

**Brown Mackie College – Indianapolis  
1200 N Meridian Street, Suite 100  
Indianapolis, IN 46204**

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report  
October 1, 2011**

Brown Mackie College - Indianapolis is providing the following information to all of its employees and students as part of the Brown Mackie College – Indianapolis commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact Lisa Ramirez, Campus President by mail or by phone:

1200 N Meridian Street, Suite 100, Indianapolis, IN 46204  
(317) 554-8301

## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Brown Mackie College - Indianapolis Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is placed in each employee's mailbox. The report is distributed to all students on an annual basis in their classes through the Campus Security and Crime Prevention Policy Handout. This is distributed to new students during the monthly Orientation and Class Registration. It is distributed to new employees in the new employee orientation packet.

### **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Associate Dean of Academic Affairs, Mr. Billy Royal. Reports are kept in a secure location in the office of the Campus President. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College - Indianapolis that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College - Indianapolis facilities to the Associate Dean of Academic Affairs, Mr. Billy Royal (317) 554-8335, either in person or by phone. If the Associate Dean of Academic Affairs is not available, you may contact the Sr. Director of Admissions, Mr. Jim Mills at (317) 554-8314 and the Indianapolis Metropolitan Police Department by dialing 911 or (317) 327-3811.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Associate Dean of Academic Affairs, Mr. Billy Royal. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Indianapolis Metropolitan Police Department by dialing 911 and then notify the Associate Dean of Academic Affairs, Mr. Billy Royal.

### **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report which is sent to the Associate Dean of Academic Affairs, Mr. Billy Royal. Reports are kept in a secure location in the Associate Dean of Academic Affairs' Office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus President, Ms. Lisa Ramirez.

### **SECURITY AND ACCESS TO THE INSTITUTION**

It is the policy of Brown Mackie College - Indianapolis that access to Institution's facilities be limited to

authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College – Indianapolis policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

**In pursuit of this policy all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times.
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness.
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Thursday 8:00 a.m. to 10:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.
4. Report immediately to the Associate Dean of Academic Affairs, Mr. Billy Royal, any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. You should also contact Indianapolis Metropolitan Police Department by dialing 911 or (317)327-3811.
5. Be familiar with all the Institution’s procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene and set warning devices
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps **c, d, e, and f** above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes.
  - i. Ensure that entrances to the buildings in the evening are restricted to the front doors or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

**All Students are required to:**

1. Notify the Associate Dean of Academic Affairs, Mr. Billy Royal, if a student becomes ill or is injured while at the campus.
2. Upon enrollment, report to the Associate Dean of Academic Affairs, Mr. Billy Royal, any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student’s permanent confidential file.
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

**CAMPUS SECURITY ENFORCEMENTS**

Brown Mackie College – Indianapolis contracts with Securalex for campus security. A security guard is on duty when classes are in session. In addition, the Associate Dean of Academic Affairs, Mr. Billy Royal, or a department chair is on campus when classes are in session. They are responsible for ensuring that persons entering the building are employees, students, student family members or invited guests. They are authorized to request identification from individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry proper identification at all times and to present identification upon request. The Institution’s personnel and security guards may not make arrests, but are instructed to promptly contact the Indianapolis Metropolitan Police Department at (317) 327-3811 if any illegal activity occurs.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Brown Mackie College – Indianapolis is located in Indianapolis, Marion County. Brown Mackie College - Indianapolis maintains a close working relationship with the Indianapolis Metropolitan Police Department with periodic contact initiated by Brown Mackie College - Indianapolis personnel to ensure that Brown Mackie College - Indianapolis is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by memos or other correspondence handed out to them in class by their respective instructors. Bulletins are also posted around the Institution.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new BMC-I (Brown Mackie College – Indianapolis) employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and encouraged to take responsibility for her/his own security, as well as their fellow co-workers and students.

All new Brown Mackie College - Indianapolis students are instructed on crime awareness, prevention and campus security during monthly orientations, and encouraged to take full responsibility for their own security, as well as their fellow classmates and the BMC-I employees. Each orientation includes a description of campus security policies and procedures, suggestions on how to avoid victimization (i.e. sexual, physical, verbal, etc), evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Currently, BMC-I has no formal policy in place that allows victims or witnesses to report crimes on a voluntary/confidential basis for inclusion in the annual disclosure of crime statistics. It should be noted, all identifying information (i.e. name, place of residence, place of employment, etc) of those victimized or those who have witnessed a crime/assault/criminal offense shall remain confidential. This information will never be disclosed in the annual disclosure of crime statistics that will be maintained by the Campus President.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

Brown Mackie College-Indianapolis provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs will be conducted by local law enforcement officials bi-annually. Topics included in these informational programs will address proper procedures for reporting Criminal Actions (as stated above- “Reporting Criminal Actions or Other Non-Emergencies,” personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs, etc...). In addition to the annual campus security report, students and employees will be notified of specific security concerns as they arise throughout the year.

In the event Brown Mackie College-Indianapolis with the assistance of the local police, determines a particular criminal offense continues to be a threat to campus community, it will notify the Institution’s community by bulletin board notices, and notices read by instructors in classrooms.

All students will be instructed to review the Institution's School Catalog where the Student Conduct Policy can be found. Also, students will be asked to review the *Campus Security and Crime Prevention Policy* handout that will discuss procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees will be asked to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that will discuss procedures for reporting Crimes and Emergencies, Crime Awareness, Campus Security, etc.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the college’s Associate Dean of Academic Affairs, Mr. Billy Royal, as soon as possible.

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Brown Mackie College – Indianapolis’ students, faculty and staff annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College - Indianapolis also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked.

Brochures on sexual assault issues are available in the Student Lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's/employee's request, security, the Associate Dean of Academic Affairs, the Executive Committee or other Brown Mackie College – Indianapolis officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- 1.) Go to a safe place following the attack.
- 2.) Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- 3.) Go to a hospital emergency room for medical care.
- 4.) Make sure you are evaluated for the risk of pregnancy and venereal disease.  
(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- 5.) Call someone to be with you, you should not be alone.

It will be recommended all victims call the Crisis & Suicide Intervention hotline (317-251-7575) and RAINN (1-800-656-4673). These hotlines provide assistance 24 hours a day. These counselors serve to answer medical and emotional questions at any hour and in complete confidence. Ultimately, it is the responsibility of the victim to report an act of violence. It is important to remember reporting a crime is not the same as prosecuting. Victims are strongly encouraged to call police and report the rape. Upon the request of a victim, BMC-I will assist in identifying off-campus counseling or mental health services. In an event a sexual assault has been reported or has occurred on campus, the victims of such crimes will have the right to request a BMC-I official to take reasonable steps/actions to prevent any further unnecessary/unwanted contact or proximity with the alleged assailant(s). If applicable a request for transfer of course will be made available to the victim.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

**Julian Center**

2011 North Meridian Street  
Indianapolis, IN 46202  
(317) 920-9320  
<http://www.juliancenter.org>

**Connect2Help**

(317) 926-4357  
<http://www.connect2help.org/>

**Bell Flower Clinic**

1101 West Tenth Street  
Indianapolis, IN 46202  
(317) 221-8300  
<http://www.mchd.com/stdc.htm>

## **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with BMC-I Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only BMC-I final determination and any sanction with respect to the alleged sexual offense. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

## **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under House Enrolled Act 1386 (Public Law 216) available with the Indianapolis Metropolitan Police Department, located at:

50 N. Alabama St.  
Indianapolis, IN 46204

Additional information can be obtained by calling the police department at (317) 327-3811.

OR:

Information regarding registered sex offenders under House Enrolled Act 1386 (Public Law 216) is available on-line at: <http://www.in.gov/judiciary/probation/docs/07-changes-offenderreg.pdf>

On-campus computer labs with internet access are available for you to view the above website in all computer classrooms and the library from:

Mon, Tues, Thurs:	8:00 a.m. to 10:00 p.m.
Wed.:	8:00 a.m. to 8:00 p.m.
Fri:	8:00 a.m. to 5:00 p.m.
Sat:	9:00 a.m. to 1:00 p.m.

## **CRIME STATISTICS**

Statistics (please see excel attachment) are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College - Indianapolis prepares the crime statistic policies annually by gathering all reported data and the BMC Central Office prepares the report for the employees and students of Brown Mackie College - Indianapolis. Moreover, local police agencies are contacted by Associate Dean of Academic Affairs, Mr. Billy Royal, to maintain a working relationship and formulate statistics for the annual crime statistics report. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## **EMERGENCY NOTIFICATION AND EVACUATION POLICY**

### Weather Emergency Plan

In case of weather emergency, weather alerts will be sent out indicating to the students whether or not the school is open or closed. Brown Mackie College- Indianapolis contacts local TV stations and students have been informed to watch TV stations or search on-line for cancellations. In addition faculty/staff and students are contacted by telephone, text message and/or email.

### Emergency Notification Plan

Gather information and establish lines of communication with on campus security and management in charge, for accurate communication to students. Utilize employee phone tree for quick contact and communication of the situation or event. Faculty members, in turn, are responsible for communicating the situation to their class. Lock down procedures as needed.

### Evacuation Policy

In the event an evacuation is needed, classrooms are assigned to specific exit routes and doors. This is posted in each classroom and communicated to students.

## **Emergency Response and Evacuation Procedures**

- An email blast/text message/phone call will be sent from the campus Alert Find system and personal notification from a supervisor will occur in the event of a confirmed significant emergency or dangerous situation involving the immediate threat to the health or safety of students or staff.
- The suspicion of a significant emergency or dangerous situation will be investigated by the director of facilities. The results of the investigation will be provided to the president and the executive committee. The executive committee will be responsible for personally contacting all on campus individuals and initiating the Alert Find system.
- Evacuation procedures will be evaluated annually by the director of facilities and placed in each classroom and office space.
- Emergency and evacuation procedures will be tested quarterly. The following tests will occur: fire drill, tornado drill, and bomb threat drill. There will be two announced and two unannounced tests.

### Executive Committee Members

Elizabeth Ramirez- Campus President

Jim Mills- Sr. Director of Admissions

Tara Carter- Director of Career Services

Mona May- Student Services Director

Stephanie David-Human Resource Manager

