

**Brown Mackie College  
325 East US Hwy 20  
Michigan City, IN 46360**

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

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

(219) 877-3100

325 East US Hwy 20  
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## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Brown Mackie College Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report summary is distributed to every student, prospective student, employee and prospective employee on an annual basis and is available to employees and students after the initial distribution at their request. A copy of the Campus Security and Crime Prevention Policy summary is placed in each employee's mailbox. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. Prospective students are given a copy of the report summary.

### **REPORTING CRIMES AND EMERGENCIES**

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

Students and employees should accurately and promptly report all criminal actions and emergencies occurring on or around Brown Mackie College facilities to the Receptionist either in person or by calling (219) 877-3100. If the Receptionist is not available you may contact the Campus President at (219) 877-3100 and the Michigan City Police Department by dialing 911 or (219) 874-3221. Emergencies are generally defined as a serious situation or occurrence that happens unexpectedly and demands immediate attention.

All criminal activity is documented by the completion of an Incident Report and is reported to local law enforcement agencies and to the Receptionist. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Michigan City Police by dialing 911 and then notify the Campus President.

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

All incidents are reported to the receptionist by the following individuals that have Campus Security Authority:

1. Campus President
2. Dean of Academic Affairs
3. Senior Director of Admissions
4. Registrar
5. Student Accounting Advisor
6. Senior Financial Aid Officer

Incidents are documented on the Incident Report, which is sent to the Campus President. Reports are kept in a secure location, in the Campus President's office.

The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus President.

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

It is the policy of Brown Mackie College that access to Institution's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

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

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Thursday 8:00 a.m. to 10:00 p.m., Wednesday 8:00a.m. to 5:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.
4. Report immediately to the Receptionist any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. If the Receptionist is not available, contact the Campus President and the Michigan City Police Department by dialing 911 or (219) 874-3221.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene and set warning devices
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
  - i. Ensure that entrance to the building in the evening is restricted to the front doors or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

### **All Students are required to:**

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

## **CAMPUS SECURITY ENFORCEMENTS**

Brown Mackie College-Michigan City employs Campus Security officers thru Allied Barton. The Campus President or the Receptionist will notify the police department as warranted. Someone is on duty during the hours the building is occupied. Security officers are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises with authorization from campus staff. Students are advised to carry their School Photo ID card at all times and to present them upon request. The Receptionist may not make arrests, but is instructed to promptly contact the Campus President if any illegal activity occurs at which time the Campus President will make a determination if the local law enforcement agency should be contacted..

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

Brown Mackie College is located in Michigan City, Laporte County. Brown Mackie College maintains a working relationship with the Michigan City Police Department with periodic contact initiated by Brown Mackie College personnel to ensure that Brown Mackie College is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. A timely warning report will be issued as soon as the pertinent information is available. Timely warning reports are placed in employee mailboxes and students are notified by posting bulletins around the Institution in addition to utilizing the schools internal Emergency Notification System - My Campus Alert to notify students electronically by e-mail, text message, or cell phone call.

## **EMERGENCY NOTIFICATION POLICY**

Procedure used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency:

In the event of a campus emergency requiring immediate evacuation of the campus, after informing the local police department of the nature of the emergency via 911, the college will utilize its Senior Staff and Executive Committee members to inform all students on campus of the need to immediately evacuate the premises to a safe location following the below procedures:.

### **MAIN CAMPUS EVACUATION PLAN:**

Below are the steps to **always** take if the building needs to be evacuated:

1. The senior EC member or night staff member on-site, is to report to the electronic Von Tobel sign by HWY 20 to act as a single point of contact, the point person, for the fire department, students are to evacuate to the parking lot adjacent to Von Tobel Lumber.

2. It is the instructors' **FIRST** responsibility in the event of an evacuation to secure the class roster for the day and bring it with them to verify all students are evacuated. Each instructor should close the door of the classroom behind them after ensuring the classroom is empty. All faculty members, using their rosters, will then confirm that their students have all been evacuated and will report this to the point person at that location.
3. The Receptionist is responsible for evacuating the common areas, any guests AND must bring the master key set to the point person at the Von Tobel sign to provide to the fire department.

When the fire department arrives, no one is to send the fire department away. The assigned point person will then communicate with the fire department. No one should then enter the building until an "all clear" is given by the point person.

#### WOODLAND OFF SITE EVACUATION PLAN::

Below are the steps to **always** take if the building needs to be evacuated:

1. The night staff member on site is to report to the corner of HWY20 & Woodland Avenue to act as a single point of contact, the point person, for the fire department. Students are to evacuate to the parking lot closest to HWY 20 & Woodland.
2. It is the instructors' **FIRST** responsibility in the event of an evacuation to secure the class roster for the day and bring it with them to verify all students are evacuated. Each instructor should close the door of the classroom behind them after ensuring the classroom is empty. All faculty members, using their rosters, will then confirm that their students have all been evacuated and will report this to the point person at that location.
3. The point person is responsible for evacuating the common areas AND must bring the master key to provide to the fire department.

When the fire department arrives, no one is to send the fire department away. The assigned point person will then communicate with the fire department. No one should then enter the building until an "all clear" is given by the point person.

If the situation allows, the college's receptionist will also immediately send out an "all student/staff" communication via the schools internal Emergency Notification System - My Campus Alert of the need to evacuate the campus. Depending upon the nature of the emergency, the college President, another Executive Committee member or the senior staff member on campus will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members.

In addition, in the event of an emergency requiring the college to close temporarily, the college President will contact the Corporate Public Relations Department who will cause an announcement of the duration of the closure to be listed on the college's national website.

Process used to confirm that there is a significant emergency or dangerous situation:

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the campus President or any other Executive Committee member (Dean of Academic Affairs or Senior Director of Admissions) to report the situation. The President or Executive Committee member will then review the report to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

Process used to determine the appropriate segment(s) of the campus community to receive notification:

In the event of a confirmed emergency situation, the Campus President or Executive Committee member will determine the appropriate segments of the campus population to receive notification and determine the content of the notification which will then be passed on to the staff members for dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:

7. Campus President
8. Dean of Academic Affairs
9. Senior Director of Admissions
10. Registrar
11. Student Accounting Advisor
12. Senior Financial Aid Officer
13. Staff and/or Faculty members

The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of this report via e-mail to the address of record of all students, faculty and staff.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings and practice drills are conducted at least annually to assure effectiveness of the plan. The practice drill exercise utilizing the forementioned evacuation plan along with a record of the date, time and whether it was announced or unannounced is maintained by the Campus President.

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

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

All new Brown Mackie College students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Brown Mackie College employees. The monthly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Campus President in a secure location.

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

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law

enforcement officials two times per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above-“Reporting Criminal Actions or Other Non-Emergencies,” personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, a timely warning report will be issued as soon as the pertinent information is available and are placed in employee mailboxes and students are notified by posting bulletins around the Institution in addition to utilizing the schools internal Emergency Notification System - My Campus Alert as well as to notify students electronically by e-mail, text message, or cell phone call.

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

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

Brown Mackie College has no Off Campus Organizations.

## **DRUG AND ALCOHOL POLICIES**

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

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

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

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers once a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, the Dean of Student Affairs, the Executive Committee or other Brown Mackie College officials

will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone.

### Reporting sexual assaults:

Contact any staff or faculty member to let them know you want to report a sexual assault.

The staff or faculty member will contact an Executive Committee Member.

Option will be given to contact Local Law Enforcement with the assistance of school personnel if requested

An incident report will be filled out with the information provided.

It is also recommended that victims call the Rape Crisis Hotline at 1-800-866-6237. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College will assist in identifying off-campus counseling or mental health services. Brown Mackie College - Michigan City is obligated to comply with a student's request for an academic situation change following an alleged sex offense. Local rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

### **Stepping Stone Women's Shelter for Women**

**Website: [www.steppingstoneshelter.org](http://www.steppingstoneshelter.org)**

### **Swanson Center**

**Marquette Mall**

**450 St. John Rd**

**Michigan City, IN 46360**

**1-800-982-7123**

**Website: [www.swansoncenter.org](http://www.swansoncenter.org)**

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College published Student Conduct Policy. Both the accuser and the

accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means Brown Mackie College-Michigan City's determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, include warning, probation, suspension or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Michigan City Police Department, located at:

102 W 2<sup>nd</sup> Street  
Michigan City, IN 46360

Additional information can be obtained by calling the police department at (219)874-3221

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 and victim notification for other cases involving allegations of crimes of violence is available on-line at: [www.laportecountysheriff.com](http://www.laportecountysheriff.com)

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

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

### **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College- Michigan City prepares the crime statistic policies annually (\*\*\*) by gathering all reported data and updating the report. The report will then be forwarded to Joann Kail at EDMC for final approval. Moreover, local police agencies are contacted by the Campus President and Dean of Academic Affairs to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed.

## Brown Mackie College - Michigan City

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

<i>Criminal Offenses</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property*	On Campus	Non-campus buildings and property*	Public Property*	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or



*Arrests/Persons Referred for Campus  
Disciplinary Action*

	Calendar Year								
	2008			2009			2010		
	On Campus	Non- campus buildings and property*	Public Property **	On Campus	Non- campus buildings and property*	Public Property**	On Campus	Non- campus buildings and property*	Public Property**
<b>Arrests</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

\*\* **PUBLIC PROPERTY:** Public property includes the sidewalks immediately adjacent to the campus.

**Brown Mackie College - Michigan City does not have any residence halls for students of any kind.**