



BUTLER UNIVERSITY



DEPARTMENT *of*  
PUBLIC SAFETY



# 2014 COMPREHENSIVE COMBINED ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT

2014 included report: Clery Act—“Jeanne Clery Disclosure of  
Campus Security Policy and Campus Crime Statistics Act”  
and Annual Fire Safety Report for Campus Housing

# EMERGENCY NUMBERS

Calls to the emergency numbers listed below are answered  
24 hours a day, seven days a week.

911 from a campus phone

317-940-9999 from a cell phone

(police, fire, medical)

## BUTLER UNIVERSITY POLICE DEPARTMENT

525 W. Hampton Drive

Indianapolis, IN 46208

**Tel:** 317-940-BUPD (2873), option 1 (non-emergency)

**Fax:** 317-940-6578

**Email:** [bupd@butler.edu](mailto:bupd@butler.edu)

**Website:** [www.butler.edu/bupd](http://www.butler.edu/bupd)

@ButlerUpolice

@DawgAlert

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## A MESSAGE FROM THE PRESIDENT



Dear Butler Community,

The safety and security of our students, faculty, staff, and visitors is of paramount importance to Butler University. While Butler is fortunate to be part of a peaceful neighborhood in a stable city, no campus can be fully protected from the realities of modern life. While our Public Safety staff does everything they can to ensure our security, we as individuals also bear some responsibility. That's why each year, I ask the incoming class of first-year students to take the Butler Pledge to look out for one another. This caring is what defines the Butler community.

This report will acquaint you with all the facts about safety and security on the Butler campus so that you, too, can be involved in our efforts. The report follows the University's established practice of openly reporting incidents and current policies and procedures to our community. We believe that accurate and full reporting is vital to a safe campus. The more we know, the more effective all of us can be in ensuring a safe and protected environment.

The Department of Public Safety compiled the information found in this report. Read through it, examine the statistics, and consider the sound advice of our University Police Department.

Thank you for helping to continue the fine tradition of cooperation that makes Butler a safe and caring place.

Sincerely,

A handwritten signature in black ink, which appears to read "J. Danko". The signature is fluid and cursive, written over a light-colored background.

James M. Danko  
President

## A MESSAGE FROM THE CHIEF OF STAFF

Greetings,

The 2014 Annual Security Report contains information on Butler University's Department of Public Safety, which comprises the University Police Department, Emergency Preparedness, and Parking Services. The department is a division of the Office of the President.

Butler works closely with local, state, and federal officials to enhance our efforts to protect the campus and surrounding neighborhood. This report, the annual fire safety report for campus housing, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are tools to help keep you informed and safe. Your involvement is key to their effectiveness.

This report outlines the commitment of our University public safety employees to ensure a safe campus environment. Please visit our website at [www.butler.edu/bupd/annual-security-reports](http://www.butler.edu/bupd/annual-security-reports) to view up-to-date statistics and our daily crime log, and contact me if you have any questions.

Cordially,



Benjamin Hunter  
Chief of Staff



This report is intended to provide valuable information regarding procedures the University has developed in partnership with members of the community to maintain a safe campus environment. Sidebars contain contact information from various directors for the Department of Public Safety, crime and fire prevention tips, Butler University Department of Public Safety in the media, as well as other important information. To find out more about any information in this document or about the department, please visit our website at [www.butler.edu/bupd](http://www.butler.edu/bupd).



## THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities.”
- Provide “timely warning” notices of those crimes that have occurred and pose a “serious or continuing threat to students and employees.”
- Issue an emergency notification, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
- Disclose in a public crime log, “any crime that occurred on campus or within the patrol jurisdiction of the campus police and is reported to the campus police.”
- Maintain in a public fire log, a record of any fire that occurred in an on-campus student housing facility.
- This report is published as required by the Crime Awareness and Campus Security Act of 1990, amended in 1992, 1998 and 2000 (34 CFR Part 668).

## UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

The Butler University Department of Public Safety is responsible for the security of the campus and the safety of diverse community groups, including a combined enrollment of more than 4,848 undergraduate and graduate students for the 2014–2015 academic year and 1,162 full-time and part-time faculty/staff on campus. The department has a staff of 28 employees.

The department reports to the Chief of Staff and Executive Director of Public Safety and is a division of the Office of the University President. The Chief of Staff/Executive Director of Public Safety reports directly to the President of the University.

Command staff consists of a Director of Law Enforcement and Security Services and a Captain of Police–Administration. The Department of Public Safety has one Environmental Health and Safety Specialist who coordinates emergency preparedness and training.

The Department of Public Safety, which houses the University Police Department, is located on campus at 525 W. Hampton Drive. Officers work 24 hours a day, seven days a week, 365 days a year.

## UNIVERSITY LAW ENFORCEMENT AUTHORITY

### CAMPUS LAW ENFORCEMENT POLICIES

University Police officers are appointed under Indiana code 21-17-5-5 with law enforcement authority and are available 24 hours a day throughout the year. They are graduates of the Indiana Law Enforcement Academy and have the authority to make arrests. The legal jurisdiction of the University Police Department is established by the Board of Trustees and can be viewed by visiting [www.butler.edu/sites/default/files/bot\\_jursd\\_resolution\\_2011.pdf](http://www.butler.edu/sites/default/files/bot_jursd_resolution_2011.pdf).

### Office of Parking Services

- Vehicle registration
- Identification cards
- Parking ticket appeals
- Fingerprints

**Phone:** 317-940-9243

### Campus Parking Map:

[www.butler.edu/sites/default/files/parkingallocationmap\\_2016-2016\\_web.pdf](http://www.butler.edu/sites/default/files/parkingallocationmap_2016-2016_web.pdf)

### Clery Jurisdiction

#### Categories Map:

[www.butler.edu/sites/default/files/clearymap\\_20150312.pdf](http://www.butler.edu/sites/default/files/clearymap_20150312.pdf)

**Email:** [park@butler.edu](mailto:park@butler.edu)

### Website:

[www.butler.edu/parking](http://www.butler.edu/parking)

Officers patrol campus-owned and controlled property and a radius surrounding campus that extends to 42nd street to the south, 52nd street to the north, Graceland Avenue to the east, and Michigan Road to the west.

The University Police Department, following state mandated guidelines, requires ongoing training in such areas as weapon safety and certification, use of force, criminal law, traffic law, patrol procedures, emergency response, first aid, and other skills.

The University Police Department has a non-sworn officer and a parking enforcement officer. Both positions enforce University policies on campus property. At various times throughout the year there will be off-duty Indianapolis Metropolitan Police Department (IMPD) Officers and contract security working events on campus. IMPD officers have the authority to make arrests and the security officers have the authority to enforce University policy.

When a Butler University student is involved in an off-campus offense, University police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Indianapolis Metropolitan Police routinely work and communicate with University Police on any serious incidents occurring on-campus or in the immediate neighborhood surrounding campus. Butler University operates no off-campus housing or off-campus student organization facilities. While IMPD has primary jurisdiction in all areas off campus, Butler officers can and do respond to incidents that occur in close proximity to campus.

Both the University Police Department and IMPD use the Indianapolis Public Safety Communications System to dispatch calls for service. The University Police Department has a separate report management system, but has access to the City of Indianapolis computer-aided dispatch terminals for increased efficiencies and assistance.

The University Police Department does not have any written agreements with IMPD regarding the investigations of alleged criminal offenses. The University Police Department has a strong working relationship with the state and local police departments.

Students, employees, and visitors are subject to all local, state, and federal laws, in addition to campus policies, procedures, and regulations. University Police officers may arrest individuals when probable cause exists that a violation of law has occurred. For violations of University policies, reports may be referred to the Office of the Vice President for Student Affairs for conduct action. Local police agencies may provide assistance to the University for any emergency that might require additional police services.

## REPORTING CRIMINAL ACTIONS AND OTHER EMERGENCIES

We encourage all students, employees, and guests to accurately and promptly report criminal incidents, accidents, and other emergencies to the University Police Department at 525 W. Hampton Drive, 317-940-BUPD (2873) (non-emergency) or 317-940-9999 (emergency), or report to local law enforcement agencies, either by phone at 911 or in person. Crimes should be reported to the University Police Department for inclusion in the annual statistical disclosure of crimes as well as for assessment for a Timely Warning or Emergency Notification.

Reports of sexual assaults, domestic violence, dating violence, and stalking should be reported to the University Police Department, or the Title IX Coordinator.

**Detective Bruce Allee**  
**Phone:** 317-940-8856  
**Email:** bballee@butler.edu

**Detective Diane Sweeney**  
**Phone:** 317-940-6863  
**Email:** dsweeney@butler.edu



Additionally, incidents can be reported to any uniformed Public Safety Officer. The University has several two-way call stations (blue light phones) around campus and its vicinity for use during emergencies. By pressing the red button on the stations, users are immediately connected with the University Police Communication Office. In response to reports of emergencies or criminal actions, the University Police Department will respond to reports of crimes and other emergencies and vigorously investigate all reported incidents. This includes confidential reports (where the reporting parties' names are known but not released.)

Butler University encourages accurate and prompt reporting of all crimes to the University Police Department and the appropriate police agencies when the victim elects to or is unable to, make such a report due to incapacitation or other circumstances that would permit the victim from reporting.

As described above, the Office of the Vice President for Student Affairs may receive reports involving violations of University policies or laws for conduct review and assessment when students are involved. Reports involving violations of University policies or laws when employees are involved will be reviewed by the Executive Director of Human Resources.

Daily crime logs containing the time, date, and general locations of all reported incidents are available to the public by visiting the University Police Department office or at: [www.butler.edu/bupd/daily-crime-log](http://www.butler.edu/bupd/daily-crime-log). Information from crime reports is analyzed to identify emerging crime trends and allocate resources more efficiently.

## VOLUNTARY CONFIDENTIAL REPORTING

A victim of a crime, who does not want to pursue action within the criminal justice system or through Butler University, may still consider making a confidential report. The purpose of a confidential report is to comply with a victim's wish to keep the matter confidential, while taking steps to ensure the future safety of those involved and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger through issuance of a Timely Warning. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Confidential reporting of a crime may be done on the University Police Department "Silent Watch Reporting" website at: [www.formstack.com/forms/butler-bupd\\_silent\\_watch\\_reporting](http://www.formstack.com/forms/butler-bupd_silent_watch_reporting).

## ADDITIONAL INDIVIDUALS TO WHOM A CRIME CAN BE REPORTED

The University has designated several individuals as Campus Security Authorities (CSA). A campus security authority is an official of an institution who has significant responsibility for student and campus activities, including, but not limited to student housing, student discipline, and student conduct proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The "live-in" staff—the Residence Life Coordinators and the Resident Assistants, who are designated as a CSA—also have established procedures to assist in responding to criminal actions or other emergencies. As soon as possible, all emergencies and criminal actions involving students are brought to the attention of the Dean of Student Life and/or Dean of Student Services, who provides either appropriate follow-up or student conduct action.



Campus “Pastoral Counselors” and campus “Professional Counselors” are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A Pastoral Counselor is defined as:

An employee of an institution who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is defined as:

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

Other persons who have significant responsibility for campus and student activities and counsel or advise students and employees are not exempt from reporting, even if the counseling is confidential.

## TIMELY WARNING PROCEDURES

In the event that a crime is reported on campus or in property owned or controlled by Butler University—that per the judgment of the Executive Director of Public Safety, or his/her designee, constitutes an ongoing or continuing threat—a campus timely warning will be issued. The timely warning is generally written by the Executive Director of Public Safety. In addition to distributing the warning using the systems below, the warnings will be posted on the University website and can be viewed by visiting: [www.butler.edu/bupd/warnings-alerts](http://www.butler.edu/bupd/warnings-alerts).

Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Timely warnings are usually distributed for the following Uniform Crime Reporting (UCR) classifications: major incidents of arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis after reviewing the facts and deciding whether there is a continuing danger to the campus community and the amount of information known by the University Police Department. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Butler community members and a timely warning would not be distributed. In cases involving sexual assault, when they are reported long after the incident occurred, there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the University Police Department. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime. The Executive Director of Public Safety or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning is warranted.

### Register Now for Dawg Alert Messages

**For Students:** Log in to [my.butler.edu](http://my.butler.edu) > My Info Tab > Dawg Alert

**For Employees:** Log in to [my.butler.edu](http://my.butler.edu) > Campus Solutions > Self Service > Dawg Alert



Methods for issuing a timely warning notification can vary. The University Police Department, or its designee, can use one, or all of the following systems to communicate and notify all Butler University faculty, staff, and students: all-campus email and University website.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving and sending messages	Primary Message Sender	Backup Message Sender
<b>PRIMARY METHOD</b>					
All-Campus Email	Executive Director of Public Safety	Assistant Chief of Police, Director of University Relations	Executive Director of Public Safety or Assistant Chief of Police	Marketing and Communications Staff	Marketing and Communications Staff
<b>SECONDARY METHOD</b>					
University Police Website	Executive Director of Public Safety	Assistant Chief of Police, Director of University Relations	Executive Director of Public Safety or Assistant Chief of Police	Executive Director of Public Safety or designees	Marketing and Communications Staff

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The University's Emergency Response Plan includes information about Incident Teams; University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts emergency response exercises each year, such as table-top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The Emergency Response Plan can be found at: [www.butler.edu/bupd/emergency-response-plan](http://www.butler.edu/bupd/emergency-response-plan).

University Police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually University Police officers and they typically respond and work together to manage the incident. Depending on the nature of the incident, other University departments and other local or federal agencies could also be involved in responding to the incident.

Emergency response and evacuation drills are conducted on an annual basis. The results of the tests can be found at: [www.butler.edu/bupd/emergency-preparedness](http://www.butler.edu/bupd/emergency-preparedness). The tests may be announced or unannounced. Notification of the test results will be sent to the campus community via an email announcement.

The Department of Public Safety coordinates an evacuation drill each semester for all residential facilities. These drills are conducted twice a semester, thus four times a year.

Additionally, each academic building conducts required drills annually. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for short-term building evacuation. The Department of Public Safety does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by the time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, University Police and Residential Life will both be on the scene and will communicate information to the students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Butler University, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of the fire alarm system components.

Evacuation drills are monitored by the Department of Public Safety and Residence Life to evaluate egress and behavioral patterns. Reports are prepared by the Department of Public Safety which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

## EVACUATION PROCEDURES

In situations where a building is to be evacuated, individuals should immediately proceed to the nearest exit in a quick but orderly manner. After exiting the building, proceed to the nearest rally point. A list of the rally points can be found at: [www.butler.edu/bupd/emergency-preparedness](http://www.butler.edu/bupd/emergency-preparedness).

### **What it Means to Shelter in Place**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, to shelter in place means to make a shelter of the building that you are in until it is safe to go outside.

### **Basic Shelter in Place Guidance**

If an incident occurs and the building you are in is not damaged or compromised, stay inside seeking an interior room until you are told it is safe to come out. If your building is damaged, follow the evacuation procedures: close your door, proceed to the nearest exit, and use the stairs instead of the elevator. Once you have evacuated, seek shelter at the nearest building. If police or fire personnel are on scene, follow their directions.

### **How You Will Know to Shelter in Place**

A shelter in place notification may come from several sources, including the University Police, Residence Life staff members, other University employees, including CERT team members, or other authorities using the University's emergency notification system, DawgAlert.



### **How to Shelter in Place**

No matter where you are, the basic steps of shelter in place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of an emergency. If you are outdoors, quickly proceed into the closest building or follow instructions from emergency personnel on the scene.
2. Locate a room in which to shelter. It should be: An interior room without windows or with the least numbers of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Make a list of the people with you and ask someone to call in the list to University Police so they know where you are sheltering. If only students are present, one of the students should call in the list.
5. Remain calm.

### **EMERGENCY NOTIFICATION**

An emergency notification will be sent for situations that require emergency response, evacuations, or are deemed an immediate threat and dangerous situation to the campus. Periodic updates will be posted to the Butler homepage at [www.butler.edu](http://www.butler.edu). Once the reported incident is no longer a threat, an update will be provided using the campus Dawg Alert notification system.

Butler University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The University Police Department reserves the right to investigate an incident for confirmation of an immediate threat before issuing an emergency notification. Other methods of confirmation may include notification by a local police agency, or notification by the National Weather Service or other emergency authority. Butler University 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. The emergency notification will direct the community to do or not to do something. For example, but not limited to: evacuate, shelter in place, or avoid a certain area of campus. The University Police Department will identify the appropriate segment or segments of campus to receive the immediate notification if the threat is limited to a particular segment of the University. Members of the University Police Department generally write the Emergency Notifications.

Methods of disseminating emergency information to the larger community include posting information on the University website and utilizing local media outlets.

Methods for issuing an emergency notification can vary. University Police or University Relations can use one, a series of, or all of the following systems to communicate and notify all Butler University faculty, staff, and students: all-campus email, all-campus voicemail, Informacast, fire alarms/voice, Dawg Alert (text message) and Twitter. The emergency notifications systems are tested monthly.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving and sending messages	Primary Message Sender	Backup Message Sender
<b>PRIMARY METHOD</b>					
All Campus Email	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications
Telephone Voicemail	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications
Text Message	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications
Informacast	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications
Twitter	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications	University Police Department or Marketing and Communications



Members of the larger community who are interested in information about emergencies on campus may visit the University Police Department website at [www.butler.edu/bupd](http://www.butler.edu/bupd).

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible to faculty, staff, students, guests, and contractors during normal operating hours on weekdays and during designated hours on weekends. Normal operating hours vary for individual buildings and University offices. Many buildings have 24-hour availability using card access, however hours may vary during the periods of time the University is not in normal operation. (This includes most holidays.)

Policies regarding guests and visitors on campus are integrated with other policies relating to student housing, student conduct, and facilities access. Generally, students and other campus community members are held accountable for the conduct of their guests while they are on campus. All guests are subject to the same University rules and regulations governing the conduct of students, faculty, and staff.

Academic, administrative, and housing facilities do not have full-time University Police officers or security assigned to them. However, officers patrol all facilities on a regular basis.

### ACCESS TO RESIDENCE HALLS

With the exception of the main entrances, all Butler University residence hall exterior doors are locked 24 hours a day. All residence halls' main entrances are unlocked during the day but are locked at night, with the exception of University Terrace, Butler Terrace, and the Apartment Village which are locked 24/7. Resident Assistants check the residence hall doors during routine rounds throughout the night to ensure the doors remain locked. Residential College, Ross Hall, Schwitzer Hall, University Terrace, and the Apartment





Village have front desk operations. Rooms in Residential College, Ross, Schwitzer, University Terrace, Butler Terrace, and the Apartment Village are equipped with a self-locking door and/or dead-bolt system that provide additional security. Card access is available in Ross, Residential College, Schwitzer, University Terrace, and the Apartment Village.

The maintenance of a safe and secure residence hall environment is everyone's responsibility. To this end, the admittance of unauthorized persons to residence halls is prohibited. Residents should always lock their room doors to ensure personal safety and security of their property. To enhance the safety and security of all hall residents, residents' property, as well as University property, University Police personnel will conduct patrols of the residence halls on a periodic basis.

## MAINTENANCE OF CAMPUS FACILITIES

The University maintains a very strong commitment to campus security and safety through monitoring of the following:

**Exterior Lighting.** Formal surveys of exterior lighting on campus are conducted on a regular basis. Members of the campus community are encouraged to report any exterior lighting deficiencies to the University Police at 317-940-BUPD (2873).

**Exterior Doors/Locks.** After buildings are secured. Exterior doors are routinely checked each night by members of the Public Safety Department. Concerns, defects, or general maintenance issues can be reported to the University Police Department at 317-940-BUPD (2873).

**Shrubbery and Trees.** Landscaping is maintained in a manner that reduces hazardous conditions. Any concerns can be reported to University Police at 317-940-BUPD (2873).

**Parking Lots.** University Police actively patrols all campus parking lots on a daily basis.

## SAFETY ON CAMPUS: EVERYONE'S RESPONSIBILITY

### UNIVERSITY PROGRAMMING—CRIME PREVENTION

Butler University places a high priority on keeping its campus safe for students, employees, and visitors. Working together, there are many things the University's community—its students and employees—can do to lessen the chances of crime occurring.

Butler students have the opportunity to learn safe personal living habits through programs sponsored by the Division of Student Affairs and University Police. Topics covered in these programs vary but often focus on how to avoid becoming the victim of crime; how to recognize crimes when they occur; how to overcome fears about reporting crimes; how to keep informed of University policies, as well as federal, state, and local laws; and how to develop social responsibility toward others on campus, as well as in the surrounding community.

Among reported crimes on and around campus, incidents of violent crime are infrequent. In cases such as rape—crimes that often go unreported—special programs have been initiated to encourage students to recognize rape and other forms of sexual violence and overcome their fears of reporting it.

## SECURITY AWARENESS

The University Police Department offers the following Security Awareness programs to faculty, staff, and students. A common theme in these programs is to encourage students and employees to be responsible for their own security and the security of others. During the 2014–2015 Academic Year, the University offered numerous programs pertaining to security procedures and awareness. Please contact University Police at 317-940-BUPD (2873) for additional information on each program.

### **R.A.D.—Rape Aggression Defense Training**

The Rape Aggression Defense (R.A.D.) system is a program of realistic, self-defense tactics and techniques. The R.A.D. course is offered to female students for limited credit once in the fall and spring semesters. The comprehensive course begins with awareness, prevention, risk reduction, and avoidance, and progresses to the basics of hands-on, self-defense training. R.A.D. is not a martial arts program. Our courses are taught by certified R.A.D. instructors and course-takers receive a workbook/reference manual. This manual outlines the entire physical defense program for reference and continuous personal growth. More information on R.A.D. can be located by visiting: [www.butler.edu/bupd/rape-aggression-defense-course](http://www.butler.edu/bupd/rape-aggression-defense-course).

### **Self Defense Classes**

The University Police conducted two-hour self-defense classes on October 15, 2014, November 11, 2014, November 18, 2014 and December 1, 2014.

### **Adopt-A-Residence Hall**

Each Butler University residence hall has an assigned University Police officer. Crime prevention programming is offered in each hall once a semester. The assigned officer will hold town-hall-style forums on topics associated with crime that may include: credit card fraud, reporting suspicious activity, prevention of theft, illegal consumption of alcohol, and sexual assault. Students and Residence Life Coordinators can request specific topics and additional presentations by contacting the University Police Department at 317-940-BUPD (2873).

### **Avoiding An Active Shooter**

Although the threat of being involved in an active shooter situation is less likely than getting hit by lightning, the University Police Department offers an annual training on this topic. Students, faculty, and staff will be exposed to a proven curriculum that instructs the participant with simple messages to increase awareness and your chances of survival. A video, “Shots Fired on Campus, When Lightning Strikes,” is available at: [www.butler.edu/bupd](http://www.butler.edu/bupd). Requests for the presentation can be made by contacting University Police at 317-940-BUPD (2873).

**Peer Education**, regarded as a best practice for behavior change in the collegiate environment, is utilized to address a variety of wellness topics including alcohol and other substances, and sexual assault prevention. Butler has several existing peer education groups including Peers Advocating Wellness for Students (PAWS), Greeks as Educators, Advocates and Resources (GEAR), the Red Cup Culture Facilitation Team, and Stand Tall. A peer education course which is the foundational training for members of GEAR and PAWS is offered annually in the spring.

- PAWS meets weekly and provides prevention programming to students on campus through awareness weeks, educational programs, and information sharing via social media. PAWS is affiliated with the BACCHUS Peer Education Network.

**Dawg Ride** is an on-demand safety transportation service that allows students to safely traverse campus during the evening hours, especially when alone. To request a ride on Dawg Ride, download the TapRide application for your smartphone (iPhone or Android) and log in using your @butler.edu email address and password. If you are unable to use the TapRide app, call 940-BUPD (2873) to request your ride.

[www.butler.edu/health-education](http://www.butler.edu/health-education)



- GEAR meets monthly and serves as a resource for students within the fraternity and sorority communities. GEAR representatives share pertinent wellness information with the membership of their Greek organization via presentations and individual conversations. GEAR members are trained with bystander intervention concepts borrowed from the Step Up Bystander Intervention model and Butler's Community of C.A.R.E. model.
- The Red Cup Culture Facilitation Team is comprised of 40 students who serve as peer facilitators for the Red Cup Culture Program, a high-risk drinking prevention and sexual assault prevention program offered for new first-year students during the first week of classes. Red Cup Facilitators participate in a two-day training retreat and educate new students on high-risk drinking prevention and sexual assault prevention. The Red Cup Culture training occurred on August 24–25, 2014.
- Stand Tall is a peer education group who meet on a weekly basis for educational programming and meaningful dialogue. Stand Tall organizes campaigns, awareness activities, and educational programs to publicly show support for survivors, end victim blaming, and educate the community on how to prevent sexual violence.

**RA Training** occurs annually in the fall for all Residence Life staff and includes alcohol and sexual assault training. The alcohol training is comprised of policy updates, potential sanctions, high-risk drinking prevention, alcohol poisoning response protocol, and promotion of alternative/non-alcoholic programs. The sexual assault training is comprised of campus and legal definitions for sexual misconduct, reporting protocol, an explanation of resources/services for survivors, and primary prevention of sexual violence. Residence Life staff training concludes with a role play activity which includes scenarios related to underage drinking, alcohol poisoning, and sexual assault. Additionally, all newly hired Residence Life staff members participate in an RA class in which they learn about the Butler wellness model and are introduced to information about the prevalence of high-risk drinking and sexual assault in the collegiate environment and related consequences. The RA training occurred August 20–21, 2014.

**Student Orientation Guide (SOG) Training** occurs annually in the fall and includes alcohol and sexual assault training. The alcohol training is comprised of policy updates, potential sanctions, high-risk drinking prevention tactics, alcohol poisoning response resources and the promotion of alternative/non-alcoholic events and programs. In 2014, normative data to represent actual consumption rates versus perceived consumption rates for incoming first-year students was shared, and SOGs were encouraged to familiarize new students with the campus alcohol message. The sexual assault training is comprised of a video highlighting a variety of scenarios depicting sexual harassment and sexual assault and a conversation about bystander intervention. The video strongly discourages victim blaming and encourages enthusiastic consent for any sexual interaction. The University reporting protocol and an explanation of support resources and services for survivors is discussed. SOG training occurred on August 22, 2014.

#### **Butler Strong**

This is an initiative developed to engage men in a discussion about healthy masculinity and provide information about how men can become a significant part of the solution toward ending sexual assaults on our campus. This program was offered to all male football players February 20, 2014. There was also an open meeting for individuals living in residence halls held September 18, 2014.

**Campus Safety and City Smarts Program** presents safety information to first-year students. This program is offered annually on the night before the first day of classes. The program features personal safety tips from staff within the Butler University Police Department and the Coordinator for Health Education and Outreach Programs. This program features information on sexual assault prevention, personal safety, and risk reduction strategies related to alcohol consumption. Program date: August 26, 2014

**The Red Cup Culture Program (RCC)** features a campus-produced video coupled with a peer-facilitated conversation about alcohol responsibility and risk reduction. It is led by trained peer educators and the content is updated annually. Also discussed in Red Cup Culture is the concept of enthusiastic consent. This program was presented to the national BACCHUS conference held in Indianapolis in November 2010 and met with high praise from other AOD and peer health educators. Dates of administration: August 27-28, 2014, August 26, 2014 (for commuters).

**Student Affairs Healthy Homecoming Safety Initiative** included high risk drinking prevention messaging on water bottles and the presence of Student Affairs staff at highly attended Homecoming festivities. Additionally, an early morning \$1 breakfast was offered in the dining hall as an alternative to the trend of early morning alcohol consumption. Program date: September 27, 2014

**Healthy Homecoming prevention messages** were created to blend the homecoming theme with messages promoting healthy behaviors in relation to alcohol and other substances. Messages are shared via social media, a Pinterest board, and printed posters. Ongoing

**Greek New Member Alcohol Awareness Program** was offered for the first time in January 2012 and features Norm and Dawn Finbloom, a local couple who lost their son to a high risk drinking overdose in August 2012. The program aims to prevent high risk drinking and promote positive bystander behavior. This program featured the Vice President for Student Affairs, the Assistant Chief of Police, the Interfraternity Council President, and a GEAR Representative along with Mr. and Mrs. Finbloom. Attendance at this program was mandatory for all new members of Greek organizations. Program date: January 22, 2014

**Alcohol abuse prevention and risk reduction programs in fraternity and sorority chapters and residence halls** are provided upon request by the Coordinator for Health Education and Outreach Programs, Counseling and Consultation Services Staff, or by Mike Denton, a certified alcohol and drug counselor. Program dates: April 16 and 25, 2014; September 29, 2014; October 21, 2014

**GenerationRx Peer Education Programs** are offered by students from the College of Pharmacy and Health Sciences to address misuse of prescription drugs. This program is offered on an ongoing basis by students in the GenerationRx group.

**How to be A Good Neighbor Program** focused on the prevention of high risk drinking as well as an awareness of laws, campus policies, and possible consequences regarding alcohol consumption. This program was offered to students currently residing in campus apartments and currently living off-campus. Speakers at this program included a sergeant from University Police and the Coordinator for Health Education and Outreach Programs. Program date: April 25, 2014

**Let Us Be Clear** posters reflecting campus expectations were distributed to the entire campus fall 2014.

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**Rebekah Druetzler**, Director of  
Greek Affairs and Orientation  
Programs  
317-940-6590  
bdruetzl@butler.edu  
Atherton Union, Room 312

**Our Approach to Alcohol** web site was developed upon the recommendation of the Alcohol Task Force 2011–2013. This comprehensive site contains the student alcohol policy, campus resources, a link to the Indiana Lifeline Law, and other messages regarding alcohol: [www.butler.edu/student-handbook/alcohol-policy](http://www.butler.edu/student-handbook/alcohol-policy).

**Community of C.A.R.E. messages** were sent out to students via email or through social media prior to potentially high-risk times by the Vice President for Student Affairs (Homecoming, Spring Break, etc). Specific to sexual misconduct, all students received a dedicated email from Student Affairs drawing their attention to our new Civil Rights Equity Grievance Policy and process. Ongoing.

**21st Birthday cards** are mailed from the Vice President for Student Affairs to those with impending signature birthdays providing safety tips and a friendly reminder to make responsible choices.

**Literature and brochures** from the American College Health Association (ACHA) and the BACCHUS Peer Education Network are available for anonymous pick up in the Health and Recreation Complex: Ongoing.

## PROVIDING ALTERNATIVE SOCIAL ACTIVITIES

The Late Night Committee, as a standing programming entity, was added to SGA's Program Board in spring 2010 and is ongoing to increase late night options on campus. Additionally, Student Affairs staff members have provided late night weekend programming during the first six weekends of fall semester: Spring and fall 2014.

Good Clean Fun Facebook Page and Twitter account features daily postings about local events that are substance-free. Incoming students are introduced to this resource prior to coming to campus at early registration sessions. This was developed and launched in fall 2008 and is ongoing. The following for these accounts are 1149 on Facebook and 1283 on Twitter.

## VISUAL MEDIA AND OTHER COMMUNICATIONS

**Let Us Be Clear** posters reflecting campus expectations were distributed to the entire campus fall 2014.

**Our Approach to Alcohol** web site was developed upon the recommendation of the Alcohol Task Force 2011-2013. This comprehensive site contains the student alcohol policy, campus resources, a link to the Indiana Lifeline Law, and other messages regarding alcohol: [www.butler.edu/student-handbook/alcohol-policy](http://www.butler.edu/student-handbook/alcohol-policy).

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**Healthy Homecoming prevention messages** were created to blend the homecoming theme with messages promoting healthy behaviors in relation to alcohol and other substances. Messages are shared via social media, a Pinterest board, and printed posters. Ongoing program.



# ALCOHOL POLICY STATEMENT

## USE OF ALCOHOLIC BEVERAGES

The Butler University rules of conduct prohibit the unauthorized use, possession, sale, or illegal distribution of any alcoholic beverage. University Police enforces violations of state underage drinking laws.

All Butler students are responsible for complying with state and local laws. Attention is called to the Indiana alcoholic beverages law (Indiana Code 7.1-5 found here: [iga.in.gov/legislative/laws/2015/ic/titles/7.1](http://iga.in.gov/legislative/laws/2015/ic/titles/7.1))

The following are violations of University policy:

- (a) No person under 21 years of age may consume or be in possession of alcoholic beverages.
- (b) Persons 21 or over may not make alcoholic beverages available to minors.
- (c) It is unacceptable to misrepresent one's age for the purpose of procuring alcoholic beverages.
- (d) Residence hall and University apartment students 21 years of age and their guests 21 years of age or older may possess and consume alcoholic beverages on an individual basis in the privacy of their own rooms, with their room doors closed. Individuals younger than 21 years of age may not be in the presence of alcohol within the residence halls/apartments.

## ALCOHOL ON UNIVERSITY PROPERTY AND AT UNIVERSITY-SPONSORED EVENTS

Alcoholic beverages are prohibited on campus or on the sidewalks adjacent to campus property, except as noted in (d) above or with the expressed approval of the department head responsible for the administration of a designated facility/area. Student organizations wishing to sponsor an event on campus with alcohol must receive authorization from the Vice President for Student Affairs. No University funds or monies from student organization accounts may be used to purchase alcoholic beverages without the authorization of the Vice President for Student Affairs. Student organizations may provide alcoholic beverages at University-sponsored events on campus according to the social event guidelines found here: [www.butler.edu/student-handbook/alcohol-policy](http://www.butler.edu/student-handbook/alcohol-policy). University-recognized Greek chapters may provide alcoholic beverages at events on their premises according to the Greek alcohol and social event guidelines found here: [www.butler.edu/student-handbook/alcohol-policy](http://www.butler.edu/student-handbook/alcohol-policy). The primary concern of Butler University in all cases, including those incidents of intoxication and/or alcohol poisoning, is the health and safety of the individuals involved. Students who actively seek medical attention on the behalf of another due to a concern for that person's intoxicated state and well-being will generally not be charged with a violation of University policy.

(The Alcohol Policy is reviewed annually by the Vice President for Student Affairs.)





## DRUG POLICY STATEMENT

Butler University is dedicated to the pursuit and dissemination of knowledge. The illegal or abusive use of drugs by members of the campus community jeopardizes the safety of the individual and the community and is contrary to the academic learning process. Butler University is, therefore, committed to having a campus that is free of the illegal or abusive use of drugs. In keeping with this commitment, it is the policy of the University that the illegal or abusive use, possession, and sale of drugs are prohibited on University property and as part of University activities. University Police enforces all state laws and federal law enforcement enforces federal laws pertaining to the illegal possession, use, and sale of drugs.

In order to inform all University students of their responsibilities as set forth in the Drug-Free Schools and Campuses Act Amendments of 1989, the following information is provided at the following site: [www.butler.edu/student-handbook/drug-free-compliance](http://www.butler.edu/student-handbook/drug-free-compliance).

The Butler University rules of conduct prohibit the unauthorized use, possession, sale or distribution of any controlled substance or illegal drug. Conduct sanctions the University may impose for violations of the University drug and alcohol policies include dismissal, suspension, probation, restitution, suspension from University housing, and forfeiture of financial assistance. Students may be accountable to both civil authorities and the University for acts that constitute violations of law and/or University policy. Conduct action at the University will normally proceed during the pending of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

## CRIME STATISTICS

### DEFINITIONS OF CATEGORIES

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault with a gun, knife, or other weapon which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes but is not limited to sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Disciplinary Referrals:** Include those individuals referred to the Office of the Vice President for Student Affairs for liquor law, drug law, and illegal weapon violations. The numbers include incidents that are reported to University Police.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzadrine).

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental Incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening word and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Robbery:** Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

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**Contact Numbers:**

**University Police Department**

Emergency – 911  
Or 317-940-9999  
(from a cell phone)  
317-940-BUPD (2873)  
(non-emergency)

**Victim Advocate**

317-910-5572

**Detective Bruce Allee**

317-940-8856

**Detective Diane Sweeney**

317-940-6863

**Title IX Coordinator**

**Stacie Colston-Patterson**  
317-940-6509  
scolston@butler.edu

**Nikila Stevens, Title IX Deputy  
Coordinator (for employees)**

317-940-9430  
nrstevens@butler.edu



**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purpose of this definition, course of conduct means two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but not necessarily, require medical or other professional treatment or counseling.

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

## INDIANA CRIMINAL CODE

**Rape:** Knowingly or intentionally having sexual intercourse with another person or knowingly or intentionally causing a person to submitted other sexual conduct when: the person is compelled by force or imminent threat of force; the other person is unaware that the sexual intercourse or other sexual conduct is occurring; or the other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct cannot be given.

**Crime of Domestic Violence:** Crime of domestic violence means an offense or the attempt to commit an offense that has as an element of the use of physical force; or threatened use of a deadly weapon; and is committed against a current or former spouse, parent, or guardian of the defendant; person with whom the defendant shared a child in common; person who was cohabiting with or had cohabited with the defendant as a spouse, parent, or guardian; or person who was or had been similarly situated to a spouse, parent, or guardian of the defendant.

**Domestic or family violence:** Except for an act of self-defense, the occurrence of at least one of the following acts committed by a family or household member: Attempting to cause, threatening to cause, or causing physical harm to another family or household member; placing a family or household member in fear of physical harm; causing a family or household member to involuntarily engage in sexual activity by force, threat of force, or duress; beating, torturing, mutilating or killing a vertebrate animal without justification with the intent to threaten, intimidate, coerce, harass, or terrorize a family or household member. Domestic and family violence also includes stalking, or a sex offense under whether or not the stalking or sex offense is committed by a family or household member.

**Stalking:** 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.

**Family or Household Member:** An individual is a “family or household member” of another person if the individual is a current or former spouse of the other person; is dating or has dated the other person; is or was engaged in a sexual relationship with the other person; is related by blood or adoption to the other person; is or was related by marriage to the other person; has or previously had an established legal relationship: (A) as a guardian of the other person; (B) as a ward of the other person; (C) as a custodian of the other person; (D) as a foster parent of the other person; or in a capacity with respect to the other person similar to those listed in clauses (A) through (D); or has a child in common with the other person.

### **Consent**

The State of Indiana does not legally define consent in reference to sexual activity. Butler University policy defines consent as knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. For consent to be valid there must be a clear expression in words or action that the other individual consented to that specific sexual conduct. The University has procedures in place that serve those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them, and if they are reasonably available, regardless of whether the victim chooses to report the crime to University Police or local law enforcement.





## DEFINITIONS OF CLERY GEOGRAPHY

**On-Campus Buildings or Property:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

\*Note: Statistics for University housing facilities are recorded and included in both the all-campus category and the on-campus residential only category.

**Non-Campus Buildings or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographical area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

## REPORTED CRIME STATISTICS

These charts report crime statistics for Butler University calendar years 2012, 2013, and 2014. All universities are required to list a breakdown of reported crimes by geographic location. The categories are:

1. On-campus property (University-owned, contiguous, educational, and student-used, including residence halls)
2. Non-campus property (fraternities, non-contiguous owned, and student-used)
3. Public property (streets, sidewalks, and lots adjacent to campus property)
4. On-campus residential only (University-owned or leased student housing)

In addition, the University is required to state if any of the subcategories of reported crimes fall under the category of hate crimes. In addition to the subcategories, the crimes of theft, simple assault, and intimidation shall be reported if perpetrated as hate crimes. A hate crime is defined as an act that has evidence to show the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity.

The statistics in this annual report were prepared by the University Police Department based on information gathered from individuals in the following University offices and department and local law enforcement authorities:

Division of Student Affairs: Dean of Student Life  
Division of Student Affairs: Dean of Student Services  
Division of Student Affairs: Director of Residence Life  
Intercollegiate Athletics: Director of Athletics  
University Police Department: Captain of Police Administration  
Indianapolis Metropolitan Police Department  
Marion County Sheriff's Office  
State Excise Police  
Campus Security Authorities

Offense (Reported By Hierarchy)	Year	On- Campus	Non- Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Murder/Non- Negligent Manslaughter	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	0	0	0	0	0	N/A
Negligent Manslaughter	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	0	0	0	0	0	N/A
Rape	2014	3	3	0	6	3	0
	2013	3	0	0	3	2	N/A
	2012	1	1	0	2	1	N/A
Fondling	2014	1	1	0	2	1	0
	2013	0	1	0	1	0	N/A
	2012	0	0	0	0	0	N/A
Incest	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	0	0	0	0	0	N/A
Statutory Rape	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	0	0	0	0	0	N/A
Robbery	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	0	0	0	0	0	N/A
Aggravated Assault	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	0	2	0	2	0	N/A
Burglary	2014	13	1	0	14	6	2
	2013	4	0	0	4	0	N/A
	2012	15	2	0	17	9	N/A
Motor Vehicle Theft	2014	2	1	1	4	0	1
	2013	1	0	0	1	0	N/A
	2012	2	0	3	5	0	N/A
Liquor Law Arrests	2014	48	5	11	64	33	0
	2013	39	3	9	51	19	N/A
	2012	22	5	9	36	14	N/A
Drug Law Arrests	2014	9	0	1	10	5	0
	2013	9	0	2	11	0	N/A
	2012	1	1	3	5	0	N/A
Weapons Law Arrests	2014	0	0	0	0	0	0
	2013	1	0	0	1	0	N/A
	2012	1	0	0	1	0	N/A



Offense (Reported By Hierarchy)	Year	On- Campus	Non- Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Liquor Law Violations Referred for Disciplinary Action	2014	135	2	0	137	131	0
	2013	271	5	0	276	266	N/A
	2012	222	2	0	224	218	N/A
Drug Law Violations Referred for Disciplinary Action	2014	23	0	1	24	19	0
	2013	22	0	1	23	22	N/A
	2012	24	0	0	24	19	N/A
Weapons Law Violations Referred for Disciplinary Action	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	0	0	0	0	0	N/A
Arson	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	0	1	0	1	0	N/A
Domestic Violence	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	N/A
	2012	N/A	N/A	N/A	N/A	N/A	N/A
Dating Violence	2014	3	0	0	3	2	0
	2013	2	0	0	2	1	N/A
	2012	N/A	N/A	N/A	N/A	N/A	N/A
Stalking	2014	5	0	0	5	3	0
	2013	0	0	0	0	0	0
	2012	N/A	N/A	N/A	N/A	N/A	N/A

N/A: The University was not required to report occurrences for those calendar years.

**Hate Crime Reporting:**

2014: There were no hate crimes reported for 2014.

2013: There was one on-campus vandalism report characterized by racial and ethnic bias.

2012: There was one on-campus intimidation report characterized by ethnic bias.

# MISSING STUDENTS NOTIFICATION POLICY STATEMENT

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing for a period of 24 hours, he or she shall immediately notify the University Police Department at 317-940-BUPD (2873). The University Police Department will generate a missing person report and initiate an investigation. During the investigation, attempts to gather relevant information about the individual will be made that would assist in locating the missing individual. Evaluation of the circumstances will be conducted for determining if the missing person may be classified as a “high risk” missing person as defined by Indiana Criminal code.

Any reports made of a missing student must be referred immediately to the University Police Department for purposes of an investigation.

Should the University Police Department determine that the student is missing and has been missing for more than 24 hours, the University Police Department will notify the Indianapolis Metropolitan Police Department and notification will be made to the student’s confidential contact person(s). This notification will be made by the Office of Student Affairs in consultation with the University Police Department.

If the missing student is under the age of 18 and is not an emancipated individual, Butler University will notify the student’s parent or legal guardian immediately after the University Police Department has determined that the student has been missing for more than 24 hours. The confidential contact person(s) will also be notified. This notification will be made by the Office of Student Affairs in consultation with the University Police Department.

Students living in an on-campus housing facility have the option to identify a confidential contact person(s) whom the institution shall notify within 24 hours of the determination that the student is missing by the University Police Department. This contact person(s) can be the same as the student’s confidential contact person but it is not a requirement. The student can identify the confidential contact when signing up for residential housing.

The contact information registered by the student will be confidential and will only be accessible to authorized campus officials and law enforcement and it may not be disclosed outside of a missing-person investigation





## HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “Individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found at [www.butler.edu/community-of-care](http://www.butler.edu/community-of-care). If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive toward another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if he or she is okay.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

## RISK REDUCTION

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of being a victim of a crime

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - › Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - › Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - › Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - › Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.



## PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Butler University has programs in place to prevent dating violence, domestic violence, sexual assault, and stalking. These programs are presented throughout the academic year and are available to students and employees of the University.

Butler University takes the prevention of dating violence, domestic violence, sexual assault, and stalking very seriously and it is a violation of University policy to engage in such activities. The University prohibits the crimes of domestic violence, sexual assault, and stalking.

Butler University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking.

These programs are designed to be culturally relevant, inclusive of diverse communities and identities, responsive to community needs and informed by research, or assessed for value, effectiveness, or outcomes and;

Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.





Educational programming consists of primary prevention and awareness programs for all incoming students and employees and ongoing awareness programs and campaigns for students and employees that include the following:

- Programing initiatives should include information stating Butler University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking;
- The federal and state definitions of dating violence, domestic violence, sexual assault, and stalking;
- The applicable definition of consent;
- A description of safe and positive options for bystander intervention and;
- Information on risk reduction and information regarding:
  - › Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Occurs” elsewhere in this document.)
  - › How the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
  - › Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
  - › Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
  - › Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document.)

## PRIMARY PREVENTION AND AWARENESS PROGRAMS

**MyStudentBody.com** has been offered since 2012 with the expectation that all incoming students complete modules on 1) alcohol, 2) drugs, and 3) sexual assault. Students were asked to complete the modules before arriving on campus on August 23, 2014. We had a 94 percent completion rate for the entering class of 2018.

**Student Life at BU** is held during Welcome Week for new students and their orientation guides, and is a mandatory program. This year’s talk included a message about the Indiana Lifeline Law and the importance of bystander intervention from the Vice President of Student Affairs and the incorporation of analogy of enthusiastic consent from Kevin Wanzer, the featured speaker. The Butler University Community of C.A.R.E. bystander intervention model was introduced at this program. Program date: August 24, 2014

**Sex Signals:** A performance based educational program was required for all first-year students and sophomore, junior, and senior student athletes to engage them in a conversation about sexual assault awareness, dating, the core issue of consent, and the role we can all play intervening when witnessing concerning situations. Performance includes improvisation, humor, and audience interaction. Program dates: August 25 and 26, 2014

## ONGOING PREVENTION AND AWARENESS CAMPAIGNS

**C.A.R.E. Bystander Intervention Training** equips individuals with the ability to see a concern, assume personal responsibility to address it, react (using safe and positive options) and evaluate and follow up. C.A.R.E. trainings are available to any individuals or groups of students, faculty, and staff by request. Program dates: August 17, 2014; September 10 and 18, 2014; November 13 and 20, 2014

**Sexual assault prevention programs in Greek chapters** are provided upon request by the Coordinator for Health Education and Outreach Programs, Campus Victim Advocate, or Counseling and Consultation Services Staff. Program date: April 2, 2014

**Sexual Assault Prevention Programs** in residence halls are offered annually in September. This year students from the Stand Tall peer education group coordinated resource tables and the Stand Tall Photo Project to end victim blaming along with staff from the Health Education and Outreach Office and Counseling and Consultation Services. Program dates: September 18, 2014 and October 9, 2014

**That Sex and Relationships Program Peer Facilitator Training** focused on the primary prevention of sexual assault and the role men play. Peer facilitators from the fraternity and sorority community were trained to facilitate a conversation following a mandatory program for members. This training was facilitated by staff from Health Education and Outreach and Counseling and Consultation Services. The training focused on primary prevention of sexual violence, gender roles, bystander behavior, and enthusiastic consent. Program date: September 8, 2014

**That Sex and Relationships Program** focused on the primary prevention of sexual assault. This program was facilitated by Aaron Boe, a national speaker, by exploring sexuality, gender roles, bystander behavior, and enthusiastic consent. Attendance at this program was mandatory for all fraternity and sorority members and residence life and off-campus students were encouraged to attend. Program dates: September 10, 14, and 15, 2014

**Take Back the Fight** is an annual program organized through Demia (a recognized student organization) and the Gender, Women, and Sexuality Studies program. The program features a candlelight walk followed by dialogue and discussion focused on ending the silence around sexual violence. Staff from University Police, Counseling and Consultation Services and the Victim Advocate participated. Program date: October 3, 2014

**Good Sex Starts with Communication** is a program highlighting the many aspects of sexual health including enthusiastic consent facilitated by peer educators from PAWS with support from the Coordinator for Health Education and Outreach Programs and Health Services. Program date: April 7, 2014

**Walk A Mile in Her Shoes** occurs annually and is co-sponsored by two sororities and one fraternity on campus to raise awareness of relationship violence. Program date: April 12, 2014

**The Vagina Monologues** performance was hosted by Demia, Butler's feminist student alliance, a registered student organization. Program dates: April 3 and 5, 2014

**Classroom or student employee presentations and discussions** on sexual assault prevention are available on an ongoing basis to students. Program dates: September 6, 2014 and October 13, 2014 (2 separate presentations), October 14, 2014 (2 separate presentations)

**Why I Stayed:** An educational program featuring a community member sharing her story of surviving a sexual assault as a college student, and domestic violence in her marriage performance, was offered to students, faculty, and staff. Campus and community representatives were present to share resources and information about primary prevention and support. Program date: October 28, 2014



**Bulletin boards** were posted in every residence hall unit in August 2014. This series of bulletin boards depicted the campus and state definitions of dating violence, domestic violence, stalking, sexual assault and consent were posted in every residence hall unit in addition to bulletin boards about enthusiastic consent, healthy relationships, sexual health, and bystander intervention.

**#BUBeWell Messages** are distributed via Twitter to the Butler HRC followers (2796 followers). Messaging focuses on the promotion of healthy behaviors and includes links to articles and resources to prevent high-risk drinking and misuse of other substances. The Butler HRC Pinterest account also contains a “Think Before You Drink” and a “Take A Stand Against Sexual Assault” page with resources and information to prevent underage and high-risk drinking and sexual assault. Ongoing.

**Domestic Violence** awareness, prevention initiatives, and campus and community support resources were highlighted in the month of October for all students, faculty, and staff via a banner image on the Butler Connection (a daily email digest for the campus community).

## PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING OCCURS

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible to assess for injury, sexually transmitted infections, and pregnancy. If you suspect a substance other than alcohol was used in the assault, it is recommended to report to the hospital as early as possible before the substance leaves your system. Immediate medical attention for victims of sexual assault is available at area hospitals that have a Center of Hope. The hospitals closest to campus that have a Center of Hope are St. Vincent and Methodist; they are open 24 hours a day. With a victim’s consent, a specially trained nurse will conduct an exam to collect evidence (fees for the exam and evidence collection are covered by the State of Indiana). At the hospital, you will be given an opportunity to speak with a police officer to report and investigate the incident. You may choose to do this or not. A University Police officer can be used for this reporting function. A forensic exam can also be done, without reporting to law enforcement, and at no expense to the survivor.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social-networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the University Police or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

## VICTIMS OPTIONS FOR INVOLVEMENT OF LAW ENFORCEMENT AND CAMPUS AUTHORITIES

Although the University strongly encourages all members of its community to report violations of this policy to the University Police or local law enforcement, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the University will assist any victim with notifying the University Police if the victim so desires. The victim can contact the Title IX Coordinator or the Victim Advocate to request assistance.

## REPORTING INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

If you have been the victim of dating violence, domestic violence, sexual assault, or stalking you should report the incident promptly to the Title IX Coordinator, or report in person to the University Police (if the victim desires.) Reports of all crimes of dating violence, domestic violence, sexual assault, and stalking will be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The institution's sexual harassment policy, including a description of the grievance procedures can be found here: [www.butler.edu/student-handbook/harassment](http://www.butler.edu/student-handbook/harassment).

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they so desire. The Indianapolis Metropolitan Police Department may also be reached directly by calling 317-327-3811 (dispatch), 317-327-6100 (North District), or in person at 3120 E. 30th Street, Indianapolis, IN 46208. Additional information about the Indianapolis Metropolitan Police Department may be found online at: [www.indy.gov/eGov/City/DPS/IMPD/Enforcement/Districts/Pages/North.aspx](http://www.indy.gov/eGov/City/DPS/IMPD/Enforcement/Districts/Pages/North.aspx).

Procedures for getting a protective order can be found at: [www.indy.gov/egov/county/pros/faq/protect/Pages/home.aspx](http://www.indy.gov/egov/county/pros/faq/protect/Pages/home.aspx).

## PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN A CRIME OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING IS REPORTED

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the University





Police or local law enforcement. Students and employees should contact the Title IX Coordinator to request assistance with accommodations.

The University will provide options to the victim about the involvement of law enforcement and campus authorities, including the notification of the victim's options:

- To notify proper law enforcement authorities, including University and local police;
- To be assisted by campus authorities in notifying law enforcement if the victim chooses;

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the University, below are the procedures that the University will follow:

Incident Being Reported	Procedure Institution Will Follow:
Sexual Assault	<p>Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care.</p> <p>Institution will assess immediate safety needs of complainant.</p> <p>Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>Institution will provide complainant with referrals to on- and off-campus mental health providers.</p> <p>Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties.</p> <p>Institution will provide a "No trespass directive to accused party if deemed appropriate.</p> <p>Institution will provide written instructions on how to apply for a Protective Order.</p> <p>Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.</p> <p>Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged, and the outcome of the hearing.</p> <p>Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>
Stalking	<p>Institution will assess immediate safety needs of complainant.</p> <p>Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>Institution will provide written information to complainant for Protective Order.</p> <p>Institution will provide written information to complainant on how to preserve evidence.</p> <p>Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>Institution will provide a "No trespass" directive to accused party if deemed appropriate.</p>

Incident Being Reported	Procedure Institution Will Follow:
Dating Violence	<p>Institution will assess immediate safety needs of complainant.</p> <p>Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>Institution will provide written information to complainant for Protective Order.</p> <p>Institution will provide written information to complainant on how to preserve evidence.</p> <p>Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>Institution will provide a “No trespass” directive to accused party if deemed appropriate.</p>
Domestic Violence	<p>Institution will assess immediate safety needs of complainant.</p> <p>Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>Institution will provide written information to complainant for Protective Order.</p> <p>Institution will provide written information to complainant on how to preserve evidence.</p> <p>Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>Institution will provide a “No trespass” directive to accused party if deemed appropriate.</p>

## ASSISTANCE FOR VICTIMS: RIGHTS AND OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- A statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action.

## PROTECTIVE ORDERS

The Butler University Police Department complies with Federal Law in enforcement of any order of protection issued by another state as if it was issued in Indiana provided the person subject to the order has been given an opportunity to be heard by the issuing state. Any person who obtains an order of protection from any state should provide a copy to the University Police and the office of the Title IX Coordinator. A complainant may then

### Victim’s Rights and Options Guide

[www.butler.edu/sites/default/files/victimsrightsandoptionsbrochure\\_web.pdf](http://www.butler.edu/sites/default/files/victimsrightsandoptionsbrochure_web.pdf)



meet with University Police to develop a Safety Action Plan, which is a plan for University Police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: transportation escorts, special parking arrangements, providing a temporary cellphone, changing classroom location, or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. The University Police will assist a victim in the process of applying for a protective order.

## ACCOMMODATION AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Butler University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, or transportation situations regardless of whether the victim chooses to report the crime to University Police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations, or protective measures, a victim should contact the Title IX Coordinator to request assistance with accommodations. Butler University must make such accommodation or provide such protective measures if they are reasonably available.

## VICTIM NOTIFICATION

Butler University, upon written request, will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution 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.

## ON- AND OFF-CAMPUS SERVICES FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Butler University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

### Sex Offense Registries

The Indiana Sex Offender Registry can be accessed at [www.icrimewatch.net/indiana](http://www.icrimewatch.net/indiana).

The National Sex Offender Registry can be accessed at [www.nsopw.gov](http://www.nsopw.gov).

RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING  
(ON-CAMPUS)

	Students	Employees
<b>Counseling</b>	HRC, Room 120 Phone: 317-940-9385	Employee Assistance Program www.eapconsultants.com 1-800-869-0276
<b>Health</b>	HRC, Room 110 Phone: 317-940-9385	Employee Assistance Program www.eapconsultants.com 1-800-869-0276
<b>Mental Health</b>	HRC, Room 120 Phone: 317-940-9385	Employee Assistance Program www.eapconsultants.com 1-800-869-0276
<b>Victim Advocacy</b>	HRC, Room 101 317-910-5572	Employee Assistance Program www.eapconsultants.com 1-800-869-0276
<b>Legal Assistance</b>	N/A	Employee Assistance Program www.eapconsultants.com 1-800-869-0276
<b>Visa Assistance</b>	Center for Global Education Jordan Hall, Room 212 317-940-8473  J-1 Visas for visiting exchange students and international scholars International Affairs Office Atherton Union, Room 41 704 W. Hampton Drive Indianapolis, IN 46208 317-940-6509  F-1 Visas	Human Resources Management and Development Jordan Hall, Room 144 317-940-9355  H-1 Visas
<b>Student Financial Aid</b>	Office of Financial Aid Robertson Hall, lower level 317-940-8200	N/A
<b>Other Resources</b>	Student Disability Services Jordan Hall, Room 200 317-940-9308	

**Local Resources for Survivors of Sexual Assault:**

**Center of Hope at Methodist Hospital** (Recommended due to close proximity to campus)  
1701 North Senate  
Indianapolis, IN 46206  
317-962-4673

**Center of Hope at St. Vincent Hospital** (Recommended due to close proximity to campus)  
2001 W. 86th Street  
Indianapolis, IN 46260  
317-338-3756

**Center of Hope at St. Francis Hospital**  
8111 S. Emerson Avenue  
Indianapolis, IN 46237  
317-848-7351

**Julian Center**  
2011 N. Meridian Street  
Indianapolis, IN 46202  
www.juliancenter.org  
317-941-2200  
317-251-7575 (24-Hour Crisis Hotline)

**Legacy House Victim Services**  
2505 N. Arlington Avenue  
Indianapolis, IN 46218  
www.legacy-house.org  
317-554-5272

**Planned Parenthood of Indiana**  
200 S. Meridian  
Indianapolis, IN 46208  
www.advocates.ppin.org  
317-925-6747

**Eskenazi Hospital**  
720 Eskenazi Avenue  
Indianapolis, IN 46202  
www.eskenazihealth.edu  
317-639-6671  
Center of Hope  
317-630-6180



## RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING (OFF-CAMPUS).

	Students and Employees	
<b>Counseling</b>	Aspire Indiana 2506 Willowbrook Parkway #300 Indianapolis, IN 46205 317-257-3904	Community Health Network 2040 Shadeland Avenue #200 Indianapolis, IN 46219 317-261-5719
<b>Health</b>	Eskenazi Health 6940 N. Michigan Road Indianapolis, IN 46268 317-266-2901	Health Net Community Health Centers 2855 N. Keystone Avenue #100 Indianapolis, IN 46218 317-957-2300
<b>Mental Health</b>	Christian Theological Seminary Counseling Center 1050 W. 42nd Street Indianapolis, IN 46208 317-924-5205	Midtown Community Mental Health 720 Eskenazi Avenue Indianapolis, IN 46202 317-880-8491
<b>Victim Advocacy</b>	Victim Advocacy 50 N. Alabama Street Indianapolis, IN 46204 317-327-3331	Families First 615 North Alabama Street #320 Indianapolis, IN 46204 317-634-6341
<b>Legal Assistance</b>	Indiana Legal Services 151 North Delaware Street, Ste. 1800 Market Square Center Indianapolis, IN 46204 317-632-5764 Intake  Center for Victim and Human Rights 317-610-3427	Indiana Legal Aid Society 615 North Alabama Street, Ste. 122 Indianapolis, IN 46204 317-635-9538
<b>Visa and Immigration Assistance</b>	Gateway Plaza Building 950 North Meridian Street, Room 400 Indianapolis, IN 46204 Assistance with visa and immigration can be found at: <a href="http://www.us-immigration.com/uscis/indiana/indianapolis-local-office.html">www.us-immigration.com/uscis/indiana/indianapolis-local-office.html</a>	
<b>Financial Aid</b>	<a href="http://fafsa.ed.gov">fafsa.ed.gov</a>	
<b>Other Resources</b>	Julian Center 2011 N. Meridian Street Indianapolis, IN 317-941-2200 (24/7)  Indiana Coalition Against Domestic Violence 1925 W. 18th Street Indianapolis, IN 317-917-3685  Lesbian, Gay, Bisexual, and Transgender Health <a href="http://www.cdc.gov/lgbthealth/links.htm">www.cdc.gov/lgbthealth/links.htm</a>	

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

[www.rainn.org](http://www.rainn.org)—Rape, Abuse, and Incest National Network; 1-800-656-Hope (24/7)

[www.ovw.usdoj.gov/sexassault.htm](http://www.ovw.usdoj.gov/sexassault.htm)—Department of Justice

[www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)—Department of Education, Office of Civil Rights

## ADJUDICATION OF VIOLATIONS

The University's disciplinary process includes a prompt, fair, and impartial process from the initial investigation to the final result. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints are completed within 60 days of the report.

However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to these crimes, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, the policy provides that:

- The complainant and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The complainant, the accused, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to a consultative role by providing guidance on the policy and process, providing resources for care and treatment, and providing support during hearings. The role is to provide factual information, not opinions or advice.
- The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
- Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.



## TYPES OF DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Civil Rights Equity Grievance Resolution Process for Faculty, Students, and Staff is the policy that governs the proceedings for persons accused of committing domestic violence, dating violence, sexual assault, and stalking. The policy may be found at: [www.butler.edu/student-handbook/harassment](http://www.butler.edu/student-handbook/harassment).

### HOW TO FILE A COMPLAINT

Any member of the campus community, guest or visitor, who believes there is a violation of the Civil Rights Equity Grievance Policy, should contact the Title IX Coordinator.

### HOW THE UNIVERSITY DETERMINES WHETHER THIS POLICY WILL BE USED

The University will act on any complaint or notice of violation of this policy when it is received by the Title IX Coordinator.

### STEPS IN THE DISCIPLINARY PROCESS

Based on available information the Title IX Coordinator determines whether a case merits investigation.

When a case is forwarded to investigation, the accused and the complainant will be formally notified and meet with the Title IX Coordinator.

The University seeks to remove any barriers to reporting. The University will generally offer any student, whether the complainant or a third party, who reports sexual harassment, sexual violence, or intimate partner violence limited immunity from being charged for policy violations related to the personal ingestion of alcohol or other drugs, provided that any such violations did not and do not place the health and safety of any person at risk. The University may choose however, to pursue educational or therapeutic remedies for those individuals.

Following receipt of a complaint, the Title IX Coordinator will promptly assign separate equity grievance policy panel members to be advisors to the complainant and the accused student.

If the complaint does not appear to allege a policy violation, or if mediation is desired by the complainant and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation. If the complaint does appear to allege a policy violation or is not otherwise appropriate for mediation, the Title IX Coordinator will assign an investigator to assist the University in fact gathering. If a complainant wishes to pursue a formal complaint, or if the University based on the alleged policy violation wishes to pursue a formal complaint, then the Title IX Coordinator appoints EGP members to conduct the investigation after determining that a complaint should proceed. An investigation may be necessary if there is evidence of a pattern of misconduct or a perceived threat of further harm to the campus community or any of its members.



Upon the completion of investigation, the investigators will present findings and recommendations to the Title IX Coordinator. The Title IX Coordinator will make a decision on whether there is reasonable cause to proceed with the complaint. The Title IX Coordinator will make a determination on whether mediation is appropriate. If mediation is not determined to be appropriate, a formal hearing will take place. (Mediation will not be used to address complaints of non-consensual intercourse.)

## HEARING PANELS FOR STUDENT CASES

The Title IX Coordinator will appoint a non-voting panel chair, usually an EGP member in Student Affairs (in most cases the Dean of Student Life), and three members of the EGP to the hearing panel, none of whom have been previously involved with the complaint. EGP members who served as investigators will be called to present the case at the hearing of the complaint and therefore may not serve as hearing panel members. Hearing panels may include both faculty and non-faculty employees. No member of the panel may be a practicing attorney. The panel will meet at times determined by the chair. The University Counsel can be used as a consultant throughout the process.

## NOTIFICATION OF CHARGES

At least one week prior to the hearing, or as far in advance as is reasonably possible, the EGP Chair will send a letter to the parties with the information below. Once sent to a University email address, and/or received in-person, notice will be presumptively delivered. The letter will contain:

- A description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory for the accused, superseding all other campus activities. The complainant has the option to participate in alternate ways and multiple avenues of participation can be explored. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the chair may reschedule the hearing.
- The parties may have the assistance of their advisor, at the hearing. Typically, advisors are members of the campus community. Any advisor who was not appointed by the Title IX Coordinator MUST attend a prehearing briefing with the EGP Chair prior to the hearing. The purpose of the pre-hearing briefing is to ensure advisors understand their role, the process followed during the hearing and the consequences for failing to abide by the hearing procedures. Advisors will be removed from the hearing for disruption of the proceedings, with or without prior warning. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.
- Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University.



## HEARING PROCEDURES

EGP Hearings will be convened, usually within two (2) weeks of the completion of the investigation, and will be conducted in private. The EGP has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within EGP jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary. Individuals who require disability-related reasonable accommodation in order to equitably participate in the process are encouraged to make their request at least one week in advance of the hearing in order to allow enough time to make the necessary arrangements. The complainant has the option to participate in alternate ways and multiple avenues of participation can be explored. If alternative hearing arrangements are desired (privacy screens, Skype, etc.), the parties should request them from the chair at least two (2) business days prior to the hearing.

Only the following may participate in the hearing: the non-voting chair, the three (3) members of the panel, the investigator(s), the complainant(s) and accused (or three organizational representatives in a case where an organization is charged), one (1) University-affiliated advisor or each party, one (1) advisor unaffiliated with the University for each party and any witnesses. The chair will exchange the names of witnesses the University intends to call, all pertinent documentary evidence, and any written findings from the investigators between the parties at least five (5) business days prior to the hearing.

Witnesses will be called by the chair in consultation with the investigator. Both the complainant and accused may request witnesses participate in the hearing. The chair will ask for the general substance of each witness's proposed testimony. In addition, the parties will be given a list of the names of each of the EGP panel members at least five (5) business days in advance of the hearing. Should either (any) party object to any panelist, he/she must raise all objections, in writing, to the chair immediately. Panel members will only be unseated if the chair concludes that their bias precludes an impartial hearing of the complaint. Additionally, any EGP participants who feel he/she cannot make an objective determination must recuse him/herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The chair, in consultation with the parties, investigators, and/or University Counsel, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. After the investigator's presentation, all parties will have ample opportunity to present any additional evidence not covered within the investigator's report with consent of the chair. Formal cross-examination is not used between the parties. All questions are directed through the chair and may not be asked directly by a party.

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first, and be subject to questioning by the parties and the EGP. The investigator(s) will be present during the entire hearing process and may provide clarifications throughout. Once the investigator(s) is/are questioned, the EGP will permit questioning of and by the parties. Next the complainant's witnesses, if any, are called. After presentation of the witness's testimony, the witness may be questioned by the parties.

After all witness and documentary evidence by the complainant is presented, the accused may present witness and documentary evidence subject to the same procedure specified above. At the conclusion of all evidence, each party may make a brief closing statement. Advisors may not speak on behalf of the complainant or the accused. Formal rules of



evidence will not apply. Any evidence that the panel believes is relevant, reliable, and credible may be considered, including hearsay, history, and pattern evidence. The chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence, and may ask the panel to disregard evidence lacking in credibility. The chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf.

Unless the chair determines it is appropriate, no one will present information or raise questions concerning: 1) incidents not directly related to the possible violation, unless they show a pattern, or 2) the sexual history of or the character of the complainant.

The panel does not hear from character witnesses, but will accept up to two (2) letters supporting the character of the individuals involved. In hearings involving more than one accused individual, or in which two (2) complainants have accused the same individual of substantially similar conduct, the standard procedure will be to hear the complaints jointly; however, the Title IX Coordinator may permit the hearing pertinent to each of the accused to be conducted separately.

In joint hearings, separate determinations of responsibility will be made for each of the accused. Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings. While the contents of the hearing are private, the complainant and the accused have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors. Hearings are recorded for purposes of review in the event of an appeal. EGP members, the parties and/or the persons who initiated the action and appropriate administrative officers of the University will be allowed to listen to the recording in a location determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

## ANTICIPATED TIMELINES

The University aims to complete all investigations within a 60-day time period, which can be extended as necessary by the Title IX Coordinator with notice to the parties.

## DECISION-MAKING PROCESS

The EGP will deliberate in closed session to determine whether the accused is responsible for the policy violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged policy violation). If the accused individual or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX Coordinator.

The chair will prepare a written deliberation report and deliver it to the Title IX Coordinator, detailing the finding, a summary outcome of the voting, the information cited by the panel in support of its recommendation and any information the hearing panel excluded from its consideration and why. The report will conclude with any recommended sanctions. This summary report must be submitted to the Title IX Coordinator within three (3) business days of the end of deliberations.

The Title IX coordinator will inform the accused individual and the complainant of the final determination within seven (7) business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official University records; or emailed to the parties' University-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered



## STANDARD OF EVIDENCE

The standard of evidence used for determination of violation of this policy is preponderance of evidence (more likely than not.)

## POSSIBLE SANCTIONS

Sanctions or responsive actions will be recommended by the EGP to the Title IX Coordinator. Factors considered when determining a sanction or responsive action may include:

- The nature, severity of, and circumstances surrounding the violation.
- An individual's disciplinary history.
- Previous complaints involving similar conduct.
- Any other information deemed relevant by the EGP.
- The need for sanctions or responsive actions to bring an end to the discrimination, harassment and/or retaliation.
- The need for sanctions or responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation.
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the complainant and the campus community.

## STUDENT SANCTIONS

The following are the usual sanctions that may be imposed upon students or student organizations singularly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any University policy, procedure, or directive will result in more severe sanctions or responsive actions.
- **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe conduct sanctions in the event that the student or organization is found in violation of any University policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at University.
- **Dismissal:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend University sponsored events. This sanction will be noted on the student's official transcript.
- **Withholding Diploma:** The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for an alleged violation while a student.
- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

## EMPLOYEE SANCTIONS

Responsive actions for an employee who has engaged in discrimination, harassment, and/or retaliation could include one or more of the following:

- **Warning:** A warning is a formal method of informing an employee of a violation of University rules, guidelines, and/or policies. Additional violations will initiate the progressive disciplinary process.
- **A mandated assessment** by a University-approved licensed psychologist, physician, or healthcare provider
- **Demotion:** A reduction in rank or status.
- **Suspension with pay:** Temporary removal of an employee from performing his/her works duties.
- **Suspension without pay:** Temporary removal of an employee from performing his/her work duties and from receiving pay.
- **Termination:** If the nature of the violation is so problematic and/or harmful to the campus community that a warning or a suspension is not appropriate; the University's recommendation will be to terminate employment.

## RANGE OF PROTECTIVE MEASURES TO A VICTIM ALLEGING MISCONDUCT

These interim remedies may include referral to Counseling and Health Services or to the Employee Assistance Program, education to the campus community, altering the housing situation of an accused student or resident employee (or the complainant, if desired), altering work arrangements, providing campus escorts, implementing contact limitations between the parties, offering adjustments to academic deadlines, course schedules, dining arrangements, etc.

## CONFIDENTIALITY OF DIRECTORY INFORMATION

Victims may request that directory information on file with the University be withheld by contacting Registration and Records at 317-940-9203, registrar@butler.edu, or by visiting them in Jordan Hall, Room 133.

Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.



# SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act of 2000 is a federal law that requires institutions of higher education to advise the campus community where information concerning sex offenders may be obtained. It also requires sex offenders, already required to register in a state, to provide notice, as required under state law, to each institution of higher education in the state at which that person is employed, carries on a vocation, or is a student.

## CAMPUS SUPPORT

### 24/7 VICTIM ADVOCATE PROGRAM

The needs of someone who has been sexually assaulted vary from person to person and may change over time. The University offers services and external resources, some of which may be accessed 24 hours a day, so that a student may choose what she or he would find most helpful and healing. The Victim Advocate Program at Butler University provides 24-hour response by a trained victim advocate to students who have experienced sexual assault or interpersonal violence.

The University urges anyone who has been sexually assaulted to seek support from a victim advocate by calling 317-910-5572 as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve evidence and understand options for pressing charges. Even for victims who do not wish to report the event to the police or pursue conduct action, seeking confidential support and medical attention as soon as possible is vital. The institution will change the victim's academic and living situation after an alleged sex offense, if those changes are requested and reasonably available.

If you suspect or know that a friend has experienced sexual assault, do not be afraid to seek outside help.

If you report that you have been a victim of sexual assault to Butler University Health Services, the doctor or nurse will advise you to seek appropriate medical care. They are not required to report the incident to law enforcement.

Seek counseling. Resources include Butler's Counseling and Consultation Services and community agencies such as Legacy House, Prevail, and the Julian Center. Butler's counseling staff is available to provide confidential support to students. With the exception of Counseling Services and Health Services providers, all other Butler staff members are required to file a confidential report of sexual assault incidents as required by the Campus Crime Statistics Act.

## COUNSELING AND CONSULTATION SERVICES (CCS)

Counseling and Consultation Services provides the following services:

- Individual and group therapy and consultation
- A broad range of health and wellness programming upon request
- Refers students to nearby AA and Al-Anon meetings
- Alcohol and drug counselor available by appointment—student pays for services
- Psychiatrist available by appointment one day a week since fall 2010—student pays for services
- Mandated drug and alcohol assessments
- Referral to local agencies: [www.butler.edu/counseling-services](http://www.butler.edu/counseling-services)



The CCS staff is prepared to respond appropriately and effectively to persons seeking help for problems associated with alcohol and other drug abuse. This includes persons who may have a family member or friend who is abusing alcohol or other drugs. CCS provides individual assessments of students' substance abuse concerns as well as a three-hour alcohol and other drug education program. Along with the Office of Health Education and Outreach, CCS also provides outreach programs across campus that address the issue of alcohol and substance abuse. Such programs frequently take place in residence halls, Greek houses, and classrooms.

The **Health Services** staff assists students with issues related to alcohol/substance use and abuse. When cases fall outside the scope of our campus services, we refer students to identified community agencies and providers located in Indianapolis.

**Health Services** provides individual consultation and referral:  
[www.butler.edu/health-services](http://www.butler.edu/health-services).

**Health Education and Outreach Programs** leads educational campaigns and programs that seek to reduce high-risk drinking. Additionally, the University sponsors peer health education efforts to ensure students have an opportunity to share vital messages regarding high-risk drinking prevention with their peers. Bystander trainings encourage students to intervene in a situation involving overconsumption of alcohol and to call for assistance from University Police when warranted.

Regular assessments to include surveys and focus groups provide data related to alcohol and substance use. The results are shared widely with campus partners in an effort to improve messages, services, and prevention efforts.

## FIRE SAFETY REPORT

Butler University is committed to providing a safe environment and takes fire prevention and education seriously. University representatives meet annually with the Indianapolis Fire Marshal to conduct fire safety and regulatory inspections. The University conducts annual testing of all fire monitoring and alarm equipment and conducts fire response and evacuation drills. The following chart represents the type of fire monitoring and safety equipment located in each residence hall.

### BUTLER UNIVERSITY FIRE SAFETY MATRIX

Residential Facility	Fire Alarm Monitoring Done by BUPD	Sprinkler System (Full)	Sprinkler System (Partial)	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Fire Evacuation Drills Each Academic Year
Ross Hall 269 W. Hampton Drive	×			×	×	×	4
Schwitzer Hall 750 W. Hampton Drive	×		×	×	×	×	4
ResCo 630 W. Hampton Drive	×	×		×	×	×	4





Residential Facility	Fire Alarm Monitoring Done by BUPD	Sprinkler System (Full)	Sprinkler System (Partial)	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Fire Evacuation Drills Each Academic Year
UT 599 W. Westfield Boulevard	×			×	×	×	4
Apartment Village #A 5004 Boulevard Place	×	×		×	×	×	4
Apartment Village #B 5008 Boulevard Place	×	×		×	×	×	4
Apartment Village #C 5012 Boulevard Place	×	×		×	×	×	4
Apartment Village #D 5016 Boulevard Place	×	×		×	×	×	4
Apartment Village #E 5020 Boulevard Place	×	×		×	×	×	4
Apartment Village #G 5102 Boulevard Place	×	×		×	×	×	4
Apartment Village #H 5106 Boulevard Place	×	×		×	×	×	4
Apartment Village #J 5110 Boulevard Place	×	×		×	×	×	4
Apartment Village #K 5114 Boulevard Place	×	×		×	×	×	4



Residential Facility	Fire Alarm Monitoring Done by BUPD	Sprinkler System (Full)	Sprinkler System (Partial)	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Fire Evacuation Drills Each Academic Year
Apartment Village #L 5118 Boulevard Place	×	×		×	×	×	4
Apartment Village #M 5122 Boulevard Place	×	×		×	×	×	4
CTS Apartment Building #B 4251 Haughey	*			×	×	×	
CTS Apartment Buildings #C 4251 Haughey	*			×			
Butler Terrace #A 4605 Hinesley				×	×		
Butler Terrace #B 4627 Hinesley				×	×		

*Partial Sprinkler System is defined as having sprinklers in the basement lounge of the building.*

*Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.*

*\*CTS Building Apartment B/C—Fire Alarm Monitoring is done by Tyco.*

## FIRE DRILLS IN RESIDENCE HALLS

The following chart represents the number of fire evacuation drills conducted for all on-campus residential housing facilities in 2014.

Date	Building	# of Drills
2014	Apartment Village Building A	4
	Apartment Village Building B	4
	Apartment Village Building C	4
	Apartment Village Building D	4
	Apartment Village Building E	4
	Apartment Village Building F	2
	Apartment Village Building G	4
	Apartment Village Building H	4

Date	Building	# of Drills
2014	Apartment Village Building J	4
	Apartment Village Building K	4
	Apartment Village Building L	4
	Apartment Village Building M	4
	Ross Hall	4
	Residential College (ResCo)	4
	Schwitzer Hall	4
	University Terrace	4

## FIRE SAFETY POLICIES

### APPLIANCES

Refrigerators used in residence hall rooms cannot exceed 3.0 cubic feet of internal storage, cannot be larger than the exterior dimensions of 36" H x 20" W x 20" D, and cannot draw more than 2.5 amps of electricity. Items with heating elements such as toasters, popcorn poppers, toaster ovens, and coffee makers may be stored in resident rooms but must be used in kitchenettes or other designated areas. Microwave ovens and space heaters are not permitted in resident rooms. Other electrical appliances or devices not mentioned above may be subject to restriction in residence hall rooms if the type of device, number of devices, or electrical draw exceeds what the University deems acceptable.

### CANDLES/INCENSE/OPEN FLAMES

Possession of, and/or burning of candles, incense, or spices such as sage in the residence halls is not permitted. Electric potpourri pots as well as plug-in air fresheners are prohibited.

### COOKING IN RESIDENCE HALLS

Cooking is not permitted in student rooms. Appliances such as toasters, popcorn poppers, toaster ovens, and coffee makers may be stored in student rooms; however, use of these items is only permitted in designated kitchen areas within the halls. Resident-owned microwaves ovens are strictly prohibited. Microwave ovens are located in each hall's kitchenette and/or in some common areas for resident use.

### FIRE/LIFE SAFETY HAZARDS

Collection or storage of materials, supplies, or personal property that constitute a fire hazard determined by the University is prohibited. Storage or use of combustible materials, explosives, fireworks, or firearms is prohibited. Use of outside TV or radio antennas, sun lamps, halogen lamps, heat lamps, space heaters, or microwave ovens is strictly prohibited. The following requirements for all resident student rooms have been created in conjunction with the Indianapolis fire marshal to ensure the safety of all residents.

- All extension cords must be surge-protected with an ON/OFF switch, power on indicator light and a breaker reset.
- No two-prong ground adapters should be used. If a room has outlets that do not accept three-prong plugs, the room should be reported so that the outlets can be changed immediately.
- Wall/room door decorations limited to 20 percent of surface.

- Personal floor mats, which represent a trip hazard, are not permitted in hallways.
- Do not attach anything to, or hang any item on, any sprinkler head.
- Do not attach anything near a sprinkler head that may obstruct the spray pattern.
- Do not attach anything to, or alter, any life safety device, such as fire alarm horns, strobe lights, sprinkler heads, smoke detectors, exit lights, pull stations, or any type of emergency signage.
- No items are to be hung from any ceiling.
- The use of acetate, cellophane, tissue paper, or other combustible materials over or in light fixtures is prohibited.
- String, rope, or other types of decorative lighting is prohibited.
- Exit doors, hallways, and stairwells must be clear at all times.
- Plug-in air fresheners are prohibited.

## HALOGEN LIGHTS

Any lighting fixture that utilizes a halogen light bulb is not allowed in the residence halls. The halogen bulb generates extreme heat, which increases the potential fire hazard. Halogen bulbs can be found in many different lighting fixtures including torchiere, clip-on lamps, and desk lights. An easy identifier is that they are typically covered by a glass plate.

## SMOKING

Smoking is not allowed in or around buildings occupied by University faculty, staff, and students including classrooms, laboratories, private offices, residence halls, University apartments, and common areas, except in those locations designated as smoking areas. The rights of non-smokers to a smoke-free environment always take precedence over the desire of smokers to smoke. Residence life will attempt to make room assignments to honor any requests for smoking/non-smoking roommates. Any residents who are found to be smoking in their rooms will be subject to the campus conduct process and appropriate sanctions.

## FIRE SAFETY AND EVACUATION PROCEDURES FOR STUDENT HOUSING

Tampering with or misuse of fire safety equipment, including fire alarms, fire extinguishers, or smoke detectors, is prohibited by state law and University policy. Smoke detectors and sprinkler heads should not be covered; students are not permitted to hang anything from this equipment. Exiting alarmed doors in non-emergency situations is not permitted. Every student is responsible for immediate evacuation of the building in the event of a fire alarm. In the event of a fire, the University Police Department must be notified immediately. The University Police Department will contact the fire department.

When a fire alarm sounds, you must evacuate the building. In the event of a fire alarm or if a student suspects a fire:

- Activate the building alarm. (Pull the alarm on your way out of the building if the alarm horn is not already suspended.)
- Call the University Police at 317-940-9999. Give as much information as possible. Your first action should be to grab your room keys and proceed to the nearest exit. Be sure to alert any other occupants in the room.
- Evacuate from the building quickly and quietly. (If the hallway is clear of smoke, walk to the nearest fire exit and evacuate the building. Close your door behind you. Leave the firefighting to the professionals.)
- Feel the door from top to bottom. If it is hot, do not open. Keep calm. If trapped in a room, do the following if possible.





- Place towels or clothing, preferably wet under the door to keep smoke out. Clear the window of blinds and attract attention. If you have a phone available contact the University Police at 317-940-9999 or 317-940-BUPD (2873) and tell the dispatcher that you are trapped, give your name and room number.
- Stay low; breathe fresh air near the ground.
- Stay calm and await help.
- If the door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present.
- If it is clear, exit via nearest stairwell. Stay low if smoke conditions exist. Report to your designated rally point.
- If you encounter heavy smoke in a stairwell, go back and use an alternate route.
- Never use elevators! Elevators will stop during a fire.
- Follow the evacuation plan established for this building.
- Do not re-enter this building until instructed by the University Police and/or Fire Department.

## FIRE SAFETY AND EDUCATION

Fire Safety Education Training is provided to Residence Hall staff by Facilities Management staff on an annual basis. This training consists of reporting, evacuation procedures, and University policy.

## PROCEDURES FOR STUDENTS AND EMPLOYEES TO FOLLOW IN CASE OF A FIRE

If you become trapped in the public area of a building during a fire, find a room—preferably with a window available—and place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door, and place an article of clothing or a sheet outside the window or try to use the telephone to request help. If you can safely leave your room, take your shoes, clothing, and room key and go to the nearest exit. Shout and pound on doors as you leave to alert others in the building.

Know the locations of fire extinguishers, fire exits, and alarm systems in your area and how to use them.

If a minor fire appears controllable, immediately contact the University Police Department (They will notify the fire department.) and then promptly direct the charge of the fire extinguisher toward the base of the flame.

If an emergency exists, notify the University Police Department and activate the building alarm. Since the building alarm only rings in some buildings, you must also report the fire by phone to 317-940-BUPD (2873).

On large fires that do not appear controllable, immediately notify the University Police Department (They will notify the fire department.) and then evacuate all rooms and close all doors to confine the fires and reduce oxygen. Do not lock doors.

If a member of the community finds evidence that a fire occurred, but has already been extinguished they should notify BUPD so they can investigate the fire.

When the building fire alarm is sounded to signal that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.



Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

Once outside, move to the designated rally point for the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary. Do not return to an evacuated building unless told to do so by a University official.

## REPORTING AN OCCURRENCE OF FIRE ON CAMPUS

It is the policy of Butler University to disclose statistical data on all fires that occur in on-campus student residential facilities. If you are aware of a fire that has been extinguished or see evidence of a fire, please contact University Police at 317-940-BUPD (2873).

## PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

There are no current plans for upgrading existing fire alarm safety equipment.

## REPORTED FIRE STATISTICS

This chart represents reports of fires occurring in the Butler University residential housing units. A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning, or in an uncontrolled manner. A fire report log is maintained for public review at the University Police Department dispatch office, 24 hours a day, seven days a week. The log represents all reported fire covering a 60-day period. The log is also available at [www.butler.edu/public-safety/public-safety-fire-log](http://www.butler.edu/public-safety/public-safety-fire-log).

## 2012 FIRE STATISTICS

Housing Facility	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire	Case Number
Ross Hall	0	0	0	0	0	0	0
Schwitzer Hall	0	0	0	0	0	0	0
ResCo	0	0	0	0	0	0	0
UT	0	0	0	0	0	0	0
Village	0	0	0	0	0	0	0
CTS Apartment Building C	0	0	0	0	0	0	0

There were no reports of a fire in any of the residence halls for calendar year 2012.





## 2013 FIRE STATISTICS

Housing Facility	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire	Case Number
Ross Hall	0	0	0	0	0	0	0
Schwitzer Hall	0	0	0	0	0	0	0
ResCo	0	0	0	0	0	0	0
UT	0	0	0	0	0	0	0
Village Bldg. C	5/2/2013	17:53	Grease	0	0	\$0	13-00280
Village Bldg. J	11/13/2013	05:20	Electrical	0	0	\$4,000	13-00792
CTS Apartment Building B	0	0	0	0	0	0	0
CTS Apartment Building C	0	0	0	0	0	0	0

## 2014 FIRE STATISTICS

Housing Facility	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire	Case Number
Ross Hall	0	0	0	0	0	0	0
Schwitzer Hall	0	0	0	0	0	0	0
ResCo	0	0	0	0	0	0	0
UT	0	0	0	0	0	0	0
Village	0	0	0	0	0	0	0
CTS Apartment Building C	0	0	0	0	0	0	0

There were no reports of a fire in any of the residence halls for calendar year 2014.

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It is the policy of the University to provide equal opportunities for employment and advancement for all individuals regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.

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