

**Ad Hoc Campus Safety Committee
Report of Recommendations
August 20, 2007**

Committee members:

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Introduction:

The ad hoc campus safety committee was appointed by Chancellor Reck to review current safety policies and procedures and make recommendations in four areas outlined in this report.

The subject of safety on a college campus is an important topic that touches every individual, unit, school, and facility at IU South Bend. The immediate catalyst for the formation of this committee was an alleged sexual assault on campus in the fall semester. Given the prospect of a new, resident population in campus housing, the Chancellor felt it was timely to discuss safety and crime prevention matters in general. The tragedy at Virginia Tech in April also served as a grim reminder of the importance of the committee's mission.

The committee began meeting weekly in February. Each meeting focused on a particular area for information gathering and discussion. Current policies, procedures, publications and web pages were reviewed with the Director of Safety and Security and the Director of Judicial Affairs. Student and faculty representatives on the committee provided valuable input into the ongoing concerns on campus about personal safety and communication of information. The committee worked in a collegial way and no ideas, comments, or suggestions were ignored or dismissed. The committee also solicited campus input through suggestion boxes and publicly announced safety tours of facilities.

In addition to the specific recommendations cited in this report, the committee urges the administration to commit to ongoing education, awareness, and training programs about personal safety for all members of the campus community. It is clear to the committee that a comprehensive, year-round awareness campaign that involves students, faculty, staff, and administrators is the best way to help prevent and deal constructively with security issues on campus.

The committee presents the following recommendations for your consideration, classified under the four “Purposes” that defined the committee’s charge from the Chancellor. They are in priority order.

Purpose #1:

Review existing campus safety policies and protocols for reporting crimes and recommend any necessary changes.

Action Items:

1. Submit for approval the following policy for notifying the campus and providing information to the news media.

The campus should be informed in a timely manner of incidents under investigation using the following guidelines:

i.) Incidents that pose no potential threat to persons, such as isolated petty thefts, are reported in the monthly Clery reports posted to Safety and Security Web page and campus display cases. ii.) In cases, such as a cluster of thefts from one building, where informing the campus would help people protect their property, flyers are posted to the doors of relevant buildings and a notice will appear on the campus electronic Bulletin Board. iii). All incidents that are alleged to involve weapons, threats, physical assault, even where it is judged that there is no risk to others, are to be announced immediately, in a mass mail to the campus and an announcement on the electronic Bulletin Board using the following communication template:

An incident has been reported to campus police. The alleged [specify type of incident under Clery report category] is reported to have taken place at [give time, date] in [give place]. All necessary safety precautions have been taken [specify measures taken: extra patrols, locks changed. . .] and an investigation is underway. To ensure the integrity of the investigation and protect the rights of those involved, no further details can be released at this time.

The only exception to this policy of immediate reporting is where such reporting is judged by the Chief of Police, the Chancellor, the University Counsel, and Judicial Affairs to be likely to compromise the investigation underway and/or the rights of those under investigation. Even in such a case, where an alleged incident has a particular impact on the functioning of a unit (whether academic department or other unit), where possible, the head of that unit should be informed of the progress of investigations.

2. Use the aforementioned communication template for releasing information to the news media.
3. Install a public address system in the Administration Building, Northside Hall, Wiekamp Hall and student housing facilities (the SAC and the Library currently have P.A. systems).

The committee believes the electronic Bulletin Board is not an effective medium for communicating urgent security information to the campus. Mass mail is more effective but is typically slow. Sirens were discussed but the committee believes sirens require too much interpretation and could lead to incorrect action being taken.

4. Create a permanent Campus Safety Committee to review and resolve safety issues on an ongoing basis.
5. Create a place (Wellness Center or Counseling Center, for example) and 24-hour hotline to report an incident that is an alternative to the police (“a softer place to fall”) for those who have been victimized or those who have information about an incident. Establish clear protocols for informing police as appropriate.

For Consideration:

1. Install the enhanced 911 telephone system on campus

Purpose 2:

Develop awareness/education plan to ensure all members of the campus community are well informed about relevant policies and protocols, especially with regard to future student housing.

The committee sees three key dimensions here: 1) educating people about resources and procedures to follow when violence has occurred; 2) educating people about crime prevention (to reduce the incidence of violence, whether dramatic and episodic or endemic/ habitual, whether sexual or not); 3) offering multiple strategies of education and reinforcement about resources and procedures.

Action Items:

1. Use orientations and meetings to educate students, staff and faculty about how and where to report an incident properly. In addition to printed material, information should be presented in face-to-face venues (e.g., meetings, orientations, etc.).
2. Develop, produce, and post in every restroom on campus information that defines sexual assault, explains recommended ways to respond, and offers multiple contact numbers for reporting, counseling, etc. Information about HIV/AIDS and STDs should be included.
3. Recommend the campus Police Department be established as a separate and distinct department. Each department under the Safety and Security banner can then be independently identified (i.e., Campus Police, Environmental Health & Safety and Parking Services). Security then becomes an included function of the Campus Police Department.
4. Conduct emergency drills once per semester.
5. Ensure distribution of current Emergency Procedures handbooks.

6. Improve signage across campus, and clarify the location of the Police Department and safety features on campus. Include campus maps on signs in parking lots, external signs labeling buildings and signage within buildings and stairwells. Also, ensure that maps of campus posted to web site are easily read on the screen and when printed off for reference.
7. Clarify to the campus what number to call to report an incident (911 or ext. 4239)
8. Invite the Academic Senate General Education Implementation Committee to consider whether and how information about healthy personal relationships could be integrated into General Education.

For example, could a module on interpersonal relationships be required in every Health and Wellness Gen Ed course? The goal would be to reduce incidence of acquaintance rape and other inappropriate interpersonal behaviors. Such a module could also integrate information on what to do if a victim, with the goal of increasing the reporting and prosecution rate of sexual assault. Maybe also introduce a “warning signs to look for in classmate” checklist, with protocol for what to do if you are concerned about someone. Could a module on effective interpersonal communication be integrated into every Speech class, linked to the Code of Student Ethics (to cover: listening to what your intimate partner is saying and being clear about your own desires and limits, and also, harassing speech – what is it, why it’s wrong.)? Goals: to reduce miscommunication in intimate situations; to reduce hate speech.”

For Consideration:

1. Compose a statement about safety, reporting, and counseling for all instructors to include on their syllabi. Suggest instructors remind students of this information mid-semester.

The committee suggests: “At IU South Bend, students are encouraged to take responsibility for their own safety by informing themselves of basic safety and security resources on campus; location of campus police station and security phones; exit routes from buildings; current emergency procedures; alerts posted by the campus police to bulletin board and web page. Students are also encouraged to familiarize themselves with their rights and responsibilities under the Code of Ethics, which covers appropriate interpersonal behaviors, as well as academic integrity, while at IU South Bend.”

2. Consider developing a required online course students and faculty must complete (based on the model of the plagiarism course).
3. Develop related safety programming through the Wellness Center and Counseling Center

For example, set up table talks, information tables, etc. every semester with information about sexual assault – definitions, where to seek help on and off campus, etc. Define as a routine part of a Wellness Center/Counseling Center staff member’s job to do informational displays/ outreach activities each semester regarding: interpersonal relationships, violence and suicide prevention, domestic violence, AIDS prevention. Warning signs, what to do if a victim and so forth. Ideally, student interns would work with the staff member to design new outreach activities.

4. Consider locating a Wellness Center/Counseling Resource Center in one of the houses owned by the university.

5. Offer “Shining Light in Dark Places” opportunities every semester to walk through buildings with a campus police officer so students consistently can express their concerns about where more light, security presence, and locks (or swipe locks) may be needed. Publicize changes that are made so students know the university is responding.
6. Develop a web page for personal safety linked to the campus home page.
7. Involve Academic Senate General Education Implementation Committee in integrating information about healthy personal relationships into General Education. The goal would not be to prescribe how people live their private lives but rather to reduce the incidence of intimate partner violence, child abuse and acquaintance rape that occurs.
8. Emphasize and develop the role that the Student Government Association and student groups can play in regards to helping spread the word on campus safety concerns.

For example, the committee recommends: 1) Have "Meet Your Campus Police and Judicial Affairs" sessions. For students who do not see or know about our security presence and judicial affairs, putting a face with someone that we can trust will help make everyone feel safe. 2) Involve the Student Government Association in appointing students to safety positions. 3) Encourage students to take responsibility for each other's safety (e.g., walking back in groups to the parking lot). 4) Help facilitate student-staffed “walk safe” initiatives to get students back to dorms (e.g, supply approved students with identifying vests and 2-way radios & well-lit meeting points). 5) Set up and publicize permanent suggestion boxes that can be checked consistently to invite ideas about improving campus safety.

9. Publicize and have faculty help recruit students to attend self-defense classes on campus.
10. Increase enforcement of and publicize after-hour pass access and access to buildings and rooms. Consider requiring those in buildings after hours (students, staff, faculty or security) to wear IDs on lanyards that can be easily seen from a distance.

Purpose #3:

Examine current safety and security information presented at student orientation sessions and recommend any needed changes, especially with regard to future student housing.

Action Items:

1. Include face time with a campus police officer in student orientation, so students make a personal connection.

2. Give more information on personal safety and sexual/personal relationship issues.
3. Clarify resources available to those who are victimized, and who might be victimizers.
4. In addition to faculty, staff, and regular new student orientations, the committee believes the campus needs to ensure all transfer students, international and graduate students go through relevant orientations. For all orientations, we suggest regular review and update of handout materials explaining safety protocols.

For Consideration:

1. Develop a more extensive orientation for resident students on interpersonal relationships and relevant aspects of Student Code (e.g. regarding alcohol, drug use, harassing behaviors). Also, warning signs that dorm or classmate is suicidal, depressed, dangerous, and what to do if you think someone – including yourself – is in danger.
2. Review orientation for student athletes.

Purpose #4:

Identify locations on campus that need security enhancements.

The committee conducted safety review tours of each facility on campus and invited the campus community to join the tours or provide their input in writing to committee members or through two suggestion boxes.

Action Items:

1. Designate and hold mandatory training for Floor Captains in each building. Training would include evacuation of building, lock-down of building, unwanted person in building, attack in building, safety equipment in building.
2. Test alarms, emergency telephones, and panic buttons in each facility.
3. Implement sequenced closing hours at Northside Hall to help clear computer labs, science labs and music rooms so the outside doors can be locked in an effective manner. Ex: labs close at 10 p.m., outside doors locked at 10:30 p.m.
4. Install swipe card locks on certain doors in basement levels of Northside Hall.
5. Install doors to close off certain hallways in basement levels of Northside Hall.

6. Install more and clearer signage in Northside Hall and Greenlawn Hall (so people know hours and aren't wandering around)

Conclusion:

The committee has learned that IU South Bend is a relatively safe place to work and study. Extensive safety and security plans are already in place, even if not everyone is aware of this fact. However, the campus cannot be complacent. The committee found there is much work to be done on campus in terms of clarifying existing campus safety policies and protocols for reporting crime; developing awareness/education plan to ensure all members of the campus community are well informed about relevant policies and protocols, especially with regard to future student housing; and, integrating issues of personal rights and responsibilities into instruction.

We have also found, however, that students, staff, and faculty share a goal of making the campus a safer place for everyone, and understand that this will only be possible through a shared effort. Our discussions have left us cognizant of the work that must be done, but also optimistic about the will to create change for the better on our campus. We strongly urge the university to offer the resources and leadership needed to implement these changes in a timely manner.