IPFW Annual Security Report: Your Safety

The Indiana University–Purdue University Fort Wayne community offers numerous advantages to students and residents. The community is a great place to live, work, and study. However, it is not immune to the kinds of problems that beset the rest of the nation. Unfortunately, one of these problems—crime—is a reality at IPFW.

The university attempts to provide a safe and secure environment for students, staff, and visitors. However, it is only possible to maintain safety and security when every student and staff member takes an active part in the effort.

The purpose of this publication is threefold:
• To inform students and staff of the university’s more than 200 policies and programs that promote safety and security.
• To increase awareness by summarizing recent crime data.
• To suggest ways that students and staff can deter criminal behavior and promote the safety of persons and possessions.

No matter how effective the university’s programs may be, the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals exercise reasonable care and prudence. Safety and security is everyone’s responsibility.

IPFW Police Department

The university maintains its own professional police agency. State law grants IPFW police officers the same powers of arrest and law enforcement as city and county officers. In addition to having jurisdiction on campus, IPFW police officers have jurisdiction throughout Fort Wayne. The IPFW Police Department employs competent law enforcement professionals to use advanced equipment and techniques as they perform their duties. The department works closely with the Indiana State Police and the police departments of Fort Wayne and Allen County. The IPFW Police Department encourages the other agencies to inform it of all reported criminal activity at any site affiliated with the university or with university-recognized organizations. In an emergency, police can be summoned via any of the more than 50 special emergency telephones located throughout campus as well as by regular telephones. All reports of criminal activity will be handled and investigated in an appropriate and professional manner.

Besides direct efforts in crime prevention and detection, the IPFW Police Department carries out a number of programs to foster safety and security.

• Bicycle Patrol. The IPFW Police Department’s bicycle patrol includes eight officers from throughout the department. Officers can perform nearly all of their duties on bicycles, with the exception of transporting prisoners. The bicycle patrol is a cost-effective community outreach program that allows officers to interact with people while patrolling the campus.

• Public Information. The police department works closely with the news media, including student publications, to publicize crimes and criminal investigations. Annual reports of all reported crimes are printed and available to all students and staff. These reports can also be viewed online at www.phyplt.ipfw.edu/POLICE/Police.htm and the police department’s website.

• Group Presentations. IPFW police officers present safety and security talks to campus and community groups upon request. Presentations are scheduled regularly to address the special concerns of residence managers, residence assistants, library staff, international students, sororities, fraternities, and whatever other group might request it.

• Escort Service. The IPFW Police Department provides escort services for students and staff. Anyone who wants the service can request an escort by calling 260-481-6900.

• Workplace Violence Awareness and Prevention Training. Offered by the IPFW Police Department, this training session provides participants with information related to workplace violence including risk factors, key elements, definitions, and types of workplace violence, and more. For more information, e-mail Jeff Davis at dawke@ipfw.edu.

911

You can summon help in an emergency by dialing 911 from any campus phone or by calling the IPFW Police Department at 260-481-6911. Place routine calls to the police and other emergency services by dialing the numbers listed on pages 4 and 5.

Escort Service Phone: 260-481-6900
Crime Prevention

Programs and Security Awareness

The university offers a variety of safety programs and services. They can be customized to fit your needs. Currently, the following are offered:

• Publications. Both the police department and the Office of the Dean of Students distribute various publications that address problems such as date rape, alcohol abuse, and theft.

• Lighting. The campus is routinely surveyed to ensure that exterior areas are adequately lighted at night. Sidewalks are specifically reviewed to determine whether additional lighting is needed. Trees and shrubs that impair lighting along walks are trimmed as needed.

• Building Security. Most academic buildings must remain unlocked until late at night because of evening classes, student and faculty research projects, and special events. Custodians are instructed to report any suspicious situations to the police immediately.

• Campus Safety Committee. IPFW police take part in the activities of the Campus Safety Committee along with students and representatives of various offices on campus. This group undertakes various programs to promote safety and security of IPFW.

• Office of the Dean of Students. Staff members provide a variety of services to students including victim assistance, confidential counseling about personal concerns, and information about university resources.

Matters related to student conduct are the responsibility of the Dean of Students’ office staff. A disciplinary action may be initiated to address student conduct-related matters in cases involving a student accused of violating any regulation governing student conduct. Such actions follow the established due-process procedures as described in the Student Handbook.

When university disciplinary hearings are conducted concerning alleged sexual assault, the student and the student’s accuser are entitled to the same opportunities to have others present during the hearing, and both the student and the student’s accuser shall be informed of the outcome of the disciplinary proceedings.

Sanctions the university may impose in cases involving sex offenses include disciplinary probation, probated suspension, suspension, and expulsion.

Training for Intervention

Procedures (TIPS)

Whether or not university students choose to drink alcohol themselves, they will eventually find themselves in a situation in which people around them are consuming alcohol. The TIPS program trains people around the drinker to intervene in situations involving the misuse of alcohol. TIPS is designed to show students why, when, and how to intervene with their peers to prevent alcohol-related problems. For additional information on the above classes, e-mail Lt. Jeff Davis at davisj@ipfw.edu.

Rape Aggression Defense (RAD)

Available at IPFW since 2000, Rape Aggression Defense (RAD) is a self-defense program designed primarily for women. This 12-hour comprehensive course equips participants with realistic self-defense tactics and techniques. The IPFW Police Department conducts RAD classes for student and staff groups, organizations, and the general public.

The initial focus of RAD is on education and awareness, prevention, risk reduction, and avoidance of assault and rape. The program then progresses to the basics of hands-on defense training. Certified instructors provide a workbook/reference manual and hands-on training. RAD is dedicated to teaching defensive concepts and techniques against various types of assault by using easy, effective, and proven self-defense/martial arts tactics. The program provides participants with the knowledge to make an educated decision about resistance.

RAD training is available at no charge to women staff, faculty, and students participating and their children and spouses. Non-campus participants are charged $25.

Self-defense Awareness and Familiarization Exchange (SAFE)

New this year is another program designed primarily for women, the Self-defense Awareness and Familiarization Exchange (SAFE). Presented by the designers of RAD, the SAFE program exposes participants to information that may reduce their risk of exposure to violence and allows them to familiarize themselves with physical skill training. SAFE is a two-hour presentation that serves as a precursor to the full RAD program. The lead instructor for RAD is also a certified SAFE instructor.

For additional information on the above classes, e-mail Lt. Jeff Davis at davisj@ipfw.edu. To register for a RAD class, contact Continuing Studies at 260-481-6619.

Enrollment priority is given to university students, faculty, and staff, and is handled on a first-come, first-served basis.

Personal Safety

Rape, armed robbery, and battery are examples of crimes directed against persons. Law enforcement officials have developed techniques to minimize the danger of falling victim to such crimes. The common thread running through all of their advice is simple: remain alert and attentive to potential danger, don’t put yourself at risk, and report suspicious incidents to the police.

Rape and Sexual Assault

Rape is sexual intercourse without consent. More often than not, the victim and the attacker know each other. Sexual assault is the touching of another person in a sexual manner without consent. It may or may not involve actual injury. Acquaintance rape is a serious crime. The lack of verbal or physical resistance because of force, or threat of force, does not mean consent.

The best defenses against rape and sexual assault are alertness and awareness. At all times, including dating situations, you should:

• Let a friend or roommate know whom you will be with, where you will be, and when you expect to return. Leave an address and phone number.

• Do not let peer pressure influence the amount of alcohol you drink. A study at a Big Ten university showed that 50 percent of men and 70 percent of women involved in sexual assaults had been drinking.

• Trust your feelings and instincts. If you feel threatened, there’s probably a good reason. Get away fast.

• Report any assault or threat of assault to the police department having jurisdiction, and to the Office of the Dean of Students as soon as possible.

7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

Aggravated Assault Procedures

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Investigator and/or crime scene technician contacted
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges
9. Services offered to victim:
   • Office of the Dean of Students (personal counseling)
   • Fort Wayne Victim’s Assistance
   • If it is an issue, and the victim lives in the residence hall, moving to another room is offered
   • Resident assistant and staff resident

Motor Vehicle Theft Procedures

1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and vehicles if available
4. Determine if investigator and/or crime scene technician is needed
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

Sanctions the university may impose in cases involving sex offenses include disciplinary probation, probated suspension, suspension, and expulsion.

Training for Intervention Procedures (TIPS)

Whether or not university students choose to drink alcohol themselves, they will eventually find themselves in a situation in which people around them are consuming alcohol. The TIPS program trains people around the drinker to intervene in situations involving the misuse of alcohol. TIPS is designed to show students why, when, and how to intervene with their peers to prevent alcohol-related problems. For additional information on the above classes, e-mail Lt. Jeff Davis at davisj@ipfw.edu.
**Homeland Security**

The IPFW Police Department is working closely with the Department of Homeland Security to maintain a safe campus community. The Department of Homeland Security has trained several IPFW police officers through the following courses: WMD Law Enforcement Protective Measures, WMD Law Enforcement Response Actions, and WMD Incident Complexities. Also, the department is continuing its education with National Incident Management System (NIMS) incident command courses as required by FEMA.

**Emergency Warning Notification System**

The following emergency communication methods are in place here at IPFW:
- Fire alarms (evacuate the building)
- Tornado alarms (go to shelter area)
- IPFW Student Housing on the Waterfield Campus has procedures for alerting student resident via resident assistants, phones and signage.
- An e-mail message can be sent out to all staff, faculty, and student with an IPFW e-mail address.
- We also have a mass communication system in place in the event of a major emergency.

**Clery Procedures**

**Sexual Assault Procedures**
1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Determine if investigator and/or crime scene technician is needed
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Negligent Manslaughter Procedures**
1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Investigator and/or crime scene technician contacted (FWPD)
5. Allen County Coroner’s Office contacted
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Robbery Procedures**
1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Determine if medical treatment is needed
4. Preliminary interview conducted
5. Obtain description(s) of any possible suspects and/or vehicles if available
6. Determine if investigator and/or crime scene technician is needed
7. Collection of evidence

**Murder and Non-negligent Manslaughter Procedures**
1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Investigator and/or crime scene technician contacted (FWPD)
5. Allen County Coroner’s Office contacted
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Exhibit 1**

**Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** states that the campus police department must report crimes involving sex offenses to the Department of Education. The act also requires the posting of a list of sex offenders on college campuses. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The Indiana Sex and Violent Offender Registry can be found online at [www.in.gov/insasoweb](http://www.in.gov/insasoweb). The national database is at [www.fbi.gov/cid/cac/registry](http://www.fbi.gov/cid/cac/registry). Megan’s Law information can be found online at [www.kidsaskkids.org/ft-ind](http://www.kidsaskkids.org/ft-ind).

**Other Sex Crimes**
Sex crimes are limited to rape and sexual assault. Other types of offensive and unacceptable behavior are crimes and should be dealt with accordingly. Exhibitionists, Peeping Toms, and persons who make obscene or harassing phone calls could be subject to criminal charges. While such persons often do not carry out physical attacks, you have no assurance that they will not. Don’t take chances. Report all incidents to the police.

**Disciplinary Procedure Disclosure**

In cases of alleged sexual assault, the student and the student’s accuser are entitled to the same opportunities to have others present during the hearings. Both the student and the student’s accuser shall be informed of the outcome of any hearing brought alleging a sexual assault.

Exhibitionists and Voyeurism

If you are the victim of an exhibitionist, try not to panic. Stay calm and show no reaction. Call the police at once, reporting the time and location of the incident. If any witnesses are present, get their names and phone numbers. Details of the exhibitionist’s appearance will help the police identify the individual, so try to get a good look at the offender. If a car is involved, try to remember the color, make, license plate number, and direction of travel.

You should follow the same guidelines if you observe a Peeping Tom. Also, be sure to lock all doors and windows immediately.

**Obscene and Harassing Phone Calls**

Always use the telephone on your terms, not the terms of the caller. Don’t talk to anyone unless you want to and never volunteer your name to an unknown caller. Hang up at once if a caller makes obscene or harassing remarks or does not respond to your “hello.” You should always be wary of callers who say they are conducting a survey. Criminals often use this as a ploy to get confidential information such as credit card numbers or bank account locations. If you suspect that a caller is not legitimate, get the caller’s name, company affiliation, and phone number. You can call back after you have verified the authenticity of the call.

Crank phone callers often obtain numbers from classified ads.
Personal Safety and Security

- Some other suggestions for dealing with obscene or harassing calls are:
  - Report them to the police immediately.
  - Keep a log of repeated calls.
  - Record the date, time, and content of the call.

Assaults

- If you are attacked, notify the police at once.
- Sometimes, changes in behavior can minimize your chances of being a victim.
  - Never walk or jog alone, especially during the evening or early morning hours.
  - Even if you are just walking a short distance, call a friend to accompany you or contact a campus escort service.
  - When you walk at night, select well-lit areas where other people are present.
  - Avoid alleyways and back streets.
  - Don’t walk next to dense shrubbery or in other areas where an attacker could hide.
  - Never hitchhike.
  - Always keep your keys in hand as you approach your front door or car.
  - You will be less vulnerable because you can get inside quicker.
  - Carry a whistle to summon help.
  - Before you go anywhere, let your friends and family know when you will return.

Earthquake

- Work out a system so that friends will be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters can fire repeatedly, and there is no pattern or method to their selection of victims.

Earthquake

- If you are outdoors, don’t rush to get outside. Get under a desk or table. Stay away from windows and outside walls.
- If you are indoors, get into an open area away from trees, buildings, walls, and power lines.

- If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car until the tremors cease.


Building Security

Most academic buildings must remain unlocked until late at night because of evening classes, student and faculty research projects, and special events. Custodians are instructed to report any suspicious situations to police immediately.

IPFW Student Housing on the Waterfield Campus

University residences strive to provide safe and secure environments for their residents.
- Each fall, all IPFW residences dedicate programming efforts to educate residents on safety and security. The program includes distribution of information and special presentations by police officers and other speakers.
- Residence managers include information on safety and crime awareness in notices posted in the Student Housing complex.
- All residences publish guidebooks that explain building accessibility and security policies. The guidebooks are distributed to residents and staff.

- Entrance to most residences is restricted to the people who live and work there by electronic locks. DO NOT LET ANYONE INTO THE BUILDING UNLESS THEY ARE AUTHORIZED TO BE THERE.

Reporting of Criminal Offenses

The IPFW Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the department at 260-481-6911. Confidential reporting of crimes may also be made by calling the department at 260-481-6827. For off-campus options, you may contact:
- Fort Wayne Police Department: 260-427-1222
- Allen County Police: 260-484-4781
- Rape Crisis Hotline (24 hours): 260-426-7273

Timely Warnings

The IPFW Police Department works closely with University Relations and Communications to provide information regarding threats to the safety of persons on campus.

Policy for Reporting the Annual Disclosure of Crime Statistics

The IPFW Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our Web site at www.phyplt.ipfw.edu/POLICE/Reports/IPFW_CURRENT_ANNUAL.pdf.

Availability of Annual Security Report

The IPFW Police Department’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, and in certain off-campus buildings or property owned or controlled by the university and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies, concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the IPFW Police Department or by accessing it on the Web at www.phyplt.ipfw.edu/POLICE/Reports/IPFW_CURRENT_ANNUAL.pdf. Megan’s Law can be found online at www.kidsask.com/ptd-ind.htm.
Crime Statistics

<table>
<thead>
<tr>
<th>Campus Safety: Annual Security Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IPFW Campus 2004</strong></td>
</tr>
<tr>
<td><strong>Number of Offenses</strong></td>
</tr>
<tr>
<td>Murder</td>
</tr>
<tr>
<td>Manslaughter</td>
</tr>
<tr>
<td>Sex Offenses</td>
</tr>
<tr>
<td>Rape</td>
</tr>
<tr>
<td>Child Molesting</td>
</tr>
<tr>
<td>Incest</td>
</tr>
<tr>
<td>Other Sexual Offenses</td>
</tr>
<tr>
<td>Burglary</td>
</tr>
<tr>
<td>Arson</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
</tr>
<tr>
<td><strong>Number of Arrests</strong></td>
</tr>
<tr>
<td>Murder</td>
</tr>
<tr>
<td>Manslaughter</td>
</tr>
<tr>
<td>Sex Offenses</td>
</tr>
<tr>
<td>Rape</td>
</tr>
<tr>
<td>Child Molesting</td>
</tr>
<tr>
<td>Incest</td>
</tr>
<tr>
<td>Other Sexual Offenses</td>
</tr>
<tr>
<td>Burglary</td>
</tr>
<tr>
<td>Arson</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
</tr>
</tbody>
</table>

Note: There were no offenses or other crimes involving bodily injury to an individual. The victim whom the crime was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

The statistics in this Annual Security Report were prepared by the IPFW Police Department based on information gathered from individuals in the following university offices and departments and local law enforcement authorities:

- Office of the Dean of Students
- Office of Student Housing
- Director of Student Life
- IPFW Athletics, Recreation, and Intramural Sports
- IPFW EDOC Officer
- Office of Human Resources
- Indiana Excise Police
- Fort Wayne City Police
- Indiana State Police
- Allen County Sheriff’s Department
- Noble County Sheriff’s Department
- IPFW Police Department
- Warsaw City Police Department

*Note: There were no offenses or other crimes involving bodily injury to an individual. The victim whom the crime was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.*

Guidance to faculty, staff, and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be multiple shooters involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- **If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights.** If possible, get everyone on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, or the dispatcher of what is taking place, and inform him or her of your location. Remain in place until the police, or a campus administrator known to you, give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice command until you can verify with certainty that they are being issued by a police officer.

- **If an active shooter is in the same building as you are, determine if the room you are in can be locked, and if so, follow the same procedure described in the previous paragraph.** If your room can’t be locked, determine if there is a nearby location that can be reached safely and securely, or if you can safely egress the building. If you decide to move from your current location, be sure to follow the instructions outlined below. if an active shooter enters another office or classroom, try to remain calm. Dial 911, if possible, and alert the police to the shooter’s location.

- **If you can’t speak, leave the line open so the dispatcher can listen to what’s taking place. Normally the location of a 911 call can be determined without speaking.** Attempting to overpower the shooter with force should be considered a last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately outside and place and do not touch anything that was in the vicinity of the shooter.

- **No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and try to help the instructions of any police officers you may encounter. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.**

What to expect from responding police officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were first heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may be dressed in regular patrol uniforms, or they may be wearing external ballistic vest, Kevlar helmets, and other tactical equipment. The officer may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officer into secured areas to treat and remove injured persons. Keep in mind that even if you have escaped to a safer location, the entire area is still a crime scene. Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

**Thief**

Campuses and surrounding areas are frequent targets of thieves, largely because so many students and employees carelessly leave doors unlocked and valuables unprotected. As with crimes against the person, your best defense against thieves is vigilance. Recognize that danger exists and take precautions. Here are a few suggestions:

- Keep your doors and windows locked.
- Don’t hide your spare key outside your apartment.
- Don’t let your key ring away.
- Don’t keep your ID card on your key ring.
- Don’t keep large amounts of money in your room or apartment. Keep money in a bank or in your residence’s lock box.

- Don’t advertise that you aren’t home by letting mail or newspapers accumulate on your doorstep or by recording a revealing message on your answering machine. Ask friends not to leave messages on your door.
- Don’t leave valuables unattended.
- Keep your checkbook, jewelry, and cash in a locked drawer.
- Engrave your ID number on valuable items.
- Make a list of your valuable possessions including make, model, serial number, and description. Keep one copy in a safe place and another with your insurance papers.
- Ask service or repair persons to show their identification before admitting them to your room or apartment.
- Never reveal your calling card number or automatic teller machine (ATM) number to someone.
- Lock your bicycle with a sturdy lock, wrapping it through frame, spokes, and rack. Register your bicycle with the police department.
- Always lock your car. Don’t leave valuables inside.
- Don’t leave laundry unattended in laundry rooms.
- Don’t lend your credit cards to anyone. Keep a list of your cards and their numbers with your insurance papers.
- Maintain adequate insurance coverage.
- Report thefts to the police at once.

**Identity Theft**

Identity theft is a crime in which someone wrongfully obtains and uses another person’s personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account and credit card information, telephone calling card numbers, and other valuable identifying data.

With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim. These measures can be taken by remembering the acronym “SCAM.”

- **Safety**: Do not advertise that you aren’t home by letting mail or newspapers accumulate on your doorstep or by recording a revealing message on your answering machine. Ask friends not to leave messages on your door.
- **Confidentiality**: Don’t keep your ID card on your key ring.
- **Accountability**: Don’t keep large amounts of money in your room or apartment. Keep money in a bank or in your residence’s lock box.
- **Maintain adequate insurance coverage.**
- **Personal Safety and Security,** remembering the acronym “SCAM.”
- **Identity Theft**
- Don’t return your ID card on your key ring.
- Don’t keep large amounts of money in your room or apartment. Keep money in a bank or in your residence’s lock box.
- **Don’t advertise that you aren’t home by letting mail or newspapers accumulate on your doorstep or by recording a revealing message on your answering machine. Ask friends not to leave messages on your door.**
- **Don’t leave valuables unattended.**
- **Keep your checkbook, jewelry, and cash in a locked drawer.**
- **Engrave your ID number on valuable items.**
- **Make a list of your valuable possessions including make, model, serial number, and description.** Keep one copy in a safe place and another with your insurance papers.
- **Ask service or repair persons to show their identification before admitting them to your room or apartment.**
- **Never reveal your calling card number or automatic teller machine (ATM) number to someone.**
- **Lock your bicycle with a sturdy lock, wrapping it through frame, spokes, and rack. Register your bicycle with the police department.**
- **Always lock your car. Don’t leave valuables inside.**
- **Don’t leave laundry unattended in laundry rooms.**
- **Don’t lend your credit cards to anyone. Keep a list of your cards and their numbers with your insurance papers.**
- **Maintain adequate insurance coverage.**
- **Report thefts to the police at once.**
Drug and Alcohol Policies

Alcoholic Beverages
Use, possession, or distribution of alcoholic beverages is strictly regulated. State law prohibits possession of alcoholic beverages by persons younger than 21 years old. The law also prohibits persons 21 or older from providing alcoholic beverages to minors. A person misrepresenting his or her age to obtain alcoholic beverages is in violation of the law.

A few exceptions, such as pre-approved events in The John and Ruth Rhinehart Music Center, the Wab Student Union, Williams Theater, Cole Commons, or the SCN garden, possession of alcoholic beverages on the IPFW campus is prohibited. Violators of alcohol policies are subject to the provisions of applicable state and federal laws as well as university disciplinary actions.

IPFW’s drug and alcohol policy is published and distributed annually to students and employees (Student Handbook). Consult this policy for detailed information. (Executive Memorandum No. C-44, June 12, 1998.)

Illegal Drugs
Indiana state law and university regulations prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription.

Violations of drug policies are subject to the provisions of applicable state and federal laws as well as university disciplinary actions. IPFW Student Housing on the Waterfield Campus maintains a “no tolerance” drug policy.

IPFW’s drug and alcohol policy is published and distributed annually to students and employees (Student Handbook). Consult this policy for detailed information. (Executive Memorandum No. C-44, June 12, 1998.)

Illegal Drugs

In the event of an emergency that may require the evacuation of a campus building, the following procedure is recommended. Call 16911 and advise the police dispatcher of your location and:

• If you are in immediate danger, remain where you are and await the arrival of emergency personnel.

• If you are in immediate danger or wish to leave, proceed to the closest enclosed exit stairway.

If you are unable to call 16911, advise others of your decision and have them inform emergency personnel of your location. It is also recommended that a person have a sounding device, such as a whistle and a small flashlight, to alert emergency personnel.

Emergency Building Evacuations for People with Physical Disabilities

In the event of an emergency that may require the evacuation of a campus building, the following procedure is recommended. Call 16911 and advise the police dispatcher of your location and:

• If you are in immediate danger, remain where you are and await the arrival of emergency personnel.

• If you are in immediate danger or wish to leave, proceed to the closest enclosed exit stairway.

If you are unable to call 16911, advise others of your decision and have them inform emergency personnel of your location. It is also recommended that a person have a sounding device, such as a whistle and a small flashlight, to alert emergency personnel.

Fire Safety Plan

Fire Safety Preparedness
• Learn your building’s exiting system.
• Know at least two separate routes from your area to an exit or exit stairway.
• Know the location of your building’s fire alarms, and learn how to use them.

• Know the emergency telephone number for the area (911 or campus police at 260-481-6911).

Crisis Intervention Team
There are IPFW police officers specially trained to safely de-escalate contacts with emotionally distressed and mentally ill persons and work with the mental health system in Allen County to get help for people in need. The Crisis Intervention Team (CIT) is a county-wide effort that involves the hospitals, counselors, courts, and many law enforcement officers from various local agencies. All officers are provided training to help them recognize when a person’s actions may be the result of a mental health issue, and they are encouraged to involve CIT members to help bring the situation to a successful resolution for the person in distress and the community.

Evacuations for Physical Disabilities

In an effort to determine whether or not the transactions be noted, the banking institutions and credit card companies should be contacted immediately. Should such transactions be noted, the banking institutions and credit card companies should be contacted immediately.

C — CHECK

Financial information regularly and examine records for any unrecognized/ unauthorized transactions. Should such transactions be noted, the banking institutions and credit card companies should be contacted immediately.

A — ASK

Periodically for a copy of your credit report. The three principal credit reporting companies are Equifax, Experian, and Trans Union. These three companies, as well as the United States Federal Trade Commission, are accessible online.

M — MAINTAIN

Careful records of banking and financial records, as well as personal computer security. Computer security can be fortified by installing any number of anti-spyware programs and by installing firewalls. Changing passwords frequently and reducing any file sharing can aid in the security of personal computers. Report any suspected identity theft or identity fraud to the police.
Drug and Alcohol Policies

Alcoholic Beverages

Use, possession, or distribution of alcoholic beverages is strictly regulated. State law prohibits possession of alcoholic beverages by persons younger than 21 years old. The law also prohibits persons 21 or older from providing alcoholic beverages to minors. A person misrepresenting his or her age to obtain alcoholic beverages is in violation of the law.

Illegal Drugs

Indianas state law and university regulations prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription. Violators of drug policies are subject to the provisions of applicable state and federal laws as well as university disciplinary actions. IPFW’s drug and alcohol policy is published and distributed annually to students and employees (Student Handbook). Consult this policy for detailed information. (Executive Memorandum No. C-44, June 12, 1998.)

Illegal Drugs

Indiana state law and university regulations prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription. Violators of drug policies are subject to the provisions of applicable state and federal laws as well as university disciplinary actions. IPFW’s drug and alcohol policy is published and distributed annually to students and employees (Student Handbook). Consult this policy for detailed information. (Executive Memorandum No. C-44, June 12, 1998.)

The Employee Assistance Program (EAP) provides drug abuse counseling for employees. Personal counseling and referrals are provided for students and their families through the Dean of Students office. Those who want to report any illegal drug or criminal activity should call 260-481-6911.

Crisis Intervention Team

There are IFW police officers specially trained to safely de-escalate contacts with emotionally distressed and mentally ill persons and work with the mental health system in Allen County to help get people in need. The Crisis Intervention Team (CIT) is a county-wide effort that involves the hospitals, counselors, courts, and many law enforcement officers from various local agencies. All officers are provided training to help them recognize when a person’s actions may be the result of a mental health issue, and they are encouraged to involve CIT members to help bring the situation to a successful resolution for the person in distress and the community.

Emergency Building Evacuations for People with Physical Disabilities

In the event of an emergency that may require the evacuation of a campus building, the following procedure is recommended. Call 16911 and advise the police dispatcher of your location and:

• If you have a disability that could delay your escape, let someone in authority know about it, and be sure there is a plan to assist you.
• Never block fire exits, doorways, corridors, or stairways.
• Know at least two separate routes from your area to an exit or exit stairway.
• If you have a disability that could delay your escape, let someone in authority know about it, and be sure there is a plan to assist you.
• Never block fire exits, doorways, corridors, or stairways.

In the event of a fire, the campus alarm system will sound continuously to indicate a fire alarm.

• If you discover a fire, activate the building fire alarm system, and call the fire department (911 or campus police at 260-481-6911).
• Leave the fire area immediately, following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
• Exit the building via the closest exit or exit stairway.
• If you discover a fire, activate the building fire alarm system, and call the fire department (911 or campus police at 260-481-6911)
• Leave the fire area immediately, following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
• Exit the building via the closest exit or exit stairway.
• Never use an elevator when evacuating a burning building.
• Once outside the building, move to a safe area. Tell the IFW Police Department if anyone is left inside, and do not re-enter until you are told you may do so.

Fire Safety Plan

Fire Safety Preparedness

• Learn your building’s exiting system.
• Know at least two separate routes from your area to an exit or exit stairway.
• Know the location of your building’s fire alarms, and learn how to use them.
• Know the emergency telephone number for the area (911 or campus police at 260-481-6911).

In the event of a fire, the campus alarm system will sound continuously to indicate a fire alarm.

• If you discover a fire, activate the building fire alarm system, and call the fire department (911 or campus police at 911)
• Leave the fire area immediately, following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
• Exit the building via the closest exit or exit stairway.
• Never use an elevator when evacuating a burning building.
• Once outside the building, move to a safe area. Tell the IFW Police Department if anyone is left inside, and do not re-enter until you are told you may do so.
• If you discover a fire, activate the building fire alarm system, and call the fire department (911 or campus police at 260-481-6911).
• Leave the fire area immediately, following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
• Exit the building via the closest exit or exit stairway.
• Never use an elevator when evacuating a burning building.
• If you are in immediate danger, remain where you are and await the arrival of emergency personnel.

Emergency Evacuations

• If you are in immediate danger, remain where you are and await the arrival of emergency personnel.
• If you are in immediate danger or wish to leave, proceed to the closest enclosed exit stairway.

In the event of a fire, the campus alarm system will sound continuously to indicate a fire alarm.

• If you discover a fire, activate the building fire alarm system, and call the fire department (911 or campus police at 260-481-6911).
• Leave the fire area immediately, following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
• Exit the building via the closest exit or exit stairway.
• Never use an elevator when evacuating a burning building.
• Once outside the building, move to a safe area. Tell the IFW Police Department if anyone is left inside, and do not re-enter until you are told you may do so.

If you are trapped or unable to exit:

• Stay calm, and take steps to protect yourself.
• If possible, move to a room with an outside window.
• If there is a working phone, call 16911 and tell the dispatcher where you are. Do this even if you can see the fire/ police department from the window.
• Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
• Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out of your refuge.

If you are trapped or unable to exit:

• Stay calm, and take steps to protect yourself.
• If possible, move to a room with an outside window.
• If there is a working phone, call 16911 and tell the dispatcher where you are. Do this even if you can see the fire/ police department from the window.
• Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
• Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out of your refuge.

Tornadoes, Earthquakes, or Hazardous Materials Emergencies

Shelter in Place

“Shelter in place” simply means seeking immediate shelter inside a building or university residence. This course of action may need to be taken during a tornado, earthquake (pretty rare in Indiana), or an accidental release of toxic chemicals in the outside air. You will be notified by the severe weather alert sirens (campus alarm system will emit a series of short blasts), through radio or television, or your own observations. Go inside to the lowest internal room/hallway, and turn on local media for updates. Remain in place until police, fire, or other emergency response personnel tell you it is safe to leave, or until information is announced through radio or television broadcasts, alerting you that it is safe to leave.

Tornadoes

A tornado watch is issued when conditions are favorable for tornado formation. A tornado warning is issued when a tornado has been detected and may be approaching. In this locality, a series of short blasts of the campus alarm system signifies a tornado warning. The local commercial radio and television stations broadcast tornado warnings.

When you hear a tornado warning, you should take shelter immediately. In a reinforced concrete building (like most buildings on campus), evacuate the top floor and go to the lower floors or basement by the nearest stairway. Avoid auditoriums, gymnasiums, and
Crime Statistics

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Campus Disciplinary Action</th>
<th>Law Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Abuse</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disability</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gender</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Religion</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Race</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disability</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: There were no offenses or other crimes involving bodily injury to an employee or student. The victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

The statistics in this annual Security Report were prepared by the IPFW Police Department based on information gathered from individuals in the following university offices and departments and local law enforcement authorities:

- Office of the Dean of Students
- Office of Student Housing
- IPFW Athletics, Recreation, and Intramural Sports
- IPFW ESOC Officer
- Office of Human Resources
- Indiana Excise Police
- Fort Wayne City Police
- Indiana State Police
- Allen County Sheriff's Department
- Noble County Sheriff's Department
- IPFW Police Department
- Warsaw City Police Department

Guidance to faculty, staff, and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be scenarios where the active shooter is not in the same location as the victim involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call to advise the dispatcher of what is taking place, and inform him or her of your location. Remain in place until the police, or a campus administrator known to you, give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice command until you can verify with certainty that they are being issued by a police officer.

- If an active shooter is in the same building as you are, determine if the room you are in can be locked, and do so. Follow the same procedure described in the previous paragraph. If your room can’t be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely egress the building. If you decide to move from your current location, be sure to follow the instructions outlined below. If an active shooter enters your office or classroom, try to remain calm. Dial 911. If possible, and alert the police to the shooter’s location. If you can’t speak, leave the line open so the dispatcher can listen to what’s taking place. Normally the location of a 911 call can be determined without speaking. Attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safe place and do not touch anything that was in the vicinity of the shooter.

- No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers

Police officers responding to an active shooter will be trained to proceed immediately to the location in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vest, Kevlar helmets, and other tactical equipment. The officer may be armed with rifles, shotguns, or handguns, and may be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people, rescue teams composed of other officers and emergency medical personnel will follow the first officer into secured areas to treat and remove injured persons. Keep in mind that even if you have escaped to a safer location, the entire area is still a crime scene. Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Theft

Campuses and surrounding areas are frequent targets of thieves, largely because so many students and employees carelessly leave doors unlocked and valuables unprotected. As with crimes against the person, your best defense against thieves is vigilance. Recognize that danger exists and take precautions. Here are a few suggestions:

- Keep your doors and windows locked.
- Don’t hide your spare key outside your apartment.
- Don’t lend your key to anyone.
- Don’t keep your ID card or key ring.
- Don’t keep large amounts of money in your room or apartment. Keep money in a bank or in your residence’s lock box.
- Don’t advertise that you aren’t home by letting mail or newspapers accumulate on your doorstep or by recording a misleading message on your answering machine. Ask friends not to leave messages on your door.
- Don’t let valuables unattended.
- Keep your checkbook, jewelry, and cash in a locked drawer.
- Engrave your ID number on valuable items.
- Make a list of your valuable possessions including make, model, serial number, and description. Keep one copy in a safe place and another with your insurance papers.
- Ask service or repair persons to show their identification before admitting them to your room or apartment.
- Never reveal your calling card number or automatic teller machine (ATM) number to anyone.
- Lock your bicycle with a sturdy lock, vest it through frame, spokes, and rack. Register your bicycle with the police department.
- Always lock your car. Don’t leave valuables inside.
- Don’t leave laundry unattended in laundry rooms.
- Don’t lend your credit cards to anyone. Keep a list of your cards and their numbers with your insurance papers.
- Maintain adequate insurance coverage.
- Report thefts to the police at once.

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person’s personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account and credit card information, telephone calling card numbers, and other valuable identifying data.

With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim. These measures can be taken by remembering the acronym “SCAM.”

*Surgery to construction trailer in one student housing parking lot"
Campus Safety: Annual Security Report

Other areas with wide-span roofs. Avoid wood-frame buildings and stay clear of windows and glass areas. Be prepared to kneel and cover your head. If you are in a basement, get under heavy furniture near the center of the house. Do not remain in a trailer or mobile home. If you are outdoors, lie flat in the nearest depression, ditch, or ravine. Remain in the sheltered area until the all-clear signal is given via radio or television.

Earthquake
• If you are indoors, don’t rush to get outside. Get under a desk or table. Stay away from windows and outside walls.
• If you are outdoors, get into an open area away from trees, buildings, walls, and power lines.
• If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car until the tremors cease.


Building Security

Most academic buildings must remain unlocked until late at night because of evening classes, student and faculty research projects, and special events. Custodians are instructed to report any suspicious situations to police immediately.

IPFW Student Housing on the Waterfield Campus
University residences strive to provide safe and secure environments for their residents.
• Each fall, all IPFW residences dedicate programming efforts to educate residents on safety and security. The program includes distribution of information and special presentations by police officers and other speakers.
• Residence managers include information on safety and crime awareness in notices posted in the Student Housing complexes.
• All residences publish guidebooks that explain building access, emergency, and security policies. The guidebooks are distributed to residents and staff.

• Entrance to most residences is restricted to the people who live and work there by electronic locks. DO NOT LET ANYONE INTO THE BUILDING UNLESS THEY ARE AUTHORIZED TO BE THERE.

Reporting of Criminal Offenses

The IPFW Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the department at 260-481-6911. Confidential reporting of crimes may also be made by calling the department at 260-481-8827. For off-campus options, you may contact:
• Fort Wayne Police Department: 260-427-1222
• Allen County Police Department: 260-449-7491
• Rape Crisis Hotline (24 hours): 260-481-7273

Timely Warnings

The IPFW Police Department works closely with University Relations and Communications to provide information regarding threats to the safety of persons on campus.

Policy for Reporting the Annual Disclosure of Crime Statistics

The IPFW Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our Web site at www.phyplt.ipfw.edu/POLICE/POLICE_CURRENT_ANNUAL.pdf.

You will also be able to connect to our site via the IPFW Police Department home page at www.phyplt.ipfw.edu/POLICE/PoliceInfoPage.asp.

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, and the assistance of IPFW Athletics, Recreation, and Intramural Sports; IPFW Student Housing on the Waterfield Campus; the Office of the Dean of Students; the Office of Student Life; and the Office of Human Resources. This report provides updated statistical information on crime.

Availability of Annual Security Report

The IPFW Police Department’s Annual Security Report contains statistics of the previous three years concerning reported crimes that occurred on-campus, and in certain off-campus buildings or property owned or controlled by the University and on public property within, or immediately adjacent to, any University property, by the campus. The report also includes institutional policies, concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the IPFW Police Department or by accessing it on the Web at www.phyplt.ipfw.edu/ POLICE/REPORTS/IPFW_CURRENT_ANNUAL.pdf. Megan’s Law can be found online at www.kidsaskkids.org/st-ind.html.

If you place an ad, use a box number or list your phone number without your address. You should also be careful about recording unusual messages on your phone answering machine. Police report that many crank calls originate after the word spreads about a message on an answering machine. Some other suggestions for dealing with obscene or crank callers:
• Don’t play detective, counselor, or comedian. This is just what the caller wants.
• Report all obscene or harassing calls to the police immediately.
• Keep a log of repeated calls. Record the date, time, and content of the call. Try to describe the caller’s voice and note any background noises.

Assaults
Muggings, robberies, and other violent crimes may occur at any time. As with sex crimes, your best defense is to remain alert at all times and aware of the possibility that a crime could occur.

If you are attacked, notify the police at once. Here are some suggestions that can minimize your chances of being a victim:
• Never walk or jog alone, especially during the evening or early morning hours. Even if you are just walking a short distance, call a friend to accompany you or contact a campus escort service.
• When you walk at night, select well-lit areas where other people are present. Avoid alleys and back streets. Don’t walk next to dense shrubbery or in other places where an attacker could hide.
• Never hitchhike.
• Always have your keys in hand as you approach your front door or car. You will be less vulnerable because you can get inside quicker.
• Carry a whistle to summon help.
• Before you go anywhere, let your friends and family know when you will return. Work out a system so that friends will notify the police if you do not return within a specified time.
• Stay with your group at parties. Many attacks have occurred after friends were persuaded to leave because the victim said, “Go on without me. I’ll be fine.”
Homeland Security

The IPFW Police Department is working closely with the Department of Homeland Security to maintain a safe campus community. The Department of Homeland Security has trained several IPFW police officers through the following courses: WMD Law Enforcement Protective Measures, WMD Law Enforcement Response Actions, and WMD Incident Complexities. Also, the department is continuing its education with National Incident Management System (NIMS) incident command courses as required by FEMA.

Emergency Warning Notification System

The following emergency communication methods are in place here at IPFW:
- Fire alarms (evacuate the building)
- Tornado alarms (go to shelter area)
- IPFW Student Housing on the Waterfield Campus has procedures for alerting student resident via resident assistants, phones and signage.

An e-mail message can be sent out to all staff, faculty, and student with an IPFW e-mail address.

We also have a mass communication system in place in the event of a major emergency.

Clery Procedures

Sexual Assault Procedures
1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Determine if investigator and/or crime scene technician is needed
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

Non-forcible Sexual Offense Procedures
1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

Robbery Procedures
1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence

Murder and Non-negligent Manslaughter Procedures
1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Investigator and/or crime scene technician contacted (FWPD)
5. Allen County Coroner’s Office contacted
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

Negligent Manslaughter Procedures
1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Investigator and/or crime scene technician contacted (FWPD)
5. Allen County Coroner’s Office contacted
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

Other Sex Crimes
Sex crimes are not limited to rape and sexual assault. Other types of offensive and unacceptable behavior are crimes and should be dealt with accordingly. Exhibitions, Peeping Toms, and persons who make obscene or harassing phone calls could be subject to criminal charges. While such persons often do not carry out physical attacks, you have no assurance that they will not. Don’t take chances. Report all incidents to the police.

Disciplinary Procedure Disclosure
In cases of alleged sexual assault, the student and the student’s accuser are entitled to the same opportunities to have others present during the hearings. Both the student and the student’s accuser shall be informed of the outcome of any hearing brought alleging a sexual assault.

Exhibitionism and Voyeurism
If you are the victim of an exhibitionist, try not to panic. Stay calm and show no reaction. Call the police at once, reporting the time and location of the incident. If any witnesses are present, get their names and phone numbers. Details of the exhibitionist’s appearance will help the police identify the individual, so try to get a good look at the offender. If a car is involved, try to remember the color, make, license plate number, and direction of travel.

You should follow the same guidelines if you observe a Peeping Tom. Also, be sure to lock all doors and windows immediately.

Obscene and Harassing Phone Calls
Always use the telephone on your phones, not the terms of the caller. Don’t talk to anyone unless you want to and never volunteer your name to an unknown caller. Hang up at once if a caller makes obscene or harassing remarks or does not respond to your “hello.” You should always be wary of callers who say they are conducting a survey. Criminals often use this as a ploy to get confidential information such as credit card numbers or bank account locations. If you suspect that a call is not legitimate, get the caller’s name, company affiliation, and phone number. You can call back after you have verified the authenticity of the call.

Crank phone callers often obtain numbers from classified ads.
Crime Prevention Programs and Security Awareness

The university offers a variety of safety programs and services. They can be customized to fit your needs. Currently, the following are offered:

- **Publications.** Both the police department and the Office of the Dean of Students distribute various publications that address problems such as date rape, alcohol abuse, and theft.

- **Lighting.** The campus is routinely surveyed to ensure that exterior areas are adequately lighted at night. Sidewalks are specifically reviewed to determine whether additional lighting is needed. Trees and shrubs that impair lighting along walks are trimmed as needed.

- **Building Security.** Most academic buildings must remain unlocked until late at night because of evening classes, student and faculty research projects, and special events. Custodians are instructed to report any suspicious situations to the police immediately.

- **Campus Safety Committee.** IPFW police take part in the activities of the Campus Safety Committee along with students and representatives of various offices on campus. This group undertakes various programs to promote safety and security of IPFW.

- **Office of the Dean of Students.** Staff members provide a variety of services to students including victim assistance, confidential counseling about personal concerns, and information about university resources.

Matters related to student conduct are the responsibility of the Dean of Students’ office staff. A disciplinary action may be initiated to address student conduct-related matters in cases involving a student accused of violating any regulation governing student conduct. Such actions follow the established due-process procedures as described in the Student Handbook.

When university disciplinary hearings are conducted concerning alleged sexual assault, the student and the student’s accuser are entitled to the same opportunities to have others present during the hearing, and both the student and the student’s accuser shall be informed of the outcome of the disciplinary proceedings.

Sanctions the university may impose in cases involving sex offenses include disciplinary probation, probation suspension, suspension, and expulsion.

### Training for Intervention Procedures (TIPS)

Whether or not university students choose to drink alcohol themselves, they will eventually find themselves in a situation in which people around them are consuming alcohol. The TIPS program trains people around the drinker to intervene in situations involving the misuse of alcohol. TIPS is designed to show students why, when, and how to intervene with their peers to prevent alcohol-related problems. For additional information on the above classes, e-mail LT. Jeff Davis at davisj@ipfw.edu.

### Rape Aggression Defense (RAD)

Available at IPFW since 2000, Rape Aggression Defense (RAD) is a self-defense program designed primarily for women. This 12-hour comprehensive course equips participants with realistic self-defense tactics and techniques. The IPFW Police Department conducts RAD classes for student and staff groups, organizations, and the general public.

- The initial focus of RAD is in education and awareness, prevention, risk reduction, and avoidance of assault and rape. The program then progresses to the basics of hands-on defense training. Certified instructors provide a workbook/reference manual and hands-on training. RAD is dedicated to teaching defensive concepts and techniques against various types of assault by using easy, effective, and proven self-defense/martial arts tactics. The program provides participants with the knowledge to make an educated decision about resistance.

- RAD training is available at no charge to women staff, faculty, and student participants and their children and spouses. Non-campus participants are charged $25.

### Self-defense Awareness and Familiarization Exchange (SAFE)

New this year is another program designed primarily for women. The Self-defense Awareness and Familiarization Exchange (SAFE), presented by the designers of RAD, will be with, where you will be, and when you expect to return. Leave an address and phone number.

- Do not let peer pressure influence the amount of alcohol you drink. A study at a Big Ten university showed that 80% of men and 70 percent of women involved in sexual assaults had been drinking.

- Trust your feelings and instincts. If you feel threatened, there’s probably a good reason. Get away fast.

- Report any assault or threat of assault to the police department having jurisdiction, and to the Office of the Dean of Students as soon as possible.

### Rape and Sexual Assault

Rape is sexual intercourse without consent. More often than not, the victim and the attacker know each other. Sexual assault is the touching of another person in a sexual manner without consent. It may or may not involve actual injury. Acquaintance rape is a serious crime. The lack of verbal or physical resistance because of force, or threat of force, does not mean consent.

The best defenses against rape and sexual assault are alertness and awareness. At all times, including dating situations, you should:

- Let a friend or roommate know whom you will be with, where you will be, and when you expect to return. Leave an address and phone number.

### Aggravated Assault Procedures

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Investigator and/or crime scene technician contacted
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges
9. Services offered to victim:
   - Office of the Dean of Students (personal counseling)
   - Fort Wayne Victim’s Assistance
   - If safety is an issue, and the victim lives in the residence hall, moving to another room is offered
   - Resident assistant and staff resident
   - Parking privileges
   - Service is offered.

### Burglary Procedures

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges
10. Services offered to victim:
    - Office of the Dean of Students (personal counseling)
    - Fort Wayne Victim’s Assistance
    - If safety is an issue, and the victim lives in the residence hall, moving to another room is offered
    - Resident assistant and staff resident

### Motor Vehicle Theft Procedures

1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Determine if investigator and/or crime scene technician is needed
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges
9. Services offered to victim:
    - Personal safety awareness
    - Prevention
    - Risk reduction
    - Self-defense training. Certified instructors provide a wide range of tactics and techniques to minimize the danger of falling victim to such crimes.

### Personal Safety

Rape, armed robbery, and battery are examples of crimes directed against persons. Law enforcement officials have developed techniques to minimize the danger of falling victim to such crimes. The common threat running through all of their advice is simple: remain alert and attentive to potential danger, don’t put yourself at risk, and report suspicious incidents to the police.

-### 8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

### Burglary Procedures

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges
10. Services offered to victim:
    - Office of the Dean of Students (personal counseling)
    - Fort Wayne Victim’s Assistance
    - If safety is an issue, and the victim lives in the residence hall, moving to another room is offered
    - Resident assistant and staff resident

### Motor Vehicle Theft Procedures

1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Determine if investigator and/or crime scene technician is needed
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges
9. Services offered to victim:
    - Personal safety awareness
    - Prevention
    - Risk reduction
    - Self-defense training. Certified instructors provide a wide range of tactics and techniques to minimize the danger of falling victim to such crimes.
IPFW Annual Security Report: Your Safety

The Indiana University–Purdue University Fort Wayne community offers numerous advantages to students and residents. The community is a great place to live, work, and study. However, it is not immune to the kinds of problems that beset the rest of the nation. Unfortunately, one of these problems—crime—is a reality at IPFW.

The university attempts to provide a safe and secure environment for students, staff, and visitors. However, it is only possible to maintain safety and security when every student and staff member takes an active part in the effort.

The purpose of this publication is threefold:

• To inform students and staff of the university’s more than 200 policies and programs that promote safety and security.
• To increase awareness by summarizing recent crime data.
• To suggest ways that students and staff can deter criminal behavior and promote the safety of persons and possessions.

No matter how effective the university’s programs may be, the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals exercise reasonable care and prudence. Safety and security is everyone’s responsibility.

IPFW Police Department

The university maintains its own professional police agency. State law grants IPFW police officers the same powers of arrest and law enforcement as city and county officers. In addition to having jurisdiction on campus, IPFW police officers have jurisdiction throughout Fort Wayne. The IPFW Police Department employs competent law enforcement professionals to use advanced equipment and techniques as they perform their duties. The department works closely with the Indiana State Police and the police departments of Fort Wayne and Allen County. The IPFW Police Department encourages the other agencies to inform it of all reported criminal activity at any site affiliated with the university or with university-recognized organizations. In an emergency, police can be summoned via any of the more than 50 special emergency telephones located throughout campus as well as by regular telephones. All reports of criminal activity will be handled and investigated in an appropriate and professional manner.

Besides direct efforts in crime prevention and detection, the IPFW Police Department carries out a number of programs to foster safety and security.

• Bike Patrol. The IPFW Police Department’s bike patrol unit includes eight officers from throughout the department. Officers can perform nearly all of their duties on bicycles, with the exception of transporting prisoners. The bike patrol is a cost-effective community outreach program that allows officers to interact with people while patrolling the campus.

• Public Information. The police department works closely with the news media, including student publications, to publicize crimes and criminal investigations. Annual reports of all reported crimes are printed and available to all students and staff. These reports can also be viewed online at www.phyplt.ipfw.edu/POLICE/Reports/IPFW_Police_CURRENT_ANNUAL.pdf. Quarterly reports can be viewed at www.phyplt.ipfw.edu/ POLICE/Crimestat. Then click on Current Quarterly Crime Stats. To obtain a copy of this report, contact IPFW Police and Safety.

• Group Presentations. IPFW police officers present safety and security talks to campus and community groups upon request. Presentations are scheduled regularly to address the special concerns of residence managers, residence assistants, library staff, international students, sororities, fraternities, and whatever other group might request it.

• Escort Service. The IPFW Police Department provides escort services for students and staff. Anyone who wants the service can request an escort by calling 260-481-6900.

• Workplace Violence Awareness and Prevention Training. Offered by the IPFW Police Department, this training session provides participants with information related to workplace violence including risk factors, key elements, definitions and types of workplace violence, and more. For more information, e-mail Lt. Jeff Davis at dawly@ipfw.edu.

You can summon help in an emergency by dialing 911 from any campus phone or by calling the IPFW Police Department at 260-481-6911. Place continue calls to the police and other agencies by dialing the numbers listed on page 4.

Escort Service Phone: 260-481-6900