



## Campus Security Program & Annual Report 2007-08

### Annual Security Report

In compliance with the Crime Awareness and Campus Security Act of 1990, information about the College's security policies and procedures and crime statistics is available to students and employees on an annual basis and upon request, to any applicant for employment or enrollment. Amendments to the law from 1991 through 1994 require schools to disclose all crime statistics for three previous years.

The Institute of Business & Medical Careers (IBMC) Annual Security Report will not disclose the identity of crime victims or persons accused of the offenses and/or crimes. Privileged information about any offense/crime or persons reporting the offense/crime will not be disclosed in the IBMC Annual Security Report. This report (updated annually by September 1) is located in the IBMC Student Financial Services office. Further information is available from the President of the College.

### Security & Law Enforcement

The President provides security support and information for IBMC in campus security, fire prevention, parking, safety and enforcement of all applicable regulations. IBMC cooperates with outside law enforcement agencies and exchanges criminal information. The local police department, sheriff's department, state agencies, and federal law enforcement agencies have criminal jurisdiction on the IBMC campus.

### IBMC College Access

IBMC is a private institution. IBMC buildings are open to students and employees during prescribed hours as long as they comply with rules and regulations. Visitors are subject to the rules and regulations of the campus. Visitors must identify themselves to the receptionist and sign in at the Front Desk. Visitors will wear identifying "visitor" tags.

### Reporting Procedures

Any individual involved in any of the listed offenses/crimes both on campus or off is required to report the offense/crime, in person to: President (Fort Collins) at 3842 S. Mason Street (970) 223-2669; or Campus Director (Greeley) at 5400 West 11th Street (970) 356-4733; or Campus Director Cheyenne at 3425 Dell Range Boulevard (307) 433-8363.

All offenses/crimes should be reported within two hours of the time the offense/crime occurred. Any individual witnessing any offense/crime on the IBMC campus is requested to report it immediately to the President (Fort Collins) or Campus Director (Greeley and Cheyenne). An IBMC Incident Report will be completed and filed for each reported incident.

Depending upon the nature of the offense/crime, IBMC will contact or work cooperatively with the proper authorities. If a victim declines to report the incident to the police, the incident will be handled as an institutional matter. IBMC reserves the right to treat an offense as a disciplinary matter whether or not it is being investigated by a police agency.

### Security Programs

Various programs inform students and employees about campus security procedures and practices and encourage everyone to be responsible for their own, and others' security.

1. IBMC has a Security Committee to review, recommend, and establish policies, procedures, and practices.
2. Entering students are provided security orientation and policies in the IBMC Student Catalog and this brochure.

### Sexual Assault & Harassment

It is the policy of IBMC that sexual harassment of students or applicants for enrollment in any form is unacceptable conduct and will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances, or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the College of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical contact of a sexual nature.

No student, applicant, faculty member, or other employee of IBMC shall threaten or insinuate, either explicitly or implicitly, that a student or applicant's refusal to submit to sexual advances will adversely affect that person's enrollment, grades, studies, or educational experience at IBMC. Similarly, no faculty member or other employee of IBMC will promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment (including but not limited to any of the conduct listed above) by any student, applicant, faculty member or other IBMC employee, or visitor or invitee of the College in connection with the educational experience offered by IBMC, should bring the matter to the immediate attention of the President (Fort Collins) or Campus Director (Greeley and Cheyenne) at the address and phone numbers specified in the Reporting Procedures section of this brochure.

IBMC will promptly investigate all allegations of sexual harassment in as confidential a manner as the College feels reasonably possible and take appropriate corrective action where warranted.

## IBMC Security Policy

IBMC is committed to providing a safe and secure environment for all students, visitors, faculty, and staff.

IBMC's security program is an ongoing process that includes development and enforcement of regulations and procedures to provide a reasonable level of security for property, information, and personal safety of individuals. IBMC encourages all individuals to practice personal safety awareness.

Management personnel incorporate the security practices and procedures in their areas of operation. Each student and employee is responsible for carrying out safety regulations and procedures and shall comply with federal, state, and local laws related to security while on the IBMC premises or in the course of representing institutional business.

## Drug Abuse Prevention

IBMC, as a recipient of federal funds, is subject to the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-26), which requires the implementation of a program to prevent the use and abuse of alcohol and illegal drugs by students, faculty, and staff.

It is the policy of IBMC to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage during school time or on school premises, or other sites where students or employees may be assigned.

Students and/or employees (full or part-time) who violate the standards set forth under the IBMC Drug & Alcohol Abuse Policy will be subject to disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion, or termination, and/or referral to the appropriate authorities for prosecution. This further action may also include a loss of financial aid. Local ordinances coincide with State statutes.

## 3-year Campus Security Report

CRIME	FORT COLLINS			CHEYENNE			GREELEY		
	05/06	06/07	07/08	05/06	06/07	07/08	05/06	06/07	07/08
<b>Murder</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	0	0	0	0	0	0	0	0	0
<b>Manslaughter</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	0	3	1	1	2	1	0	0	1
<b>Arson</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	0	0	0	0	1	0	1	2	0
<b>Sex Offenses, Forcible</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	0	1	1	1	2	0	1	1	1
<b>Sex Offenses, Non-Forcible</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	0	0	0	0	0	0	0	0	0
<b>Robbery</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	0	0	0	0	1	1	3	4	2
<b>Burglary</b>									
On Campus	0	0	1	0	0	0	0	0	0
Off Campus	6	3	2	4	4	3	5	7	3
<b>Motor Vehicle Theft</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	3	1	4	1	2	1	4	2	1
<b>Liquor Law Arrests</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	2	0	1	1	1	2	1	1	3
<b>Drug Law Arrests</b>									
On Campus	0	0	0	0	0	0	0	0	0
Off Campus	0	0	3	1	2	1	1	1	1

Emergency telephone number is 911.

## Counseling Referral Sources

Please refer to the Community Resource Guide available on all IBMC campuses.



Fort Collins • Greeley • Cheyenne  
800.495.2669 • [www.IBMC.edu](http://www.IBMC.edu)