

Instructions for I.W.U. Faculty/Staff/Employee in Case of Off-Campus Incident

Legal

In accordance with the federal *Clery Act*, (www.securityoncampus.org/schools/cleryact) post-secondary institutions must report statistics regarding certain, specified crimes and disciplinary actions. This requirement includes crimes occurring at our education centers, hotel sites and other off-campus locations. In order to meet this legal requirement, I.W.U. faculty, staff and employees at off-campus locations must report any such crimes which occur at the location at which you are teaching or working. These instructions explain the Crime Report form which **must** be filled out and forwarded to the appropriate personnel if an incident occurs on your “watch”. You may also obtain a printable, blank copy of the report at www.indwes.edu/safety.

Additionally, personal injuries and property damage not necessarily involving crimes need to be reported to internal IWU personnel. A second form, titled Incident Report, is provided for those incidents.

Finally, you are strongly encouraged to read I.W.U. safety policies which can also be found at the above indwes site.

Initial procedures – Please print this section and place it where it will be easily accessible.

When an incident occurs, first and foremost, make certain that the appropriate public safety personnel are notified, police, fire, ambulance etc. if necessary. For life-threatening injuries, call 4911 on the Marion main campus and 911 for off-campus locations. For employee injuries, if they are not life threatening, ALWAYS contact Human Resources at 765-677-2563. If medical assistance is needed, they will give you directions on where treatment should be given.

1. For life threatening injuries, call 911. Otherwise, seek medical attention based on common sense and the desire of the injured person.
2. Do NOT make a commitment on behalf of the University, or indicate we will pay medical expenses.
3. If appropriate, take action to prevent the chance of the accident happening again.
4. Write down all information about the incident: (Be as specific and detailed as possible)
 - a. What happened?
 - b. Where did it happen?
 - c. When did it happen?
 - d. Who it happened to (name, address, and phone)?
 - e. Were there witnesses (name, address, and phone)?
 - f. What was damaged/injured?
5. Keep all pieces of anything broken or damaged.
6. If you have access to law enforcement staff, ask them to take pictures at the scene of the incident.
7. **ALWAYS:** For non-criminal incidents, complete the Incident Report by clicking [here](#). We must keep a record of all injuries, even if the person refuses medical attention. For crimes on the Marion main campus, call the IWU police (4911), they will submit a report. For crimes at other IWU locations, submit a printed Crime Report (click [here](#)) to your Campus Security Authority.

NOTE: It is NOT your responsibility to investigate incidents. Report incidents that are reported to you, regardless of whether, in criminal cases, the alleged perpetrator is identified, arrested or charged. Get identifying information from witnesses if possible and fill out and submit the appropriate form.

Reporting

In order to meet the requirements of the *Clery Act*, and to facilitate appropriate action in non-criminal incidents, we have compiled two separate forms. The “Crime Report” form is to be completed when a crime occurs and the “Incident Report” form when personal injury or property damage occurs. (Crimes, of course, often involve injury or damage, in which case the “Crime Report” form is the appropriate form.) Printer friendly versions are available on the IWU website at www.indwes.edu/safety. You should have printed blank copies available so that you or other I.W.U. personnel at the scene can fill them out at the time and place appropriate in the circumstances. After the situation is under control, please fill out and submit the appropriate form.

Crimes: Faculty, staff or employees should thoroughly and accurately fill out the written version of the “Crime Report”. You should then submit that form to your Campus Security Authority (CSA). The CSA’s, and ONLY the CSA’s will fill out and submit the on-line form. If hand delivery is not practical, please fax the form.

The Campus Security Authority for hotel sites is the CSA for whichever Education Center is *geographically closest* to that location. A list of these Education Centers with addresses, and fax numbers, along with the name of the CSA’s at these Centers is available on-line at www.indwes.edu/safety.

Injuries and property damage: Faculty, staff or employees should thoroughly and accurately fill out the “Incident Report”. If you have access to the indwes.family.edu website, you may submit the Incident Report online. It is linked on several different places within that site, and is at <https://secure.indwes.edu/ra/>. If you do not have access to that site, please fax the written version of the form to your CSA.

Crime Report form instructions

The form is relatively self-explanatory, but some elaboration may be helpful. In order to have one form for any and all possible crimes, not all fields will necessarily apply to all situations. If there is important information that should be reported but for which there is no field, please explain in the narrative sections.

At the top of the page is “Person”, “Property” and “Disciplinary Action”. Check “Person” for any crime listed in Paragraph 6 of the printed version of the Report. Check “Property” for theft, arson, vandalism or burglary. “Disciplinary Action” means disciplinary actions taken against students for **violations of law** involving alcohol, drugs or weapons **only**. Disciplinary actions for violations of I.W.U. policy, which are not also violations of law, need not be reported. If an incident involved both person and property, check “Person”. If a field is not applicable, simply put N/A.

NOTE: You are not expected to know fine distinctions regarding the definitions of crimes. You may ask police for a definition if practical, or simply use your best judgment and explain in the narrative section (Para.4).

In section number one (1), the form asks for the location that the crime occurred and the date and time. Please provide both. Time may be estimated if not known. It also asks if a police report was made. If so, please fax a copy to the number provided on the form. FOR ONLINE reporting, there is a drop down menu listing each and every teaching location for I.W.U., including hotel sites. If the incident occurred at the Marion campus but NOT at a residence hall, click on Marion Campus. If it did occur at a residence hall, click on that hall.

Section two (2) requests information for the person who first witnessed the crime or who first reported it. This person may or may not be the same person as listed in section three (3). PLEASE give all identifying information possible! If a student wishes to report a crime anonymously, simply put “anonymous” in the fields requesting their identifying information.

Section three (3) requests information about the “victim” of a crime, the person injured or the owner of stolen or damaged property. If an accident involves more than one person, give information for any of them, then use the narrative section (Section 4) or the back of the page to identify all other people involved and their status (student, employee or visitor). PLEASE give all identifying information possible! (Note: This form does NOT ask for the identity of the “perpetrator” of a crime.)

Section four (4) asks for a brief narrative explanation of the incident. Please include in this section an explanation as to what happened as well as any other pertinent information not called for in the remainder of the form. Details such as known circumstances surrounding the crime, exact location within a building, descriptions of personal injuries or damage to property, the owner of the damaged property, etc. should also be included.

Section five (5) asks about emergency medical services. It also asks for information regarding the physical conditions of the premises or area of the incident. This is relevant in physical injury cases only.

Sections six (6), seven (7), and eight (8) ask you to click on whatever category most closely applies. The following violations of law (as listed on the report) must be reported:

- Murder/non-negligent Manslaughter;
- Negligent Manslaughter;
- Sex-Offense – Forcible;
- Sex-Offense – Non-Forcible;
- Aggravated Assault;
- Robbery;
- Simple Assault;
- Bomb Threat;
- Burglary;
- Motor vehicle Theft;
- Arson;
- Theft;
- Vandalism; and
- Disciplinary actions involving:
 - Drug Law Violation,
 - Alcohol Law Violation, or
 - Illegal Weapons Possession;
 - **For which**, a REPORT is made OR police notified.

Also, in Section six (6), there is a question regarding whether the “victim” of a crime appeared to be targeted because of his/her race, gender, ethnicity, religion or disability. There are no distinct

rules for that determination, but slurs or taunts directed at the victim and made in connection with the criminal act is one indication you may use to answer this question. A known history by the perpetrator of violence or hatred toward the victim's ethnicity, gender, race, religion or disability may also be another. The mere fact that the perpetrator and the victim were in different categories does NOT make it a hate crime.

For disciplinary actions, please also submit the Disciplinary Referral Form.

If you have any questions as to whether an act is a violation of law, feel free to contact the ORA. Otherwise, err on the side of reporting.

Section nine (9) requests information on witnesses. PLEASE give all identifying information possible! Do not list persons already identified in other sections of the report.

Section ten (10) asks for **your** name and phone number.

Disciplinary referrals

If an incident involves a violation of I.W.U. policy regarding **alcohol, illegal drugs, or weapons**, upon discovery of the violation, the appropriate University employee or faculty member shall take whatever action is warranted under Indiana Wesleyan University policies. **If** the policy violation is also illegal **and** an internal IWU report is made of the disciplinary action **or** law enforcement authorities are notified, the employee/faculty member must submit a Crime Report to his or her Campus Security Authority. FURTHER, in these cases of student discipline, the faculty member/employee should also print off a copy of the Referrals for Disciplinary Action form available on-line at www.indwes.edu/safety, fill it out and fax it per the instructions on the form. The disciplinary form is extremely simple and self explanatory. Once the report is fully filled out, submit it to your CSA as soon as possible.

Incident Report form instructions

In addition to the above-listed crimes, we ask that you submit an Incident Report form for the following types of **non-criminal** incidents:

- Any injury to persons;
- Any non-trivial damage or loss of property;

At the top of the page, click on the appropriate line.

For paragraphs one (1) through five (5) see instructions for the Crime Report above, EXCEPT that paragraph three (3) also requests a property description. Otherwise, simply insert "incident" for "crime". NOTE: The narrative section (para. 4) of the Incident Report asks for **additional, specific** details. PLEASE make all efforts to address all of the relevant requests!

Paragraphs six (6), seven (7) and eight (8) do not appear on the Incident Report.

The "Additional witnesses" section and paragraph ten (10) are also identical to the Crime Report.

Contact the Office of Regulatory Affairs with any questions or concerns at 765-677-2401, Fax: 765-677-6576, E-mail: regulatoryaffairs@indwes.edu.