interviews with the complainant and respondent, interviews with witnesses as appropriate and review of relevant documents, and will be conducted by the Deputy Title IX Coordinator or his/her designee. The University is obligated to conduct this investigation regardless of the complainant’s requests.

In the course of the Administrative Investigation, information will be shared as necessary with people who need to know, such as investigators, witnesses, and the respondent. Any response by the University may be hindered by the complainant’s requests for anonymity and/or inaction.

The complainant and respondent will be afforded opportunities to provide information and present his/her own report during the Administrative Investigation. The complainant and respondent will be asked to provide a list of possible witnesses, as well as any supporting documents (e.g., text messages, emails, social media, photographs, telephone records, etc.) that they wish to be considered through the investigation. Information submitted through the Administrative Investigation will be used in the Administrative Hearing for Alleged Violations of the Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies should the matter be referred to the University Conduct Process.

The complainant and the respondent will have the opportunity to be accompanied by an advisor of their choice at their respective meetings related to the Administrative Investigation, including
investigative interviews. The advisor role is non-speaking, and advisors who are disruptive during the proceedings will be required to leave.

The Deputy Title IX Coordinator or his/her designee shall deal directly with the complainant and respondent, not through any third party. A representative may not appear in the place of either the complainant or respondent.

The Administrative Investigation will be conducted in a timely manner. The University will typically complete the Administrative Investigation and, should the matter be referred to the University Conduct Process, communicate a decision (not including the Case Review Procedures) within sixty (60) calendar days of the initial report, except in extraordinary circumstances. If the Administrative Investigation [and initial decision (not including the Case Review Procedures), should the matter be referred to the University Conduct Process] cannot be completed within the sixty (60) calendar days, the Deputy Title IX Coordinator will contact the reporting party and provide a time frame in which the investigation and decision (not including the Case Review Procedures) will be completed.

UNIVERSITY CONDUCT PROCESS

ADMINISTRATIVE HEARING FOR ALLEGED VIOLATIONS OF THE SEXUAL MISCONDUCT (INCLUDING SEXUAL ASSAULT), DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING POLICIES

The Administrative Hearing for Alleged Violations of the Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies (referred to in this section as “Administrative Hearing”) is a formal proceeding to resolve student conduct matters referred to the Office of Community Standards after an Administrative Investigation has been completed by the University (e.g. incidents involving alleged sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking).

If an individual chooses to proceed with the University Conduct Process following an Administrative Investigation, that individual’s role within the University Conduct Process will be that of a “complainant.” The student who is alleged to have violated University Standards of Conduct is referred to as a "respondent." In some instances, the University may, in its discretion, choose to initiate an Administrative Hearing on its own.

The documents collected through the Administrative Investigation (including but not limited to applicable interview statements with the respondent, complainant, and witnesses, as well as other information such as text messages, social media, telephone records, campus building access records, etc.) will be forwarded to the Office of Community Standards along with a summary report from the investigator. This information will be used in the Administrative Hearing.
The Administrative Hearing is designed to provide a prompt, fair, and impartial resolution through an equitable process for both the complainant and the respondent. As such, both the complainant and the respondent shall be provided:

1. a meeting with a representative from the Office of Community Standards to explain the Administrative Hearing process and periodic updates regarding the status of the process.
2. equivalent written notice of the date, time and location of the Administrative Hearing and the nature of the alleged policy violations to be addressed at least seven calendar days before the Administrative Hearing will be held. The Office of Community Standards reserves the right to provide less than seven calendar days’ notice when information about an alleged violation is received after the last class day of the semester or with the approval of both the complainant and the respondent.
3. access to read the Administrative Investigation documents prior to the Administrative Hearing. The Office of Community Standards shall be reasonably available for the complainant and respondent for this purpose (e.g. Monday-Friday, 8:00 a.m. – 5:00 p.m. when University offices are open). Investigation documents may not be photocopied, photographed, recorded or duplicated. All documents are property of the University and shall remain in the Office of Community Standards at all times.
4. an excused absence from University obligations, including academic courses, in order to attend the Administrative Hearing.
5. the opportunity to have a residence hall staff member to be present at the Administrative Hearing in a non-speaking role.
6. the opportunity to have an advisor of their choice to be present at the Administrative Hearing and any other meetings with the Office of Community Standards in addition to the residence hall staff member presence outlined above. The advisor role is non-speaking. Advisors will not be permitted to make comments, pass notes, or otherwise disrupt the Administrative Hearing or meetings. Advisors who are disruptive during the Administrative Hearing may be required to leave. Breaks will be offered during the Administrative Hearing for the complainant and respondent to confer with their respective advisors in a location outside of the room where the Administrative Hearing will be held.
7. the opportunity to clarify information presented through the Administrative Investigation.
8. the opportunity to submit questions in writing to the Hearing Panel for consideration to be asked to the respondent or complainant by the Hearing Panel. Neither the complainant nor the respondent will be permitted to engage in direct communication with each other before, during or immediately after the Administrative Hearing.
9. the opportunity to hear and respond to all information presented in the Administrative Hearing. All responses shall be directed only toward the Hearing Panel, not to any others present in the Administrative Hearing.
10. the opportunity to invite witness(es) to the incident to participate in a portion of the Administrative Hearing to clarify information presented through the Administrative Investigation.

   a. "Witness to the incident” is defined as an individuals who had direct contact with at least one of the individual involved in the incident(s), before, during or after the incident(s) occurred.
b. The respondent and/or complainant must notify the Office of Community Standards at least five (5) calendar days before the scheduled date of the Administrative Hearing of any witnesses they wish to invite.

c. If the witness did not participate in the Administrative Investigation, they will be required to submit a written description of the incident no later than three (3) calendar days before the scheduled date of the Administrative Hearing. This document will be made available to the complainant and the respondent no later than two (2) calendar days before the scheduled date of the Administrative Hearing.

d. The Office of Community Standards will notify the witnesses of their scheduled time for their participation in the Administrative Hearing. The Office of Community Standards will provide an excused absence from University obligations in order for witnesses to attend the Administrative Hearing.

e. Character witnesses are not permitted.

f. A complete list of any witness(es) invited to the Administrative Hearing will be communicated to the complainant and respondent at least two (2) calendar days before the scheduled date of the Administrative Hearing.

g. The complainant and respondent may submit questions in writing to the Hearing Panel for consideration to be asked to the witnesses by the Hearing Panel.

h. The opportunity to submit a request for Case Review upon the notification of the outcome of the Administrative Hearing as prescribed by the University’s Conduct Case Review Procedures.

In addition to the procedures outlined above, the following protocol applies to Administrative Hearings.

A. The complainant will have the opportunity to be present throughout the entire Administrative Hearing. The complainant will be provided options for reasonable alternative arrangements if he or she does not want to be present in the same room as the respondent during the Administrative Hearing.

B. Should the respondent or complainant fail to attend the scheduled Administrative Hearing, the Administrative Hearing will proceed and a decision will be made in his or her absence.

C. A respondent may not withdraw or take a leave of absence from the University after he/she has been referred to the University Conduct Process. The University reserves the right to proceed with the University Conduct Process regardless of a student’s request of a leave of absence or withdrawal from the University.

D. The Office of Community Standards and University Conduct Officers shall deal directly with the respondent and complainant, not through any third party. A representative may not appear in the place of a respondent or complainant.

E. Administrative Hearings are closed to all but the respondent, complainant, witnesses, residence hall staff, advisors, and the Hearing Panel. The University reserves the right to permit a staff member from the University’s Office of General Counsel to participate as an observer.

F. Administrative Hearings will be audio recorded by the Office of Community Standards. Administrative Hearings may not be recorded by anyone other than the Office of
Community Standards. The audio recording may be listened to by the complainant and/or respondent during the Case Review period should a request for Case Review be filed. The audio recording may not be recorded or duplicated. The audio recording is property of the University and shall remain in the Office of Community Standards at all times. The recording will be preserved for at least one year after the conclusion of the University Conduct Process or as long as necessary to provide evidence should the matter be referred to legal processes. The Office of Community Standards will exercise reasonable care to minimize technical issues with the recording; however, technical issues that result in no recording or an inaudible recording are not considered a procedural defect for the purposes of the Conduct Case Review Procedures.

G. During the Administrative Hearing, information shared regarding any party’s past sexual conduct will ordinarily not be permitted, except in those instances where there was a prior sexual relationship between the parties and the information shared may be relevant to the issue of consent.

H. The Hearing Panel shall not make a decision about a finding of responsibility until after the Administrative Hearing process is complete.

I. Decisions regarding a student’s responsibility – or lack thereof – for a violation of policy will be based upon careful consideration of all available information presented and evaluated using a preponderance of the evidence standard (i.e. if it is “more likely than not” that the policy was violated).

J. If the respondent is found responsible for the conduct alleged in the complaint, his or her past sexual misconduct, if any, may be considered in determining the appropriate outcome.

K. An Administrative Hearing may result in the imposition of any Conduct Process Outcomes, including temporary dismissal or permanent dismissal. See the Conduct Process Outcomes (separate page in du Lac: A Guide to Student Life) for a full list of outcomes.

L. The results of Administrative Hearings are documented and may be used to establish a student’s conduct history at the University.

M. The complainant and the respondent will be simultaneously informed in writing of:
   1. The outcome of the Administrative Hearing;
   2. The procedures for both parties to file a request for Case Review; and
   3. Any change to the results that occurs prior to the time that such results become final; and
   4. When the results become final.

If the complainant is deceased as a result of the crime or offense, the next of kin shall be informed in writing of the outcome of the Administrative Hearing upon written request.

**CONDUCT PROCESS OUTCOMES**

If the Office of Community Standards and/or its designee(s) determines that a student is responsible for a violation of a University Standard of Conduct or regulation one or more outcomes will be assigned. Factors that will be considered when determining an appropriate outcome may include, but are not limited to: the nature of the offense and the circumstances
surrounding it; the student’s prior conduct violations (if any); the impact of the misconduct on the community as a whole, as well as on those directly involved in the incident; and precedent cases. The Office of Community Standards and/or its designee(s) is not limited to the outcomes listed here:

FORMATIVE OUTCOMES

- Workshops
- Conversation with a University Partner
- Meeting with a University Administrator
- Written Assignments
- Apology
- Restitution

PROFESSIONAL REFERRAL OUTCOMES

- Alcohol Assessment
- Alcohol Education or Counseling
- Psychological Assessment

ADMINISTRATIVE OUTCOMES

- Verbal Warning
- Written Warning
- On-Campus Housing Probation

LOSS OF PRIVILEGE OUTCOMES

- Loss of Parking and/or Campus Driving Privileges
- Loss of Extra-Curricular Privileges
- Loss of Opportunity to Live in Campus Housing
- Ban from an Area of Campus
- No Contact Order

DISCIPLINARY STATUS OUTCOMES

- Disciplinary Probation
  Defined as a specified period of observation and evaluation of a student’s conduct. Any violation of University or residence hall policy committed by a student on Disciplinary Probation is a serious violation and could result in separation from the University. A student placed on Disciplinary Probation may not participate in an international (or off-site) study program during the period of his/her probation or for one semester thereafter.

- Temporary Dismissal
  A separation from the University for at least one semester. Students temporarily dismissed are eligible to apply for readmission to the University, although readmission is not guaranteed.

- Permanent Dismissal
  A permanent separation from the University with no opportunity for readmission.
CONDUCT CASE REVIEW PROCEDURES

Students found in violation of University regulations by the Office of Community Standards and/or its designee(s) through the University Conduct Process shall be provided the opportunity to seek a Case Review. Third parties may not file Case Reviews on behalf of a student. Written requests for a Case Review must be submitted by the student via online form within seven calendar days of being informed of the original decision. Failure to submit a request for case review within the time specified will render the original decision final and conclusive. Generally, if a Case Review is filed, the outcomes issued by the Office of Community Standards and/or its designee(s) will not become effective until the review process is complete.

Upon timely receipt of a request for Case Review, the student’s conduct file will be forwarded to the appropriate reviewer. The Office of Community Standards and/or its designee(s) shall also have the opportunity to provide a written response to a request for Case Review. This response may include any information that the Office of Community Standards and/or its designee(s) regards as relevant to the review, including any information used in making its determination. Separate conduct Case Review routes exist for:

I. cases involving permanent dismissal, and
II. cases involving all outcomes other than permanent dismissal, including a finding of not responsible in the Administrative Hearing for Alleged Violations of the Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies

CONDUCT CASES INVOLVING PERMANENT DISMISSAL

A. In cases involving permanent dismissal from the University, the student has the opportunity to request a review by the Office of the President of the University.

B. A student may request a review of any aspect of the decision for any reason. Within seven calendar days of being informed of the decision, a student must submit a written request for Case Review via online form which describes all issues to be considered by the Office of the President or his designee.

C. For cases addressed through the Administrative Hearing for Alleged Violations of the Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies setting, the complainant will have an opportunity to provide a written response to the respondent’s Case Review via online form. The complainant’s response must be submitted within seven calendar days of receipt of notice of the Case Review and supporting materials.

D. Decisions of the Office of the President or his designee will be based on a review of the written file and are final.
CONDUCT CASES INVOLVING OUTCOMES OTHER THAN PERMANENT DISMISSAL, INCLUDING A FINDING OF NOT RESPONSIBLE IN THE ADMINISTRATIVE HEARING FOR ALLEGED VIOLATIONS OF THE SEXUAL MISCONDUCT (INCLUDING SEXUAL ASSAULT), DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING POLICIES SETTING:

A. In cases involving outcomes other than permanent dismissal, including a finding of not responsible in the Administrative Hearing for Alleged Violations of the Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies setting, the student has the opportunity to request a review by:
   1. the Conduct Case Review Board for those requests submitted from the first day of class to the last day of class in the Fall semester, and from the first day of class to the last day of class in the Spring semester.
   2. the Office of the Vice President for Student Affairs outside of those dates listed in (1.) above.

B. The Conduct Case Review Board shall be composed of one student, one faculty member and one administrator, selected from recommendations provided by the Student Government Judicial Council President at the beginning of each academic year. Board members will be given case review assignments on a rotating basis.

C. Case reviews conducted by the Conduct Case Review Board or the Office of the Vice President for Student Affairs are of the written file and are based only upon the following grounds:
   1. procedural defect in the University Conduct Process which would have been substantial enough to have changed the outcome, and/or
   2. the discovery of substantive new information which was unknown or unavailable to the student at the time of the Administrative Hearing and would have had a significant effect on the outcome

The severity of outcome is not considered a legitimate ground for a Case Review.

D. For Case Reviews of a finding other than not responsible from an Administrative Hearing for Alleged Violations of the Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies or permanent dismissal, the respondent will have the opportunity to submit a written Case Review request via online form which may be based only upon the criteria listed above in subsection C. In such cases, the complainant will have the opportunity to provide a written response which may be based only upon the criteria listed above in subsection C. The complainant’s response must be submitted via online form within seven calendar days of receipt of notice of the Case Review and supporting materials.

E. For Case Reviews of a finding of not responsible in the Administrative Hearing for Alleged Violations of the Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence and Stalking Policies setting, the complainant will have the opportunity to submit a written Case Review request via online form which may be based only upon the criteria listed above in subsection C. In such cases, the respondent will have the opportunity to provide a written response via online form which may be based only upon the criteria listed above in subsection C. The respondent’s response must be
submitted via online form within seven calendar days of receipt of notice of the Case Review and supporting materials.

F. If the appropriate reviewer determines that a procedural defect occurred in the University Conduct Process, the case may be
   1. remanded to the Office of Community Standards with specific instructions to correct the defect(s) and reconsider the case, or
   2. referred to (or retained by) the Office of the Vice President for Student Affairs for a final decision.

G. If the appropriate reviewer determines that the review request contains substantive new information, the case shall be remanded to the Office of Community Standards for disposition.

H. Decisions of the Conduct Case Review Board and the Office of the Vice President for Student Affairs are final.

Except in extraordinary circumstances (notice of which will be provided to the complainant and the respondent), Case Reviews will be resolved within 30 days of receipt of the initial request for review (not including responses, if applicable).

EDUCATION PROGRAMS

The University will provide the following education programs designed to promote the awareness of sexual assault (including but not limited to rape and acquaintance rape), domestic violence, dating violence, and stalking.

PRIMARY PREVENTION AND AWARENESS PROGRAMS

The University will provide primary prevention and awareness programs for all incoming students and new employees that includes the following:

- a statement that the University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and a description of the University’s policies that prohibit this conduct;
- the definition of consent, in reference to sexual activity;
- the definition of domestic violence, dating violence, sexual assault, and stalking under Indiana law;
- safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- the possible sanctions or protective measures that the University may impose following a final determination of a University disciplinary procedure regarding allegations of sexual misconduct, dating violence, domestic violence and stalking;
• the procedures that a complainant should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, as described above;
• the procedures for University disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, as described above;
• information about how the University will protect the confidentiality of complainants, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law;
• information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for student and employee complainants both on-campus and in the community; and
• information about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the complainant and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement.

ONGOING PREVENTION AND AWARENESS CAMPAIGNS

The University will also provide ongoing prevention and awareness campaigns for students and employees that include the information covered in the primary prevention and awareness programs. Several residence halls also sponsor speakers and panel discussions on sexual assault. Campus safety officers and police officers receive training on this topic as well and are sensitive to the issues and needs of victims of sexual assault. The NDSP Crime Prevention office gives various presentations on stalking, and violence in relationships, and a video, “360 Stay Safe”, which addresses stalking and relationship violence, is available for viewing at http://ndsp.nd.edu/crime-prevention-and-safety/stay-safe-on-campus/.

Sex and Violent Offender Registry in Indiana

The Indiana Sheriffs’ Sex and Violent Offender Registry provides detailed information about individuals who register as sex or violent offenders at Indiana sheriff departments. The purpose of the registry is to inform the general public about the identity, location, and appearance of sex and violent offenders who live, work, or study in Indiana. The registry, as well as detailed information about Indiana’s laws governing the Sex and Violent Offender Registry, is available at http://www.indianasheriffs.org/. Indiana’s Sex and Violent Offender Directory is maintained by the Indiana Criminal Justice Institute (ICJI) and lists individuals who have been convicted of one or more of the sex and violent offenses requiring registration with local law enforcement authorities. The directory and information about ICJI is available at http://www.icrimewatch.net/indiana.php.
Emergency Response

The University’s Campus Emergency Preparedness and Response Plan includes information about Management of Emergency Response and Operations, Emergency Operations Center (EOC), and Communication Responsibilities. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The University’s emergency response coordinator plans these drills and exercises, and maintains a record with the following details on each such drill and exercise: description; date; time; whether it was announced or unannounced; and the opportunities for improvement identified as a result of the drill/exercise. Tests of the emergency notification systems, certain emergency response drills, and field exercises will be announced in advance to the campus community via email and other messaging tools. Table top exercises and select emergency response drills will not be announced to the campus community.

The University’s emergency responders, NDSP police officers, their supervisors and administrators have all received training in Incident Command and Responding to Critical Incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually NDSP and NDFD, with the assistance of neighboring public safety agencies, as needed. These agencies typically respond and work together to manage the incident, under the unified command of NDSP and NDFD. Depending on the nature of the incident, other ND departments and other local or federal agencies could also be involved in responding to the incident.

The institution has general evacuation guidelines, in the event that a segment of the campus needs to be evacuated. Most evacuations occur during activated fire alarms, which require all occupants to promptly evacuate the building. Other portions of the plan would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident, etc. Therefore, specific information about a multi-building or area evacuation cannot be shared with the campus community in advance. ND expects members of the community to follow the instructions of first responders on the scene, as this type of evacuation would be coordinated on-site. For example, in some emergencies, you may be instructed to “shelter-in-place.” This option may be utilized if an incident occurs and the areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances. In these cases it may be safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. This means that if an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access cards, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Other options include moving to another part of your building, evacuating from your building to an outside area or to a neighboring building, as directed. Please
follow the directions of on-scene police or fire department personnel or to the announcements made via the ND Alert system.

Additional information about the emergency response/evacuation procedures are available in du Lac and online at http://emergency.nd.edu/ and at http://ndfd.nd.edu/. The University also publicizes a summary of its emergency response and evacuation procedures at least once each year in conjunction with an emergency test, such as an exercise or drill.

ND community members are encouraged to notify NDSP of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus. NDSP has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, NDSP has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

**Notification to the ND Community about an Immediate Threat**

Notre Dame will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. The NDSP and NDFD are primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. However, there are other departments on campus that could be in a position to confirm certain types of emergencies, such as a pandemic flu outbreak, chemical spill in a lab, etc.

The university has implemented *ND Alert*, a comprehensive emergency notification system, to communicate with campus constituents during a major emergency. The EOC Leader and Public Information Officer are generally responsible for developing and authorizing the use of such tools as well as approving the messages to be distributed unless there are extenuating circumstances, such as a weather emergency or an active critical situation that warrants immediate distribution of an alert. In those cases, the NDSP Senior Leadership is authorized to approve the activation of an alert.

A basic set of alert messages has already been developed by the institution to expedite the delivery of these messages during a critical incident, but the Public Information Officer and NDSP Communications Officers may edit the message, as necessary.

Depending on the scope of the incident, the EOC may use one or any combination of the following *ND Alert* tools. While the scope of the University’s plan includes physical and non-physical emergencies, the mass notification system and Comcast tools outlined below will be
used only during emergencies threatening the health and safety of students, faculty, staff and other constituencies on campus at the time of an incident and will always be sent to all segments of the community, when activated. These tools may also be used to inform the community about instructions for immediate evacuation, shelter in place or other action needed on the part of students, employees, and campus visitors.

• Mass notification system: Through this service, campus leaders can send simultaneous alerts to individuals in a matter of minutes through landline phones, cellular phones, Public Address over Internet Protocol (IPPA), text messaging and e-mail. To fully participate in this system, students, faculty and staff need to provide the University with key contact information such as cell phone number and an e-mail address in addition to their Notre Dame e-mail. Students can provide emergency contact information during the semester enrollment process, and employees can update information via the Resources tab in insideND. The Public Information Officer and NDSP Communications Officers are trained to distribute messages via the mass notification system, and the system will be used in events where life and limb of Notre Dame constituents are at risk. While all messages must typically be approved by the Public Information Officer, messages may be automatically distributed by the NDSP Communications Officer in certain campus emergencies. Specifically, in the event that the St. Joseph County tornado siren is activated, the NDSP on-duty supervisor would authorize that an ND alert message be distributed to the campus community. In other incidents that provide immediate danger to campus (e.g., active shooter, NDSP in pursuit of the suspect of a serious violent crime, HAZMAT situation), the NDSP senior leadership officer would approve an ND Alert message.

• Comcast Cable Override: The University has the ability to activate Comcast of Indiana LLC’s Emergency Alert System. Through this system, the University can transmit emergency alerts to campus televisions. Public Information Office staff are trained to distribute messages using this system.

• emergency.nd.edu: The University emergency website will serve as the primary source of follow-up information and instruction during times of campus emergencies. In times of no emergency, a statement will remain on the site indicating that the University is operating under normal business conditions. Staff of the Office of Public and Community Affairs (OPAC), under the direction of the EOC, will update the website.

Information is available to the larger community, including parents and the people in South Bend and the surrounding areas by logging onto the website at www.emergency.nd.edu.

The Public Information Officer and NDSP Communications Officers will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to NDSP and NDFD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

**Notification of Missing Students**

Anyone who has reason to believe that a student who lives on the University’s campus has been missing for 24 hours or more should report the matter to NDSP, which may be contacted at (574) 631-5555. If an ND faculty or staff member receives a report that a student has been missing for
24 hours or more, the faculty or staff member must contact NDSP immediately to refer that report. When NDSP receives or is referred a report on a missing student, it will generate a missing person report and initiate an investigation.

After investigating the missing person report, should NDSP determine that the student is missing and has been missing for more than 24 hours, ND will notify St. Joseph County Police as required by Federal Law and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, ND will notify the student’s parent or legal guardian within 24 hours after NDSP has determined that the student has been missing in addition to notifying any additional contact person designated by the student. NDSP may make notification sooner than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by ND in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, ND will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by adding information to the Residence Hall registration card available from the Hall Rector. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement, as appropriate in furtherance of a missing person investigation.

Crime Statistics

Compilation of information disclosed in accordance with the Clery Act is the responsibility of the Director and Chief of University Security Police. The Security Police department will gather data from records maintained by that department, other University departments and offices, as well as from records from local, county and state police agencies. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law). Crime reports are classified following FBI Uniform Crime Report guidelines. University Security Police record all reports of criminal activity investigated by the department. The most commonly reported crime is larceny (theft). Frequently, thefts are from unlocked rooms and offices, or the theft is of property left unattended in a common area. Table 1, 2, and 3 provide information about serious crimes and attempted crimes as well as arrests and referrals for violations of liquor laws, for drug offenses and for weapons offenses. *The crime of larceny is not required to be included in the annual report.

Notes for Crime Statistics
NDSP seeks and includes crime data provided by the Indiana State Excise Police, The Indiana State Police, St. Joseph County Police, South Bend Police and Roseland Town Marshal.

2011, 2012 and 2013 Hate Crimes Statistics

There were no crimes of prejudice reported to Notre Dame Security Police, nor to other campus security authorities for the below categories (listed in table 1, 2, and 3), nor for any crime involving bodily injury that manifested evidence that the victim was intentionally selected
because of the victim’s actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

Table 1:
Table 2:

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<tr>
<th></th>
<th>All Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>GRAND TOTAL</th>
<th>Campus Residential Only</th>
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<td>Reported to Other</td>
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2012 Clery Statistics
University of Notre Dame

* n/a: Not available
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<th>Year</th>
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<td>(&lt;table contents&gt;)</td>
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</table>

**Important Telephone Numbers**

**Emergency (police, fire, medical)**

9-1-1

Security Police  574-631-5555

Health Services  574-631-7497
Fire Dept. 574-631-6200
Center for Student Health Promotion and Well-being 574-631-7970
University Counseling Ctr. 574-631-7336
Deputy Title IX Coordinator 574-631-7728
LifeWorks Employee Assistance 888-267-8126
Office of Community Standards 574-631-5551
Office of Student Affairs 574-631-5550
SOS of the Family Justice Center 574-289-4357
St. Joseph’s Medical Ctr. ER 574-237-7264

Area Police Agencies (notify police in locale where the incident occurred)
St. Joseph County 574-235-9611
South Bend 574-235-9201
Mishawaka 574-258-1678
Indiana State Police (District 24) 574-546-4900
St Joseph County Prosecuting Attorney’s Office 574-235-9544

Website: http://ndsp.nd.edu

The policy statements included in this brochure are up-to-date as of September 2014. For the most current version of campus policies, please visit http://dulac.nd.edu/

Notre Dame Security Police gratefully acknowledges the assistance of campus law enforcement agencies from across the country for their assistance in developing this brochure. The Daily Crime Log can be reviewed at Room 252 of Hammes Mowbray Hall during normal business hours and on-line at http://www3.nd.edu/~ndspd/nwsblot/.
University of Notre Dame Fire Safety Policies

Reporting a Fire

If a fire occurs in a ND building, community members should immediately notify the Notre Dame Fire Department at 631-5555 and 911. If a member of the ND community finds evidence of a fire that has been extinguished, and the person is not sure whether NDSP has already responded, the community member should immediately notify NDSP to investigate and document the incident.

University of Notre Dame Fire Safety Policies
The following are a list of the University’s Fire Safety Policies.

Health, Safety, and Security Policies
1. Unless authorized by the Office of Student Affairs or Notre Dame Security Police, firearms or other weapons of any kind, fires, fireworks, explosives, explosive devices, and highly flammable materials are not allowed on University property.
2. Tampering with or misuse of fire alarm and safety devices, emergency communication equipment and related emergency system components is strictly prohibited.
3. Failure to respond appropriately to fire alarms and emergency notifications may result in disciplinary action.
4. Unauthorized presence in construction areas, campus underground tunnels or any restricted area is prohibited.

Housing Policies
The University believes its residential facilities provide the foundation of community life. In order to maintain the proper safety and security of these communities, residents and guests must abide by certain housing policies and expectations. The following includes some of the University’s housing policies. Students are expected to know and abide by these policies. Failure to do so may result in disciplinary action.

Appliances
To meet fire, health and safety requirements, the University must discourage the proliferation of electrical appliances in student rooms. All large, domestic-type refrigerators are prohibited. Refrigerators in student rooms must not exceed 5.0 cubic feet in size and must be in good operating condition.

The use of the following electrical appliances is prohibited in all residence halls:
1. Air Conditioners
2. Broilers
3. Rotisseries
4. Ceiling Fans
5. Skillets
6. Rice Cookers
7. Dimmer Switches
8. Hot Plates  
9. Microwaves  
10. Tabletop Grills  
11. Toaster Ovens  
12. Bread makers  
13. Other such high-wattage appliances

University of Notre Dame Fire Safety Policies, Continued

Health and Safety Issues
All students share responsibility for the health and safety conditions of their hall. To keep halls safe, students must keep the following facts in mind:
1. Know the fire exit routes from the residence hall.
2. Burned-out light bulbs in corridors will be replaced by the custodians. Students should not replace any light bulb with brighter or colored bulbs. Oversized bulbs can overload the circuits and create a fire hazard.
3. Wiring cannot accommodate double sockets.
4. Installation of ceiling fans is not permitted.
5. Waterbeds are not permitted.
6. Electrical or kerosene space heaters are not allowed.
7. Propane grills or any other type of liquid gas tanks are not to be stored in residence halls.
8. The following are prohibited as interior finish to any residence hall room:
   a. The installation of plywood paneling, plywood sheets, decorative wood shingles, particleboard, hardboard, wallpaper, paperboards, and any other flame- and smoke-propagating materials.
   b. Combustible fabrics, burlap, paper, cork, and other flame- and smoke-propagating materials.
9. Combustible materials should not be placed against or left in contact with radiators, heating units, light bulbs or lighting fixtures, or any other electrical items.
10. Halogen torchiere lamps that have a tubular halogen bulb greater than 300 watts are prohibited. All halogen lamps must have a properly installed safety guard. Individuals owning these lamps must be able to prove the bulb wattage is 300 watts or less, replace all bulbs without wattage ratings and obtain and properly install the wire safety guard. Lamps should never be placed near curtains, bedding, posters or pictures. Clothing, towels, etc., should not be draped over lamps.
11. Carpeting is not allowed on walls or ceilings. Ceilings shall not be draped with any fabric, netting or paper products. Violations result in the immediate removal thereof.
12. Partitions shall not be constructed in any residence hall suites or rooms.
13. Storage is not allowed in corridors or stairwells.
14. Bunk beds, as provided by the University, are always permissible. No more than two beds in any bunk structure are permitted. Extension beyond normal height of bunk structure is not permitted. A single bed spring raised on double end pieces is not permitted. Beds must be debunked and returned to floor level when residents move out of the hall.
15. Platforms or structures at any level constituting additional floor surfaces are prohibited.
16. Bed structures may not render windows unusable for emergency access or for air
 circulation. Bed structures may not block access to heating or ventilating units, plumbing,
 lighting fixtures and thermostats. Automatic sprinkler heads will be kept clear of all
 obstruction.
17. All corridor doors in every room (including suites) shall be maintained for easy exit.
 Corridor doors must be maintained so as to open at least 60°. No bed structure or other
 furniture will block use of a corridor door in any room or suite. Bed structures or
 furniture should not block connecting doors in suites. In all rooms there must be a clear
 passage or direct access to the interior of the room.
18. The University provides access to basic cable television in each undergraduate student
 room. Satellite dishes and supporting hardware are prohibited. The University will
 remove and confiscate any satellite dish or supporting hardware found and will assess a
 $200 fine. Student(s) may be subject to disciplinary action for possessing a satellite dish
 or hardware.

University of Notre Dame Fire Safety Policies, Continued

Housing Safety Guidelines for Decorations

For reasons of hall safety and security:
1. All decorations must be non-combustible or factory-treated with flame retardant. No
 paper of any type may be used to line the exit corridors and stairs.
2. Nothing may be attached to smoke detectors, heat detectors or sprinkler heads by any
 means.
3. Nothing may impede or hinder occupants’ access to exits.
4. Hose cabinets, fire extinguishers, cabinets, and fire alarm stations may not be covered
 with any decorative materials.
5. Exit and emergency lighting systems may not be covered.
6. No open flames or candles in holders may be used.
7. No modification of the building electrical system is allowed.
8. Colored lights may not be installed in corridor lighting fixtures.
9. Natural evergreen branches or trees are not allowed in student rooms.

Smoking
Smoking is prohibited in all residence facilities. Refer to the University’s Smoking Policy for
 more information.

University of Notre Dame Procedures for Student Housing Evacuation During Fires

The following are a list of the University’s student housing evacuation procedures for students to
 follow during fires.

Fire Emergency Instructions
Any student in a building which is involved in a fire should:
1. Call the Notre Dame Fire Department immediately by pulling the nearest pull station in
 the building. Pull stations are usually located near or at exits. Dial 911 to report the fire
 alternately.
2. Use stairwells and stay off elevators.
3. Get out of the building if possible and stay out until firefighters signal that it is safe to return.
4. Stay back a reasonable distance from the building to avoid falling objects from upper floors.

REMEMBER: Call 911 for all fire, medical or police emergencies.

University of Notre Dame Procedures for Students and Employees During Fires

The following are a list of the University’s procedures for students and employees to take during fires.

Fire Emergency Instructions
Any student or employee trapped by smoke or fire in corridors and who cannot leave by normal exits should:
1. Stay in or return to his or her room, office, or some other smoke and fire-free area. Shut the door and remain there until being rescued.
2. If smoke enters the room from under or around the door, place sheets, blankets or clothing around the door to seal it as well as possible.
3. Open windows from the top in order to evacuate any smoke that may enter.
4. Try to stay calm and signal firefighters of your location. They will be working their way to you as fast as possible.

REMEMBER: Call 911 for all fire, medical or police emergencies.

University of Notre Dame Fire Safety Education and Training Program

The following are a list of the University’s fire safety education and training opportunities for students and employees.
1. Fire Safety Education Chapter in the Contemporary Topics course
   a. Mandatory course taken by all first year students at Notre Dame
   b. They are also referred to du Lac and the Notre Dame Fire Department’s website for further information (http://ndfd.nd.edu/fire-safety/)
2. Fire Safety and Fire Extinguisher Use Training
   a. Selected employees receive fire safety training and are trained in the use of extinguishers
   b. All residence hall staff are trained in fire safety and are provided hands-on fire extinguisher training
3. Fire Safety Events
   a. The Notre Dame Fire Department holds a fire safety event with contests and activities geared to increase fire safety knowledge.
   b. The Notre Dame Fire Department hosts fire safety awareness booths during several campus wide events throughout the year.
Future Plans for Fire Safety Improvements in Student Housing

There are no Fire Safety Improvements planned for Student Housing at this time.
### Student Housing Fire Safety Systems

<table>
<thead>
<tr>
<th>Residence Halls and/or On-Campus Buildings containing Student Residences</th>
<th>Central Alarm Monitoring by Notre Dame Fire Department</th>
<th>Smoke Detection in Common and Sleeping Areas</th>
<th>Full Automatic Fire Sprinkler System</th>
<th>Fire Extinguishers Installed</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of evacuation (fire) drills each calendar year</th>
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### Student Housing Fire Occurrence Statistics for Calendar Year 2011

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<th>Total Fires Within the Building(s) for the Year</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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<th>Total Fires Within the Building(s) for the Year</th>
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<th>Cause of Fire</th>
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A printed copy of the daily campus Fire Log can viewed in at Room 252 Hammes Mowbray Hall during normal business hours.