

# SECURITY REPORT

2019

\*Statistics included are for period between 1-1-2016 to 12-31-2018



**Manchester**  
University

**FORT WAYNE CAMPUS  
EMERGENCIES DIAL 911  
OR 260-266-1800**



# SECURITY REPORT

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# SECURITY REPORT

# SECURITY

Manchester University safety and security is a shared responsibility. Clearly the best protection against campus crime is an aware, informed and alert university community; students, faculty and staff who use caution; and a strong, visible University Safety presence.

The vast majority of our students, faculty, staff and visitors never experience crime at Manchester University. However, despite our best efforts, crimes do occur. The men and women of the Manchester University Campus Safety Office are committed to maintaining a safe and secure campus, by providing a contemporary and professional public safety service, with a strong emphasis on customer service. The hallmark of our service is a commitment to the principles of honor, integrity, discipline, trust and dedication. Concerns, questions or comments about our department, federal or state law, or Manchester University's compliance with these laws, can be addressed by contacting Manchester University Safety at 260-982-5256.

The information contained in this Annual Security and Fire Safety Report is available to new and prospective students and employees, as well as their families, all current members of the campus community and to the general public. We are committed to campus safety and security in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (The Clery Act).

In compliance with these requirements, Manchester University offers the following information to all current and prospective students, employees and applicants. The annual report containing crime statistics and policy statements can be obtained for either North Manchester campus, or Ft. Wayne campus by:

- MAIL REQUEST TO: Manchester University, Director of University Safety, 604 College Ave., North Manchester IN, 46962.
- PHONE: 260-982-5256
- E-MAIL: [CampusSafety@manchester.edu](mailto:CampusSafety@manchester.edu)
- ONLINE:
  - o North Manchester campus: [link.manchester.edu/seurityreport2019nm](http://link.manchester.edu/seurityreport2019nm)
  - o Ft. Wayne campus: [link.manchester.edu/seurityreport2019fw](http://link.manchester.edu/seurityreport2019fw)

## INTRODUCTION

At Manchester University, you will never have to go it alone. This is a place where you'll learn and grow together. You'll be accepted for who you are and become who you want to be. You'll get support and draw inspiration from a tight-knit community of faculty, staff, and fellow students, and you'll make friends for life.

Manchester is a place of affordable excellence. We're included in *U.S. News & World Report's* "Great Schools, Great Prices" ranking because our students find success on campus and off – and 96 percent of our graduates are employed or in graduate school or join full-time voluntary service within six months of graduation!

## MANCHESTER UNIVERSITY MISSION STATEMENT

Manchester University respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition.

## VALUES STATEMENT

As a community of higher education rooted in the liberal arts and the traditions of the Church of the Brethren, Manchester University values:

**Learning**, because high academic expectations in an environment combining liberal arts and professional preparation equip graduates to live healthy, productive, and principled lives;

**Faith**, because our diverse faiths call us to make the world a kinder and better place, establish justice, build peace amid strife, and model lives agape (selfless love), tikkun olam (repairing a broken world), and salam (peace);

**Service**, because committing self in service to others connects faith with action and abilities with convictions;

**Integrity**, because honesty and trust are the foundations of teaching and learning, enriching, enduring relationships, and strong communities;

**Diversity**, because understanding differences develops respect for ethnic cultural, and religious pluralism; an international consciousness; and an appreciation for the infinite worth of every person; and

**Community**, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

## UNIVERSITY SAFETY AND SECURITY

The safety and security of the Manchester University community and guests are a primary concern of the University. For this reason, the University has contracted with Parkview Police and Public Safety to provide security patrols, and to respond to all emergencies on the Fort Wayne campus. Though the officers are not on the premises of the College of Pharmacy 24/7, Parkview Security officers may be contacted at any time of the day, by calling their dispatcher at 260-266-1800.

## AUTHORITY OF CAMPUS OFFICERS AND RELATIONSHIP WITH LAW ENFORCEMENT

Although the non-sworn Parkview officers do not make arrests, (sworn Parkview Police officer do have arrest powers), they do maintain a very close working relationship with the Fort Wayne Police Department and other state and local law enforcement agencies. The University does have a written memoranda of understanding with local law enforcement agencies for the investigation of alleged criminal offenses, local law enforcement agencies are quick to respond to call for assistance from crime victims and University staff alike.

## COLLECTION AND ANALYSIS OF CRIME INFORMATION

Campus incident reports are reviewed by the Director of University Safety, who in turn, makes the final determination regarding Clery crime classification. A record of the classification process is maintained in the Campus Safety Office.

# SECURITY REPORT

The University formally solicits crime report information from appropriate external agencies for the Ft. Wayne Campus to include: Parkview Health Police Dept., Ft. Wayne City Police Dept., Allen County Sheriff's Dept., Indiana State Police as well as the Indiana State Excise Police. The Director of University Safety contacts local law enforcement throughout the year to obtain timely updates that may assist in campus investigations and prevention programming.

## CAMPUS SECURITY AUTHORITIES (CSAs)

CSAs as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are required to immediately report any information related to potential criminal activity to University Safety. Campus Security Authorities include, but are not limited to, Manchester University employees with **significant responsibility for students or campus activities**. The University Safety Office surveys University Security Authorities at least once a year, to collect unreported data via training. The Director of University Safety has created an online form for all CSAs to use via the Manchester University website via ChetNet>Forms>Clery Incident Report links and provides training during all new employee orientations. All CSAs are required to complete annual training as well.

## CRIME REPORTING

Students, faculty, staff and guests of the Manchester University College of Pharmacy are encouraged to report emergencies and criminal activities to the Parkview Police and Public Safety dispatcher. To report an emergency or criminal activity, dial 260-266-1800, and a Parkview officer will take a report and follow up on your information. Crimes and emergencies may also be reported to the Dean of Pharmacy Programs 260-470-4418, or to the Associate Dean for Student Affairs and Assessment of Pharmacy Programs 260-470-2745.

Parkview officers work closely with professional counselors, to assist victims in reporting crimes, and to ensure the accurate disclosure of all crime statistics. At Manchester University College of Pharmacy, we prefer all criminal activity to be immediately reported to Parkview Police and Public Safety, 260-266-1800, or to the above listed persons, and not through any indirect means. For this reason, we do not have a confidential reporting process; however, professional counselors work closely with clients who have self-disclosed being victimized, encouraging them to promptly report all crimes. Victims desiring criminal prosecution are encouraged and assisted by University officials, including the Dean of Pharmacy Programs 260-470-4418, or to the Associate Dean for Student Affairs and Assessment of Pharmacy Programs 260-470-2745. From the filing of the initial report, through the follow-up investigation, University officials work closely with local police agencies and the Prosecutor's Office.

## OFF CAMPUS CRIME

If any off campus police departments are contacted about criminal activity off-campus involving Manchester University students, the police may notify university authorities. Students in these cases **may be** subject to arrest by the local police and University disciplinary proceedings through the Pharmacy Program Honor Code .

## Pharmacy Program Honor Code

Students are expected to abide by the general principles of academic integrity and a defined code of conduct representing the Pharmacy Program. The Honor Code provides the framework to communicate the integrity and professionalism of all members of the Pharmacy Program (students, faculty, staff and administration) community pertaining to academic training, as well as behaviors inside or outside of the classroom, that are deemed essential characteristics of a professional. The Honor Code will consist of two primary articles: academic integrity and unprofessional behavior.

Academic integrity will feature six violation categories: cheating, plagiarism, facilitating academic dishonesty, abuse of academic materials, stealing and lying. Unprofessional behavior will feature three categories of conduct: within the College, in experiential rotation settings and within the Profession.

Students will affirm the Honor Code during new student (P1) orientation and the White Coat Ceremony. Students will attest to this affirmation by signing the Honor Code. Students will reaffirm the Honor Code throughout their academic program, specifically prior to each course examination. The Honor Council will address violations of the Honor Code and other complaints against Doctor of Pharmacy students.

The entire Honor Code process may be found in the *Pharmacy Program Student Handbook*.

## ACCESS TO CAMPUS FACILITIES

Manchester University College of Pharmacy is an open campus and is accessible to the general public. During the academic year, the building is unlocked between the hours of 8 a.m. to 5 p.m., Monday through Friday.

## PHYSICAL PLANT CONSIDERATIONS

Members of the University community may report safety and security problems by contacting the office of the Dean of Pharmacy Programs 260-470-4418, or to the Associate Dean for Student Affairs and Assessment of Pharmacy Programs 260-470-2745.

The Physical Plant office, in consultation with Parkview Police and Public Safety, maintains buildings and grounds with a concern for safety and security. Staff members inspect campus facilities, making repairs and responding to reports of potential safety and security hazards.

## CRIME ALERTS

As required by the Clery Act, the Director of University Safety in consultation with the offices of the Dean of Pharmacy Programs or the Associate Dean for Student Affairs and Assessment of Pharmacy Programs or the Facilities Coordinator & Human Resource Liaison, posts crime alerts following the reporting of all serious crimes, when there exists a continued threat to students, employees or others. These alerts may be posted in prominent locations campus-wide and/or distributed to students, staff and faculty via email/text announcements. This is done in a manner that is both timely and informative, to aid in the prevention of similar crimes. Information may be temporarily withheld if the release of such information would jeopardize an ongoing investigation or a person's safety, cause a suspect to flee or evade detection, or result in the destruction of evidence.

## PUBLIC CRIME LOG

In accordance with the provisions of the Clery Act, the College of Pharmacy maintains a public crime log containing the following information for each crime reported: crime classification, date and time of offense, location of offense, and the disposition of the complaint. As per the federal requirement, this information will be made available within two (2) business days from the date of occurrence/report. The crime log contains information related to crimes reported during the most recent 60-day period. Any portion of the log older than 60 days will be made available within two (2) business days of a request for public inspection. To review the log, you may stop by the office of the Facilities Coordinator & Human Resources Liaison between the hours of 8 a.m. and 5 p.m., Monday through Friday. These statistics reflect all reported allegations of criminal activity, regardless of the outcome of any conduct/criminal proceeding.

## TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS - ChetNet NOTIFYING THE CAMPUS COMMUNITY OF CRIMES AND EMERGENCIES - RAVE



RAVE is Manchester University's communication system for sharing important information about situations that affect the safety of our campus community.

RAVE messages may be sent to campus e-mail addresses, external e-mail addresses, and text-enabled devices. If you have any concerns about the validity of a RAVE alert message, please call Parkview Police and Public Safety at 260-266-1800.

This contact information, students'/faculty/staff mobile phone numbers and contact information for their emergency contacts, will be collected by going to ChetNet via the University Website>Spartan Alert Signup.

In accordance with the Higher Education Opportunity Act, on an annual basis, the Crisis Management Team will coordinate, plan, and conduct at least one test of the emergency response and evacuation procedures, including a test of the mass emergency notification system. The test may involve all portions of the campus or a segment thereof. The intent of the drill is to assess and evaluate the effectiveness of the University's emergency plans and capabilities.

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Some drills will be announced and well-publicized to the campus community prior to the event, while others may be unannounced.

## 1. Emergency Notification (using Spartan alert system)

### **Scope:**

An emergency notification will be issued in the event of a significant emergency or dangerous situation currently occurring on campus which poses an immediate threat to the health or safety of students or employees. The University will immediately notify the campus community.

### **Examples may possibly include:**

- Outbreak of infectious disease such as meningitis, norovirus or other serious illness
- Tornado Warning, or other extreme weather conditions
- Earthquake
- Significant gas leak or chemical spill
- Terrorist incident
- Armed intruder/Active shooter
- Bomb threat
- Civil unrest, rioting or campus protest
- Explosion or campus wide/residential fire
- Homicide/Rape/Sexual Assault/Assault-**when perpetrator is not apprehended**

### **When:**

Emergency notification is issued without delay and immediately upon confirmation by university authorities, campus security, local police, local fire, or other first responder agency that a dangerous situation or emergency exists or threatens.

### **How:**

- Spartan alert system – use of message templates which are populated with incident specific information. Email, and text messages are automatically generated
- Website Updates – information will be posted to the University’s website
- Emergency Hotline Updates – information will be updated on the information hotline (260) 266-1800

### **Who:**

The Crisis Management Team, Incident Command or Campus Security is responsible for determining the deployment of the Spartan alert system for use in disseminating emergency notification/information.

## 2. Timely Warning

### **Scope:**

A timely warning is triggered when certain crimes have occurred and represent an ongoing threat. The timely warning is issued in an effort to aid in the prevention of similar crimes. As the timely warning is meant to increase awareness of criminal activity, the names of victims will not be disclosed in a timely warning message, but a known perpetrator’s name may be used.

The Clery Act specifies that “an institution that issues an emergency notification is NOT required to issue a timely warning based on the same circumstance; however, the institution must provide adequate follow-up information to the campus community as needed.”

### **Examples:**

Clery Act defined crime such as rape, sexual assault, burglary, homicide, and other violent crimes that impact people or assets (buildings, cars, personal possessions) where the perpetrator no longer remains at large and for which an immediate dangerous condition no longer exists for students or employees. (For example, the University notifies the community about a rash of motor vehicle thefts which occurred in the Red lot on the previous day.)



**When:**

A timely warning will be issued as soon as the pertinent information is available.

**How:**

Text messages and email, using RAVE with information template as required by the Clery Act.

**Who:**

The Chief of Parkview Police and Public Safety or the Director of University Safety (in consultation with local law enforcement), are responsible for determining if a timely warning is to be issued.

**Tracking the Communication Process**

The incident will be tracked, from initial reporting to full conclusion, inclusive of time-stamped phone calls and electronic communications in order to assess the timeliness of decision-making and communication for post-event evaluation.

**Closing the Communication Loop**

In both the Emergency Alert and Timely Warning scenarios outlined above, the University will issue a “wrap-up” communication which will serve to close the communication loop for each incident. The campus community deserves the reassurance that law enforcement and/or campus security have investigated and brought the incident to a satisfactory conclusion.

**CRISIS COMMUNICATION PLAN**

When conditions are present that meet the definition of an emergency, the Chief of Parkview Police and Public Safety, The Dean of Pharmacy Programs or in his or her absence their designee, Director of University Safety and the Director of Physical Plant shall place into immediate effect appropriate procedures necessary and possible to meet the emergency, safeguard persons and property, and maintain educational facilities. The Chief of Parkview Police and Public Safety, the Dean of Pharmacy Programs or in their absence their designee, Director of University Safety and the Director of Physical Plant shall immediately consult with the President, the Vice President for Academic Affairs or a designated alternate regarding the emergency and follow directions as set forth in this response plan.

When a declaration of a campus State of Emergency is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment, including first responders) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other ID) showing their legitimate business on campus will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable Indiana codes.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Chief of Parkview Police and Public Safety, Director of Physical Plant and the Director of University Safety will be allowed to enter the immediate disaster site.

Declaration of a campus State of Emergency rests solely with the President or his/her designee in consultation with the Vice President for Academic Affairs, the Dean of Pharmacy Programs, local law enforcement and the Executive Director of Allen County Emergency Management. The Allen County official can provide Manchester University with assistance in obtaining outside resources required to mitigate the human and financial impact of disasters and emergencies.

**Definition and Assignment of Emergency Status**

Definition: The President, the Vice President for Academic Affairs or their designee shall direct all emergency operations during any major emergency or disaster. The following definitions are provided as guidelines to assist the Emergency Operations Team in determining the appropriate response:

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- A. Normal Conditions - No Emergency: Conditions are normal, campus-wide notification is not required.
- B. Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Campus-wide notification may be carried out, per Section 700 of the emergency manual. Emergency Operations Team members may not meet as a group but will be apprised of conditions.
- C. Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from available campus services. A major emergency on campus may require establishing a General Emergency Command Post (GECF).

Major policy considerations and decisions will usually be considered by the University Administration during times of crisis. Campus-wide notification per Section 700 of the emergency manual will be carried out. The Emergency Operations Team and Emergency Operations Support Team members will report as directed by the President, Vice President for Academic Affairs or their designees. General Emergency Command Post may be in the Fort Wayne Campus room 125 J. If the Fort Wayne Campus building is not accessible the Parkview Regional Medical Center will be utilized as backup or both depending on the nature of the event and/or accessibility to campus. Field Emergency Command Post (FECF) may be established in conjunction with the Incident Command Post established by civil authorities.

- D. Disaster: Any event or occurrence that has seriously impaired or halted operations of the campus. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, a General Emergency Command Post will be activated, and the appropriate support and operational plans will be executed. Campus-wide notification per Section 700 of the emergency manual will be carried out. All Emergency Operations Team members will report to General Emergency Command Post in the Fort Wayne Campus room 125J, If the Fort Wayne Campus room 125J is not accessible the Parkview Regional Medical Center will be utilized as backup, or both depending on the nature of the event and/or accessibility to campus. All Emergency Operations Support Team members shall report as requested and bring the following items with them:
  - Their Manchester University-issued keys
  - Cellular phones if issued
  - Laptop PCs or tablets as issued
  - Two-way radio, if issued
- E. Weather Emergency: Any weather-related event which has the capacity to seriously impair or halt operations of the campus. In addition, the event has the capacity to cause serious property damage or injury, and may limit safe travel. A coordinated effort of all campus-wide resources is required. Outside services or resources may be essential. A weather-related emergency may require establishment of a General Emergency Command Post.
- F. Campus Emergency: Any on- or off-campus event, accident or situation that involves a member of the Manchester University community that results or may result in injury, death, or serious property damage, or presents an imminent threat to the safety and well-being of the University community. An immediate and appropriate response will be required. Further, a coordinated effort of University officials may be necessary in an effort to answer questions, assist in contacting and informing family members, and to assist with any official investigation. Campus-wide notification per Section 700 of the emergency manual will be carried out. All Emergency Operations Team members will report to the General Emergency Command Post in the Fort Wayne Campus room 125J. If the Fort Wayne Campus room 125 J is not accessible the Parkview Regional Medical Center will be utilized as backup, or both depending on the event and/or accessibility to campus. Emergency Operations Support Team members shall report as requested and bring the following items with them:

- Their Manchester University issued keys
- Cellular phones if issued
- Laptop PCs or tablets as issued
- Two-way radio, if issued

## Definition and Assignment of Emergency Status, Continued

- Parkview Police and Public Safety will immediately contact the Dean of Pharmacy Programs or in his/her absence their designee.
- Campus-wide notification will be carried out per Section 700 of the emergency manual
- Faculty and staff shall secure all interior doors immediately
- Parkview Police and Public Safety will block streets accessing the campus, allowing only emergency personnel through and shall remain at those locations until relieved by University Safety/University Physical Plant or a University official.
- University Safety shall assist police as may be required. This may include:
  - Liaison with emergency response personnel and university officials
  - Liaison with Office of Strategic Communications or designee with updates every half hour
  - Liaison with Emergency Operations Team
  - Any other assigned tasks

## Incident Preparedness Drills and Table-Top Exercises

Campus Security and other University officials undergo crisis training, including drills and table-top exercises, to ensure plans are properly followed. In conjunction with this plan, students and employees can access the Manchester University Campus Emergency Guidelines, which is located in each building on campus, as flip charts on the wall of common areas. The guide is also available for viewing online at [www.manchester.edu/OHR/documents/emergencyguidelines.pdf](http://www.manchester.edu/OHR/documents/emergencyguidelines.pdf)

The guide consists of the following:

- Crisis Communication
- Blood Borne Pathogens
- Weather Emergencies
- Fire
- Medical Emergencies
- Utilities
- Violent or Criminal Behavior
- Lock Down Shelter in Place
- Bomb Threat
- Chemical Spill or Radiation Release
- Earthquake
- Suspicious Package/Mail

## Pharmacy S.M.A.R.T. Program

This program is a multi-faceted approach to supporting the success of all pharmacy students. A variety of services and programs have been implemented to support the mission and goals of Manchester University Pharmacy Program:

- **S – StudentWorks** – scheduled professional development workshops throughout the academic year focusing on issues such as time management, study techniques, etc.
- **M – Faculty Mentoring Program** – each student will have a faculty mentor throughout their time in the program, serving as a valuable information and communication resource
- **A – Academic Support** – includes programs, resources and structures that promote all members of the community to learn efficiently and effectively, develop effective study strategies and develop the critical thinking skills necessary to succeed academically.
- **R – Referral System** – an online system that provides an opportunity for concerned members of the Pharmacy Program community to reach out and offer help and assistance to students in the program.
- **T – TeamWorks** – Students will become more aware of the importance of team work through the annual creation of working teams within each class. These teams will be used throughout the academic year in most courses.

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## DRUG AND ALCOHOL POLICIES

### Substance Abuse

According to School of Pharmacy Handbook the following applies:

Substance Abuse Unprofessional behavior related to substance abuse within the program includes but is not limited to: 1. Unlawful and unauthorized manufacture, distribution, dispensation, possession or use of narcotics, controlled substances, illicit drugs or alcohol; 2. Abuse of any controlled substance, illicit drug, or alcohol; 3. Operation of a motor vehicle under the influence of alcohol and/or other drug(s); 4. Alteration or withholding of records to conceal drug abuse; 5. Termination of employment or removal from an experiential rotation site for theft, fraud, deception, or illegal use or abuse of any substance; 6. Actions that result in the conviction of a drug or alcohol-related misdemeanor; 7. Actions that result in the conviction of a felony Unlawful and illicit for these purposes means in violation of federal, state or local regulations, policy, procedures, and rules, including legal statutes. Educational setting means University or College operated buildings and grounds or while conducting University or College business away from the actual premises, including experiential or service learning sites. Professional activities relates to professional meetings. The use of all tobacco products, including cigarettes and dipping or chewing tobacco, is prohibited on the College's campus. Therefore, no student, faculty, or staff member may use tobacco products on the Fort Wayne campus premises, including parking lots. The use of alcohol is prohibited on the College's campus without express written permission of the dean.

### Substance Abuse Policy from the Manchester University Employee Handbook

The University has a duty to provide a safe working environment for its employees. Each employee has a corresponding duty to his/her co-workers and to Manchester University students to deliver services in a safe and conscientious manner. To help ensure that these responsibilities are fulfilled, employees must work free from the effects of performance-impairing substances (including illicit drugs, hallucinogens, herein called "Controlled Substances" and their metabolites, and alcohol).

Any employee of Manchester University who uses Controlled Substances or improperly consumes alcohol while working or while conducting business on behalf of the University, or who attempts to work while under the influence of same, potentially endangers himself or herself as well as co-workers. For purposes of this policy, "under the influence" means the employee tested positive for Controlled Substances and/or has a blood-alcohol level at/or above 0.05. Possession, manufacture, distribution, dispensation or sale, use, consumption or being under the influence of Controlled Substances while on the University campus (including parking lots) or while on University business is strictly prohibited. Working while under the influence of alcohol is likewise prohibited.

All employees are required to notify the director of human resources of any drug- or alcohol-related conviction(s) no later than five days after such a conviction.

Prescription drugs also may affect performance and behavior. Accordingly, they must be used only in the manner, combinations and quantities in which they are prescribed, and only by the individual for whom they are prescribed. Any employee using prescription drugs that may affect his/her job performance or behavior must discuss his/her job requirements with the prescribing physician, and, if advised by the physician, discuss the matter with his/her supervisor.

Violation of this policy will result in corrective action, up to and including discharge, and may result in legal prosecution.

### Testing for Controlled Substances and/or Alcohol

#### Reasonable Suspicion

The University reserves the right to require an employee to undergo an immediate alcohol and/or drug test when/where reasonable suspicion exists that the employee is under the influence of alcohol or Controlled Substances when reporting to work or when acting within the scope and course of employment. Reasonable Suspicion includes, but is not limited to, the following:

Observation by a supervisor, manager or other leader of an on-duty employee behaving in a manner that suggests the employee might be under the influence of alcohol or Controlled Substances;

- Violations of safety rules or procedures that could potentially jeopardize the wellbeing of employees, students, or the public, or result in an accident;
- Information from other observers regarding use or possession; or
- Any work-related accident that requires first aid from a professional provider or results in property damage.

## Random Testing

The University also reserves the right to require random testing for a reasonable length of time as part of a last-chance agreement.

Any employee who refuses a University request to submit, or fails to submit, to such testing will be subject to corrective action up to and including discharge. Testing will be conducted and test results will be maintained with concern for the personal privacy of the employee.

## **Searches**

When there is Reasonable Suspicion that an employee is in violation of the Substance Abuse Policy, the University, at its discretion, may request the employee to empty his or her pockets, and may conduct a search of the employee's onsite property. Such property includes, but is not limited to, University-owned vehicles, desks, containers, files or lockers. Also subject to search are any vehicles, packages, purses, briefcases, lunch boxes or other containers brought onto the campus (including parking lots) by employees. Discovery of controlled substances in violation of this policy, or a refusal to allow a search, will subject the employee to corrective action up to and including discharge.

## **Employee Assistance for Substance Abuse**

### Voluntary Referral

The University recognizes alcohol and drug dependency as major health and behavior problems and is prepared to offer assistance if requested. Any employee who suspects he or she has developed an addiction to, dependence upon, or a problem with alcohol or drugs (legal or illegal) is encouraged to seek assistance through his or her immediate supervisor, the Office of Human Resources or the Employee Assistance Plan. In-patient and out-patient programs are available, with insurance benefits in many instances. Requests for assistance will be treated confidentially.

### Mandatory Referrals

Any member of the leadership team who recognizes or suspects that an employee may need professional help for substance abuse may confidentially refer the employee to the Office of Human Resources or the Employee Assistance Plan.

### Terms of Assistance

Mandatory referrals to substance abuse treatment will not jeopardize an employee's position as long as the University's expectations are met. Any employee who is abusing drugs or alcohol may request out-patient treatment or, upon request, be granted a personal leave of absence to undertake inpatient rehabilitation treatment. The employee will be permitted to return to work from in-patient treatment only after completion of the rehabilitation program is certified.

The University reserves the right to require random drug and/or alcohol testing for an appropriate length of time following return to work. It is the employee's responsibility to comply and cooperate with the prescribed treatment. Refusal to accept diagnosis or treatment, or leaving a rehabilitation program before being released will be handled as any other situation that adversely affects job performance. Employees returning to work from mandatory referral will return only under the terms of a Last Chance Agreement satisfactory to the University.

## **BIAS-RELATED INCIDENT POLICY**

A bias-related incident is any deliberate act or attempt to injure, harm or harass an individual or group because of the person or group's gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual

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orientation, gender identity and expression, or any other legally protected status or because the alleged perpetrator perceives that the other person or group has one or more of these characteristics. Such behavior includes acts or attempts that may pose physical or psychological harm or threat to individuals or groups.

The United States Congress has defined a hate crime as a “criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, ethnic origin or sexual orientation.” Hate itself is not a crime—and the federal government is mindful of protecting freedom of speech and other civil liberties.

Bias related incidents and hate crimes both involve behavior that is motivated by bias. However, it is important to note the distinction between the two. Hate crimes include a definable crime, such as: threats of violence, property damage, personal injury and other illegal conduct. A hate crime is an infraction of the law and will be addressed accordingly. A bias-related incident can be a violation of this policy but may not rise to the level of a hate crime, but all hate crimes are bias related-incidents. All incidents should be reported in order to determine the level and type of offense, to support the affected person(s) or group, to mitigate subsequent incidents by raising awareness of the offense, to develop an educational response and to activate appropriate campus review and judicial processes when necessary to address individual or group behavior.

## How to report a bias incident

If you have observed or experienced a bias incident, you are encouraged to contact a faculty or staff member with whom you are comfortable, report it at the Report It! Page, or call one of the following offices:

- Parkview Police and Public Safety (260) 266-1800
- Counseling Center (260) 982-5306
- Human Resources (260) 982-5288
- Multicultural Affairs (260) 982-5423

## What happens if you report a bias incident?

Once a report has been received, the Office of Student Development will communicate and review the facts promptly with the reporter and will offer services related to safety, counseling or other supports that may be appropriate.

The Office of Student Development will promptly document the report of the incident (i.e. who, what, when, where). Additionally, those directly concerned with the incident should take steps to retain any physical evidence.

The reporter will be assured that his or her physical and emotional needs are important and appropriate actions will be taken (i.e. possible relocation, academic accommodations, counseling, etc.) by appropriate Manchester staff.

Bi-weekly reports of report incidents will be reviewed by the Bias Incident Response Team (Counseling Team, Hall Directors and Vice President for Student Success). This team will meet regularly to review information available regarding report biased incidents and implement strategies to educate and/or engage the campus community as appropriate. The Bias Incident Response Team does not take the place of frontline staff that may be dealing with student concerns. The work of the Team is both preventative and responsive. In addition, counseling services are available to anyone that would like the support. Human Resources may be included when the reporter is a faculty or staff member. When appropriate, enhanced safety measures (patrols, surveillance etc.) will be promptly initiated and directed by Campus Safety.

## HARASSMENT

### Application

Manchester University seeks to provide an environment free of any behavior constituting harassment as defined below as well as by civil or criminal law applicable to Manchester University. Manchester University invites students, faculty and staff to join together in fostering an environment of mutual respect.

### Definition

Manchester University defines Harassment as the systematic or continued unwelcome actions of one party or a group, including threats and demands, interpersonal conduct or comments-written, spoken or transmitted electronically—which would be offensive to a reasonable person, for reasons including but not limited to their race, color, national

origin, ancestry, sex, sexual orientation, gender identity, or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other legally protected category. Similarly, any form of intentional behavior that a reasonable person would find threatening or intimidating because s/he is in a protected category constitutes harassment. (Sexual harassment is specifically addressed below.) Such acts can create a hostile or intimidating work or educational environment that not only damage the process of teaching and learning, but also violate the integrity of the university. Manchester University affirms that it values both freedom of speech and appreciation of diversity. MU understands the fundamental importance of the open and free exchange of ideas and opinions and does not wish to limit or abridge those exchanges. It recognizes that conflicts may arise between freedom of speech and the right of individuals to be free from harassment and statements or dissemination of opinion will be made with a proper regard for the protection of individual rights, religious and moral convictions and academic freedom and advocacy.

## **SEXUAL HARASSMENT**

### **What is sexual Harassment?**

Sexual harassment is a form of sex discrimination involving inappropriate introduction of sexual activities, stereotypes, or comments into the learning, living or working environment. Often, sexual harassment involves individuals in relationships of unequal power that contain elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting academic, social or work benefits.

Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also may involve individuals making inappropriate sexual advances or repeated verbal remarks or suggestions having a harmful effect on a person's ability to study, work or otherwise function in the campus setting.

Any of the following constitute sexual harassment:

1. Explicit or implicit promises of rewards for cooperation through misuse of institutional authority, for example, to affect a subordinate's admission or employment, academic or professional advancement, financial aid or salary, grades or performance ratings, graduation or tenure
2. Explicit or implicit threats of punishment for noncooperation through misuse of institutional authority, for example, to affect a subordinate's admission or employment, academic or professional advancement, financial aid or salary, grades or performance ratings, graduation or tenure
3. Intimidation through sexual harassment that creates a hostile or offensive environment, interferes with an individual's scholastic or work performance, prevents an individual's full enjoyment of educational, professional, social opportunities, or induces stress, anxiety, fear or sickness on the part of the harassed person
4. Activities such as comments repeatedly emphasizing the sexuality or sexual identity of individual, persistent requests for social-sexual encounters or favors, or unwanted physical contacts

### **What happens if I report sexual harassment?**

University Safety Office will contact you to fill out a statement. All staff are trained to advise you about your options regarding immediate counseling and/or pursuing police and University Conduct System. Filing a statement does not necessitate pursuing police or University Conduct System involvement.

## **TITLE IX**

### **What is Title IX?**

"No person in the United States shall, on the basis of sex, gender identity or expression, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." – Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act. Title IX is a portion of the Education Amendments of 1972. Although it is best known for requiring gender equity in collegiate athletics, Title IX broadly prohibits discrimination on the basis of sex in all university student services and academics. Title IX, along with the Campus SAVE Act, require universities to address campus related Sexual Violence, which is viewed under Title IX as an extreme form of hostile-environment sexual-harassment.

# SECURITY REPORT

## **What is a Title IX Coordinator?**

The Title IX Coordinator has the primary responsibility for overseeing the University's Title IX efforts. At MU, the Title IX Coordinator is assisted by Title IX Deputy Coordinators. They are:

Allen Machielson  
Dean of Student Experience  
CU 222  
ajmachielson@manchester.edu  
260-982-5052

## **Deputy Coordinators North Manchester Campus:**

Barb Burdge  
Academics  
ACEN 214  
bjburdge@manchester.edu  
260-982-5365

Whitney Bandemer  
Vice President for Human Resources and Strategic Initiatives  
CU HR Suite  
wjbandemer@manchester.edu  
260-982-2658

Brandee Estes  
Human Resources  
CU Hr Suite  
BJestes@manchester.edu  
260-982-5288

Tami Hoagland  
Athletics  
PERC Room 214  
tlhoagland@manchester.edu  
260-982-5390

Jake Huffman  
Admissions  
ACAD 103F  
jphuffman@manchester.edu  
260-982-5262

Kurtz Kurtzhals  
Academics  
ACEN 339  
kkkurtzhals@manchester.edu  
260-982-5262

Melanie Lawson  
Residential Life/Student Conduct  
CU 222  
melawson@manchester.edu  
260-982-5052



## **Deputy Coordinator Fort Wayne Campus:**

Jessica Montalvo  
127E  
jmmontalvo@manchester.edu  
260-470-2655

## **NON-VIOLENCE STATEMENT**

The University strives to provide a safe campus for all employees, students and guests. To help ensure a safe campus and to reduce the risk of violence, all employees, students and guests should review and understand all provisions of MU's Non-Violence Policy

### **Prohibited Conduct**

Manchester University does not tolerate any type of violence (including sexual violence) involving its employees, students or guests. Employees, students and guests are prohibited from making threats or engaging in violent activities.

The following behaviors, while not all inclusive, are examples of prohibited conduct:

- Causing physical injury to another person
- Any type of Sexual Assault or Sexual Violence (see definitions)
- Making threatening remarks or gestures
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging University property or property of another employee, student or guest
- Possessing a weapon without authorization in campus facilities

### **Dangerous/Emergency Situations**

Employees, students and/or guests who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Try to remain calm, make eye contact, and talk calmly to the individual. If the Parkview Police and Public Safety 260-288-1800 or local police (911) can be safely notified of the need for assistance without endangering anyone's safety, do so. Otherwise, cooperate with the person.

### **Enforcement**

Sexual violence, threats, threatening conduct, or any acts of aggression or violence on the campus will not be tolerated.

- Any employee who has committed such acts will be subject to corrective action, up to and including termination.
- Any student who has committed such acts will be subject to Conduct Systems Sanctions up to and including expulsion.
- Non-employees engaged in violent acts on University property will be reported to the proper authorities and prosecuted. And, if appropriate, their access to campus may be restricted.

### **Definitions**

**Sexual Violence:** Sexual violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.

**Sexual Assault:** A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to touching to various forms of penetration and rape.

Examples:

- Rape: Sexual intercourse forcibly and/or against the person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of a temporary or permanent mental or

# SECURITY REPORT

physical incapacity. Indiana law adds “with a member of the opposite sex.” For purposes of our internal conduct system, this definition includes all sexes regardless of gender identification.

- **Sexual Battery:** The touching 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 a temporary or permanent mental or physical incapacity.
- **Child Molesting:** A person who, with a child under 14 years of age, performs or submits to sexual intercourse or deviate sexual conduct, or performs or submits to any fondling or touching for the purpose of sexual gratification.
- **Sexual Misconduct With a Minor:** A person at least 18 years of age who, with a child at least 14 years of age but less than 16 years of age, performs or submits to sexual intercourse or deviate sexual conduct, or performs or submits to any fondling or touching for the purpose of sexual gratification.
- **Criminal Deviate Conduct:** A person who knowingly or intentionally causes another person to perform or submit to deviate sexual conduct when the other person is compelled by force or imminent threat of force, the other person is unaware that the conduct is occurring, or the other person is so mentally disabled or deficient that consent to the conduct cannot be given, commits criminal deviate conduct.

Other Sex Crimes not listed above as described in the Indiana Code.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following.

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- A reasonable person would find such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

**Sexual Consent:** Consensual sexual activity requires “Consent”, which is defined as clear, unambiguous and voluntary agreement between the participants to engage in a specific sexual activity.

Consent cannot be inferred simply from the absence of a “no”; a clear yes, verbal or otherwise (e.g. body language) is necessary. Although consent is not required to be verbal, verbal communication is the most reliable form of asking for and gauging consent.

Accordingly, individuals are encouraged to seek verbal consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs or some other condition. Consent cannot be obtained by threat, coercion or force. Agreement given under such conditions does not constitute consent.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

## **Athletic Inequity**

By law no one, on the basis of sex, can be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any campus program or activity. This includes the intercollegiate athletic programs at Manchester University. Areas covered include but are not limited to the provision of equipment and supplies; scheduling of games and practice times and opportunity to receive coaching and academic tutoring.

## **Reporting Measures**

Any potentially dangerous situation must be reported immediately to the Parkview Police and Public Safety or one or more of the following: other campus officials, the office of Counseling Services, Health Services or Human Resources.

Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others on a need-to-know basis only. The University will actively intervene as soon as it becomes aware of a possibly hostile or violent situation.

### **Report It!**

If you believe you are witness to, or a victim of, Sexual Violence or Assault, Sexual or other prohibited Harassment, or Athletic Inequity, Manchester University encourages you to report the incident in which any of these violations is believed to have occurred. To make a report, go to the MU webpage; **Click on the “Report It” button and follow the easy steps to report. All reported incidents will be investigated.**

### **Options for Bystander Intervention When Witnessing (Potential) Acts of Violence**

There are three components to Active Bystander Intervention, referred to as the ABC's:

1. **A**ssess for safety. Ensure that all parties are safe, and assess whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
2. **B**e with others. If safe to intervene, you're likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends who you know well.
3. **C**are for the victim. Ask if the victim of the unwanted touching, sexual advance, attention, or behavior is okay. Does s/he need medical care? Does S/he want to talk to an Advocate to see about reporting the matter? Ask if someone she/he/per trusts can help him or her get safely home.

Active Bystander Intervention can take a number of forms:

- Talking to a friend to ensure he or she is doing okay
- Making up an excuse to help the friend get away from someone
- Enlist the assistance of others in the area Calling the police (911)
- Calling Parkview Police and Public Safety (260-266-1800)
- Use “Report It” located at <http://www.manchester.edu/common/reportit.htm>
- Take a photo or video of the event
- Recommending to a bartender or party host that someone has had too much to drink
- Pointing out someone's disrespectful behavior in a safe and respectful manner that tends to de-escalate the situation
- Removing a friend from a risky situation quickly
- Physically intervene if safe to do so
- Scream or blow a whistle to distract an aggressor or to call attention of others.

No one is asking an active bystander to take the place of the police. Your personal safety is critically important. Before you act, you should think about the following:

- How can you keep yourself safe in this situation?
- What are all the options available to you?
- Who else might be able to assist you in this situation?

### **Complaint Procedures**

Students, faculty, staff or other individuals who believe they have experienced harassment or discrimination within the University community are encouraged to promptly report the matter to Title IX coordinator.

Additionally, students are referred to the vice president for student development, faculty members are referred to the vice president and dean for academic affairs, and staff is referred to the director of human resources. However, complaints may be directed to any member of the leadership team with whom the complainant is comfortable talking.

# SECURITY REPORT

The senior administrator will discuss with an individual who has reported harassment or discrimination the availability and/or option of counseling, mediation, the filing of a complaint through the student conduct review system, the filing of an official complaint with the University and related matters.

All complaints of harassment and/or discrimination will be investigated and appropriate actions will be taken in a timely manner. Harassing or discriminatory conduct will result in corrective action, up to and including discharge for employees and suspension for students.

Reports and complaints of harassment and/or discrimination must be honest and truthful. False reporting of harassment and/or discrimination will subject the reporting individual to corrective action.

## **Protection of Complainants Against Retaliation**

Retaliatory action against anyone reporting or filing a complaint of harassment or discrimination is strictly prohibited. Regardless of the means selected for resolving the problem, the initiation of a complaint of harassment or discrimination will not cause any reflection on the complainant, nor will it affect such person's future dealing with the University. It will not affect employment, compensation, work assignments or, in the case of students-grades, class selection or other matters pertaining to status. The complainant will have the option of requesting that Manchester University personnel other than the accused conduct performance reviews, evaluations and/or write letters of reference and recommendation. Reports and complaints of harassment and/or discrimination must be honest and truthful. False reporting of harassment and/or discrimination will subject the reporting individual to corrective action.

Responsibility of faculty, staff and students regarding harassment or discrimination The University will not tolerate unlawful harassment or discrimination. All members of the University community (faculty, staff and students) have an obligation to immediately report suspected harassment or discrimination so that a full investigation may be conducted. All faculty and staff are required to immediately report harassment or discrimination when they have reason to believe has taken place. Reports of suspected harassment or discrimination are addressed to either the vice president or dean of academic affairs, vice president for student development, or the director of human resources. In addition, members of the University community have an obligation to refer an individual who believes s/he has experienced harassment or discrimination to a senior administrator, or a member of the counseling staff. To the extent practical, the confidentiality of the complainant, the person against whom the complaint is brought, and those who are asked to provide information during the investigation will be maintained. Students, faculty and staff may raise honest concerns and make truthful reports without fear of reprisal.

## **Student Education on Non Violence Policy and Procedures**

Sexual assault prevention and education at Manchester University are provided within several University programs. Through incorporating information on personal security, sexual assault, and prevention of sexual assault into a variety of existing programs, it is intended that students will be exposed to such information throughout their University careers. The primary means used to convey information regarding personal security and sexual assaults are as follows:

## **SEXUAL ASSAULT**

Manchester University is committed to education, prevention and prosecution of sexual assault. While statistics for the occurrence of officially reported cases of sexual assault are low, additional incidents, which victims choose not to report officially, do occur. The University is committed to reducing and eliminating all incidents of attempted or actual unwanted sexual activity. The information below outlines the elements of the sexual assault prevention/education program, procedures to be followed in cases of sexual assault, options for reporting sexual assault, procedures and sanctions for on-campus disciplinary action in cases of sexual assault, and available support services for victims.

### **Sexual Assault Prevention/Education**

Sexual assault prevention and education at Manchester University are provided within several University programs. Through incorporating information on personal security, sexual assault, and prevention of sexual assault into a variety of existing programs, it is intended that students will be exposed to such information throughout their University careers. The primary means used to convey information regarding personal security and sexual assault are as follows:

**Student Handbooks** - The student handbooks created for the North Manchester and Fort Wayne campuses provides additional information about sexual assault prevention and reporting, as well as serving as an ongoing resource for students with any questions throughout the year. The handbooks also provide specific contact information for students as well.

**Campus Programs** – Throughout the academic year, Manchester University offers programs and educational opportunities in response to student needs. Educational programs for the Fort Wayne campus are also available upon request from employees at the North Manchester Campus.

During the first week of classes, the University conducts an orientation week. During this week, the students in the first, second, and third year of the program have an hour long session that covers Title IX and VAWA.

Sexual Violence/Domestic Violence/ Stalking Programming and Training: CARE Initiative is an office dedicated towards intimate partner violence prevention and was able to fulfill the following opportunities for the campus community:

- CARE Initiative provided 12 prevention and education program events for incoming students
- CARE Initiative presented to 448 incoming students (undergraduate and graduate) students for training on resources and support.
- CARE Initiative utilized 6 CARE Peer Educators consisting of students to implement programming across campus in collaboration with various student organizations and clubs
- CARE Initiative facilitated 2 trainings for local police officers
- CARE Initiative trained 8 Campus Safety Officers
- CARE Initiative participated in LGBTQ+ outreach, student organization meetings, and a retreat for United Sexuality & Genders
- CARE Initiative worked with YWCA and Fort Wayne Police Department Victim Assistance Office for events (1 located at Ft. Wayne campus) that reached over 60 campus and community members combined to discuss domestic violence and gender equity.
- CARE Initiative completed 2 VIA's (One Co-Facilitation for the Moonlight film and #RelationshipGoals to discuss healthy relationships and diversity and average number of 140 students in attendance.
- CARE Initiative hosted the 1st Annual Summit for Safer Campuses to aid in diversity, medical, law enforcement, prevention, and victim advocacy training for community and university partners.
- CARE Initiative completed an HIV/AIDS awareness education program in collaboration with Positive Resources in Fort Wayne.
- CARE Initiative implemented a reviewed and implemented a stalking protocol on campus.
- CARE Initiative collaborated with Director of University Safety to develop a new emergency response protocol.
- CARE Initiative trained 22 Student Affairs staff members on the North Manchester campus.
- CARE Initiative, in collaboration with community partner Hands of Hope, completed a trauma-informed training for University Safety in addition to policies, protective orders, and a discussion on community safety.
- CARE Initiative hosted a #MeToo campaign on campus.
- CARE Initiative facilitated a "Take Back The Night" week.
- CARE Initiative hosted a collaborative event called "The Real March Madness" in which education regarding domestic violence and alcoholism was discussed.
- CARE Initiative recognized the month of April as "Sexual Assault Awareness Month" and facilitated events throughout the month
- CARE Initiative hosted Fort Wayne Victim Assistance for an educational event titled, "Crimes Around The Corner" which focused on local sex trafficking.
- CARE Initiative hosted a "Voices Against Violence" event to provide a platform for survivors and serve as an educational opportunity for the rest of campus.

# SECURITY REPORT

## **Procedures in Cases of Sexual Assault**

Victims of any form of sexual assault should report the incident immediately to 911 and/or Parkview Police and Public Safety, 260-266-1800; quick reporting increases the probability that the alleged perpetrator can be held responsible. In cases of rape, acquaintance rape, or other sex offenses involving sexual contact, the victim should take steps to preserve evidence as it may be necessary to the proof of criminal sexual assault. This means that the victim should not change clothes, wash or bathe, or attempt to “clean up”; the physical condition of the victim is important evidence. Instead, the victim should immediately contact 911 or Parkview Police and Public Safety, 260-266-1800, Dean of Pharmacy Programs 260-470-4418, or to the Associate Dean for Student Affairs and Assessment of Pharmacy Programs 260-470-2745. These individuals will assist the victim to contact the appropriate authorities (in accord with the victim’s wishes), have evidence collected and secure appropriate medical care.

## **Options for Reporting Sexual Assault**

Incidents of sexual assault may be reported through a variety of means on the Fort Wayne campus; it is important that victims are aware of all options available to them and are free to choose among them. Sexual assault is a criminal violation; as such, a victim may choose to report it to the local law enforcement authorities (Fort Wayne Police Department, 911 or 260-427-1222) and pursue prosecution through the public court system. Sexual assault is also a violation of University policy; therefore, a victim may also choose to report it to University authorities and to pursue charges through the student conduct review system. This choice is available and recommended whether or not the victim chooses to prosecute off campus. In either case, members of the Parkview Police and Public Safety staff (260-266-1800, 24 hour number), Dean of Pharmacy Programs 260-470-4418, or to the Associate Dean for Student Affairs and Assessment of Pharmacy Programs 260-470-2745 will assist victims in exploring options and in filing and pursuing charges against the accused. The University’s coordinator for non-athletic Title IX issues is Allen Machielson. Incidents can also be reported by using the “Report It”, by going to [www.manchester.edu/common/reportit.htm](http://www.manchester.edu/common/reportit.htm), or the hyperlinks located on the student Gateway homepage.

## **Procedures and Sanctions for On-campus Disciplinary Actions**

If a victim chooses to pursue charges through the Conduct Review System, she/he should file charges through the Dean of Pharmacy Programs 260-470-4418, or to the Associate Dean for Student Affairs and Assessment of Pharmacy Programs 260-470-2745.

The Manchester University Conduct Review System Statement of Rights, which applies to all cases brought before the conduct system, states that “persons appearing before a conduct board or a University hearing panel have the right to be assisted by one advisor. Such advisor may not testify on behalf of the person.” Complainants similarly have the right to have others present during the proceedings. Both parties also have the right to bring witnesses. Both the accuser and the accused will be informed in writing of the outcome of any campus disciplinary proceedings. Possible sanctions resulting from an on-campus disciplinary procedure concerning rape, acquaintance rape or other sex offenses are outlined in the Sanction Guidelines used by University hearing bodies. Applicable sanctions range from fines and disciplinary probation to separation from the University. Additional forms of redress available include mediation, counseling and other educational interventions.

## **The Source Sexual Assault Policy’s**

Policy 3a. Rape: Sexual intercourse with another person, forcibly and/or against the person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of a temporary or permanent mental or physical incapacity.

Policy 3b. Sexual Battery: The touching 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 a temporary or permanent mental or physical incapacity.

Policy 3c. Child Molesting: A person who, with a child under 14 years of age, performs or submits to sexual intercourse or deviate sexual conduct, or performs or submits to any fondling or touching for the purpose of sexual gratification.

Policy 3d. Sexual Misconduct With a Minor: A person at least 18 years of age who, with a child at least 14 years of age but less than 16 years of age, performs or submits to sexual intercourse or deviate sexual conduct, or performs or submits to any fondling or touching for the purpose of sexual gratification.

Policy 3e. Criminal Deviate Conduct: A person who knowingly or intentionally causes another person to perform or submit to deviate sexual conduct when the other person is compelled by force or imminent threat of force, the other person is unaware that the conduct is occurring, or the other person is so mentally disabled or deficient that consent to the conduct cannot be given, commits criminal deviate conduct.

Policy 3f. Other Sex Crimes not listed above as described in the Indiana Code.

Policy 3g. Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, via any means of communication.

### **Support Services for Victims of Sexual Assault**

The Associate Dean for Student Affairs is available to provide counseling and support to victims of sexual assault. If a victim of sexual assault prefers to obtain counseling off campus, University staff will assist in identifying an appropriate and satisfactory referral resource. The following community resources are available to assist victims of sexual assault:

Fort Wayne Police Dept., Victim Assistance Program  
1320 East Creighton  
Fort Wayne, IN 46803  
Phone: (260) 427-1205

Fort Wayne Sexual Assault Treatment Center  
800 Broadway, Suite 301  
Fort Wayne, IN 46802  
E-mail: ftwsatc@aol.com  
Website: www.ftwsatc.com  
Crisis Hotline: (260) 425-3333

Fort Wayne Women's Bureau, Violence Against Women  
3521 Lake Avenue, Suite 1  
Fort Wayne, IN 46805  
E-mail: cpreston@womensbureau.com  
Crisis Hotline: (260) 424-7977

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In the event of a serious incident that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the Manchester University campus community. These methods include a public address system, InformaCast telephone messages, network emails, emergency text messages and voicemail messages sent to cell phones via a mass notification system.

Through the publication of this annual report, and through other media, members of the campus community are notified that they should immediately call the Fort Wayne Police Department, 911, and/or Parkview Police and Public Safety, 260-266-1800, of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Parkview Police and Public Safety officers have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, Parkview Police and Public Safety has the responsibility to respond to such incidents to determine

# SECURITY REPORT

if the situation does in fact pose a threat to the community. If that is the case, Federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

If Parkview Police and Public Safety officers confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community it is their responsibility to notify Manchester University Safety, 260-982-5999, who will summon the Crisis Management Team (Safety Supervisors, Information Technology Services (ITS) and Media and Public Relations) who will collaborate to determine the content of the message and will use some or all of the systems described above to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular segment of the population. The Crisis Management Team will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including but not limited to security officers, law enforcement, fire and emergency medical personnel), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

## **VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by-

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“Dating violence” means “violence committed by a person-

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - o The length of the relationship
  - o The type of relationship; and
  - o The frequency of interaction between the persons involved in the relationship

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

## **OFF CAMPUS PROTECTIVE ORDERS**

### **What is a protective Order?**

It is an order issued by a judge that prohibits or restricts another person from engaging in certain conduct. Protective orders can prohibit another person from:



- Threatening to commit or committing an act of violence against you;
- Abusing, harassing or contacting you or a member of your household;
- Entering your property or workplace;
- Damaging your property.

The protective order can also offer other forms of economic relief including child support, maintenance, attorney fees and other costs. The judge determines the specific relief offered.

To get a protective order, you must file a petition with the court. The County Clerk's office must provide you with the forms and clerical assistance. You do not need an attorney and no fee is required. More information is available on the Indiana Supreme Court website at [in.gov/judiciary/self-service](http://in.gov/judiciary/self-service).

If you are in immediate danger, a judge can grant you an emergency ex parte protection order that gives you immediate protection while the order is being processed. In some cases, a hearing will be ordered within 30 days, when the judge may approve the protective order with terms necessary to stop the violence or threats of violence.

To prepare for a protective order hearing, you should, if you can, bring witnesses, pictures of your injuries, police and medical reports and any other information you have about the violence.

## Frequently asked questions

- Do I need an attorney to obtain a protective order?
  - o No.
- Is there a fee to get a protective order?
  - o No.
- Can I get a protective order from any court in Indiana?
  - o In all except small claims court. The petition must be filed in the county in which you live, the abuser lives or in which the abuse occurred.
- What should I do with the order when I get it?
  - o Make copies. Keep one with you at all times. Keep a copy in your car, home, at work and at a friend's house. Follow up with the court to make sure the abuser is served (Indiana law requires that the abuser receive a copy of it).
- What should I do if the abuser violates the order?
  - o That is a crime in Indiana and the abuser can be arrested for violating it. If you don't feel safe call 911. When police arrive, show them the order; they should enforce it. Additionally, the violation of an order may also be considered civil contempt and you can request its enforcement by a judge.
- Why should I never invite the abuser to my home or initiate contact while the protective order is in effect?
  - o It is not against the law but it could expose you to danger. It can also be used against you in the court of law
- What should I do if I move to or visit another county or state?
  - o Your Indiana protective order is valid and enforceable in every other county and state. Be sure to carry a copy with you at all times.
- Can I keep my new address secret?
  - o If you move within Indiana, you can participate in the Address Confidentiality Program. It allows you to use a post office box registered to the State Attorney General as your permanent address. For more information call 800-321-1907
- You have the right to have a victim advocate with you in court to offer emotional support.

## What is domestic violence?

Domestic violence is the use of power and control within an intimate relationship that threatens a person's well-being. The abuse can be physical, sexual, emotional and financial. It can happen to anyone of any race, age, sexual orientation, religion or gender. It can happen to couples who are married, living together or dating.

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Domestic violence affects people of all socioeconomic backgrounds and education levels. It can happen to friends, family or co-workers. It can happen to you.

Respectful relationships allow both partners to feel supported and connected but still feel independent. Ultimately, the two people in the relationship decide what is healthy for them and what is not. If something doesn't feel right, you should have the freedom to voice your concerns to your partner.

Preventing domestic violence begins when we all agree that fair treatment in a relationship is a basic right.

## Sanctions

If the accused student is found responsible for violating campus policy, the Administrative Hearing Officer or Hearing Panel will consult with the Dean of Student experience, or designee to determine the appropriate sanction according to the Conduct System Sanction Guidelines as outlined in The Source. If the accused employee or other non-student is found responsible, the Administrative Hearing Officer or Hearing Panel will consult with the assistant vice president of human resources to determine the appropriate sanction according to the employee Conduct System Sanction Guidelines.

The sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects while supporting the University's educational mission and VAWA obligations.

The guidelines for student violations of this policy include:

Violation	Sanction Range
Dating Violence	Disciplinary Probation to Expulsion
Domestic Violence	Disciplinary Probation to Expulsion
Stalking	Disciplinary Probation to Expulsion

## NOVEMBER 2016 CARE GRANT

In November of 2016, Manchester University received a \$300,000 grant to support efforts to raise awareness about sexual assault, domestic violence, dating violence and stalking, and enhanced victim support. The three-year award allows Manchester to implement its CARE Initiative – Creating a Respectful Environment – for the North Manchester and Fort Wayne campuses. The plan is the result of a climate survey in January and dovetails with MU Title IX policies and procedures.

### CARE will target three areas:

- Education programs focusing on prevention and further promoting a respectful environment.
- Coordination among University officials, victim advocacy organizations and local law enforcement.
- Enhanced outreach to underserved populations on the MU campuses.

The proposal calls for Manchester to partner with four victim services providers: Hands of Hope, the Beaman Home (Warsaw), the Fort Wayne Sexual Assault Treatment Center and Crime Victim Care. The police departments in North Manchester and Fort Wayne will also serve as external partners.

“As you know, our mission statement calls us to respect the infinite worth of every individual. Respecting the rights and well-being of all people is core to who we are,” McFadden said in the announcement to the MU community. “I’m proud that our CARE program will further strengthen our commitment to keeping all members of our community safe and whole, and promoting education about an issue that warrants thorough and thoughtful attention.”

“Schools that individualize their response to sexual, dating and domestic violence are better able to meet the unique needs of their student populations, especially underserved groups,” said Bea Hanson, principal deputy director of the Office on Violence Against Women, in announcing this year’s grants. “Coordinated, comprehensive responses allow college communities to develop sustainable strategies to address these crimes.”

## RESOURCES

Indiana Coalition Against Domestic Violence  
Toll free hotline 800-332-7385  
[www.icadvinc.org](http://www.icadvinc.org)

Connect2Help  
(in most areas of Indiana)  
211

National Domestic Violence Hotline  
800-799-SAFE – [www.ndvh.org](http://www.ndvh.org)

National Sexual Assault Hotline  
800-656-HOPE  
[www.rainn.org](http://www.rainn.org)

Indiana Attorney General  
317-232-6201  
[www.in.gov/attorneygeneral](http://www.in.gov/attorneygeneral)

Center for Victim and Human Rights  
(legal assistance to file a protective order)  
317-610-3427 – [www.cvhr.org](http://www.cvhr.org)

Hands of Hope  
A division of Family Service Society, INC  
24-hour domestic violence and sexual assault helpline  
765-664-0701 or 800-434-8973

## WEAPONS POLICY

Possession and/or the use of firearms, ammunition, or other weapons, including any dangerous article or substance with the potential to injure or discomfit a person, are prohibited. The possession on campus of any instrument that could be perceived as a dangerous and/or deadly weapon, including but not limited to knives (dagger, dirk, poniard, stiletto, switchblade, butterfly, or gravity knife), guns, airsoft, bb and pellet guns, bows and arrows, martial arts weapons, etc., is not permitted. This prohibition extends to any vehicle parked on University property and to any decor items which, though intended for display only, could be considered potentially dangerous. For further information, refer to the policy section of *The Source* Student Handbook.

**Clarification A:** This policy is not intended to prohibit the possession of small folding pocket knives, with a blade length of 3 inches or less, or kitchen utensils; however, if such items are used in a threatening or dangerous manner, such behavior will constitute a violation of this policy.

## ANNUAL TEST OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In accordance with the Higher Education Opportunity Act, on an annual basis, the Crisis Management Team will coordinate, plan, and conduct at least one test of the emergency response and evacuation procedures, including a test of the mass emergency notification system, on each of the Manchester University campuses. The test may involve all portions of the campus or a segment thereof. The intent of the drill is to assess and evaluate the effectiveness of the University's emergency plans and capabilities. Some drills will be announced and well-publicized to the campus community prior to the event, while others may be unannounced.

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For 2018 the Fort Wayne Campus conducted the following Emergency Drills:

Fort Wayne Campus Emergency Drills:

Fire Drill	September 26, 2018
Tornado Drill	March 13, 2018
Lockdown Drill	April 23, 2018

## CRIME PREVENTION EFFORTS

Manchester University works to educate the campus community on sound safety practices. Safety and security-related topics are a part of the programs planned for students and employees throughout the year. University Safety sponsors annual crime prevention programs to student groups, including presentations on how to avoid becoming a crime victim, theft prevention, identity theft, and self-defense programs presented by University Safety staff and other personnel upon request. Programs and videos are also available upon request for all campus groups.

## STUDENT/EMPLOYEE RESPONSIBILITY

The cooperation, involvement and personal support of students and employees is crucial to campus safety. At Manchester University, we sincerely believe that “you are the key to security.” Students and employees must assume responsibility for their own personal safety and the security of their belongings by taking simple precautions:

- Do not prop open exterior doors to building.
- Lock room doors, even when leaving for short periods of time.
- Ask visitors to identify themselves before admitting them into the building.
- Walk in pairs, especially when going out at night.
- Park your vehicle in well-lighted areas and keep it locked at all times; valuables should be concealed.
- Secure your personal information (Social Security number, date of birth, ID number, PINs, passwords, etc.).
- Report suspicious circumstances and unusual incidents immediately.

## SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The following excerpt is taken from the Indiana Sheriffs' Sex Offender Registry website ([http://www.state.in.us/serv/cji\\_sor](http://www.state.in.us/serv/cji_sor)): “Effective January 1, 2003, Zachary’s Law requires sheriff departments to jointly establish and maintain the Indiana Sheriffs’ Sex Offender Registry to provide detailed information about individuals who register as sex or violent offenders at Indiana sheriff departments (or, in Marion County, the Indianapolis Metropolitan Police Department). The purpose of the registry is to inform the general public about the identity, location, and appearance of sex and violent offenders who live, work, or study in Indiana.”

## CRIME STATISTICS

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the campus community obtained from both law enforcement and non-law enforcement sources. Local law enforcement agencies, including the Fort Wayne Police Department, the Allen County Sheriff’s Department, the Indiana State Police, and the Indiana State Excise Police, as well as Parkview Police and Public Safety provide the Director of University Safety with information pertaining to criminal acts and arrests that occur on or adjacent to University property. Crime statistics/ reports are also obtained from the Dean of the College of Pharmacy, Associate Dean for Academic Affairs and the Fort Wayne Facilities Coordinator & Human Resources Liaison, Parkview Security and other members of the University community. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. All of the statistics are gathered, compiled, and reported to the University community via this publication, which is prepared by the Department of University Safety. These statistics reflect all reported allegations of

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criminal activity, regardless of the outcome of any conduct/criminal proceeding. As cautioned by the U.S. Department of Education, these crime statistics "...represent alleged criminal offenses reported to campus security authorities and/or local law enforcement agencies. Therefore, the data collected does not necessarily reflect prosecutions or convictions for crimes. Because some statistics are provided by non-police authorities, the data are not directly comparable to data from the FBI's Uniform Crime Reporting System, which only collects statistics from police authorities."

**Since the College of Pharmacy opened for the first time in Fall 2012, there are no crime statistics to disclose for the three previous calendar years (2009, 2010, 2011).**

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States institutions of higher education to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related statistics for on-campus student housing facilities. Manchester University College of Pharmacy does not have on-campus student housing facilities

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<b>Criminal Offenses Reporting Table</b>			
OFFENSE	YEAR	GEOGRAPHIC LOCATION	
		ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2016	0	0
	2017	0	0
	2018	0	0
MANSLAUGHTER BY NEGLIGENCE	2016	0	0
	2017	0	0
	2018	0	0
RAPE	2017	0	0
	2018	0	0
	2019	0	0
FONDLING	2017	0	0
	2018	0	0
	2019	0	0
INCEST	2017	0	0
	2017	0	0
	2018	0	0
STATUTORY RAPE	2016	0	0
	2017	0	0
	2018	0	0
ROBBERY	2016	0	0
	2017	0	0
	2018	0	0
AGGRAVATED ASSAULT	2016	0	0
	2017	0	0
	2018	0	0
BURGLARY	2016	0	0
	2017	0	0
	2018	0	0
MOTOR VEHICLE THEFT	2016	0	0
	2017	0	0
	2018	0	0
ARSON	2016	0	0
	2017	0	0
	2018	0	0

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<b>VAWA Offenses Reporting Table</b>			
OFFENSE	YEAR	GEOGRAPHIC LOCATION	
		ON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2016	0	1
	2017	0	0
	2018	0	0
DATING VIOLENCE	2016	0	0
	2017	0	0
	2018	0	0
STALKING	2016	0	0
	2017	0	0
	2018	0	0

<b>Criminal Offenses Reporting Table</b>			
OFFENSE	YEAR	GEOGRAPHIC LOCATION	
		ON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2016	0	0
	2017	0	0
	2018	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2016	0	0
	2017	0	0
	2018	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2016	0	0
	2017	0	0
	2018	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2016	0	0
	2017	0	0
	2018	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2016	0	0
	2017	0	0
	2018	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2016	0	0
	2017	0	0
	2018	0	0

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## **Hate Crimes**

There were no hate crimes reported for 2016, 2017 or 2018

## **Unfounded Crimes**

There were no unfounded crimes reported for 2016, 2017 or 2018



For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations the statistics indicate the number of people referred to the Office of Student Rights and Responsibilities for possible disciplinary action for violations of those specific laws. Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime.

## **GEOGRAPHY DEFINITIONS FROM THE CLERY ACT**

**On-Campus-Defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building Or Property-Defined as:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property-Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Manchester University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

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**This booklet is provided in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990) and the Higher Education Opportunity Act of 2008 (Public Law 110-315).**

**FORT WAYNE CAMPUS  
EMERGENCIES DIAL 260-266-1800**