

## CAMPUS SECURITY ACT INFORMATION DISCLOSURE & ANNUAL SECURITYREPORT

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide all students and faculty with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

Indiana Massage College (known hereafter as IMC or IMC) is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to a facilitator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

IMC will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including IMC parking lot and adjacent streets. At any time, statistics can be accessed from IMC Admissions Office.

Although IMC does not employ security Officers, IMC has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

### CAMPUS SECURITY AUTHORITIES

Campus Director, CEO, and Clinic Manager, is responsible the Campus Safety and Security Compliance. 317-376-8649 AND [ElizabethC@IndianaMassageCollege.com](mailto:ElizabethC@IndianaMassageCollege.com)

Office Responsible:	CEO
Area Information is Located:	<a href="http://www.IndianaMassageCollege.com">www.IndianaMassageCollege.com</a> <b>HYPERLINK</b> " <a href="http://www.indianamassagecollege.com/">http://www.indianamassagecollege.com/</a> " / paper copy upon request
Date Document was Last Updated:	10/01/2016
Date Policies and Procedures Updated:	4/20/2017

### Command Decision Team, (CDT) are responsible CDT Members consisting of:

IMC Owners: Dainah & Jason Craft

Clinic Manager  
Moni Walker

Financial Aid Director  
Jason Reed

Classroom Coach  
Brittney Tuttle

**CDT Team Leader:** Jason Craft

### Emergency Phone Numbers:

Immediate Help (Fire, Police, Rescue Squad)	9-1-1
Administrative Offices	(317) 376-8640
Fire Department	(317) 571-2600

Ambulance Department	(317)-571-2663
Police Department	(317) 571-2500
Sheriff Department	(317) 773-1282
City-County Health Department –	(317)-776-8500

**Mental Health agencies:**

<a href="http://adultandchild.org/">http://adultandchild.org/</a>	(317) 635-3306
<a href="http://indianacouncil.org/">http://indianacouncil.org/</a>	(317) 684-3684
<a href="http://www.liferecoverycenterindiana.com/">http://www.liferecoverycenterindiana.com/</a>	(317) 887-3290
<a href="http://www.hamiltoncenter.org/">http://www.hamiltoncenter.org/</a>	(317) 937-3712
<a href="http://www.fcahelp.com/">http://www.fcahelp.com/</a>	(317) 585-1060
<a href="http://www.indianahealthgroup.com/">http://www.indianahealthgroup.com/</a>	(317) 843-9922
<a href="http://www.calicocounseling.com/">http://www.calicocounseling.com/</a>	(317) 449-0839

**Hospitals:**

<a href="http://www.stvincent.org/St-Vincent-Carmel/">http://www.stvincent.org/St-Vincent-Carmel/</a>	(317) 582-7000
<a href="http://iuhealth.org/north/">http://iuhealth.org/north/</a>	(317) 688-2000
<a href="http://www.ecommunity.com/s/communitynorth/community-hospital-north/">http://www.ecommunity.com/s/communitynorth/community-hospital-north/</a>	317-621-6262

<a href="http://www.ecommunity.com/s/communitynorth/community-hospital-north/">http://www.ecommunity.com/s/communitynorth/community-hospital-north/</a>	(317)-621-6262
<a href="https://www.ides.org/">https://www.ides.org/</a>	(317) 773-4111

**State government offices related to emergency management (hazards):**

FEMA, specifically the regional office	(800)621FEMA (3362)
U.S. Department of Homeland Security (DHS)	(317) 233-4280
American Red Cross of Indiana	(317) 684-1441

Salvation Army	(317) 253-0761
United Way	(317) 815-4600
Homeless Hoosiers	(317) 232-7777
Rescue Mission Women and Family Shelter (Julien Center)	(317) 920-9320
Rescue Mission Men's Shelter (for Mem: Wheeler Mission)	(317) 635-3575

**UPDATE THE FOLLOWING INFORMATION TO YOUR SCHOOL'S TIMELY WARNING**

In the event that a situation arises or a crime occurs, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes a threat to students and employees, a campus wide "timely warning" will be issued. The warning will be issued through IMC by either, verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to staff, students and guests. If the situation or crime occurs on campus and represents an immediate threat to the health of safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely Warning procedures. Campus wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A timely warning will be prepared when a crime is reported to or brought to the attention of the IMC senior administration team. Senior administration is defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the institution. Information for alerts may also come from other law enforcement agencies or other officers.

**Timely Warning Procedure and Emergency Notification**

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to the campus community. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to senior administration. We will issue "timely warnings" for the following:

- Criminal homicide
- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex offenses
- Rape
- Fondling
- Incest
- Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal

- weapons possession
- Hate crimes, including:
  - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes
  - The number of the following crimes that are determined to be hate crimes:
    - Larceny-theft
    - Simple assault
    - Intimidation
    - Destruction/damage/vandalism of property
  - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a)

This communication is prepared as part of the timely warning requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. IMC will issue a timely warning when a report is received of a violent crime against a person or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty and staff. Timely Warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation. We will issue a timely warning of off-campus crimes which are reported to senior administration by local police that may present a serious or continuing threat to the campus community. This will be determined by senior administration on a case-by-case basis based on the facts of the situation, the possible impact to the campus community, and the information provided by the local police.

Information included in Timely Warnings:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the bulletin was released.
6. Other relevant and important information.

The warning will be issued through email, memos, texts, or announcements to students, faculty and staff member of the administrative personnel listed above.

### **Who to Contact**

Anyone with information warranting a timely warning should report circumstances to any of the following senior administrators:

Jason Craft (Director of Education)

[JasonC@IndianaMassageCollege.com](mailto:JasonC@IndianaMassageCollege.com)

Dainah Craft (Chief Executive Officer)

[DainahC@IndianaMassageCollege.com](mailto:DainahC@IndianaMassageCollege.com)

Brittney Tuttle (Classroom Coach)

[BrittneyT@IndianaMassageCollege.com](mailto:BrittneyT@IndianaMassageCollege.com)

Moni Walker

[MoniW@IndianaMassagecollege.com](mailto:MoniW@IndianaMassagecollege.com)

Jason Reed

[JasonR@IndianaMassageCollege.com](mailto:JasonR@IndianaMassageCollege.com)

### **Emergency Response and Evacuation Procedure**

In the event that a significant emergency or dangerous situation were to be confirmed on campus involving an immediate threat to the health or safety of students or employees, IMC will use the following procedures to immediately notify campus community upon 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: An emergency or dangerous situation will be confirmed by senior administration of IMC prior to notifying students and staff.

- 1) Confirmation of such an event will be made after investigation of the situation and determination that an immediate threat is posed.
- 2) In the situation that such an event arises, senior administration of IMC will initiate the notification of staff and students through verbal announcements.
- 3) The content of the notification will depend on the emergency taking place.
- 4) If the owners are unable to be contacted, all staff members will have the authority to carry out a notification to staff and students.
- 5) IMC will, without delay, and taking into account the safety of the students and staff, 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.
- 6) Evacuation of the IMC will take place if deemed necessary and beneficial by the senior administration.

7) Staff members will be notified of the decision to evacuate and will be responsible for assisting in the evacuation of all students, clients and other staff members. Any of the senior administration listed above are responsible for confirming an emergency and initiating the notification system. To disseminate information to the larger community emergency, senior administration will notify local police and the local emergency service and disaster agency.

**Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (317) 376-8640 or in person at IMC of 10585 North Meridian St Suite 102 Indianapolis IN 46290.**

## **DRUG FREE CAMPUS**

The Drug Prevention Policy and its effectiveness are reviewed yearly by IMC. If changes are necessary, faculty will be notified at the next faculty meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

IMC prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by faculty and students on the property or as part of any IMC activities.

In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.

IMC will expel students and terminate faculty involved in unlawful possession, use or distribution of illicit drugs and alcohol on IMC premises and will refer such cases to the proper authorities for prosecution. Faculty and students may be reinstated upon completion of an appropriate rehabilitation program.

If an arrest for drug or alcohol related incidences occurs off site, the student/faculty is required to inform IMC so IMC can assist with providing resources to aid the student/faculty member.

As a condition of employment, faculty must notify IMC of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. IMC policy supports and enforces state underage drinking and illicit drug laws. The Biennial Review method of distribution for newly enrolling students is during the orientation process. The Biennial Review method of distribution for all current students is handing out a copy in the class. To ensure all students will receive a copy, students who are absent on the day of distribution will be handed a copy by their facilitator upon the student's return. The facilitator will take an attendance role call during class to determine missing students. The Biennial Review distribution for faculty is annually during a faculty meeting. Absent CDT Members will be given a copy upon their return. If new faculty joins after the annual distribution, all drug related material will be given as part of the new hire program.

## **DRUG AND ALCOHOL ABUSE PREVENTION**

IMC will immediately contact law enforcement officials to report all unlawful activity.

The health risks of illicit drugs and alcohol abuse requires IMC to provide education and referrals for faculty and students. IMC provides education and distribution of materials annually and refers faculty and students to local services.

Health risks associated with the use of illicit drugs and the abuse of alcohol include: Impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

**FEDERAL DRUG TRAFFICKING PENALTIES**

The full Drug and Alcohol Policy / Abuse / Prevention information can be found in this document. The Federal Drug Trafficking Penalties are as follows:

Criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, destruction, damage, or vandalism to property, arson, hate crimes including crimes involving bodily injury reported to Carmel Police Department agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.

**DRUG POSSESSION PENALTIES IN INDIANA**

The Indiana state laws relating to the unlawful manufacture, distribution, possession, or use of a controlled substance are found respectively in CITE YOUR STATES LAW CODE NUMBERS. IN CODE § 35-24.1-3-1

IN

CODE

§ 35-

24.1-

3-1.5

IN

CODE

§ 35-

24.1-

3-2 IN

CODE

§ 35-

24.1-

3-3 IN

CODE

§ 35-

24.1-

3-4 IN

CODE

§ 35-

24.1-

3-5 IN

CODE

§ 35-

24.1-

3-6 IN

CODE

§ 35-

24.1-

3-7

IN CODE § 35-24.1-3-8 - See more at: <http://codes.findlaw.com/in/title-35-criminal-law-and->

procedure/#!tid=N92849ED080C111DB8132CD13D2280436

For the convenience of IMC staff and students, Indiana Alcohol laws are listed below...

**Violations/Penalties:**

***Class C Infraction (up to \$500 fine and loss of minor's driver's license):***

- misrepresentation of age for the purpose of purchasing alcoholic beverages
- a person under age 21 with a BAC of 0.02 to 0.07 who operates a vehicle (In addition, the license may be suspended for up to one year.)

***Class C Misdemeanors (imprisonment for up to 60 days and fine of up to \$500):***

- illegal possession of alcohol by a person younger than 21 years of age who knowingly: 1) possesses an alcoholic beverage; 2) consumes it; or 3) transports it on a public highway when not accompanied by a parent or legal guardian
- to sell, barter, exchange, provide, or furnish an alcoholic beverage to a minor
- a person younger than 21 years of age present in a tavern, bar, or other public place where alcoholic beverages are available (in addition, minor's license may be revoked for up to one year.)
- use of falsified documents, such as fake ID

***Class B Misdemeanors (imprisonment up to 180 days and fine up to \$1000):***

- being in a public place or a place of public resort in a state of intoxication caused by the person's use of alcohol or a controlled substance
- knowingly, recklessly or intentionally furnishing alcohol to a minor (for the first offense)
- renting, providing, or arranging a place for minors to consume alcohol (also known as the "Social Host Law")

**Note: Indiana Lifeline Law:**

The Indiana Lifeline Law provides that a person is immune from arrest or prosecution for certain alcohol offenses if the arrest or prosecution is due to the person: (1) reporting a medical emergency; (2) being the victim of a sex offense; or (3) witnessing and reporting what the person believes to be a crime. It also establishes a mitigating circumstance for the sentencing of a person convicted of a controlled substance offense if the person's arrest or prosecution was facilitated in part because the person requested emergency medical assistance for an individual in need of medical assistance due to the use of alcohol or a controlled substance. The Indiana Lifeline Law allows a court to defer entering a judgment of conviction for an individual arrested for an alcohol offense if the individual was arrested after a report that the person needed medical assistance due to the use of alcohol if certain conditions are met.

**Note: Alcohol-impaired or other drug-impaired driving:**

It is illegal to operate a motor vehicle while impaired-even at blood alcohol levels below 0.08%! You can be arrested with a BAC as low as 0.05. Indiana law states that anyone operating a motor

vehicle within the state gives "implied consent" to submit to a chemical test of intoxication (breath, blood, or urine).

Failure to submit to the test may be used as evidence in court and will result in an automatic license suspension and may result in a longer driver's license suspension than if the test were administered and failed. Criminal sanctions for alcohol and other drug-impaired driving include fines and imprisonment, license suspensions, and can include mandatory education or treatment.

**Note: Caution on using fake IDs:**

Under certain circumstances, local prosecutors have used the criminal code rather than the alcoholic beverage code to prosecute users of fake IDs. Misdemeanor charges of "deception" and felony charges of forgery have been filed. Under federal law, possession or use of fake or altered driver's licenses, or state or federal ID cards can be punishable by a fine of up to \$25,000 and/or a five-year jail term.

IMC does not provide any programs on campus regarding sexual assault prevention. If students or faculty wishes to learn more about the prevention of sexual assault, contact the Carmel Police Department.

Individuals wishing to learn additional information about registered sex offenders may check website information for the Indiana at <http://www.icrimewatch.net/indiana.php>.

**INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS**

Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, regarding the results of any disciplinary proceedings conducted by IMC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

**EMERGENCY NOTIFICATION**

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and trained in the following Emergency Code.

**CODES FOR AN EMERGENCY SITUATION**

**Code Lock Down:** A lock down situation has occurred. Faculty, students and guests are to remain calm and do not leave IMC.

**Code Evacuate Front:** Indicates a need to evacuate IMC immediately and exit through a front entrance only.

**Code Dangerous:** Indicates a dangerous situation has occurred outside IMC and no one is allowed to leave IMC.

**Code Hostage:** A hostage, criminal or terrorist threat / situation

**EMERGENCY RESPONSE PROCEDURES**

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will take into account the safety of its faculty,

students, guests and community neighbors. The CDT will identify / determine the extent of the emergency and enact appropriate means of notifications. The CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible. The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests / public as appropriate. In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action in order to protect the entire IMC population. CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary, a member of the CDT will notify the radio and local television stations. The verbal/written communication will include the type or types of emergency and steps for the emergency situation.

IMC will provide the Fire Department and the Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events which may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

At least annually during student training, the faculty will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. The results are publicized in the Emergency & Safety Book. The testing reminds faculty and students of procedures necessary for the security, safety and crime prevention on and off campuses.

Annually Carmel Police Department will speak on practicing safety for faculty and student's members. Faculty and students complete a tour of IMC, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all faculty and students has been accounted for at the time of the emergency.

#### **STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES**

IMC does not employ security officers, but does have a direct working relationship with the Carmel Police Department. Carmel Police Department provides prompt service and are able to support IMC with any crime issues. We encourage accurate and prompt reporting of all crimes to the Carmel Police Department.

If for inclusion in the annual disclosure of crime statistics a student would like to report a crime on a voluntary, confidential basis they can do so through the CDT.

Annually, IMC collects and reviews crime statistics from: IMC Crime Log

#### **Police Department/State Police Uniform Crime Reports**

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation. The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics.

FBI- Federal Bureau of Investigation  
 http://www.fbi.gov Indiana College of  
 Sports & Medical Massage  
 10585 N Meridian St, Suite 102. Indianapolis, IN 46290

**THE DAILY CRIME LOG**

IMC updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept CEO's office all CDT members and the public to access. The CDT team maintains the log.

The report at a minimum denotes the nature of the crime, date and time when the crime occurred, the general location of the crime and the disposition of the complaint, if known.

Disposition is defined as, "pending", "judicial", "referral "or "criminal arrest". Sample:

DAILY CRIME LOG					
Nature	Reported by:	Date/Time Reported	Time/ Time Occurred	General Location	Disposition

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

**Prior to Preparing For an Emergency**

Emergency Kit:

IMC does not supply the complete "BASIC EMERGENCY KIT" as listed below: While we have most of the items, we do not store food or water.

Make a communication plan:

IMC communicates through verbal communications; intercom broadcast system, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations to confirm significant emergency or dangerous situations involving immediate threats, to the health or safety of faculty and students occurring on the campus.

**Basic Emergency Kit**

**A basic emergency supply kit could include the following recommended items:**

- [Water](#), one gallon of water per person per day for at least three days, for drinking and sanitation
- [Food](#), at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air. Plastic sheeting and duct tape to create a shelter
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench to [turn off utilities](#)
- Local maps
- Cell phone with chargers, inverter or solar charger

## **Evacuation Guidelines**

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

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### **Follow these guidelines for evacuation**

- If you have a car, keep a full tank of gas in it if an evacuation seems likely.
- Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines.
- Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

### **If Time Allows**

- Call or email your family.
- Secure IMC by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to IMC and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

### **In Case Of Serious Accident or Illness**

Call 9-1-1

Do not move sick or injured person(s).

Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.

Stay with the victim and reassure her/him that help is on the way.

### **Power Failure** Remain

calm Do not move Await

instructions from CDT

If instructed to evacuate, use designated emergency exits ONLY.

## **CRIME STATISTICS**

**Campus Security Act Information Disclosure** - Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide the student with the following safety information about our campus. This Annual Security Report has also Against Women Reauthorization Act of 2013 (VAWA). IMC is committed to providing a violence-free campus.

**Student disclosure of Annual Crime Statistics** - IMC agrees to comply and provide all faculty and

students a copy of the campus security report at the beginning of each calendar year and to all prospective students' enrolling at IMC. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent 3 completed calendar years.

Statistics will be gathered from the Carmel Police Department/daily crime logs and compiled in the disclosure.

These same statistics will be entered into our annual security report and entered on the Web-based data collection prior to October 1<sup>st</sup> of each year.

### **CRIME LOG REPORT AND CLERY ACT ANNUAL SECURITY REPORT STATISTICS**

Current Crime Statistics can be found at [https://www.indianamassagecollege.com/wp-content/uploads/2019/03/Crime-Log-Report\\_2018.pdf](https://www.indianamassagecollege.com/wp-content/uploads/2019/03/Crime-Log-Report_2018.pdf)

**\* IMC had a good faith obligation to comply with changes made by VAWA prior to issuance of the final rule.**

### **CRIME DEFINITIONS**

The definitions listed below are used by IMC to classify the criminal offenses listed in the above reported statistics:

**Advisor:** Any individual who provides the accuser or accused support, guidance, or advice

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

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

**Awareness programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

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

**Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking Bystander intervention includes:

- Recognizing situations of potential harm
  - Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

**Consent-** permission for something to happen or agreement to do something.

**Criminal Homicide--** Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another. Negligent manslaughter: The killing of another person through gross negligence.

**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 a relationship shall be determined 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 the threat of such abuse.  
(B) Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Destruction, Damage Or Vandalism To Property:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Domestic Violence:** A felony or misdemeanor crime of violence committed (A) by a current or former spouse or intimate partner of the victim; (B) by a person with whom the victim shares a child in common, (C) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, (D) 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 (E) 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.

**Drug Law Violation:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.

**Embezzlement,** confidence games, forgery, worthless checks, etc., are excluded.

**Hate Crimes:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

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

**Larceny-Theft (except for motor vehicle theft):** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

**Liquor Law Violation:** The violation of State or local laws or ordinances prohibiting the manufacturing, selling, purchasing, transporting, possessing or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. For reporting purposes, this crime includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

**Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

**Primary prevention programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

**Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning

accommodations or protective measures to be provided to a victim.

**Programs to prevent dating violence, domestic violence, sexual assault, and stalking:** Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs. And informed by research or assessed for value, effectiveness, or outcome; and Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

**Prompt, fair, and impartial proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

**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.

**Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution

**Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence **Robbery:** The 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 or violence and/or by putting the victim in fear.

**Sexual Assault:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as contained herein. Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

**Sexual Violence:** Any physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Simple Assault/Battery:** 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.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person To - (A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress. For the purposes of this definition— (A) *Course of conduct* means two or more acts, including, but not limited to, acts in 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, (B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim, and (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. **Weapon Law Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, and other deadly weapons.

#### **VIOLENCE AGAINST WOMEN ACT (VAWA)**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). To require IMC to report on the additional crime categories of Dating Violence, Domestic Violence and Stalking as part of our annual Clery Act crime statistics to the U.S. Department of Education and in this Annual Security Report. The VAWA amendments also require specific additional procedures for all victims of alleged VAWA crimes as well as primary prevention and awareness training for new students and faculty and ongoing prevention and awareness training for current students and faculty. This Annual Security Report has also been updated to reflect these recent changes in the law.

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women’s shelters were established in localities, and state and local laws had changed. However, the progress had been uneven around the country. VAWA was borne out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

<b>HOTLINES</b>	
National Domestic Violence Hotline	1-800-799-SAFE (7233)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Helpline	1-866-331-9474

- **SEXUAL HARASSMENT AND VIOLENCE POLICY SUMMARY**

The Clery Act, as amended by VAWA, requires IMC to include crimes of domestic violence, dating

violence and stalking in its annual crime statistics according to the federal definitions in this report. VAWA also requires the IMC

to provide the definitions of dating violence, domestic violence, stalking and consent under Indiana state law. Those definitions are listed below:

The aforementioned offenses as defined under Indiana State law:

**1. Domestic Violence (Domestic Battery) Indiana State Code IC 35-42-2-1.3 "Victim" defined – Indiana State Code IC 35-37-6-3**

Sec. 3. As used in this chapter, "victim" means:

- (1) an individual against whom an act of:
  - (A) domestic or family violence;
  - (B) dating violence;
  - (C) sexual assault (as defined in IC 5-26.5-1-8);
  - (D) human and sexual trafficking (IC 35-42-3.5); or

(E) stalking (IC 35-45-10-5); is committed;

or

- (2) an individual:
  - (A) who is not accused of committing an act of domestic or family violence, dating violence, sexual assault (as defined in IC 5-26.5-1-8), human and sexual trafficking (IC 35-42-3.5), or stalking (IC 35-45-10-5); and
  - (B) who:
    - (i) is a member of the family of an individual described in subdivision (1); but
    - (ii) is not a family member who is accused of committing an act of domestic or family violence, dating violence, sexual assault (as defined in IC 5-26.5-1-8), human and sexual trafficking (IC 35-42-3.5), or stalking (IC 35-45-10-5).

As added by P.L.136-1987, SEC.5. Amended by P.L.104-2008,

Sec. 1.3. (a) A person who knowingly or intentionally touches an individual who:

- (1) is or was a spouse of the other person;
- (2) is or was living as if a spouse of the other person as provided in subsection (c); or
- (3) has a child in common with the other person;

in a rude, insolent, or angry manner that results in bodily injury to the person described in subdivision (1), (2), or (3) commits domestic battery, a Class A misdemeanor.

(b) However, the offense under subsection (a) is a Level 6 felony if the person who committed the offense:

- (1) has a previous, unrelated conviction:

(A) under this section (or IC 35-42-2-1(a)(2)(E) before that provision was removed by P.L.188-1999, SECTION 5); or

(B) in any other jurisdiction, including a military court, in which the elements of the crime for which the conviction was entered are substantially similar to the elements described in this section; or

(2) committed the offense in the physical presence of a child less than sixteen (16) years of age, knowing that the child was present and might be able to see or hear the offense.

(c) In considering whether a person is or was living as a spouse of another individual for purposes of subsection (a)(2), the court shall review:

- (1) the duration of the relationship;
- (2) the frequency of contact;
- (3) the financial interdependence;
- (4) whether the two (2) individuals are raising children together;
- (5) whether the two (2) individuals have engaged in tasks directed toward maintaining a common household; and
- (6) other factors the court considers relevant.

#### **STATE LAW DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING AND CONSENT**

**Partners and family members** include parents, children, and siblings related by blood, marriage, or adoption; spouses, former spouses, people who have children together, and people of the opposite sex who are dating or who have dated.

#### **Partner or Family Member Assault**

In Indiana, a person commits the crime of partner or family member assault (also called domestic violence) by:

- causing bodily injury
- negligently causing bodily injury with a weapon, or
- creating reasonable apprehension of bodily injury against a partner or family member.

People act negligently when they fail to be aware of or consider the risk their behavior poses to others. Negligent behavior is always a gross departure from how a reasonable person would act. For example, firing a gun inside your house and hitting your boyfriend would be negligent and would be considered domestic violence. Other examples of domestic violence include hitting your child and threatening to hit your wife if the threat creates a reasonable fear of injury.

#### **Criminal Stalking Indiana State Code IC 35-45-10-5**

Sec. 5. (a) A person who stalks another person commits stalking, a Level 6 felony.

(b) The offense is a Level 5 felony if at least one (1) of the following applies:

- (1) A person:
  - (A) stalks a victim; and
  - (B) makes an explicit or an implicit threat with the intent to place the victim in reasonable fear of:
    - (i) sexual battery (as defined in IC 35-42-4-8);
    - (ii) serious bodily injury; or
    - (iii) death.
- (2) A protective order to prevent domestic or family violence, a no contact order, or other judicial order under any of the following statutes has been issued by the court to protect the same victim or victims from the person and the person has been given actual notice of the order:
  - (A) IC 31-15 and IC 34-26-5 or IC 31-1-11.5 before its repeal (dissolution of marriage and legal separation).
  - (B) IC 31-34, IC 31-37, or IC 31-6-4 before its repeal (delinquent children and children in need of services).
  - (C) IC 31-32 or IC 31-6-7 before its repeal (procedure in juvenile court).
  - (D) IC 34-26-5 or IC 34-26-2 and IC 34-4-5.1 before their repeal (protective order to prevent abuse).
  - (E) IC 34-26-6 (workplace violence restraining orders).
- (3) The person's stalking of another person violates an order issued as a condition of pretrial release, including release on bail or personal recognizance, or pretrial diversion if the person has been given actual notice of the order.
- (4) The person's stalking of another person violates a no contact order issued as a condition of probation if the person has been given actual notice of the order.
- (5) The person's stalking of another person violates a protective order issued under IC 31-14-16-1 and IC 34-26-5 in a paternity action if the person has been given actual notice of the order.
- (6) The person's stalking of another person violates an order issued in another state that is substantially similar to an order described in subdivisions (2) through (5) if the person has been given actual notice of the order.
- (7) The person's stalking of another person violates an order that is substantially similar to an order described in subdivisions (2) through (5) and is issued by an Indian:
  - (A) tribe;
  - (B) band;
  - (C) pueblo;

(D) nation; or  
(E) organized group or community, including an Alaska Native village or regional or village corporation as defined in or established under the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.);  
that is recognized as eligible for the special programs and services provided by the United States to Indians because of their special status as Indians if the person has been given actual notice of the order.

(8) A criminal complaint of stalking that concerns an act by the person against the same victim or victims is pending in a court and the person has been given actual notice of the complaint.

(c) The offense is a Level 4 felony if:

(1) the act or acts were committed while the person was armed with a deadly weapon; or

(2) the person has an unrelated conviction for an offense under this section against the same victim or victims.

As added by P.L.242-1993, SEC.4. Amended by P.L.225-1996, SEC.1; P.L.1-1997, SEC.150; P.L.1-1998, SEC.198; P.L.280-2001, SEC.52; P.L.133-2002, SEC.66; P.L.158-2013, SEC.541.

#### IV. Legal Options and Resources for Victims

A. As a victim of a crime you have the right to file a criminal complaint and follow through with any prosecution as authorized by the prosecutor's office.

B. As a victim you also have the right to request a Protection Order for protection against criminal activity including, but not limited to, sexual

violence or stalking. <http://www.hamiltoncounty.in.gov/DocumentCenter/Home/View/64>

### **2. Sexual Violence (Rape) Indiana State Code IC 35-42-4-1**

Sec. 1. (a) Except as provided in subsection (b), a person who knowingly or intentionally has sexual intercourse with a member of the opposite sex or knowingly or intentionally causes another person to perform or submit to deviate sexual conduct when:

(1) the other person is compelled by force or imminent threat of force;

(2) the other person is unaware that the sexual intercourse or deviate sexual conduct is occurring; or

(3) the other person is so mentally disabled or deficient that consent to sexual intercourse or deviate sexual conduct cannot be given;

commits rape, a Class B felony.

- (b) An offense described in subsection (a) is a Class A felony if:
- (1) it is committed by using or threatening the use of deadly force;
  - (2) it is committed while armed with a deadly weapon;
  - (3) it results in serious bodily injury to a person other than a defendant; or
  - (4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1))

or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

3. Dating Violence (See Domestic Violence/Domestic Battery - Indiana State Code IC 35-42-2-1.3 and IC 35-37-6-3)

This policy also addresses sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). IMC will respond to reports of any such conduct in accordance with this policy.

Sexual harassment may include incidents between any members of the IMC community, including faculty or other staff, student employees, students, coaches, interns, and non-student or non-employee participants in programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to IMC programs or activities that the person is effectively denied equal access to the IMC's resources and opportunities

IMC is committed to creating and maintaining a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the IMC prohibits sexual harassment and sexual violence, and that such behavior violates both law and IMC policy. The IMC will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy. This policy applies to all employees and students. This policy furthers the IMC's commitment to compliance with the law.

## **SEXUAL HARASSMENT**

Sexual harassment (persistent and unwanted sexual advances) of others by students, staff or any

persons associated with IMC will not be tolerated and is cause for disciplinary action and/or dismissal.

Given the vulnerability of massage and bodywork clients in addition to occasional and unfortunate stigmas upon the massage profession, IMC holds all students and associates to the highest standard regarding sexual references, jokes, and/or other forms of communication that associates massage and bodywork and/or IMC with sex.

- Similarly, it is of utmost importance that IMC maintain the safety and integrity of its students and program. As such, severe action will be taken by IMC against clinic clients and campus visitors who violate this policy including but not limited to refusal of future service, and/or notification of authorities.

- **General**

IMC prohibits sexual harassment and sexual violence. Such behavior violates both law and IMC policy. The IMC will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.

- **Prohibited Acts**

This policy prohibits sexual harassment and sexual violence as defined in this policy. Conduct by an employee that is sexual harassment or sexual violence in violation of this policy is considered to be outside the course and scope of employment.

- **Consensual Relationships**

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the IMC community are not subject to this policy.

- **Gender Identity, Gender Expression, or Sexual Orientation Discrimination**

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Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender- stereotyping, or sexual orientation also is prohibited by the IMC's nondiscrimination policy if it denies or limits a person's ability to participate in or benefit from the IMC's educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, the IMC may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender- stereotyping, or sexual orientation.

- **Retaliation**

This policy prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

- **Dissemination of the Policy, Educational Programs, and Employee Training**

As part of the IMC's commitment to providing a working and learning environment free from sexual

harassment and sexual violence, this policy shall be disseminated widely to the IMC community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. The IMC, makes preventive educational materials available to all members of the community to promote compliance with this policy and familiarity with IMC procedures. IMC has designated an employee responsible for reporting sexual harassment and sexual violence and makes available prevention training to designated employees.

IMC's Title IX coordinator is Tommy Galloway, and Elizabeth Cain. In addition, IMC provides annual training to the Title IX Coordinator and all staff involved as investigators and hearing officers in sexual harassment and sexual violence disciplinary procedures.

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- **Reporting Sexual Harassment or Sexual Violence**

Any member of the IMC community may report conduct that may constitute sexual harassment or sexual violence to any supervisor, manager, or Title IX Coordinator. Supervisors, managers, and other designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator to review and investigate sexual harassment and sexual violence complaints. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

IMC has designated the Title IX Coordinator as the person to whom members of IMC community can consult for advice and information regarding making a report of sexual harassment or sexual violence. Requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate IMC response; however, such requests will be considered in the dual contexts of the IMC's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual harassment or sexual violence under the IMC's grievance procedure.

- **Response to Reports of Sexual Harassment or Sexual Violence**

IMC shall provide prompt and effective response to reports of sexual harassment or sexual violence, which may include early resolution, formal investigation and/or targeted prevention training or educational programs.

If an individual report to IMC that the individual has been a victim of domestic violence, dating violence, sexual assault, or stalking, s/he shall be provided with a written explanation of the individual's rights and options whether the offense occurred on- or off-campus.

Upon a finding of sexual harassment or sexual violence, IMC may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions, such as changes in academic, living, transportation, or working situations.

Any member of the IMC community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable IMC disciplinary procedure or other IMC policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

## **PROCEDURES /IMC's Responsibilities**

In accordance with state and federal law, IMC shall:

- Offer sexual harassment prevention training and education to the IMC community, and provide sexual harassment prevention training and education to each supervisory employee;
- Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the IMC community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information; Offer annual training on issues related to sexual violence, as defined in this policy for individuals conducting formal investigations of reports or

conducting hearings;

- Provide all members of the IMC community with a process for reporting sexual harassment or sexual violence in accordance with the policy; Identify on- and off-campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services;
- Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy; Provide written notification of this policy; and designate trained individuals, including, or other than, the Title IX Coordinator, to serve as resources for members of the IMC community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

### **Title IX Coordinator**

IMC has designated a single Title IX Coordinator:

The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below:

- Coordinate with other responsible units to ensure that local sexual harassment and sexual violence prevention education and training programs are offered and provided as required by the policy;
- Disseminate the policy widely to the IMC community;
- Provide educational materials to promote compliance with the policy and familiarity with local reporting procedures;
- Train IMC employees responsible for reporting or responding to reports of sexual harassment;

Provide prompt and effective response to reports of sexual harassment or sexual violence in accordance with the policy;

- Maintain records of reports of sexual harassment and sexual violence at the IMC and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate; and

- Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints.

- **Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence**

All members of the IMC community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be subject to this policy. This includes conduct by employees, students, or third parties. Reports of sexual harassment or sexual violence may be brought to the Title IX Coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment or sexual violence. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable the IMC to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede IMC's ability to conduct an investigation and/or to take appropriate remedial actions.

- **Required Notifications For Reports of Sexual Violence**

IMC will provide a written explanation of available rights and options, including procedures to follow, when IMC receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any SCHOOL program. The written information shall include:

- to whom the alleged offense should be reported;
- options for reporting to law enforcement and campus authorities, including the option to notify local or on-campus law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses and the right to decline to notify such authorities;
- the rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and the IMC's responsibilities regarding such orders;
- the importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protection order;
- existing campus and community services available for victims including counseling, health, mental health, victim advocacy, legal assistance, and other services;
- options for, and available assistance to, change academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
  - Any applicable procedures for institutional disciplinary action.
- Options for Resolution

Individuals reporting sexual harassment or sexual violence shall be informed about options for resolving potential violations of the policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints or grievances under applicable IMC complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports under this policy. IMC shall respond to the greatest extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals reporting sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures herein.

### **Procedures for Early Resolution**

The goal of Early Resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. IMC utilizes Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented. While IMC encourages Early Resolution of a complaint, IMC does not require that parties participate in Early Resolution prior to IMC's decision to initiate a Formal Investigation. Some reports of sexual harassment or sexual violence may not be appropriate for mediation but may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. IMC will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

- **Procedures for Formal Investigation**

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the IMC may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title

IX Officer (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment complaints, potentially in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX Coordinator may consider: 1) the seriousness of the allegation, 2) in the case of a student complainant, the age of the student, 3) whether there have been other complaints or reports against the accused, and 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as when there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

- In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:
  - The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the policy; and
  - The individual(s) conducting the investigation shall be familiar with the policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the

investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the safety of the complainants and promotes accountability.

- If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, a campus may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the campus must promptly resume and complete its fact-finding for the sexual harassment or sexual violence investigation.
- The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.
- The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this policy.

- Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable IMC policy or collective bargaining agreement.
- At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate IMC officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.
  - The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated IMC official.
- Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator whether this policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated IMC official with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.
- The complainant shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with IMC policies protecting individuals' privacy, the complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused, consistent with this policy.
- The complainant and the accused may request a copy of the investigative report pursuant to IMC policy governing privacy and access to personal information. However, in accordance with IMC policy, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.
- At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, the complainant and the accused will be simultaneously informed in writing of the outcome of any IMC disciplinary proceeding;
  - The IMC's procedures for appealing the results of the proceeding;
  - Any change to the results that occur prior to the time that such results become final; and
  - When results become final.

## **Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence**

An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedure listed in *Appendix I: IMC Complaint Resolution and Grievance Procedures*. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this policy, the complaint or grievance shall be held in abeyance subject to the requirements of any applicable complaint resolution or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or sexual violence also may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed in a timely manner. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

### **Remedies and Referral to Disciplinary Procedures**

Findings of policy violations may be considered to determine remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable disciplinary procedures. Procedures under this policy shall be coordinated with applicable local complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

### **Privacy**

IMC shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and IMC policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the IMC community. While such information is considered confidential, IMC policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of

violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether the IMC concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

### **Confidentiality of Reports of Sexual Harassment and Sexual Violence**

The IMC does not employ professional or pastoral counselors. IMC notifies the IMC community that the Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the IMC's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the IMC will comply with requests for confidentiality to the extent possible.

### **Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence**

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with the IMC's records policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools/academies that receive funds under an applicable course of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by IMC. Academies are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Academies may charge a fee for copies.
- Parents or eligible students have the right to request that IMC correct records which they believe to be inaccurate or misleading. If IMC decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if IMC still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, academies must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows academies to disclose those records, without consent, to the following parties or under the following

conditions (34 CFR § 99.31):

- IMC officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of IMC
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to

specific State law. IMC may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, academies must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that IMC not disclose directory information about them. Academies must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of IMC.

Or you may contact us at the following address: Family Policy Compliance Office

- Department of  
Education 400  
Maryland Avenue,  
SWCCAS

#### **EMERGENCY PREPAREDNESS AND SUPPORT**

List of housing resources: Homeless Shelters, Supportive Housing, Halfway Housing, Transitional Housing, Day Shelters, Low Income Housing, Residential Alcohol and Drug Treatment Centers:

Gang Outreach Hotline (847) 546-0887

Parent Abduction Hotline (800) 292-9688

Poison Control Center (800) 222-1222

Parent Hotline (800) 840-6537

National AIDS/HIV/STD (800) 243-2437

Drug Abuse Hotline (773) 275-9393

Child Abuse (DCFS) Hotline (800) 252-2873

Alcohol Abuse Hotline (800) 234-0420

Alcoholics Anonymous (312) 346-1475

Domestic Violence Help Line (877) 863-6338

National Abuse Hotline (888) 373-7888

PASS Pregnancy Care Centers (800) 340-7227

Celebrate Freedom (Halway House) (317) 210-3733

Day Spring Homeless Shelter  
(317) 635-6780

Horizon House Indianapolis (Supportive Housing, Halfway House,  
Transitional Housing ) 317-423-8909

IMC is dedicated to serving the homeless and low-income. We have listed the shelters and low cost housing services in Indianapolis. This list has homeless shelters, halfway houses, affordable housing, etc. The database consists of emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing. (See above)

The Julienne Center (317) 920-9320 is a shelter for battered women and children, and one of the only such shelter in the state of Indiana to offer around the clock security. Resident advocates are also present 24 hours a day to provide practical and emotional support.

To offer food, clothing, shelter, and spiritual guidance to homeless men, women and children in need:  
Housing Authority [HYPERLINK "http://www.shelterlistings.org/details/33679/"](http://www.shelterlistings.org/details/33679/)

Transitional Life Connections (317)636-0203

Housing Authority, Low Income Affordable Housing, Public Housing

- [Consumer Credit Counseling Services Of](#)

Hud Indiana : provides HUD Approved Housing Assistance  
Programs (317) 226-6303

### **Types of Shelters and Service Information**

**Day Shelters** supplement homeless and low-income people when the shelter their staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all day shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category.

**Emergency Homeless Shelters** both provide short term relief for the homeless & low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer

their services free of charge.

**Halfway Housing** helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

**Permanent Affordable Housing** is a long-term solution for housing. Residents are often allowed to stay as long as they remain in the low-income bracket but is sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay are also classified under this category.

**Drug and Alcohol Rehab** programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

**Supportive Housing** Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational, employment and other services to transition to independent living.

**Shared Housing** Programs helps bring low income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanted more companionship. Shelterlistings.org finds these shared housing locations and lists them throughout our website.

**Rooming House or Boarding House** A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single family home, a converted hotel, or a purpose built structure. Rooming houses are low cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout shelterlistings.org.

**Transitional housing** is affordable low cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or who are close to homelessness. The transition is to help them be more self-sufficient to move towards independent living on their own. Services provided at transitional housing facilities varies, from substance abuse treatment, to psychological assistance, job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low cost housing. Read the descriptions of each of the transitional living locations for more detailed information.