Calumet College
OF ST. JOSEPH

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Annual Security Report and Annual Fire Safety Report

Publication Date: September 28, 2026

2400 New York Avenue | Whiting, IN 46394
219-473-7770 | 877-700-9100 | www.ccsj.edu

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Resources at a Glance

Safety and Security

Security

Emergency.....911
CCSJ Main Security.....219.644.6595
2400 New York Avenue, Whiting, IN 46394
CCSJ On-Call Resident Assistant.....219.765.1061
2450 New York Avenue, Whiting, IN 46394
CCSJ Security Oversight Manager.....219.718.6081

City of Hammond Police Department

Emergency.....911
Non-Emergency.....219.853.6490
509 Douglas Street, Hammond, IN 46383

City of Whiting Police Department

Emergency.....911
Non-Emergency.....219.473.4440
1914 Schrage Avenue, Whiting, IN 46394

Additional Campus Safety Services

https://www.ccsj.edu/campus-alerts/

Campus Offices

Welcome and Information Center (WIC)..... 219.473.4224

Human Resources.....219.473.4328
Room 609

Campus Ministry.....219.473.4239
Room 126

Residence Life.....219.473.4369
Room 180
housing@ccsj.edu
https://www.ccsj.edu/student-life/residence-life/

Academic Accommodations

Director.....219.473.4349
Room 181
disabilityservices@ccsj.edu

Mental Health Resources

Providing Access to Health (P.A.T.H.).....219.413.3702
Available to currently enrolled students
Main Campus, Room 176

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Resources

Haven House 219.931.2090
Off-campus resource available to the public

National Domestic Violence Hotline.....800.799.7233
TTY.....800.787.3224

RAINN (Rape, Abuse & Incest National Network)

National Sexual Assault Hotline 800.656.4673
www.rainn.org

Substance Abuse Resources

Substance Abuse and Mental Health Services Administration

National Helpline.....800.662.4357
www.samhsa.gov

National Suicide Prevention Hotline.....800.273.8255

988 Suicide & Crisis Lifeline 988

Title IX Contacts

Title IX Coordinator.....219.473.4305
Room 176
titleix@ccsj.edu
www.ccsj.edu/title-ix/

Preparation of the Annual Security Report and Annual Fire Safety Report

Calumet College of St. Joseph (CCSJ or the College) values public accountability and transparency for campus security. Accordingly, Calumet College of St. Joseph adheres to all applicable state and federal laws, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery), which is a federal law requiring colleges and universities across the country to disclose crime information. The Annual Security Report (ASR) and Annual Fire Safety Report (AFSR) highlights safety practices and resources available to the Calumet College of St. Joseph community.

Calumet College of St. Joseph consists of 3 buildings in Hammond, Indiana: the Main Campus Building (Academic and Administrative), (2400 New York Avenue, Whiting, IN 46394), The Dennis & Leslie Rittenmeyer Athletic Center (2400 New York Avenue, Whiting, IN 46394), and the Clark House (Residence Hall) (2450 New York Avenue, Whiting, IN 46394). Although these have Whiting post addresses, they are all located in Hammond, IN. CCSJ also occupies twelve (12) apartments through a Lease Agreement within the Illiana apartment complex at 1200 119th St., Whiting, IN 46394. This complex is located in Whiting, IN. Our campus has direct access to public bike trails and parks owned by the City of Hammond. Documentation for all facilities are kept in the Main Campus Building by the Facilities Manager (Room 64) and Campus Security (1st floor Security Desk).

The Security Oversight Manager prepares the ASR and AFSR through collaboration with local law enforcement and several university partners, including: Campus Security, Hammond Police and Fire Departments, Whiting Police and Fire Departments, the Facilities Manager, Campus Security Authorities (CSA), the Title IX Coordinator, and the Vice President of Business and Finance. CSA's are individuals who have significant responsibilities for students, employees, and university activities. Each entity provides updated information on their educational efforts and programs to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Once data has been reviewed for accuracy for the Calumet College of St. Joseph campus and prior to October 1, CCSJ notifies prospective and current students and employees by email of the report's availability, the electronic address at which the report can be accessed, and a brief description of the contents**.** If desired, individuals may request a printed copy of the report by contacting the Security Oversight Manager by phone at 219-718-6081 or email officeofsecurity@ccsj.edu.

2025 Clery Crime Statistics

Police agencies or campus security authorities. This report complies with 20 U.S. Code Section 1092(f).

OFFENSES	Year 2023					Year 2024					Year 2025				
	ON-CAMPUS PROPERTY		Public Property	Non-Campus	Total	ON-CAMPUS PROPERTY		Public Property	Non-Campus	Total	ON-CAMPUS PROPERTY		Public Property	Non-Campus	Total
	On Campus Housing	Total On-Campus				On Campus Housing	Total On-Campus				On Campus Housing	Total On-Campus			
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES															
Domestic Violence	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS															
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REFERRALS															
Weapons	2	2	0	0	2	1	1	0	0	1	0	0	0	0	0
Drugs	3	14	0	0	14	0	5	0	0	5	0	0	0	0	0
Alcohol	5	5	0	0	5	0	0	0	0	0	0	0	0	0	0

On-Campus Housing: The Residence Hall opened September 2022.

There were no hate crimes or unfounded crimes in 2023, 2043 and 2025.
There were no incidents of Hazing as per "The Stop Campus Hazing Act" enacted on December 23, 2024.

Unfounded Crime

Any of the above crimes can be "unfounded" but only by a sworn police officer. Any crimes unfounded by the local Police Departments will be identified in the annual security report. Crimes can only be unfounded when evidence shows that the crime clearly did not occur, or the person confessed that the report was false. A crime will not be unfounded simply because there is not enough evidence to effect an arrest or prove the crime did occur. As long as a report is provided in good faith, the incident will remain in the statistics as having occurred.

Calumet College of St. Joseph Security Policies

CCSJ Role, Authority, and Training

CCSJ Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at Calumet College of St. Joseph. Campus Security do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. CCSJ does not maintain a Memorandum of Understanding with the Hammond or Whiting Police Departments pertaining to the investigation of criminal incidents. The CCSJ Campus Security maintains a professional

working relationship with the cities of Hammond and Whiting Police Departments. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The Facilities Department is responsible for establishing and maintaining a safe and secure environment for the Calumet College of St. Joseph (CCSJ) community. The Facilities Department is staffed from 6 am to 4 pm Monday through Friday. Contracted Security is on Campus Monday through Friday from 2:30 pm to 6 am (Main Building with rounds), Saturday/Sunday from 8 am to 5 pm and 10 pm to 6 am (Main Building with rounds). All contracted Security officers are uniformed, and while not armed, are in radio and/or cell phone contact with the Facilities Manager at all times. Should assistance be required, emergency contact numbers are available via the Resources at a Glance binder located at the WIC desk.

Campus Security Authorities

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- Security Oversight Manager at officeofsecurity@ccsj.edu
- Director of Facilities at jbond@ccsj.edu
- Vice President of Business and Finance at lmiskus@ccsj.edu
- Vice President of Student Engagement and Retention and Title IX Coordinator at djonesmalone@ccsj.edu
- Director of Residence Life and Student Programs at tstrickland@ccsj.edu
- Security at security@ccsj.edu
- Director of Athletics at dlopez@ccsj.edu

Reporting Crimes

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

- All crimes occurring on or near College property should be reported immediately to the Campus Security Department. The number to contact is 219-644.6595.
- If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing 911.
- Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a College staff member will assist in making the report to police.
- Anonymous Title IX incident reports can also be made by using the following link https://www.ccsj.edu/title-ix/

Voluntary, Confidential Reporting

Deciding whether or when to report sexual misconduct is a personal decision. Should an individual wish the details of an experience be kept confidential as they seek information related to the reporting and investigative process; interim protection strategies; or counseling or medical support; they can speak with a Confidential Source. The following people have been identified as a confidential source:

Rev. Tim McFarland, C.PP.S.
Director of Mission Effectiveness
Room 611
(219) 473-4351
tmcfarland@ccsj.edu

Kerry Knowles, MHS
Mental Health Counselor
Room 176
(219) 413-3702
kknowles@ccsj.edu

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered to be campus security authorities. Under the law, campus pastoral and professional counselors, when acting as such, are not considered to be a campus security authority, and are not required to report crimes for inclusion in the annual disclosure of campus crime statistics. As a matter of policy, however, Calumet College of St. Joseph encourages its counselors, when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. All verified and unverified confidential reports of sexual offenses that meet the reporting criteria as determined by CCSJ administrators and Campus Security are included in the CCSJ campus crime statistics. Crimes reported to the confidential sources are not included unless the victim chooses to report to one of the other campus security authorities.

Professional and Pastoral Counselors

Professional and pastoral counselors are not required to report any information regarding an incident of alleged sexual violence. The exemption from reporting obligations for professional and pastoral counselors under Title IX is consistent with the Clery Act. Denomination, is recognized by that religious order or denominations as someone who provides confidential counseling, and is functioning within the scope of that recognition. In this context, a pastor or priest who is functioning as an athletic director or as a student advocate would not be exempt from the reporting obligations.

Crimes reported to a pastoral or professional counselor are not required to be reported by an institution under the Clery Act; however, institutions are strongly encouraged to establish voluntary, confidential reporting processes so that incidents of crime that are reported exclusively to professional and pastoral counselors will be included in the annual crime statistics. 34 C.F.R. §668.46(b)(2)(iii). As stated above, Calumet College of St. Joseph encourages its counselors, when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Timely Warning Reports

If a situation arises, either on or off campus, that, in the judgment of the Vice President for Student Engagement and Engagement and/or Vice President for Business and Finance, constitutes a serious or continuing threat to members of the campus community, a campus wide "timely warning" will be issued. The warning will be issued through the college email system and/or Omnilert to students, faculty, and staff. The College may also post the alert on the main page of the web site: http://www.ccsj.edu. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Director of Facilities 219.718.6081

CCSJ has communicated with local law enforcement asking them to notify CCSJ if it receives reports or information warranting a timely warning.

Missing Student Notification for Students in On-Campus Housing

CCSJ is committed to ensuring the safety of the members of our university community. In keeping with that goal, and in accordance with the Higher Education Act of 2008, 20 U.S.C. § 1092(j), the university has established the following Missing Student Notification Policy and Procedure.

1. If a member of the university community suspects that a student may be missing, they should *immediately* notify Campus Security. In addition, missing person reports may be made to the following offices:
    a. Vice President of Academic Affairs
    b. Vice President of Student Engagement and Retention
    c. Office of Resident Life
    d. Athletics

Official missing student reports made to any of the above-referenced offices must be referred immediately to Campus Security.

2. Upon receipt of a report that a student is missing, Campus Security will gather information to complete a Missing Persons Report Form, including but not limited to:

    - name, location, and contact information of the person who reported the student missing;
    - name, vital information, and a detailed description of the student reported as missing;
    - the circumstances in which the student was last seen or heard from;
    - list of known associates, addresses and contact information;
    - name/addresses of persons present at the scene.

3. Additional information that Campus Security will consider in determining whether a student is missing includes, but is not limited to the following:
    a. a student is out of contact for 24 hours after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
    b. circumstances indicate that an act of criminality is involved;
    c. circumstances indicate that physical safety is in danger;

d. existence of a medical condition may threaten life or health; and/or
e. existence of a physical or mental disability.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person tin the event the student is determined missing is in addition to identifying a general emergency contact person, but they can be the same individual for both purposes. A student's confidential contact information will be accessible only by authorized campus officials, and it will only be disclosed to law enforcement personnel in furtherance of a missing student investigation.

A student who wishes to designate a confidential contact may do so be informing the Director of Residence Life and Student Programs.

If Campus Security determines that a student residing in on-campus housing has been missing for twenty-four (24) hours, Campus Security will initiate the emergency contact procedures outlined herein.

Notification Procedures

1. Whenever Campus Security or local law enforcement determines that any student residing in on-campus housing has been missing for 24 hours, the university will notify the following persons within 24 hours of that determination:
   - the emergency contact, if one has been specified by the student;
   - the parents or guardians of any student who is under the age of 18 and not an emancipated minor; and
   - local law enforcement (unless local law enforcement made the determination)

2. Nothing in these policies and procedures shall prevent Campus Security from initiating these and other emergency notification procedures within 24 hours of any student's disappearance if, in the judgment of Campus Security, the circumstances of the student's disappearance warrant an earlier notification.

Emergency Response and Evacuation

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify Facilities at 219.718.6081 of any emergency or potentially dangerous situation.

Facilities will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, Facilities will consult with other appropriate

College officials to determine the appropriate segment or segments of the College community to be notified.

The Director of Facilities in collaboration with other appropriate personnel, will determine who should be notified, and 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Director of Facilities will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

If deemed necessary, the College's Security Oversight Manager will notify local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	**Sign-Up Instructions**
Text Messaging System (Omnilert)	Employees and students can sign up for the alerts through this web address https://ccsj.omnilert.net/subscriber.php
College Email Account	All employees and students are given an email account at the time they start
Postings on doors/bulletin boards	N/A

Testing & Documentation

The College tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the Safety and Security Committee will meet to train and test and evaluate the College's emergency response plan.

The Director of Facilities maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employee's information to remind them of the College's emergency response and evacuation procedures.

Security and Access to Calumet College of St. Joseph Facilities

The CCSJ campus is made up of a variety of facilities: Main Campus Building, Clark House, and the Dennis and Leslie Rittenmeyer Sports and Recreation Center (Athletic Center). In the daytime there is open access to the Main Campus Building and Athletic Center.

Campus Security is provided during the following times:

Monday through Friday (when the Clark House is open)	2 p.m. until 6 a.m.
Saturday (when the Main Building is open)	7 a.m. until 5 p.m.
Saturday/Sunday (when the Clark House is open)	10 p.m. until 6 a.m.

When the Clark House Res Hall is closed, Security hours are adjusted to coincide with the closing of the Main Building at 10 p.m. Monday through Thursday and 5 p.m. Friday.

Academic and Administrative Building

The Main Campus Building is located at 2400 New York Avenue, Whiting, IN 46394. The building has open access from 7:00 a.m. – 10:00 p.m. when classes are in session. It can also be accessed on Saturdays from 7:00 a.m. – 5:00 p.m. when classes are scheduled.

Special Considerations for Clark House Access

The residence hall for Calumet College of St. Joseph is located at 2450 New York Avenue, Whiting, IN 46394 and is locked 24 hours a day and 7 days a week. Residential students have access cards to enter the residence hall and their assigned room. The Residence Hall has 3 Resident Assistants (RA's) that rotate on duty from 8:00 PM until 8:00 AM Sunday through Saturday throughout the academic year except for breaks. Emergencies may necessitate changes or alterations to any posted schedules.

Special Considerations for Other On-Campus Housing

Calumet College of St. Joseph occupies twelve (12) apartments through a Lease Agreement within the Illiana apartment complex at 1200 119th St., Whiting, IN 46394. Residential students have key fobs to enter the apartment building and keys to their assigned apartment unit. CCSJ has 2 RA's assigned to the floors occupied by the college.

Special Considerations for Athletic Facility Access

The Rittenmeyer Center has open access from 9:00 a.m. – 5:00 p.m., Monday through Thursday and 9:00 a.m. – 2:00 p.m. on Friday.

Security Considerations in the Maintenance of Facilities

The Campus Security Department works with the Facilities Department to identify maintenance issues on campus that may be safety hazards. Safety checks are completed to identify street or safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. Maintenance personnel regularly check to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

The College provides information each year for employees regarding the College's security procedures and practices. This information is in the form of posters and other displays, and email blasts. Among other

things, it advises students and employees of the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others and practices regarding timely warnings and emergency notifications.

Crime prevention programs are planned for the upcoming semester by the Offices of Student Life and Residence Life. In addition, pamphlets on crime prevention are available in the Office of Student Life and Office of Human Resources.

Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any student organization facilities off campus. If you believe a crime has been committed during a student event on campus, please follow the procedures outlined in *reporting a crime*.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the respondent and complainant in these cases are given the results without the need to make a written request.

CCSJ Policies Governing Alcohol and Other Drugs

Alcohol and Drug Abuse Programs and Interventions

Calumet College of St. Joseph has established a drug-free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse and the penalties that may be imposed for drug and alcohol abuse violations. The Drug and Alcohol Abuse Prevention Program is available to all faculty, staff, and students of Calumet College of St. Joseph. The Drug Free Schools and Communities Act of 1989 requires that educational institutions provide educational programs that will combat substance abuse through prevention, rehabilitation and punishment.

Calumet College of St. Joseph provides a variety of programs and interventions for drug and alcohol abuse. Information about Calumet College of St. Joseph's full compliance with the Drug Free Schools and Communities Act, including the descriptions of drug and alcohol abuse education and intervention programs and information regarding the biennial review can be found at www.ccsj.edu/daapp.

3.23: Drug and Alcohol Policy

Calumet College of St. Joseph is committed to providing a safe and productive work environment for its faculty, staff and students. For this reason, the College maintains a drug, tobacco and alcohol-free workplace for employees and students.

Standards of Conduct

The following actions are prohibited at the College or while engaged in College related activities:

- Illegal use, sale, transfer, dispensing, distribution, possession, or unlawful manufacture of a controlled substance
- Being under the influence of controlled substances while on the job or on the College's premises. This includes, but is not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates, etc..
- Any such controlled substances found on the College's premises will be turned over to the Administration and Campus Security and may result in criminal prosecution.
- Violations to this policy will be considered gross misconduct and will result in immediate disciplinary action that includes but not limited to oral counseling, written reprimand, and warning, or termination.
- All faculty, staff, and students must abide by the terms of this policy. Should an employee be convicted of any criminal drug statute violation on the College premises or while conducting College related activities, he/she must notify the Human Resources Department no later than five (5) calendar days after the conviction.
- Except for limited circumstances approved by the President (i.e., services in the Chapel, Board of Trustee meetings, St. Joseph Society, Christmas parties and other specially designated events), the possession and/or use of alcohol on the job or on College's premises is prohibited. Being under the influence of alcohol on the College's premises is also prohibited.
- Alcohol possession applies to all open or unsealed containers which contain alcoholic beverages. Such containers are not allowed on the job or on the College's premises.
- Violators will be subject to disciplinary action up to and including termination.

College employees who are suspected of being impaired will not be allowed to continue working or remain in the workplace. Impairment is defined as a condition which:

- Affects the employee's ability to perform his or her job;
- Endangers the safety of an employee or others;
- May cause equipment or property damage; and
- May otherwise expose the College to a potential liability.

Such impairment when caused by alcohol, drugs, or controlled substance abuse is a violation of this policy. The College reserves the right to make a search of its premises and other owned property if a violation of this policy is suspected. The College also reserves the right to search the property of employees on College premises when there is a reasonable belief that there has been an abuse of a controlled substance or alcohol or a violation of this policy.

Counseling, Rehabilitation and Treatment

- Drug-free workplace policy,
- Health effects of controlled substances and drug abuse,
- Community resources for employee and student rehabilitation from drugs or controlled substance abuse

Through the resources of local, national and system-based efforts, assistance is available for those individuals with alcohol and drug abuse problems. Calumet College of St. Joseph offers the following drug and alcohol abuse information, counseling, assistance, and services:

Employee Assistance Program (EAP): Perspectives, LTD

- o Available to all CCSJ employees, both full- and part-time
- o Video and phone counseling support
- o 24/7 access via phone and online

In addition to the EAP, employees on a CCSJ medical insurance plan have additional resources for treatment of alcohol and drug abuse under health insurance coverage. Employees may contact Human Resources for additional assistance or reach out to one of the local or national resources noted below.

Locally Offered Programs

- In an emergency: call 9-1-1.
- Regional Mental Health Centers www.regionalmentalhealth.org
- Stark Center (East Chicago location) 219-398-7050
- Strawhun Center (Merrillville location) 219-769-4005
  - 24 Hour Crisis Line 219-769-4005
  - Narcotics Anonymous www.na.org
  - North West Area (Gary location) 219-765-5327
  - South Shore Area (Valparaiso location) 219-793-6262 32
  - Alcoholics Anonymous of the Hammond Area (219)-844-6695 or www.aanwi.org

National Resources

- National Alcohol and Drug Abuse Help Line 1-800-821-4357
- Alcohol Abuse 24 Hour National Hotline 1-800-950-7226
- Department of Drug Enforcement: Drug Fact Sheets http://www. dea.gov/factsheets

Additional Assistance for Students

Providing Access to Health (P.A.T.H.) is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. P.A.T.H. serves as an excellent resource for addressing issues such as substance and alcohol abuse and school conflicts. Additionally, P.A.T.H. provides training opportunities for students. For more information, contact the P.A.T.H. Counselor, at 219- 413-3702.

Campus Discipline and Indiana State Law

Violation of university policies and alcohol and drug laws by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion, under Penalties and Sanction in Calumet College of St. Joseph's 25-26 Student Handbook.

Employees who violate the College policies and laws will be subject to disciplinary action up to and including termination. For further guidance, students are instructed to see the Student Handbook and employees are instructed to see the Employee Handbook.

In addition to the College sanctions, Indiana and Federal laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacture or distribution of drugs or alcohol. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved the offender's past record for such offenses, and a variety of other factors.

CCSJ enforces the state's underage drinking laws as well as federal and state drug laws.

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at: https://www.ccsj.edu/title-ix/.

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses; and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (Indiana Code)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Indiana law does not define the term dating violence.
Domestic Violence (Ind. Code § 35-31.5-2-78)	"Crime of Domestic Violence" means an offense or the attempt to commit an offense that: (1) has as an element the: (A) use of physical force; or (B) threatened use of a deadly weapon; and (2) is committed against a family or household member, as defined in section 128 of this chapter.
Stalking (Ind. Code § 35-45-10-1)	As used in this chapter, "stalk" means a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.
Sexual Assault (Ind. Code § 5-26.5-1-8)	"Sexual assault" means conduct that constitutes (1) . . . (sex crimes) or . . . (incest); (2) an offense under the laws of: (A) the United States; (B) another state: or (C) an Indian tribe; that is substantially similar to an offense described in subdivision (1); or (2) an attempt or conspiracy to engage in conduct described in subdivision (1) or (2); regardless of whether the conduct results in criminal prosecution or whether the person who engages in the conduct is an adult.
Rape, Fondling, Incest, Statutory Rape	For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Indiana law are as follows: • Rape (Ind. Code § 35-42-4-1):

Crime Type (Indiana Code)	Definitions
	a. Except as provided in subsection (b), a person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct (as defined in IC 35-31.5-2-221.5) when: (1) the other person is compelled by force or imminent threat of force; (2) the other person is unaware that the sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) is occurring; (3) the other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) cannot be given; or (4) the person disregarded the other person's attempts to physically, verbally, or by any other visible conduct refuse the person's acts; commits rape, a Level 3 felony. b. An offense described in subsection (a) is a Level 1 felony if: (1) it is committed by using or threatening the use of deadly force; (2) it is committed while armed with a deadly weapon; (3) it results in serious bodily injury to a person other than a defendant; or (4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge. • Fondling: The institution has determined, based on good-faith research, that Indiana law does not define the term fondling. • Incest (Ind. Code § 35-46-1-3): A person eighteen (18) years of age or older who engages in sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) with another person, when the person knows that the other person is related to the person biologically as a parent, child, grandparent, grandchild, sibling, aunt, uncle, niece, or nephew, commits incest, a Level 5 felony. However, the offense is a Level 4 felony if the other person is less than sixteen (16) years of age. • Statutory Rape: The institution has determined, based on good-faith research, that Indiana law does not define the term statutory rape.
Other "sexual assault" crimes	Other crimes under Indiana law that may be classified as a "sexual assault" include the following: • Child Molesting (Ind. Code § 35-42-4-3): a. A person who, with a child under fourteen (14) years of age, knowingly or intentionally performs or submits to sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-

Crime Type (Indiana Code)	Definitions
	221.5) commits child molesting, a Level 3 felony. However, the offense is a Level 1 felony if: (1) it is committed by a person at least twenty-one (21) years of age; (2) it is committed by using or threatening the use of deadly force or while armed with a deadly weapon; (3) it results in serious bodily injury; (4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge; or (5) it results in the transmission of a serious sexually transmitted disease and the person knew that the person was infected with the disease. b. A person who, with a child under fourteen (14) years of age, performs or submits to any fondling or touching, of either the child or the older person, with intent to arouse or to satisfy the sexual desires of either the child or the older person, commits child molesting, a Level 4 felony. However, the offense is a Level 2 felony if: (1) it is committed by using or threatening the use of deadly force; (2) it is committed while armed with a deadly weapon; or (3) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge. c. A person may be convicted of attempted child molesting of an individual at least fourteen (14) years of age if the person believed the individual to be a child under fourteen (14) years of age at the time the person attempted to commit the offense. • Sexual Battery (Ind. Code § 35-42-4-8): A person who, with intent to arouse or satisfy the person's own sexual desires or the sexual desires of another person: (1) touches another person when that person is: (A) compelled to submit to the touching by force or the imminent threat of force; or (B) so mentally disabled or deficient that consent to the touching cannot be given; or (2) touches another person's genitals, pubic area, buttocks, or female breast when the person is unaware that the touching is occurring; commits sexual battery, a Level 6 felony. • Sexual Misconduct with a Minor (Ind. Code § 35-42-4-9): a. A person at least eighteen (18) years of age who knowingly or intentionally performs or submits to sexual intercourse or

Crime Type (Indiana Code)	Definitions
	other sexual conduct (as defined in IC 35-31.5-2-221.5) with a child less than sixteen (16) years of age commits sexual misconduct with a minor, a Level 5 felony. However, the offense is: (1) a Level 4 felony if it is committed by a person at least twenty-one (21) years of age; and (2) a Level 1 felony if it is committed by using or threatening the use of deadly force, if it is committed while armed with a deadly weapon, if it results in serious bodily injury, or if the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge. b. A person at least eighteen (18) years of age who knowingly or intentionally performs or submits to any fondling or touching with a child less than sixteen (16) years of age with intent to arouse or to satisfy the sexual desires of either the child or the older person, commits sexual misconduct with a minor, a Level 6 felony. However, the offense is: (1) a Level 5 felony if it is committed by a person at least twenty-one (21) years of age; and (2) a Level 2 felony if it is committed by using or threatening the use of deadly force, while armed with a deadly weapon, or if the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.
Consent (as it relates to sexual activity)	The institution has determined, based on good-faith research, that Indiana law does not define the term consent (as it relates to sexual activity).

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.

- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; "playful" use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.

- If things get out of hand, don't hesitate to contact the police.

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: presentations, online training modules, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- The College plans to provide information to new students and employees on the prevention of dating violence, domestic violence, sexual assault, and stalking through Blackboard.
- As part of its ongoing campaign, the College posts Title IX information signage on the webpage, in the elevators and/or bulletin boards. The College also plans to use a variety of strategies, such as in-person presentations by sexual assault organizations and emails blasts with pertinent information.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Campus Security Department at 219.644.6595. You may also contact the College's Title IX Coordinator at 219.473.4305.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at St. Catherine Hospital, 4321 Fir St., East Chicago, IN, 219.392.7000.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.
Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- Campus Main Security at 219.644.6595
- Clark House Security at 219.765.1061
- Hammond Police Department 219.852.2900
- 509 Douglas Street, Hammond, IN,
- Whiting Police Department 219.473.4440
- 1914 Schrage Avenue, Whiting, IN

To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In the State of Indiana, there are three protection orders available: protection order, no contact order and workplace violence restraining order. Protection orders are filed electronically at https://www.in.gov/courts/iocs/publications/po-forms/.

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The College will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify Security and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the College will take all reasonable and legal action to implement the order.

The College does not issue legal orders of protection. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. The College may also issue a "no trespass warning" if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

Available Victim Services

Victims will be provided information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

College Resources

- Providing Access to Health (PATH)- Information about P.A.T.H. can be found at: https://www.ccsj.edu/student-services/counseling/
- Student Financial Aid – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: https://www.ccsj.edu/admissions/financial-aid/

State/Local Resources

- HOSPITALS/MEDICAL CENTERS IN THE AREA
  - St. Catherine Hospital (East Chicago, IN) 219.392.7000
  - Community Hospital (Munster, IN) 219.836.1600
- MENTAL HEALTH SERVICES IN THE AREA
  - Regional Mental Health Center (Stark Center -East Chicago location) 219.398.7050
  - Regional Mental Health Center (Strawhun Center- Merrillville location) 219.769.4005
- ADVOCACY AND SUPPORT ORGANIZATIONS IN THE AREA
  - Haven House 219.931.2090
- STATE'S LEGAL AID ORGANIZATION
  - Hammond Legal Aid Clinic 219.853.6611

National Resources

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): https://www.rainn.org/
- US Dept. of Justice Office on Violence Against Women: https://www.justice.gov/ovw
- National Coalition Against Domestic Violence: http://www.ncadv.org/
- National Sexual Violence Resource Center: http://www.nsvrc.org/
- U.S. Citizenship and Immigration Services: https://www.uscis.gov/
- Immigration Advocates Network: https://www.immigrationadvocates.org/

Accommodations and Protective Measures

The College will provide written notification to victims about options for and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is

obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Vice President of Student Engagement and Retention at 219.473.4305, and the Security Oversight Manager is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Sexual Discrimination, Harassment and Misconduct Compliance Policy

Definitions

Actual Knowledge:

Notice of Sexual Harassment or allegations of Sexual Harassment to a University's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the College with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. Examples of an employee with authority to institute corrective measures on behalf of the College include deans, associate deans, vice presidents, coaches, Title IX Coordinator and deputy coordinators, directors, resident and graduate assistants, human resources staff, campus safety officers, administrators, and other employees as outlined Section III: Employee Duty to Report.

Administrator:

The adjudicator(s) who oversee(s) any hearing which takes place as part of the resolution process. The administrative hearing will consist of a panel of at least two (2) College employees trained to hear cases involving Sexual Harassment.

Appointee:

An individual deemed to have an affiliation with the College in a - capacity as designated in the applicable Human Resources Information System.

Child Molesting:

A person at least 18 years of age who, with a child under 14 years of age, performs or submits to sexual intercourse or sexual misconduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

Complainant:

Any person who is reported to have experienced conduct prohibited by the policy, regardless of whether that individual makes a report or participates in the review of that report by the university, and regardless of whether that person is a member of the College Community.

Consent:

Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of sexual activity.

A. Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity.
B. Consent may be withdrawn at any time.
C. Previous relationships or prior Consent cannot imply Consent to future sexual acts; this includes “blanket” Consent (i.e., permission in advance for any/all actions at a later time/place).
D. Consent cannot be given by an individual who one knows to be or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.).
    i. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing Consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).
    ii. This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.

    iii. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.
E. It is the obligation of the person initiating the sexual activity to obtain Consent.
F. An individual cannot Consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.
    i. Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person.
    ii. Coercion: the application of pressure by the Respondent that unreasonably interferes

with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.

G. A person who does not want to Consent to sex is not required to resist or verbally object.
H. Withdrawal of Consent can be manifested through conduct and need not be a verbal withdrawal of Consent (i.e. crying, pulling away, pushing away, not actively participating, laying there, uncomfortable or upset facial expression).
I. Consent may not be given by an individual who has not reached the legal age of Consent under applicable law.

Decision Maker:

A pair of administrators who oversee(s) any hearing or appeal which takes place as part of the formal resolution process.

Faculty-Student Consensual Relations:

It is a violation of this policy if faculty members, coaches, advisors or other staff members become involved in amorous or sexual relationships with students who are enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. Because of the imbalance of power implicit in the relationship between a faculty member and a student, a sexual relationship between them is inappropriate and must be avoided, regardless of whether the relationship is consensual. Likewise, it is a violation for a supervisor and a directly reporting employee to have a consensual amorous or sexual relationship with each other.

Formal Complaint:

A complaint filed by the Complainant or the College that triggers the College's full investigation and hearing process under Title IX.

Inducing Incapacitation:

This includes the provision of alcohol or drugs to an individual, with or without that individual's knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or intoxication.

Investigator:

An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.

Media-Based Misconduct:

Photographing or taping someone (via audio, video or otherwise) involved in sexual activity, or in a state of undress, without his or her knowledge or consent. Even if a person consented to sexual activity, photographing or taping someone without his or her knowledge and agreement goes beyond the boundaries of that consent. Dissemination of photographs or video/audio of someone involved in sexual activity, or in a state of undress, without his or her knowledge or consent constitutes a separate and additional act of sexual misconduct.

Other Inappropriate Sexual Contact:

Having or attempting to have sexual contact of any kind other than that defined as "sexual violence" with another individual without consent. Other inappropriate sexual contact may include kissing, touching or making other inappropriate contact with the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner and without permission.

Relationship Violence:

A broad term that encompasses domestic violence and dating violence.

Domestic Violence:

Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant's current or former spouse or intimate partner, a person with whom the complainant share a child in common, a person who is or has cohabitated with the complainant as spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to the policy.

Dating Violence:

Violence committed by a person

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

Respondent:

Any member of the College Community who is reported to have engaged in conduct prohibited by this policy.

Retaliation:

Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or Sexual Harassment.

Sexual Harassment:

A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
C. "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a) (10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34U.S.C. 12291(a) (30).

All such acts constitute of Sexual Harassment under this policy.

Sexual Violence:

Sexual acts perpetrated without Consent.

Sexual Assault:

Non-Consensual Sexual Conduct and Non-consensual Sexual Penetration.

Non-Consensual Sexual Contact:

Any intentional sexual touching, however slight, with any body part or object, by any individual upon

another that is without consent and/or by force or coercion. Sexual contact includes: intentional contact with the breasts, buttock, groin or genitals, or touching another with any of these body parts or object, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Penetration:

Any sexual penetration, however slight, with any body part of object by any individual upon another that is without consent and/or by force or coercion. Sexual penetration includes: vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.

Sexual Exploitation:

Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the individual exploited.

Examples of sexual exploitation include but not limited to:

A. Engaging in voyeurism;
B. Exploiting one's genitals in non-consensual circumstances; including another to expose their genitals;
C. Going beyond the boundaries of consent (e.g., letting others hide in a closet to watch you having consensual sex);
D. Invasion of sexual privacy;
E. Knowingly transmitting a sexually transmitted infection (STI) to another;
F. Non-consensual pictures, video or audio-recording of sexual activity, or the nonconsensual distribution of such material;
G. Possession, use, and/or distribution of alcohol or other drug (e.g. Xanax, Ambien, Benadryl, Rohypnol (Roofies), Ketamine, GHB, etc.) for the purpose of engaging in or facilitating any activity prohibited under this policy; and
H. Prostituting another.

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 submit to sexual intercourse or sexual misconduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

Stalking:

A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the Complainant to fear for their own or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant's property.

Student:

An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the university to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the university; "Student" also includes registered Student organizations. A Student organization remains a "Student" for purposes of this policy for one calendar year following the expiration of the organization's most recent registration. The university reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.

Title IX Coordinator:

The designated university official with primary responsibility for coordinating the university's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the College responds appropriately, effectively, and equitably to all Title IX issues.

Undergraduate Students:

No faculty member shall have a sexual or amorous relationship with any undergraduate student, regardless of whether the faculty member currently exercises or expects to have any pedagogical or supervisory responsibilities over that student.

University Community:

Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors.

Policy Details

I. SCOPE

A. Medium

i. This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to: physical, verbal, and visual, whether in person or online in any format.

B. Jurisdiction

i. The College has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The College must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.

ii. The College's disciplinary response may be limited if the Respondent is a visitor or other third-party or is not subject to the College's jurisdiction.

iii. Allegations deemed to be outside of the scope of Title IX will follow a single investigation model per the student grievances section of the student handbook at http://www.ccsj.edu.

C. Location

i. This policy applies to alleged Sexual Harassment that takes place in a College's educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the College exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred.

ii. This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, the Illiana, or controlled by a Student organization that is officially recognized by the College.

iii. In situations not covered above, but where the Sexual Harassment undermines the security of the College Community or the integrity of the educational process or poses a serious threat to self or others, other applicable College procedures for general misconduct may be applied.

D. This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of the College Community who exercise their legitimate First Amendment rights.

E. Policy Maintenance

i. This policy is managed by Human Resources and the Title IX Coordinator.

ii. This policy and the associated procedures will be revised by the Title IX Committee.

II. Receiving Supportive Measures

A. Members of the College Community impacted by Sexual Harassment are encouraged to use counseling and support services, listed in the Resources section.

III. Employees With Authority to Institute Corrective Measures

A. The College designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the College.

B. The following employees have been designated by the College as having the authority to initiate corrective measure on its behalf:

i. Title IX Coordinator

ii. President of the University

iii. Senior Vice President of Athletics, Enrollment and Marketing

C. When one of the above employees learns of alleged sexual harassment, that employee should contact the Title IX Coordinator in the Office of Student Engagement and Retention as soon as possible.

D. Employees may have additional reporting obligations provided by law and/or other College policies.

E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures

IV. EMPLOYEE DUTY TO REPORT

All University employees have reporting responsibilities to ensure the University can take appropriate action.

A. All College employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Assault. Any employee who receives a disclosure of Sexual Assault or becomes aware of information that would lead a reasonable person to believe that a Sexual Assault may have occurred involving anyone covered under this policy, must report all known information immediately.

B. In addition to the requirement of reporting incidents of Sexual Assault, the following members of the College Community have an additional obligation to report all other incidents of Sexual Harassment, when they receive a disclosure of Sexual Harassment or become aware of information that would lead a reasonable person to believe that Sexual Harassment may have occurred involving anyone covered under this policy. These individuals must report the incident within five workdays of becoming aware of such information:

   i. Executive officers (Vice Presidents);

   ii. Directors, department heads/chairs (including those serving in assistant or associate roles);

   iii. Staff and faculty

   iv. Faculty and staff who serve as advisors to or coaches of College-recognized Student groups;

   v. All individuals, including Student-employees (such as Resident Advisors);

   vi. Campus Security Authorities designed by the College under the Clery Act not otherwise specified in this provision; and

   vii. Individuals serving in any of the positions described above on an acting or interim basis.

C. Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the College:

   i. At public survivor support events including, but not limited to: “Take Back the Night,” candlelight vigils, protests, and survivor speak-outs;

   ii. To Student-employees when they are operating outside of their official work capacity; or

   iii. During an individuals’ participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol.

D. Employees with a duty to report should refer to section, Reporting Allegations of Sexual Harassment. Contacting the Title IX Coordinator in the Office of Student Engagement and Retention to share all known information will satisfy the employee duty to report.

E. Employees may have additional reporting obligations provided by law and/or other College policies.

F. The following categories of employees are exempt from the duty to report Sexual Assault and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by the College as a confidential reporter:

   i. Professional and pastoral counselors

a) A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the University Community and who is functioning within the scope of that license or certification and their College employment.

1. This definition applies even to professional counselors who are not employees of the university but are under contract to provide counseling at the College.

2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the College).

b) A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the College.

1. In this context, a pastor or priest who is functioning as an athletic director or as a Student advocate would not be exempt from the reporting obligations.

ii. Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their College employment.

a) For example, a physician with a dual appointment as a clinician and professor would be required to report instances of Sexual Harassment of which they become aware in the scope of their employment as a professor, but must keep such information confidential and privileged if learned in the scope of their duties as a physician unless there is a mandatory reporting requirement under state law.

G. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

V. REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

A. Any person may report sexual harassment. By way example, this includes:

i. Students

ii. Employees

iii. Parents

iv. Any University Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.

B. Reports can be made to the Title IX Coordinator in the following ways:

i. In-Person: Room 177

ii. Mail: 2400 New York Avenue Whiting, IN 46307

iii. Phone: 219-473-4305

iv. Email: titleix@ccsj.edu

v. Online form: https://www.ccsj.edu/StudentLife/TitleIX.php#fileconcern

C. Making a report to the University and to law enforcement are mutually exclusive events. Making a report to the University does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the University. However, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.

City Police Department	Contact Information
Hammond	509 Douglas Street Hammond, IN 219-852-2900
Whiting	1914 Schrage Avenue Whiting, IN 219-473-4440

VI. CONFIDENTIALITY AND PRIVACY

A. The College recognizes the importance of confidentiality and privacy. See the Resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the College determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate University functions, or when the College is required to provide information under the law.

B. If an incident is disclosed or reported to College individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that College retaliation and explain the steps the College will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the College can honor the request while still providing a safe and nondiscriminatory environment.

C. A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the College proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.

D. When weighing a reporting party's request for confidentiality or that no investigation or resolution be pursued, the Title IX Coordinator will consider a range of factors, which may include, but are not limited to, whether:

i. The alleged responding party is likely to commit additional acts of sexual or other violence, such as (a) whether there have been other sexual violence complaints about the same alleged responding party; (b) whether the alleged responding party has a history of arrests or records from a prior school indicating a history of violence; (c) whether the alleged responding party threatened further sexual

violence or other violence against the reporting party or others; and (d) whether the sexual violence was committed by multiple perpetrators;

ii. The sexual violence was perpetrated with a weapon;

iii. The reporting party is a minor;

iv. The College possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence); and

v. The reporting party's report reveals a pattern of perpetration (e.g., illicit use of drugs or alcohol) at a given location or by a particular group).

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue action against the responding party even if the reporting party requests otherwise

E. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

F. The College has an obligation to notify certain parties of incidents that may take place. Those individuals include the President of the College and the Vice President in charge of campus safety. Reports to these individuals will be held in the strictest confidence and will not contain personally identifying information, but will provide information to allow safety violations to be reported as required by law. Additional reporting will be required for each step in the investigation process.

VII. AMNESTY CLAUSE

A. Calumet College of St. Joseph assures immunity (Amnesty) to students who may have violated the Code of Conduct's Alcohol or Drug Policy at the same time of the incident when the student becomes a complainant of or is reporting sexual misconduct. Therefore, no alcohol or drug charges are applied to a student who reports that the complainant was under the influence of alcohol and/or drugs at the time of a sexual misconduct.

B. The purpose of this clause is to encourage reporting. Complainants or bystanders (witnesses) should not let use of alcohol or drugs be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed. However, the College may provide referrals to counseling and may require educational options rather than disciplinary sanctions, in such cases.

VIII. RETALIATION

A. Retaliation is prohibited by University policy and law. The College will not tolerate Retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of discrimination or harassment.

B. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a Student, independent of the merits of the underlying allegation.

C. Allegations of Retaliation should be reported to the Title IX Coordinator.

IX. INVESTIGATION AND RESOLUTION OPTIONS

A. Initial Assessment

i. The Office of Student Engagement and Retention reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the College's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.

ii. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate the options to the parties.

B. Informal Resolution

i. Informal resolution may be utilized in some circumstances if the College deems appropriate and both parties agree to it.

C. Investigative Resolution

The Office of Student Engagement and Retention may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable College policy. In instances when informal resolution is inappropriate, when the party requests, or when the University requires formal investigation, the College will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

X. REMEDIES

A. When the College makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.

B. Corrective Actions/Sanctions

i. When the Respondent is a Student, potential sanctions include:

a. Disciplinary Notice (Verbal or Written Warning)

b. Confiscation and/or Disposal of Property

c. Behavioral Contract

d. Educational Courses or Counseling

e. Disciplinary Probation

f. Suspension

g. Expulsion

h. Other appropriate educational sanctions

ii. When the Respondent is an employee, corrective actions may be taken pursuant to the Faculty Handbook, and/or Staff Handbook. Disciplinary corrective actions include

coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.

iii. Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the case. For instance, a Student employee who is dismissed from the university may also be subject to termination or other corrective actions.

C. Any corrective actions or sanctions will not take effect until any appeals have been completed.

D. Interim Supportive Measures

i. Supportive measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the College's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:

a. No contact directives;

b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;

c. Academic support including extensions of time and other course-related adjustments;

d. Modification of work or class schedules;

e. Change in work or housing locations;

f. Change in reporting relationship;

g. Consideration of leave requests; and

h. Assistance with academic petitions.

ii. During the period of any investigation a Respondent can be put on administrative leave if they are an employee of the College. If the Respondent is a Student of the College, they may be removed from educational activities following an individualized safety and risk analysis determines that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a Student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.

iii. The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other College employees with a need to know.

iv. The College will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

E. Other Remedial Measures

i. When the College is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, College may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation.

ii. Remedial measures may include and are not limited to:

a. Providing training on Sexual Harassment;

b. Increasing security in a designated space;

c. Changing policy or procedure; and

d. Conducting climate checks.

XI. FALSE ALLEGATIONS

A. It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.

B. The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

XII. PROCESS ABUSE

A. No member of the College Community may:

i. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;

ii. Make, in bad faith, materially false statements in or related to a process covered by this policy;

iii. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or

iv. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

XIII. TRAINING

A. All faculty (full-time and adjunct), staff (full-time and part-time) and student employees (work-study and graduate assistants) are required to take annual Sexual Harassment training as directed by the College.

B. Vendors and Board Members will receive a hard copy or an electronic version of the policy. In addition, they are required to sign a policy acknowledgement receipt.

C. Although students are not required to take an annual training, the policy will be emailed to students and made available on the Title IX website.

Procedure

I. INITIAL ASSESSMENT

A. Upon receiving a report, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint.

B. The Office of Student Engagement and Retention reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.

C. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate these options to the parties.

D. If the Complainant or the College elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten days including:

   i. The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;

   ii. That there is a presumption of innocence in their favor;

   iii. That all parties are entitled to an advisor of their choice;

   iv. That all parties can inspect and review evidence; and,

   v. Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

II. DISMISSAL OF A COMPLAINT

A. In the event that prior to, or in the course of, an investigation, the College determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the College's educational program or activity, the investigation and Formal Complaint will be dismissed. Formal Complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Code of Conduct.

B. The College reserves the right to dismiss the Formal Complaint and stop the investigation if:

   i. The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their Formal Complaint;

   ii. The Respondent is no longer enrolled in or employed by the College; or

   iii. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).

C. If the College dismisses the Formal Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

III. INFORMAL RESOLUTION

A. Informal resolution may be utilized in some circumstances if a Formal Complaint is filed.

B. The usage of an informal resolution process is limited in a number of ways:

   i. Informal resolution is unavailable if the Respondent is an employee of the school.

   ii. Informal resolution may only be used if any and all parties to an investigation agree to it.

C. In all cases, the College will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the University will inform the Complainant of options, including the option to begin the investigative resolution process.

D. The College will provide a facilitator, mediator, or decision-maker that is free from conflicts of interest and has received special training in order to facilitate resolution of the Formal Complaint.

E. Informal resolution can take any form that the parties agree upon. The Title IX Coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include:

   i. *Facilitated Dialogue*: A structured and facilitated conversation between two or more individuals, including, but not limited to the Complainant and the Respondent, which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement.

   ii. *Restorative Justice Circle*: A facilitated interaction between the Respondent, Complainant and College community designed to provide accountability, structured support, and the creation of an educational plan.

F. Depending on the form chosen, it may be possible for a Complainant to maintain anonymity throughout the informal resolution process.

G. As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate university individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

IV. FORMAL RESOLUTION & HEARINGS

A. The Office of Student Engagement and Retention may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable College policy. In instances when informal resolution is inappropriate, when any party requests, or when the College requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

B. Investigation

   i. Following the filing of a Formal Complaint, an Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case. All investigations are done by a dedicated member of the Title IX Committee.

ii. Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process.

iii. Formal Complaints of sexual harassment may be consolidated where the allegations arise out of the same facts or circumstances.

iv. During the investigation process, parties have an equitable right to:

   a. Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;

   b. A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;

   c. Present relevant information to the Investigator, including evidence and witnesses;

   d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;

   e. Have an advisor of their choosing, or through appointment by the College, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and

   f. Investigators who are adequately trained to resolve cases of alleged Sexual Harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.

v. The College must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.

vi. The College will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.

vii. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

viii. Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the Formal Complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The College must include all evidence directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility. The parties then have at least ten days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten days before a hearing is held.

C. Hearings

i. All hearings are overseen by a Decision Maker(s). All Decision Maker(s) have received special training on how to be impartial and are assigned to cases by the Title IX

Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Decision Maker(s).

ii. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.

iii. The Decision Maker(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.

iv. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

v. Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the College will provide an advisor for them.

vi. Questioning & Cross-Examinations

a. The Decision Maker(s) may question individual parties and witnesses.

b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party through the use of a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Decision Maker(s) are not required to be answered.

c. If deemed reliable and relevant by the decision-maker, and not otherwise subject to exclusion under this Policy, the decision-maker may consider the statements of persons who were not present at the hearing, or persons who were present at the hearing but who nevertheless were not subject to cross-examination. This includes, but is not limited to, opinions and statements in police reports or other official reports, medical records, court records and filings, investigation notes of interviews, emails, written statements, affidavits, text messages, social media postings, and the like.

vii. If, at any point during the hearing, the Decision Maker(s) determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker(s) may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.

viii. Hearings will be conducted virtually through the use of technology at the College's discretion. The College will utilize Zoom to allow for simultaneous participation.

ix. All hearings will be memorialized through an audio or audiovisual record or transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.

D. Resolution

i. The Decision Maker(s) will communicate his or her decision to both parties, concurrently. The Decision Maker(s) will communicate the decision in writing and orally as soon as

possible after the hearing. In all cases, the Decision Maker(s) will send the parties a final outcome letter within ten days of the conclusion of the hearing.

ii. The Decision Maker(s) bases all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the clear and convincing standard: If clear and convincing, it is highly and substantially more likely to be true than untrue that Respondent committed the alleged acts(s), then the Respondent will be found responsible for violating this policy.

iii. The Decision Maker(s)'s written decision must include the following information:

a. Identification of the allegations potentially constituting Sexual Harassment;

b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

c. Findings of fact supporting the determination;

d. Conclusions regarding the application of the College's code of conduct to the fact;

e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctioned imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided; and

f. The procedures and permissible bases for either party to appeal.

iv. If the Respondent is found responsible for violating this policy, the Decision Maker will consult with any appropriate individuals in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the Decision Maker(s)'s written decision.

V. APPEALS PROCESS

A. If either party disagrees with the outcome of the Decision Maker(s)'s determination, they may file a written appeal with the Title IX Coordinator within ten calendar days of receiving the Decision Maker(s)'s written decision.

B. Appeals may be filed due to:

i. A procedural irregularity that affected the outcome.

ii. New evidence being discovered that was not reasonably available at the time of the determination or dismissal.

iii. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).

C. The Appeals Decision Maker(s) will examine all evidence in order to determine if the appeal has merit. The Appeals Decision Maker(s) will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties.

VI. RECORDKEEPING

A. The College shall maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy, for seven years.

Rights of the Parties in an Institutional Proceeding

During the course of the process described in the previous section, both the complainant and the individual respondent of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
    - A prompt, fair and impartial process is one that is:
        - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the complainant and the respondent of the delay and the reason for the delay.
        - Conducted in a manner that:
            - Is consistent with the institution's policies and transparent to the complainant and the respondent.
            - Includes timely notice of meetings at which the complainant or respondent, or both, may be present; and
            - Provides timely access to the complainant, the respondent and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
        - Conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
    - Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest. In 2021 the Title IX committee attended a training provided by Cozen and O'Conner.
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the clear and convincing standard.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

Publicly Available Recordkeeping

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

Victims to Receive Written Notification of Rights

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

Sex Offender Registration Program

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Security Oversight Manager at officeofsecurity@ccsj.edu. State registry of sex offender information may be accessed at the following link: https://www.icrimewatch.net/indiana.php

Fire Safety Report

Fire Statistics for On-Campus Student Housing Facilities

Under the Higher Education Opportunity Act of 2008 (HEOA), Section 488(g), HEA 485(i), an FSA-eligible school that maintains on-campus housing facilities is required to publish an annual fire safety report. Calumet College of St. Joseph is in a lease agreement for twelve (12) apartments at the Illiana (1200 119th St.) in Whiting, IN.

Annual Fire Statistics - Data from January 1, 2023 through December 31, 2025

Location: Illiana Apartments 1200 119th Street

Type of Fire/Related Injuries/Damage	Year 2023	Year 2024	Year 2025
Total Number of Fires	0	0	0
Cause of Fire	NA	NA	NA
Number of Injuries requiring treatment	0	0	0
Deaths Related to the Fire	0	0	0
Value of Property Damage	0	0	0

Location: Clark House 2450 New York Avenue

Type of Fire/Related Injuries/Damage	Year 2023	Year 2024	Year 2025
Total Numbers of Fires	0	0	0
Cause of Fire	NA	NA	NA
Number of Injuries requiring treatment	0	0	0
Deaths related to the Fire	0	0	0
Value of Property Damage	0	0	0

Description of On-Campus and Off-Campus Student Housing Fire Safety Systems

The University maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Campus: 2400 New York Avenue, Whiting, IN

Facility	Heat Detector	Manually Activated Pull Station	Full Sprinkler System	Elevator Fire Control	Emergency Lighting	Illuminated Exit Signs	Number of evacuation (fire) drills in previous calendar year
RESIDENCE HALL 2450 New York Avenue Whiting, IN	No	Yes	Yes	N/A	Yes	Yes	2
Illiana 1200 119th St. Whiting, IN	Yes	Yes	Yes	Yes	Yes	Yes	0*

**The College occupies a portion of an apartment building managed by a third party thus we do not conduct fire drills.*

Policies on Portable Appliances, Smoking and Open Flames

The use of open flames, such as candles, and the burning of such things as incense, and smoking are prohibited in campus housing. Only surge-protected extension cords are permitted. Microwaves are the only portable cooking appliances permitted to be used in campus housing. Also, tampering with fire safety systems is prohibited and any such tampering may lead to appropriate disciplinary action.

The College reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

Fire Evacuation Procedures

Fire evacuation procedures are set forth in the Appendix, below.

Fire Education and Training Programs

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire and inform them of the College's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist him or her.

Reporting Fires

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Facilities at 219.718.6081. When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

Plans for Future Improvements

The University periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

APPENDIX

Emergency Procedures Handbook

Last revision: September 2023

INTRODUCTION AND PHONE NUMBERS

Calumet College of St. Joseph Emergency Procedures Handbook is prepared to assist members of the campus community to deal with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future.

Your judgment often determines whether or not a situation is an emergency. If you consider it to be an emergency, then it is an emergency and you should follow the procedures outlined for the specific emergency. If in doubt, error on the side of safety.

EMERGENCY PHONE NUMBERS

Fire Department 911
Police Department 911
Ambulance 911
Hazardous Materials Emergency 911

If you have an emergency situation and are calling from a college telephone dial **9911.**
Any questions regarding emergency procedures should be addressed to the Facilities Manager at extension 299.

Non-Emergency Phone Numbers
CCSJ Security Services 644-6595
Police Department 852-2900
Fire Department 853-6550

BUILDING EVACUATION

A. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT or TORNADO WARNINGS.**
B. If necessary, or if directed to do so by a designated emergency official, activate the building alarm.
C. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
D. Assist the handicapped in exiting the building! Remember that the elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
E. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.

F. **DO NOT RETURN** to the evacuated building unless told to do so by College Official or emergency responders.

(**NOTE***: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.)*

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move, we recommend the following:

A. Move to an exterior enclosed stairwell.
B. Request persons exiting by way of the stairway to notify the Fire Department of your location.
C. As soon as practical, move onto the stairway and await emergency personnel.

FIRE

EMERGENCY ACTION
1. Pull alarm (located by EXIT doors).
2. Leave the building
3. Call 911 from a safe distance, and give the following information:
4. Location of the fire within the building.
5. A description of the fire and how it started (if known).

In all cases when a faculty, staff, student, or visitor becomes aware of fire and or smoke, the Fire Department MUST be notified immediately.

A. Go to the nearest safe location and activate the fire alarm system at the pull station, or shout the alarm as you evacuate the building. If possible, telephone 911. Give them the following information:
   1. Address of the building. (2400 New York Ave.)
   2. Location of the fire within the building.
   3. A description of the fire and (if known) how it started.
B. If you can hear instructions coming over the building's emergency public address system, listen carefully, and follow the instructions.
C. Evacuate the building following the established building evacuation procedures (see BUILDING EVACUATION).
D. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
E. Do not fight a fire if you have not been trained. Make sure the Fire Department has been called and the building alarm has been sounded. In all cases, possible injury and excessive risks should be avoided. If the fire is or could get out of control, the building should be evacuated.
F. If you become trapped in a building during a fire:

1. Stay calm, and take steps to protect yourself.
2. If possible, move to a room with an outside window.
3. If there is a telephone, call 911 and tell the police dispatcher where you are. Do this even if you can see fire department personnel from the window.
4. Stay where rescuers can see you through the window, and wave a light colored item to attract their attention.
5. Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
6. Be patient. Rescue of occupants within large structures will take time.

FIRE LIFE SAFETY EQUIPMENT

Smoke Detectors are provided in various parts of the building.

Heat Detectors are provided throughout the rest of the building.

Manually Activated Pull Stations are located at exit points of the building.

Emergency Response Speakers are located in corridors.

Heat and or smoke detectors will activate the building alarm. The location will be indicated on the central station monitoring equipment in the maintenance area and remote displays at the front & rear entrances. This will reduce the amount of time spent locating the emergency area.

Elevator Fire Control may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. Emergency personnel using an override key can access the elevators. DO NOT attempt to use the elevators to evacuate the building.

Emergency Lighting is provided in the building. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes.

Illuminated Exit Signs are provided throughout the buildings.

MEDICALEMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to the patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

Fire Department personnel are trained Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the Facilities Director.

ILLNESS OR INJURY TO FACULTY/STAFF/STUDENTS

The Police Department will dispatch the appropriate emergency response personnel. The Police Department and Fire Department will respond and arrange for transportation if required. An Incident/accident form must be completed for all incidents of job related illness and injury. These forms are available on the web site, at the Security desk and in the mailroom.

ILLNESS OR INJURY TO VISITORS AND GUESTS

Request emergency medical assistance by calling 911

FIRST AID

If you provide first aid, consider the following:

1. Is immediate action needed in order to save a life?
2. Will I place myself in harm or jeopardy?

FIRST AID IS FIRST AID ONLY . . . DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY.

To obtain prompt professional emergency medical treatment, you should call 911.
The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

Medical emergencies should not be transported in personal vehicles.

CRIME AND VIOLENT BEHAVIOR

EMERGENCY ACTION

In Progress Incidents:

1. Protect yourself first
2. Call 911. Give your name and location. The dispatcher should be told that the incident is in progress.

HOW TO REPORT

If the crime is an emergency situation that would require immediate police and/or medical response, dial **911.**

REPORTING CRIMES IN PROGRESS

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the Police Department. You should attempt to provide as much of the following information as possible.

A. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
B. Location of the incident.
C. Description of suspects involved.
D. Injuries that have occurred.
E. Description of any weapons involved.
F. Description of property involved.

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

REPORTING CRIMES NOT IN PROGRESS

If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local Police Department 219-853-6490; be prepared to provide at least the following information:

A. Your name.
B. Your address.
C. Your telephone number.
D. A brief synopsis of what occurred.
E. Your exact location at the time of the call.

PSYCHOLOGICALCRISIS

EMERGENCY ACTION
1. Call 911

A psychological crisis exists when an individual is threatening harm to him/herself, or is agitated and disruptive. If a psychological crisis occurs: Call 911.

BOMB THREATS

EMERGENCY ACTION
1. Call 911 and report incident.

If a suspicious object is observed (e.g. a bag or package left unattended):
1. Don't touch it!
2. Evacuate the area.

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

All personnel should acquaint themselves with the following procedures:

A. *If a suspicious object or potential bomb is discovered*, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, and CALL 911. Be sure to include the location and appearance of the object when reporting.
B. *If a phone call bomb threat is received,* ask the caller the following questions and record the answers:
   1. When is the bomb going to explode?
   2. Where is the bomb located?
   3. What kind of bomb is it?
   4. What does it look like?
   5. Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record the following information also:
1. Time of call.
2. Age and sex of caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of caller.
5. Background noise.

If an evacuation alarm sounds, follow established building evacuation procedures (See BUILDING EVACUATION).

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION
1. Call 911 and report intruder.

GENERAL

Federal and state law enforcement reports indicate that terrorist acts or intruders are possible on college and university campuses. For this reason, Calumet College of St. Joseph employees should take reasonable security precautions by being alert to their surroundings.

Members of the Calumet College community should report any instances of suspicious activity that they observe on campus. Should you observe anything out of the ordinary, immediately contact Campus Security by dialing ext. 335 or the security officer cell phone number (219) 644-6595.

THREAT CONDITONS

The Department of Homeland Security has replaced the color-coded Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS). NTAS alerts are as follows:

A. Imminent Threat Alert
   1. Warns of a credible, specific, and impending terrorist threat against the United States.
B. Elevated Threat Alert
   1. Warns of a credible terrorist threat against the United States.
C. Sunset Provisions
   1. An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolve.

By state policy, security measures at state facilities of Indiana are the responsibility of agency heads and site managers. The President, in consultation with the senior staff of the college, will determine appropriate responses to specific NTAS alerts. Although the likelihood of a terrorist event directly affecting Calumet College campus is remote, all employees should remain alert.

ACTIVE SHOOTER

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice and display no predetermined selection of their victims. Incidents involving an active shooter are fluid-like, Ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals.

How you respond to an active shooter situation will depend upon several dynamic and personal factors. There may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and to others with you at the time. Pay attention to any and obey all instructions given to you by law enforcement officials.

IN THE EVENT THAT THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM

Immediately dial 911. If you are confronted and unable to speak, do not hang up the phone unless ordered to do so by the shooter. If you are unable to safely escape or hide, you may be able to negotiate with the shooter. Consider the following techniques: remain calm, sound confident, do not raise the tone of your voice, do not respond defensively, do not touch the person, do not challenge the shooter, do not accept the weapon if offered – instead ask that it be laid down, and do not invade the shooter's personal space (3 to 6 feet). Engaging in a physical confrontation is always a last resort and should only be considered after all other options have failed.

IN THE EVENT THAT THE SHOOTER IS IN THE SAME BUILDING AS YOU

Close the door to your room, insure the door is locked by pushing the top button on the side of the door, pushing the locking button in the middle of the door handle or rotate the locking lever towards the door frame. Cover any windows which might allow for sight into the room. If possible, call the Hammond Police Department by dialing 911, relaying pertinent information. Close window blinds, turn off lights and radios, be quiet, and do not activate any fire alarms. Should you be captured by the shooter, consider playing dead if there are other victims around you. Never look into the eyes of the shooter and obey all commands. As a last resort, you may have to engage in a physical altercation or flee on foot.

IF THE SHOOTER IS ON THE CAMPUS BUT NOT NEAR YOUR LOCATION

Run or drive away from the threat as quickly as possible, in a direction away from the shooter, warning others as you go. Otherwise, assist in getting others into classrooms and offices which can be locked. Get everyone down on the floor and cover all window openings and doors with a direct line of sight into your location. Call 911, offering your location, the number of persons in your room, and any relevant information. Turn off all lights and radios and remain quiet. Do not respond to unfamiliar voices as they may be the shooter attempting to lure you out of your position of safety. Respond only when you know you are speaking with a law enforcement officer. **DO NOT** open the door for anyone, even the **POLICE**. They will gain access when it is safe to do so.

IF IT BECOMES NECESSARY TO FLEE DURING A SHOOTER INCIDENT

Make certain that you have an escape plan in mind and that you have considered your route of escape. Leave all personal belongings, such as book bags, behind. As you flee, above all, keep moving and do not run in a straight line. Attempt to weave around any obstacle which can provide you with cover and distract the shooters eyes from you, continuing to flee until you reach a point of safety. Do not stop to help those who may have been injured by the shooter, but mentally note their locations so you may report them later. Obey all directions from law enforcement which you encounter.

Law enforcement officers will be arriving and it is important to realize that they have been trained to immediately proceed to the area where shots were last heard. It is the purpose of the law enforcement officers to stop the shooting as quickly as possible and as such, they may be dressed, or armed, differently than you have seen them in the past. They will probably be in groups of four and may have bulletproof vests on the exterior of their uniform. They may be from departments other than the Hammond Police Department. They may have shotguns and/or rifles in addition to helmets and pepper spray. You need not fear them, although they may seem very authoritative and demanding of you. Keep your hands in plain view and drop any items which you may be carrying. Do not question the officer's

authority. Do, however, provide them with information which you may have and do it very quickly. Do not be alarmed when the officers pass injured people, it is their primary objective to stop the shootings. You may be asked to remain in a secure location so that you may be interviewed following the conclusion of the incident.

RUN, HIDE OR FIGHT TIPS:

A. **Prepare** – frequent training drills to prepare the most effectively.
B. **Run and take others with you** – learn to stay in groups if possible.
C. **Leave the cellphone**.
D. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
E. **Silence your cellphone** -- use landline phone line.
F. **Why the landline?** Landline phone is best to use in this instance to allow emergency responders to know your physical location.
G. **Fight** – learn to "fight for your life" by utilizing everything you can use as a weapon.
H. **Forget about getting shot – fight** --- you want to buy time to distract the shooter to allow time for emergency responders to arrive.
I. **Aim high** – attack the shooter in the upper half of the body such as the face, hands, shoulder and neck.
J. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
K. **Whatever you do, do something** –"react immediately" is the better option to reduce traumatic incidents.

EXPLOSION

EMERGENCY ACTION
1. Take cover.
2. Call 911.
3. Assist the injured.

In the event of an explosion or similar emergency, take the following action:

A. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
B. Phone 911. Give them the following information:
   1. Location.
   2. Area where explosion occurred.
   3. Cause of explosion, if known.
   4. Injuries.
C. BEFORE YOU HANG UP, MAKE SURE THE EMERGENCY SERVICES DISPATCHER HAS ALL THE INFORMATION NEEDED.
D. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (See BUILDING EVACUATION).

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION
1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

For spills, releases or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

A. Call the Hammond Fire Department and inform them of the environmental situation.
B. Give the operator the following information:
   1. Your name, telephone number, and location.
   2. Time and type of environmental incident.
   3. Name and quantity of the material, if known.
   4. Extent of injuries or damage, if any.
C. Remain in the building unless instructed otherwise by emergency personnel.
D. The key person should evacuate the affected area once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
E. Anyone who is contaminated by the spill should avoid contact with as much as possible remain in the vicinity, and gave his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
F. No effort to contain or clean up spills and or releases should be made unless you have been trained.
G. Take appropriate steps to make sure no one evacuates through the contaminated area.
H. If an evacuation alarm sounds, follow established building evacuation procedures (see Building Evacuation).
I. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless directed by emergency personnel.
J. Do not re-enter the area until directed by emergency personnel.

TORNADO

EMERGENCY ACTION
1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornados may occur with little or no advance warning or siren activation.

A. Before the Storm.
   1. Locate an accessible basement or corridor location in your area of the building.
   2. Stay informed through local media sources on days when severe weather is expected.
   3. Obtain a NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings. *The main NOAA Weather Radio is located Welcome Information Center Desk (WIC).*
   4. Keep a good reliable flashlight in your office/work area.
B. During the Storm - Possible Indicators of a Tornado.
   1. Dark, often greenish sky.
   2. Large hail.
   3. Loud roar, similar to a train.
   4. Cloud of debris (the tornado may not be visible).
   5. Wind becomes calm and still.
   6. Frequent lightning.
   7. Tornadoes generally occur near the trailing edge of a storm.
C. When Taking Shelter
   1. Proceed to the basement of the building or a 'Safe Area' corridor with no outside windows. Position yourself in the safest portion of the area. Be prepared to kneel facing a wall and cover your head.

TORNADO WATCH

A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under these conditions keep, you should keep informed by listening to radio or television for updates.

TORNADO WARNING

A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area. **Take shelter immediately.**

WARNING SIGNALS

Outdoor sirens will sound for a period in excess of two minutes. When this occurs, tune into local radio and TV stations to determine the nature of the emergency. Radio and television stations announce the ALL CLEAR signal. The sirens remain silent.

SEVERE THUNDERSTORMS

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms.

SHELTER IN PLACE

EMERGENCY ACTION
1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

A. What is Shelter In-Place? Shelter In-Place simply means seeking immediate shelter inside a building. This course of action may need to be taken during an accidental release of toxic chemicals to the outside air. The air quality may be threatened and sheltering in place keeps you inside an area offering more protection.
B. How would I be notified?
   1. Severe Weather Alert Sirens.
   2. Through radio or television.
   3. You observe or sense dangerous air conditions.
C. Additional actions.
   1. Close all doors and windows to the outside.
   2. Do not use elevators as they may pump air into or out of the building.
   3. If possible close and/or seal vents & ducts.
   4. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
D. Information Sources.
   1. Tune to the Emergency Alert System station on your device or television for further information.
   2. Remain in place until Police, Fire, or other Emergency Response Officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

UTILITY FAILURE

EMERGENCY ACTION
1. Remain calm.
2. Do not call the mailroom for information concerning utility failures unless you have an emergency.
3. If you discover a water leak, gas leak, or know the source of a utility failure, call the mailroom.
4. Call 911 if you are injured or require emergency assistance.

The possibility exists for a utility system failure of some nature and magnitude. If you discover a water leak, gas leak, or other major utility failure, call the Welcome Information Center (WIC) **(Ext. 224)**. Do not attempt to correct the problem on your own. The WIC will notify the necessary maintenance personnel, clean up, and insurance representatives. Please do not call the WIC for information concerning a utility failure unless you have an emergency. For non-emergency repairs or information, call the Facilities department at extensions 361 or 299.

ELECTRIAL/LIGHT FAILURE

The emergency lighting will provide minimal and sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area. Do not call the mailroom unless you have an emergency or you have information that could help identify the source of the utility failure.

PLUMBING FAILURE/FLOOD/WATER LEAK

Cease using all electrical equipment. Call the WIC ext 224if you know the source of the leak or discover leaking water.

NATURAL GAS LEAK

Cease all operations, call the WIC and exit the area immediately. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.

ELEVATOR FAILURE

EMERGENCY ACTION
1. Remain calm.
2. Use the telephone to contact the mailroom or call 911.

If you become trapped in an elevator, use the emergency telephone and activate the elevator emergency bell within the elevator car. All elevators are equipped with an emergency phone that will automatically dial the mailroom. In the event that the mailroom is closed, this call will default to the Police Department.

Give the following information:
1. Tell the mailroom which car you are on. Main elevators, north car, south car, student car or library car. If possible what floor you are at.
2. If a medical emergency exists.

Before you hang up, make sure the mailroom has all the information they need.

Elevators have mechanical safety brakes that will operate in all situations, even during power failures to keep the car from moving. Remain calm and wait for help to arrive. The activation of an elevator smoke detector will cause the main elevators to return non-stop to the main floor and lock with the doors open. Never use an