

HARRISON COLLEGE

CRIME AWARENESS AND CAMPUS SECURITY

A. PROCEDURE FOR STUDENTS TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES AND THE SCHOOL RESPONSE TO REPORTS

Criminal actions or emergencies occurring on any Harrison College campus must be immediately reported to the Campus President, Dean or Administrative Assistant. The campus is defined as the school building, adjacent school parking lots utilized by staff, faculty, and students, and/or remote, leased parking lot locations designated for the exclusive use of Harrison College students.

Upon notification of a criminal action or other emergency, the Campus President or other designated employee may lend personal assistance or may contact the local authorities. A Criminal Offense Report will be completed and the local authorities contacted for all reported occurrences of the following criminal actions:

Aggravated assault	Motor vehicle theft
Murder	Liquor law violation
Manslaughter	Drug abuse violation
Burglary	Weapons possession
Robbery	Sex offense, forcible
Arson	Sex offense, non-forcible
Hate Crimes	

B. SECURITY POLICY AND CAMPUS ACCESS

Because Harrison College does not utilize a campus security person or department, the Campus President assumes the responsibility for security and campus access. The Campus President may designate another employee to assume or assist with these responsibilities in his/her absence and during evening hours. Check with the Campus President or Administrative Assistant for the names of those who are responsible.

Normal hours of operation are Monday through Friday, 7:30

a.m. to 5:00 p.m., except when evening classes are scheduled. On days when evening classes are scheduled, the hours of operation are 7:30 a.m. to 10:00 p.m. Staff and Faculty members may have additional access to the school at the discretion of the Campus President. Students may not enter the school during any hours other than normal hours of operation unless special permission has been granted by the Campus President, and supervision by a staff or faculty member is available.

C. PROCEDURE FOR ACCURATE AND PROMPT REPORTING

The individual attention provided to all students by Harrison College includes assistance with emergencies. Students, staff, and faculty are expected to report all occurrences of criminal activity and other emergencies to the Campus President for immediate action.

Immediate reporting will insure optimum response and resolution to any emergency situation. In the event that a criminal action has occurred, the local authorities will be summoned and appropriate action taken to adjudicate the incident.

D. TYPE AND FREQUENCY OF INFORMATIONAL PROGRAMS ABOUT SECURITY

Information programs regarding security issues are conducted quarterly during new student orientation. Revisions to campus security policies are distributed through official publications and displayed on school bulletin boards.

E. DESCRIPTION OF PREVENTION PROGRAMS FOR STAFF AND STUDENTS

Staff and students are required to participate in a Drug/Alcohol/Crime Prevention meeting during their first week at Harrison College. The meeting consists of lecture and discussion. The purpose of this meeting is to inform students and staff about school rules and regulations, obtain signatures on the "Drug Free Statement," and to provide preventative counseling.

Harrison College encourages all employees and students to assume responsibility for their own security. In addition, we recognize the community atmosphere, which we encourage, and suggest that we assume a margin of responsibility for each other in times of emergency.

F. STATISTICS - CRIMINAL OFFENSES

Documentation of criminal offenses is maintained in the Campus President's office. The "Criminal Offense Report" documents the occurrence of the criminal actions outlined in section "A" above. A copy of this report is also on file at the Harrison College Administration office. Criminal offense statistics are available at each campus and may be obtained, by request, from the Campus President.

G. POLICY REGARDING OFF CAMPUS STUDENT CRIMINAL ACTIVITY

Due to the non-resident, commuter nature of the student population at Harrison College, no off campus student organizations are recognized. Students who engage in criminal activity off campus are subject to local laws and will be treated as the local authorities deem necessary. Statistics are not maintained for student off campus criminal activity.

H. STATISTICS - DRUG AND ALCOHOL

Documentation of drug and alcohol offenses is maintained in the Campus President's office. The "Criminal Offense Report" documents the occurrence of the criminal actions outlined in section "A" above. A copy of this report is also on file at the Harrison College administration office. Criminal offense statistics are available at each campus and may be obtained, by request, from the Campus President.

I. POLICY REGARDING DRUG, ALCOHOL, AND WEAPON POSSESSION, USE, OR SALE

Harrison College does not permit the use of alcoholic beverages or illegal drugs on the premises. Any student found in possession of, or under the influence of, alcoholic

beverages or illegal drugs will be immediately dismissed from the College. Any student creating a disturbance, carrying a weapon, refusing to do as instructed by teachers or staff, defacing or destroying College property will be dismissed from the College. Any student dismissed for unsatisfactory conduct will not be readmitted to Harrison College.

All students must attend the Drug/Alcohol/Crime Prevention meeting during their first week of attendance at Harrison College. During that meeting, the "Preamble" and the official Harrison College "Drug-Free School and Workplace Statement" (copies attached) are distributed and discussed. Students are required to sign the "Student Acknowledgement Statement" which is then placed in the student's file.

Further information regarding specific drug and alcohol policies may be found in the official Harrison College Student Handbook in the section entitled "Student Responsibility."

J. POLICY REGARDING TIMELY WARNING

Harrison College is committed to the safety of its students, faculty and staff. In the event that a situation arises that requires the dissemination of information in the interests of safety, a "timely warning" will be issued through one or more of the methods listed below. The Harrison College Information Services team is responsible for the development and maintenance of notification strategies and technology required to implement timely warnings.

- E-Mail System
- Student Portal
- Faculty Portal
- Harrison College Share Site
- Text-Message

For circumstances impacting the Administrative Office or multiple campuses, the decision to issue a timely warning shall be the responsibility of the Harrison College President or, in the absence of the President, the Chief Academic Officer, or a member of the Executive Committee. For

circumstances impacting a single campus, the decision to issue a timely warning shall be made by the Campus President or, in the absence of the Campus President, the Dean.

Anyone with information warranting a timely warning should report the circumstances to the appropriate individual at their location or selected security personnel. The Harrison College President, Chief Academic Officer and/or a member of the Executive Committee must be notified as soon as possible when a timely warning has been issued at a campus.

Crime Definitions In Accordance With the Federal

Bureau of Investigation's Uniform Crime Reporting Program

The following definitions are to be used for reporting the crimes listed in 668.47 in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations, and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions from the Uniform Crime Reporting Handbook

Aggravated Assault -

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to

produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Murder -

The willful (nonnegligent) killing of one human being by another.

Manslaughter –

The killing of another person through gross negligence.

Robbery –

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Burglary -

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Arson –

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Motor Vehicle Theft -

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joyriding.)

Weapon Law Violations –

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations -

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

The carrying substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol) methadonee); and dangerous nonnarcotic drugs (barbiturates) Benzedrine).

Liquor Law Violations -

The violation of laws or ordinances prohibiting: the manufacture) sale, transporting) furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or Intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses (Forcible) -

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- A. Forcible Rape - The carnal knowledge of a person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- B. Forcible Sodomy – Oral and anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- C. Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate) however slightly) the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against that person's

will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- D. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sexual Offenses (Nonforcible) -

Unlawful, nonforcible sexual intercourse.

- A. Incest - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. Statutory Rape - Nonforcible sexual intercourse with a person who is under the statutory age of consent.

TO: All Harrison College Students, Faculty, and Staff

FROM: Jason Konesco, President

SUBJECT: **DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

The recent passage of the Drug-Free Schools and Communities Act has prompted Harrison College to re-examine and reformulate its drug and alcohol policy as it relates to these new federal regulations.

The following policies were prepared in compliance with the law.

All parties are asked to review the policies and are required to sign a statement of acknowledgment of said policies.

DRUG-FREE SCHOOL AND WORKPLACE STATEMENT

In accordance with the Drug-Free Schools and Communities Act amendment of 1989, Public Law 101-226, this institution is hereby declared a drug and alcohol free school and workplace.

STUDENTS AND EMPLOYEES

are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the school including grounds, parking areas, anywhere within the building(s), or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of this policy or Harrison College will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy:

- 1) Report the violation to law enforcement officials.

- 2) Take appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
- 3) Require such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, Harrison College will make a good faith effort to maintain a drug and alcohol free school and work place through implementation of the preceding policy and will establish and maintain a drug and alcohol free awareness program.

We are providing the facts, health risks, and sanctions associated with unlawful use, possession, or distribution of illicit drugs and alcohol and consider their content an integral part of our drug-free school and work place policy.

HEALTH RISKS

The abuse of alcohol and the use of illicit drugs are known to be detrimental to one's psychological well being and are associated with a wide variety of health risks. Among known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, liver, brain, and even death. Secondary health risks include an increased risk of injury by accident or violence. For further information, see your campus contact person.

STATE AND FEDERAL LAWS

In addition to Harrison College sanctions, students and employees are subject to appropriate Federal and State laws, which provide for fines and/or imprisonment for the unlawful possession, sale, or distribution of drugs and alcohol. The fines and/or imprisonment may vary according to the type and amount of substance involved, the offender's past record for such offenses, and a variety of other factors. Sections of the Indiana Criminal Code that may be pertinent are those listed below:

A. Alcohol

1. It is unlawful for a minor to make a false statement of his/her age or to present or offer false or fraudulent evidence if majority or identity to a permittee for the purpose of ordering or purchasing or attempting to procure alcoholic beverages.

2. It is unlawful for a person to see, give or furnish to a minor false or fraudulent evidence of majority or identity with the intent to violate the provision of this title.
3. It is unlawful for a minor to have in his/her possession false or fraudulent evidence of majority or identity with the intent to violate the provision of this title.
4. It is unlawful for a minor to possess an alcoholic beverage, to consume it, or to transport it on a public highway not accompanied by at least one of his/her parents or guardians. A person who violates a provision of this section is guilty of a misdemeanor.
5. It is unlawful for a minor to be in a tavern, bar, or other public place where alcoholic beverages are sold, bartered, exchanged, given away, provided or furnished. It is also unlawful for a permittee to permit a minor to be in the prohibitive place. (Under Indiana Alcoholic Beverage Act, a minor is an individual under the age of 21 years.) The penalties for violation of the Indiana Beverage Act vary from \$4 to \$500, for a term of imprisonment of not less than 5 days nor more than 6 months depending upon the nature of the offense committed; possible loss of driver's license for one year; possible required participation in alcohol education or treatment program.

B. Intoxication

1. Legal Definition—intoxication means a condition which results in a person's normal faculties, either of perception, physical ability or judgment, being impaired so that he/she no longer has the capacity to form or entertain a specific intent.
2. Legal Symptoms—Criteria—red bloodshot eyes, slurred speech, odor of alcohol, and odor commonly associated with an alcoholic beverage.

C. Distribution, Sale, Possession or Use of Drugs

1. A person who knowingly or intentionally manufactures a narcotic drug, or adulterated; marijuana or hashish, pure or adulterated or,
2. Possesses with intent to manufacture or deliver a narcotic drug, pure or adulterated; a controlled substance, pure or adulterated;

marijuana or hashish, pure or adulterated; commits the offense of dealing, which is a felony.

3. A person who, without a valid prescription or order of a practitioner acting in the course of his/her professional practice, knowingly or intentionally possesses a narcotic drug or a controlled substance, commits the offense of possession which is a felony.
4. A person who (1) knowingly or intentionally possesses marijuana or hashish or (2) knowingly or intentionally grows or cultivates marijuana or hashish or (3) knowing the marijuana is growing on his/her premises, fails to destroy the marijuana plant, commits either a felony or misdemeanor depending upon the amount of marijuana or hashish possessed.
5. A person who knowingly or intentionally visits a building, structure or vehicle or place that is used by any person to unlawfully use a controlled substance, commits visiting a common nuisance, which is a misdemeanor, and a person who knowingly and intentionally maintains a building, structure, or vehicle or other place that is used (1) by persons to unlawfully use controlled substances or (2) for unlawfully keeping or selling controlled substances commits maintaining a public nuisance, which is a felony.

COMMUNITY ASSISTANCE PROGRAMS

(A list of local programs and agencies is available when seeking alcohol or substance abuse assistance. Please see the Campus President or Dean at your campus.)