



# Annual Security and Fire Safety Report

Clery Statistical Information 2014 | 2015 | 2016

Fire Statistical Information 2016

The 2017 University of St. Francis Annual Security and Fire Safety Report is brought to you as part of the University's commitment to your safety on campus. While the University strives towards ensuring the safety of students, staff and guests, and provides day-to-day security services on campus, this document should not be viewed as a contractual commitment to such. This document should provide informative and helpful information and portions of this document can act as a guide for safe practices on and off campus.



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LETTER FROM THE PRESIDENT

Dear University of St. Francis Community Member:

At the University of St. Francis, our mission is to prepare women and men to contribute to the world through service and leadership. We do this both through our challenging academic programs and through the many co-curricular activities that enrich our campus life and culture. We aspire to be a welcoming community of learners that care about and for each other – and our world – as we live our Franciscan values of respect, integrity, service, and compassion. An important part of being a welcoming community is ensuring a safe, clean environment for those who come to our campus.

Each year, the University publishes its Annual Security and Fire Safety Report – as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report you are reading is the University’s 2017 report, which covers the 2016 calendar year.

While publication of this report is required by law – and provides mandatory information on crime statistics and fire safety information to existing and prospective students and other interested parties – it also provides the University with the opportunity to share additional, important, safety-related information with members of the “USF Family” (i.e., our students, faculty, staff, and administrators). To that end, I strongly encourage you to review this report in order to understand better how the University endeavors to keep our community safe...and how you can help us.

An important part of being a welcoming community is ensuring a safe, clean environment for those who come to our campus, this is part of the “ethic of care” that distinguishes the USF experience.

Peace and all good things,

Arvid C. Johnson, Ph.D.

President

## **Introduction**

This report was prepared by the Administrative team of the University of St. Francis Safety and Security Department in order to comply with the Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990). The report describes security practices and procedures at the University of St. Francis and lists crime statistics for the most recent calendar year and the two preceding calendar years. Since 1992, the University of St. Francis has been required to report each year on the status of campus security to all current students and employees. The report will be provided to any applicant for enrollment or employment on request. This publication is intended to provide a general description of campus security arrangements, and not to serve as a contractual agreement between USF and the recipient. Security procedures are subject to change without notice.

## **Campus Safety & Security**

The Safety & Security Department staff includes a Director, Assistant Director, Security Officers, Dispatchers and Office Support Staff. Service is provided on an ongoing basis to the community; 24 hours a day, 7 days a week. The Safety & Security Department is responsible for the reporting of all campus crimes in compliance with the Student Right-To-Know Act. Campus Safety & Security is located in Tower Hall, 1<sup>st</sup> Floor and is staffed by full-time professional security personnel, augmented by part-time student personnel. The Safety & Security Department also safeguards the campus through the use of video surveillance cameras placed strategically around the entire campus. Officers have been granted the authority by the University to issue parking citations, which are billed to the financial accounts of students, faculty, and staff. In the event that the University officially recognizes off-campus locations of student organizations, Safety and Security officers will patrol those areas as well. In addition, officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the University.

For additional information, please visit the Safety and Security Department website at: <http://www.stfrancis.edu/sst/#.U9EHr0DzaSo>

### **Access to Campus Facilities and Residence Halls**

The Safety and Security Department has the primary responsibility for coordinating the locking and unlocking of most campus buildings.

Access to residence halls is restricted to residents, their approved guests, and other approved members of the university community. Residents gain entry by presenting their proximity cards to the proximity card readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their own personal access cards.

Safety & Security officers may enter all university buildings including residence halls at any time while on duty and may call for the detainment of trespassers or persons involved in criminal

activities. University officials reserve the right to enter and inspect residence hall rooms and their furnishings whenever it is deemed necessary to protect and maintain the property of the University, the health and safety of its students, or for disciplinary or investigation purposes.

### **Maintenance of Campus Facilities**

The Safety & Security Department also works closely with the Facilities Department to maintain building security and key control. Officers are required, as part of patrolling the campus, to check all buildings for broken windows, doors, locks, etc. and report any findings to the Facilities Department. These checks help maintain the security of the University.

### **Law Enforcement Authority and Inter-Agency Relationships**

Safety and Security officers are an unarmed informational force. University of St. Francis officers are not law enforcement personnel and are not granted any state authority, such as state powers of arrest, however, officers have jurisdiction in all areas of campus. The Safety & Security Department is in direct communication with the Joliet Police and Fire Departments and call upon their assistance when needed. The Joliet Police Department monitors and records criminal activity at non-campus locations and may work cooperatively with the University of St. Francis Safety and Security Department and Dean of Students to address problems as they arise. There is no formal agreement, such as a written memorandum of understanding, with any local law enforcement agency.

### **Reporting Crimes and Other Emergencies**

Call the Safety and Security Department if:

- You see someone committing a crime
- You need to report an old crime
- Someone is injured or ill
- You see fire or smell smoke
- You see anyone or anything suspicious
- You think you see a drunken driver
- You have knowledge of a chemical spill

The University of St. Francis encourages individuals who believe a crime has been committed to promptly report the suspected crime to the Safety and Security Department and/or local police in an accurate and timely manner. The University provides several ways to report crimes or other emergencies to the Safety and Security Department or obtain help. It is the University's policy that community members should file a report whenever they observe anything suspicious, believe they have discovered a crime, or come across a hazard which could cause harm to themselves or others. In addition, victims of stalkers or persons with protection orders against another party are strongly encouraged to notify the University Safety and Security

Department of the threat and to provide a copy of the protection order so that Security Officers may enforce it.

|   |  |
|---|--|
| Contact any of the following authorities, 24 hours a day: |  |
| Dial 911  | Report emergencies or non-emergency criminal violations from a public, university building or residence hall phone or cell phone   |
| Dial 815-740-3200   | Report emergencies to the campus Safety & Security Department  |
| Emergency Assistance Call Boxes                           | <b>Immediate connection to Safety &amp; Security</b><br>Use any of the designated call boxes strategically placed on campus (see campus map)   |
| In Person   | Contact a USF security officer on patrol or go to the Safety & Security Department located in Tower Hall, 1 <sup>st</sup> Fl.  |
| Online  | <a href="http://www.stfrancis.edu/sst/silent-witness/#.U-DjC0DzaSo">http://www.stfrancis.edu/sst/silent-witness/#.U-DjC0DzaSo</a>  |
| Local Police  | <a href="https://jolietpolice.org/report/file-an-online-report/">https://jolietpolice.org/report/file-an-online-report/</a><br><br>150 W Washington St<br>Joliet, IL 60432<br>815-724-3100 |

### **Voluntary Confidential Reporting**

For the details of an incident to be kept confidential, an individual may go to the University Personal Counseling Department or on or off-campus members of the clergy/chaplains who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. You may also file a confidential report online at <http://www.stfrancis.edu/sst/silent-witness/#.U-DivUDzaSo>.

### **Security Awareness Programs**

The Safety and Security Department encourages members of the community to assist in preventing crime by minimizing opportunities to become a victim by using good judgment and

safety practices and by encouraging students and employees to be responsible for their own and others security.

| <b>EACH SEMESTER</b>  | <b>ONGOING</b>   | <b>BY REQUEST</b>   |
|---|--|---|
| <p><b>New Student Orientation</b><br/>This is a presentation given on crime, personal safety, and security. Students are also given “Be Safe and Be Aware” information in welcome packets</p> | <p><b>Escort</b><br/>An escort service is available through Safety and Security.</p> | <p><b>Active Shooter Presentation</b><br/>The Director of Safety and Security (or his designee) will present Run, Hide, Fight information in case of an active shooter.</p> |

During every new student orientation and in every student welcome packet, the Safety and Security Department includes a “Be Safe and Be Aware” brochure that includes appropriate responses to emergencies and ways to prevent crimes of opportunity. In addition, the Safety and Security Department, in conjunction with Residence Education, puts together a Campus Security Awareness Week that includes alcohol awareness, dating and domestic violence education, and general safety information. A representative from Joliet Police Department in conjunction with USF Safety & Security will also be present to give safety information and answer questions from parents or students.

### **Emergency Response and Evacuation**

As required by federal and state law, the University of St. Francis has a comprehensive emergency operations plan that details immediate response and evacuation procedures, including the use of electronic and cellular communication. The University has a Crisis Management Team that is prepared to respond to an emergency and summon the necessary resources in order to mitigate, investigate and document any situation that may constitute an emergency or dangerous situation. The entire Crisis Management Team has received training in Incident Command and the National Incident Management System.

In the event that a situation arises, either on or off campus, the decision to notify and warn the campus community is made by the Director of Safety and Security or their designee in consultation with relevant University staff. This decision will be based on confirmed information obtained from officers, investigations, tips, or local area law enforcement and will be forwarded to all University students, faculty, and staff.

## **Issuance of Timely Warnings**

Per the requirements of the Clery Act, “Timely Warning” advisories are made to the campus community for crimes that are reported to a Campus Security Authority or local police and which may represent a serious and ongoing threat to the safety of students or employees; such as murder, sexual assault, robbery, aggravated assault, burglary, and arson. In the case a timely warning is issued, victim’s names will be withheld. The Crisis Management Team shall make the decision as to whether an incident poses an ongoing threat and if a “Timely Warning” advisory is required. In the event that an advisory is required, the Crisis Management Team shall provide the Executive Director of Community Relations, or their designee, with the specifics of the case for the purpose of drafting the “Timely Warning” advisory, as soon as pertinent information is available. **In all cases, Timely Warning advisories are then sent by the Executive Director of Community Relations or their designee via electronic mail directly to all staff, faculty, and students on the USF Campus using their institution-provided email accounts.**

These advisories may also be made using one or a combination of the following methods:

- Press Releases
- Prominent postings on the USF website
- Voicemail
- USF Email

## **Issuance of an “Immediate Notification”**

In the event that there is a confirmed significant emergency or dangerous situation involving an immediate threat to the campus community (such as: active shooter, natural disaster, health crisis), USF will (per the judgment of the Director of Security or their designee), without undue delay, and taking into account safety of the community, determine the content of the notification and initiate the immediate notification system. However, if in the professional judgment of responsible authorities, the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed. As with the above section related to “Timely Warnings”, the Director of Security or their designee shall provide the Director of Network Support Services or their designee with the specifics of the case for the purpose of drafting the content of the immediate notification. The Director of Network Support Services also maintains pre-scripted short message scripts for a variety of hazards to assist in the timely issuance of immediate notifications. **In all cases, Immediate Notifications will be sent by Network Services staff via the electronic Emergency Notification System (i.e. text messaging system, RAVE) directly to all staff, faculty, students, and visitors on the USF Campus that have subscribed to the free system.** A variety of other communications tools may be used, including campus-wide email messages, broadcast voice mail messages, and notices posted on [www.stfrancis.edu](http://www.stfrancis.edu).

## **Alcohol and Drug Policy**

In compliance with applicable laws, the illegal use of alcohol, other drugs, or controlled substances when on campus is prohibited.

In addition to the policy described above, education, training, and treatment programs are available through the Student Affairs Office and through Health and Personal Counseling Services. The campus may take action when policies on the use, possession, distribution, manufacture, and sale of illegal drugs have been violated. USF also cooperates with local, state and federal authorities in the detection and possession of drug offenses. Administrators, alumni, faculty, guests, staff and students must adhere to all applicable state and local laws and regulations related to the sale and use of alcoholic beverages.

## **Alcohol**

The most common laws related to alcohol use and sales are as follows:

- The legal drinking age is 21.
- Persons under 21 may not consume or sell alcohol.
- It is unlawful to serve or sell alcohol to anyone under the age of 21.

University alcohol violations include:

- Possession or consumption of alcoholic beverages by or distribution of alcoholic beverages to individuals under the legal drinking age.
- Intoxication in public is prohibited.
- The unauthorized possession of empty or open containers of alcoholic beverages and/or the consumption of same by students, other than those allowed in exempt residence hall areas.
- Common sources of alcohol, (kegs, half-kegs, quarter kegs, beer bongs, punches, etc.), or other means of mass distribution by students, (e.g. taps), are not permitted on the university premises.
- Commercial delivery of alcohol to individual students is prohibited.
- Students 21 and over may consume alcohol at university sponsored events however may not bring or drink alcohol other than that provided by the University at these events.
- Any student shall be in violation of the university alcohol policy where he or she knowingly permits a gathering at a residence, on or off campus, where underage drinking occurs (regardless of whether the alcohol was provided by the student occupying the residence or brought by the person(s) under the age of 21). Note: A student may be charged with a Class 4 felony under Illinois law if he or she permits intoxicated persons to leave the residence which he or she occupies, leading to serious injury or death.
- Residents who are allowed to use alcohol in designated residences may have no more than (one) 12 pack of beer, or (two) bottles of wine, per of age person, regardless of size of room.

Students are responsible for knowing, understanding, and complying with the applicable state laws, and municipal and county ordinances regarding alcohol. The university will inform students of these policies during new student orientation at the beginning of the fall and spring semesters and through the Online Student Handbook. Students will also be informed through e-mail devices, and a copy of these policies (as they relate to students) will also be found on the university's website. These policies will also be reviewed with students at the time of any university conduct proceeding related to a violation of the alcohol policy. These policies and consequences for infractions will also be referred to in the housing contract signed by students who live in a university sponsored residence. They will also be placed in each dormitory room and in any other residential facility owned and operated by the university. Violations of the alcohol policy may, in the opinion of University staff, reflect the potentiality of a serious alcohol or drug related disorder and in such cases, will result in a referral to University counseling services for an evaluation and follow up services that are deemed appropriate.

### **Medical Marijuana**

Although the state of Illinois has recently passed a law allowing the use of medical marijuana, no person may possess or use, in any form, marijuana on any college property including outside areas, even with a valid Medical Cannabis Card.

### **Illegal Drugs**

- The University of St. Francis prohibits the sale, manufacture, distribution, use or possession of illegal drugs on the USF Campus. This policy applies equally to administrators, faculty, staff, and students.
- A violation of federal, state, or local laws concerning drugs shall be considered a violation of University policies and is subject to University disciplinary action up to and including separation from the University community.
- The University prohibits the illegal possession or transfer of any illicit drug so defined under state or federal law and views the use, possession or sale of illicit drug as contradictory to the welfare of both the individual and the University community.
- Whenever, in the final opinion of the Dean of Students, there is sufficient and credible information or other evidence from within the University or from without, that a student is or has been trafficking in illicit drugs, or is or has been in possession of such amounts as to make this a reasonable supposition, the student will be subject to dismissal from the University and the legal authorities will be notified.
- The possession of drug paraphernalia by a student or present in a room owned by the University and used by a student is prohibited.
- Mandatory consequences for first personal offenses against these policies related to the improper or illegal private use of alcohol or drugs will be a meeting with the Dean of Students or his designee and a monetary fine of up to \$100 at the discretion of the conduct officer. The conduct officer will conduct an initial assessment of the student's behavior and will determine whether an intervention/ referral will be made for an alcohol assessment by University Counseling Services. As a result of this evaluation, further services or interventions may be required. Referrals to University Counseling Services

for an evaluation after an initial infraction of these policies will be made when there is reason to suspect that the student's use of alcohol is excessive, abusive, or possibly addictive.

- Mandatory consequences for a second personal violation of these policies will be up to a \$200 fine to be imposed by the conduct officer. Second offenses will automatically result in a referral to the University's Counseling Services for an alcohol-drug evaluation. Consequences for a third personal violation of these policies may include dismissal from the residence hall or the University.
- Students are responsible for reading, understanding and complying with all applicable state and local laws pertaining to drug abuse as well as the legally mandated consequences for drug possession, or distribution.

### **Distribution of Alcohol and Drugs**

The illegal or illicit distribution of alcohol to a person under the age of 21 is prohibited and is subject to sanctions imposed by University administration, including the possibility of a report being made to local police authorities leading to arrest. The illegal or illicit distribution of illegal drugs to any person is prohibited. Consequences for such distribution or supply to other students will be automatic discharge from the University. In addition, if a student attempts to sell, distribute or encourage the use of illicit drugs, the University will notify the legal authorities of this behavior and assist in their prosecution. In cases where a student is arrested for breaking the law pertaining to the illicit distribution or supply of illicit drugs or alcohol, and that student has not been determined by University authorities to have broken policies or rules of the University prior to his or her arrest; the student will automatically be suspended from living in a University sponsored residence until a legal judicial decision is made regarding guilt or innocence. That student will also be placed on probationary status as a student of the University. If the student is found to be guilty of such charges in a court of law, the student will not be allowed to live in a University sponsored residence again, and will be subject to University disciplinary action, including possible discharge from the University.

### **Drug and Alcohol Abuse Programs**

Students are invited to discuss health risks with medical and mental health staff available through the Counseling and Wellness Center. The University of St. Francis is currently collaborating services with Gateway Foundation for substance abuse screening when necessary. In addition, the University provides an Alcohol Awareness Week every year on campus. For employees, the University offers the Employee Assistance Program which can be found at <https://myusf.stfrancis.edu/portal/secure/content/59164>. There are also community resources such as Alcoholics Anonymous (800-452-7990, [www.aa-nia.org](http://www.aa-nia.org)) or Stepping Stones (815-744-4555, <http://www.steppingstonetreatment.com/> )

## **Sexual Misconduct, Sexual Harassment, and Nondiscrimination Policy**

**The University of St. Francis does not tolerate interpersonal violence, which includes sexual assault, prohibited sexual contact, stalking, dating and domestic violence in any form.**

Students who believe they have been the victims of a sexual assault or attempted sexual assault on the USF campus should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment.

Students should report any incident of sexual assault or attempted sexual assault immediately to a trusted university representative, Campus Security Authority member (Page 26), or member of the Title IX team (See page 20). In the interest of campus safety, the representative, faculty or staff member should immediately notify the Title IX Coordinator of the incident. The identity of the student involved in or reporting the incident is not essential for reporting.

If they wish, students may have the assistance of campus administrative staff in reporting incidents of sexual assault to the Title IX Coordinator or local law enforcement. Care should be taken in such instances to file the report as soon as possible after the incident and to preserve all physical evidence of the crime to aid in the police investigation. These procedures are particularly important in the case where the assailant is unknown to the victim and may be a threat to the campus community. It is also the right of each individual to decline reporting any incident to local law enforcement.

### **Title IX**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”* Sex discrimination includes sexual harassment and sexual assault.

Sexual harassment in education is an unwelcome behavior of a sexual nature that interferes with a student’s and/or employee’s ability to learn study, work or participate in school activities. Sexual harassment involves a range of behavior from mild annoyances to sexual assault and rape.

Title IX protects all persons including lesbian, gay, bisexual, and transgender students and employees from discrimination, harassment, sexual assault and sexual violence including discrimination, physical aggression, intimidation, or hostility based on sex, sex-stereotyping or failure to conform to stereotypical gender norms.

### **University of St. Francis Policy**

The University of St. Francis (USF) has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. USF is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, gender, sexual orientation, age, disability, or veteran status. Likewise, the University prohibits discrimination on the basis of gender in all University activities and programs. Any form of sexual harassment, including sexual assault and sexual violence, is a violation of University policy and the Code of Student Conduct.

At USF, we strive to comply with all applicable legal requirements prohibiting harassment against any member of the USF community. In addition to facing University consequences, those who engage in sexual harassment, sexual assault and/or sexual violence may also be prosecuted criminally.

### **Title IX Violations**

- Sexual Harassment
  - Including:  
Sexist remarks or behavior such as verbal harassment or abuse, patting or pinching, repeated brushing against the body, subtle pressure for sexual activity, solicitation or coercion of sexual activity through the promise of rewards and/or preferential treatment or threat of punishment.
- Pregnancy Discrimination
  - Including:  
Hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, such as leave and health insurance, and any other term or condition of employment.
- Any Discrimination with a basis in the differences between genders
  - Including:  
Sexual Misconduct (Explicit or Implicit)  
Relationship Violence  
Bullying  
Stalking  
Hazing  
Unequal Treatment/Opportunities

### **Definitions**

***Sexual Misconduct-*** Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different gender and can also occur while individuals are fully clothed.

1. **Non-consensual sexual intercourse:** Non-consensual sexual intercourse is any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent and/or by force.

2. **Non-consensual sexual contact:** Non-consensual sexual contact is any sexual touching (including touching with an object) however slight, by one person on another without consent and/or by force.
3. **Sexual exploitation and/or exposure:** Sexual Exploitation is when a student takes nonconsensual, unjust, or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, benefit or advantage anyone other than the one being exploited. Sexual Exposure occurs when a student engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person.
4. **Consent.** Consent between two or more people is defined as an affirmative agreement –through clear actions or words--to engage in sexual activity. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
  - a. **What Consent Means.** Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Consent can be withdrawn at any time.
  - b. In order to give effective consent, one must be of legal age. Consent may never be given by
    - i. A minor to an adult.
    - ii. Mentally disabled persons when the mental disability is known or reasonably should have been known.
  - c. **Additional Clarifying Rules of Consent.**
    - i. A person who is the object of sexual aggression is not required to physically or otherwise resist a sexual aggressor.
    - ii. Silence, previous sexual relationships, and/or the existence of a current relationship with the respondent do not imply consent.
    - iii. Consent cannot be implied by attire, or inferred from the giving or acceptance of gifts, money or other items.
    - iv. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly. Withdrawal of consent can be done in numerous ways and need not be a verbal withdrawal of consent.
    - v. A respondent's intentional use of alcohol/drugs does not excuse a violation of policy.
5. **Threats.** Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual contact they would not otherwise have given, absent the threat. For example, threats to kill you, themselves, or to harm someone you care for constitute threats.
6. **Incapacity.** If you have sexual activity with someone you know to be, or should know to be mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. Incapacitation is

a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.rainn.org> .

7. **Intimidation.** Occurs when someone uses their physical presence to menace you, although no physical contact occurs, or where your knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places you in fear as an implied threat.
8. **Coercion.** Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another, the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, when someone makes clear to you that they do not want sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
9. **Force.** The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes, threats, intimidation, (implied threats), and coercion that overcomes resistance or produce consent.

### ***Sexual Harassment***

1. **Sexual Harassment.** Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the university’s educational program. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying. For the purpose of this policy “unwelcome” means the employee or student did not solicit or invite the conduct and regards it as undesirable.
2. **Hostile Environment Sexual Harassment.** Unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.
3. **Retaliatory Harassment.** Any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual harassment.

### ***Protected Class Discrimination and Harassment***

1. **Protected Classes.** Class based on race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, pregnancy, and veteran status.
2. **Discrimination.** Occurs when an individual suffers an adverse consequence, such as failure to be hired or promoted, denial of admission to an academic program, etc., on the basis of her/his Protected Class.
3. **Harassment.** Verbal or physical conduct based upon an individual's Protected Class that unreasonably interferes with that individual's work or academic performance or creates an intimidating or hostile work or educational environment.
4. **Hostile Environment.** Unwelcome conduct by an individual(s) against another individual based upon her/his Protected Class that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments and isolated incidents (unless extremely serious) will not amount to hostile environment harassment.

### ***Stalking***

1. **Stalking** is the repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.
2. **Stalking Behavior.** Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Many of the behaviors are also Title IX or student conduct violations in their own right. When they occur as a pattern of behavior, together they are defined as stalking. Such behaviors and activities may include, but are not limited to, the following:
  - Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear.
  - Use of online, electronic, or digital technologies, including:
    - o Posting of pictures or information in chat rooms or on Web sites, blogs, social network sites, etc.
    - o Sending unwanted/unsolicited email or talk requests
    - o Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
    - o Installing spyware on a victim's computer
    - o Using Global Positioning Systems (GPS) to monitor a victim

- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Surveillance or other types of observation,
- including staring or “peeping”
- Trespassing/Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victim

If at any time you feel your rights have been violated or you are witness to discrimination, harassment, or sexual abuse or assault, please speak with any of the following people or visit us on the web for more information <http://www.stfrancis.edu/about/your-right-to-know/title-ix>

### **Confidentiality**

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with the Personal Counseling Department, off-campus local rape crisis counselors, domestic violence resources, local or state agencies, or University Ministry, who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Those seeking to report misconduct may seek advice from certain resources that are not required to initially tell anyone else your private, personally identifiable information unless there is a pattern of abuse or cause for fear for your safety or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address discrimination, harassment, retaliation and/or sexual misconduct, such as resident advisors (RAs). If a reporting party is unsure of someone’s duties and ability to maintain privacy, ask them before talking to them. They will be able to explain and help a reporting party to make decisions about who is in the best position to help. All these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about the report unless the reporting party gives permission, except in the rare event that the incident reveals a need to protect the reporting party and/or other members of the community. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent. Alleging parties are encouraged to speak to University officials, such as the Title IX Coordinator, Title IX Deputies, or the Dean of Students to make formal reports of incidents of sexual misconduct. Alleging parties have the right, and can expect, to have grievances taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party’s rights and privacy.

Personal Counseling Department  
8:30am and 4:30pm  
Evening appointments are available  
3<sup>rd</sup> Floor Motherhouse, 310  
815-740-3713

All reports may also be filed anonymously under the Silent Witness section on the Safety & Security webpage, <http://www.stfrancis.edu/sst/silent-witness/>.

## **Resources for Victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking:**

### **On-Campus**

The University employs trained staff members who have responsibility for Title IX compliance which includes investigating allegations of sex discrimination and retaliation. To file a complaint or raise a question about Title IX, please contact one of the Title IX officers listed below. The Title IX Coordinator oversees the development, implementation, and evaluation of Title IX policies, procedures, and training efforts and will refer all complaints to the appropriate Investigator.

Allison Heard  
Title IX Coordinator  
500 Wilcox Street Joliet, IL  
Motherhouse 2<sup>nd</sup> floor  
815-740-5025

Molly Knapczyk  
Assistant Coordinator  
1550 Plainfield Rd. Joliet, IL  
St. Clare Campus, Guardian Angel Building, 332  
815-740-5076

Cara Currier  
Assistant Director of Athletics, Title IX Deputy Coordinator  
520 Wilcox St. Joliet, IL  
Rec Center, 2<sup>nd</sup> floor  
815-740-3407

Damon Sloan  
Dean of Students  
520 Plainfield Rd. Joliet, IL

Motherhouse, 142  
815-740-5055

Mollie Rockafellow  
Director of Residence Education  
520 Plainfield Rd. Joliet, IL  
Motherhouse, 138  
815-740-3381

Any member of the Safety & Security Department, Residence Education Team Member or University Ministry.

### **Off-Campus**

Guardian Angel Community Services  
168 N. Ottawa Street. Joliet, IL 60435  
815-729-0938  
815-729-1228 (Domestic Violence 24-hour hotline)  
815-730-8984 (Sexual Assault 24-hour hotline)

Will County Community Health Department  
1106 Neal Ave. Joliet, IL 60433  
815-727-8670

Will County Mental Health Services  
501 Ella Ave. Joliet, IL 60433  
815-727-8480

Joliet Police Department  
150 W. Washington St. Joliet, IL 60432  
815-724-3100

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

### **Support Services for Victims**

The University of St. Francis encourages victims to seek the assistance of counselors. The Personal Counseling Department offers services from a licensed clinical professional therapist. Diagnostic and treatment services are provided to any student who suffers from anxiety, depression, interpersonal relationship problems or other personal issues that may interfere with the student's ability to meet his or her responsibilities. As with any need, it is best to seek services early. The department's customary operating hours are between 8:30am and 4:30pm Monday-Friday. Evening appointments are available upon request. A therapist is available by pager in the event of immediate need after hours and on weekends. In the event of a life threatening emergency, please call 911. The Counseling Department is located in the Motherhouse, third floor, room 310 and can be reached at 815-740-3713. There is no fee for services provided to students or University employees. The department will refer individuals to providers outside the university if a specialist is needed. The University is currently collaborating services with Guardian Angel Home for sexual assault and domestic violence services.

Other off site crisis intervention facilities or resources include:

- Sexual Assault Services Center (815-730-8984)
- Will County Health Department (815-727-8670)
- Will County Mental Health Services (815-727-8521).

### **Disciplinary Action**

The University will take seriously all good faith reports of sexual assault and domestic/relationship violence. Because the University recognizes that sexual assaults and domestic/relationship violence include an attack on an individual's dignity and self-determination rights, the University will attempt to let victims select the process for addressing their allegations. The University reserves the right, however, to proceed in whatever manner it deems appropriate. Both the victim and the accused have the right to have the same opportunities to have an advocate to assist them throughout the process. Advocates will be individuals from within the University's faculty, staff, or student communities. All investigators will base their determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). All investigators receive annual training on issues related to Domestic Violence, Dating Violence, Sexual Assault, and Stalking, as well as how to conduct investigations, and processes that protect the safety of victims and promote accountability. Both the victim and the accused will be informed simultaneously and in writing of the outcome of any disciplinary proceedings related to an alleged sexual assault or incident of domestic/relationship violence. A disciplinary proceeding is an administrative meeting considering the If the victim is deceased as a result of such offense, the next of kin of such victim shall be treated as the accuser to receive information regarding the disciplinary disposition. Both

the accuser and the accused have the right to appeal the outcome of any disciplinary decision. Both the victim and the accused will be also informed simultaneously and in writing of any changes in results that occur prior to the time results become final, as well as when all results become final. Any victim of sexual assault or domestic/relationship violence, regardless of whether they file a criminal report, may request consideration of a change in academic and/or living situations, “no contact” orders or other modifications designed to help the accuser cope with the situation. Sanctions that may be imposed upon an individual found responsible for sexual misconduct include but are not limited to: restriction of living space (single gender housing only), removal from housing, required counseling, restriction of privileges (guest, athletic, co-curricular), suspension from classes for a given period of time (one semester to three years), and complete expulsion from the University. All members of the University of St. Francis community share a responsibility for upholding the established University policy as we strive to create a community that is respectful and free from violence.

### **Sexual Assault Awareness Programs**

The University educates first year students annually during orientation with a program called "No Zebras, No Excuses," which uses theatrical vignettes performed by current students to educate the student body on issues such as sexual assault, sexual harassment, stalking, date rape drugs, and domestic violence. Talk back sessions are conducted after each vignette when the specific policies are explained and the reporting structures. In addition, Orientation Board leaders facilitate a reflection session for students immediately following the event.

In addition, posters explaining sexual harassment are prominently displayed on bulletin boards all across campus and are provided by the State of Illinois. The campus also provides a "domestic violence/sexual assault awareness week" on campus every year.

Finally, we implement an interactive online program geared towards both students and staff designed to prevent sexual assault, dating and domestic violence and stalking.

### **Sexual Offender Registration Policy**

The Federal Campus Sex Crimes Prevention Act requires the University of St. Francis to inform the campus community where to find information on registered sex offenders. Illinois law requires sex offenders to register with their local police or sheriff, which places their names in a state-wide database. The State of Illinois Registered Sex Offenders database can be accessed at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). If you need more information, contact your local law enforcement (police or sheriff) agency or contact the Safety and Security Department at 815-740-3200.

## **Missing Student Notification Procedures**

The Division of Student Affairs may occasionally be contacted regarding a student who has not been in touch with individuals with whom they would otherwise regularly interact. These concerns may be brought by friends, family members, roommates, or other members of the University of St. Francis community. For concerned parties external to the institution, a missed phone call or failure to reply to an email can prompt a contact with the University. Internal constituents are more likely to express concern when a resident has failed to appear for a scheduled meeting or has failed to return to the residence halls after an extended period of time. The professional staff member interacting with the concerned party should gain as much information as possible about the nature of the concern:

- What is the relationship of the concerned party to the student?
- How long the student has been out of contact with them?
- Should we have reason to believe the student might be in some type of distress or is there a threat of imminent harm?
- Will the concerned party be contacting security or Police?

The Dean of Students or designee will immediately notify the person identified by the student as the “missing person contact.” Only authorized campus officials and law enforcement officers may have access to this information. If the missing student is under 18 years of age, and is not an emancipated individual, the Safety and Security Department will notify the student’s parent or legal guardian that the student is considered missing. If less than 24 hours have elapsed, then there are several steps that should be taken in an attempt to make contact with the missing student. They are:

### **Procedure**

#### **1. Reporting and Notification**

- a. A residential student may be reported by any acquaintance of the student. The report can be made to:
  - i. Director of Security
  - ii. Dean of Students,
  - iii. Director of Residence Education
- b. The report can be made at any time the reporting party feels that the residential student is missing but *shall* be made if the residential student has been missing for more than 24 hours or there is a threat of imminent harm or the possibility of foul play (per 50 ILCS 722/ Missing Persons Identification Act)
- c. The appropriate campus officials will immediately make attempts to contact or locate the student who is the subject of the report. Those attempts will include, but may not be limited to, the following:
  - i. A visual check will be conducted if the student lives on campus. Two Student Affairs staff members (or a staff member and a security officer) will go to the student’s assigned room and knock on the door to perform a wellness check. These staff members may key into the missing student’s assigned

space if there is no answer and perform a visual scan for signs of the student.

- ii. Attempts shall be made to contact the residential student through any and all forms of communication including, but not limited to, telephone number(s), email, text messaging, social networking sites, and contacting all known associates. The goal of the contact is to have the residential student communicate with those reporting or investigating the allegation.
- iii. Attempts shall be made to contact known associates. The missing student's roommates or suitemates and Resident Assistant should be contacted and asked if they are aware of the missing student's whereabouts. These students should be instructed to contact a professional staff member with any developments and, if they make contact with the missing student, to instruct him or her to contact the professional staff member as well as the concerned party.
- iv. Attempt to determine the residential student's whereabouts utilizing university resources. If necessary, other university resources may be utilized to track a student's activity. Web activity, swipe key logs, library activity, email activity and even security cameras should all be considered sources of information.

Once contact is made, the "missing" student should be instructed to get in touch with the concerned party. If contact has not been made within 24 hours, then the University of St. Francis will contact local law enforcement agencies. If the missing student indicates that the concerned party may be seeking to harm him or her, then Security and the Dean of Students will be contacted.

### **Campus Security Authorities**

A Campus Security Authority is any university member who has significant responsibility for campus and student activities. A CSA has responsibilities under Clery to report information for timely warnings and crime statistics.

#### **University of St. Francis CSAs**

Arvid C. Johnson, President: Motherhouse C218, 815-740-3369

Jason Williams, Safety & Security Director: Tower Hall, 815-740-6222

Molly Knapczyk, Title IX Assistant Coordinator: SCC GAH Building, 332, 815-740-5076

Damon Sloan, Dean of Students, Motherhouse 142, 815-740-5055

Dave Laketa, Director of Athletics, Rec Center 2<sup>nd</sup> floor, 815-740-3842

Cara Currier, Assistant Director of Athletics, Rec Center 2<sup>nd</sup> floor, 815-740-3407

Mollie Rockafellow, Director of Residence Education, Motherhouse 138, 815-740-3381

Cedricka Carver, Area Coordinator, Marian Hall, 815-740-4293

Allison Heard, Title IX Coordinator, Motherhouse 815-740-5025

Jason Reid, Assistant Director Safety & Security, Tower Hall, 815-740-3746

Allie Youngren, Student Life Coordinator, Motherhouse Rm. 152, 815-768-8378

All security officers, coaches, RA's and advisors to student organizations and clubs are also considered Campus Security Authorities under the Jeanne Clery Act.

## **Definitions of Crime Data Reported in the Crime Statistics Table**

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

**Dating Violence-** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such 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.

**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;
- e) Any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Motor Vehicle Theft:** Theft or attempted theft of a motor vehicle.

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

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

**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 putting the victim in fear.

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

*A. 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.

*B. 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.

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

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

***Stalking-*** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

### **Arrests & Referrals for Disciplinary Action**

***Weapons:*** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons that are regulatory in nature.

***Drug Abuse Violations:*** The violation of laws prohibiting the production, distribution and/or use 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.

***Liquor Law Violations:*** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

***Arrest:*** A person processed by arrest, citation or summons.

***Referral for Disciplinary Action:*** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

***Hate Crimes:*** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

***Disability Bias:*** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

***Ethnicity Bias:*** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

***Gender Bias:*** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g. male or female.

***Gender Identity Bias:*** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

***National Origin Bias:*** A preformed negative opinion or attitude toward a group of people based on their common lineage or descent.

***Racial Bias:*** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, whites.

***Religious Bias:*** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, and Atheists).

***Sexual-Orientation Bias:*** A preformed negative opinion or attitude toward a group of persons based on their perceived sexual orientation.

Offenses to be included in Hate Crimes are:

***Larceny-Theft:*** Defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing).

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

***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.

***Destruction/Damage/Vandalism of Property:*** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **Location Definitions**

### ***Campus***

The term "campus" means:

- 1- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- 2- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
- 3- The University of St. Francis Campus is defined as those properties, streets, retail operations and facilities used by students, staff, faculty and visitors which are bounded by Douglas St., Wilcox St., Taylor St. and Lincoln Highway; as well as properties bounded by Whitney Ave. and Dixon Ave.

### ***Non-Campus***

The term "non-campus building or property" means:

- 1- Any building or property owned or controlled by a student organization recognized by the institution; and
- 2- Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

### ***Public Property***

The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

## **Policies for Preparing Annual Security Report**

The University of St. Francis Safety & Security Department is responsible for preparing an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security

Policy and Crime Statistics Act each year. Since 2010, Safety and Security Officers have saved all reports, and all crime incidents that are reported in a Word document. Once an officer enters the report, the Assistant Director of Safety and Security reviews the report to ensure it is properly classified in the correct crime category. The Safety & Security Department regularly examines the data and maintains a daily crime log to ensure that all crimes have been reported and are readily available to the public.

In addition, notifications are sent to local law enforcement agencies by the administrative team of the Safety & Security Department, requesting they provide all reportable crime statistics to the University. These statistics are evaluated, totaled and included in the appropriate category based on crime, year, and the location of the incident. In very limited cases, a crime will be determined to be “unfounded”, however these cases must still be reported to the Department of Education. The University may only exclude a reported crime after a full investigation. Only sworn or commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore 'unfounded.' Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can only be determined to be baseless if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. A case cannot be designated ‘unfounded’ if no investigation was conducted or the investigation was not completed. Nor can it be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Annually, all data is compiled into statistics then entered into charts by the administrative team. All statistics are gathered, compiled, and reported to the University Community via this report.

### **Crime Statistics Tables**

| <b>Criminal Offenses</b> | <b>2014</b> |   |   |   | <b>2015</b> |   |   |   | <b>2016</b> |   |   |   |
|--------------------------|-------------|---|---|---|-------------|---|---|---|-------------|---|---|---|
|                          | a           | b | c | d | a           | b | c | d | a           | b | c | d |
| Murder                   | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 |
| Negligent Manslaughter   | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 |
| Sex Offenses             | 2           | 2 | 0 | 0 | 0           | 0 | 0 | 0 | 1           | 0 | 0 | 0 |
| Robbery                  | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 |
| Aggravated Assault       | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 |
| Burglary                 | 0           | 0 | 0 | 0 | 5           | 3 | 1 | 0 | 5           | 1 | 0 | 0 |
| Motor Vehicle Theft      | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 | 0           | 0 | 0 | 0 |

|           |   |   |   |   |   |   |   |   |   |   |   |   |
|-----------|---|---|---|---|---|---|---|---|---|---|---|---|
| Arson     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unfounded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Hate crimes            | 2014 |   |   |   | 2015 |   |   |   | 2016 |   |   |   |
|------------------------|------|---|---|---|------|---|---|---|------|---|---|---|
|                        | a    | b | c | d | a    | b | c | d | a    | b | c | d |
| Murder                 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Negligent Manslaughter | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Sex Offenses           | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Robbery                | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Aggravated Assault     | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Burglary               | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Motor Vehicle Theft    | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Arson                  | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Larceny- Theft         | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Simple Assault         | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Intimidation           | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Destruction/Damage/    | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Unfounded              | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |

| VAWA Offenses     | 2014 |   |   |   | 2015 |   |   |   | 2016 |   |   |   |
|-------------------|------|---|---|---|------|---|---|---|------|---|---|---|
|                   | a    | b | c | d | a    | b | c | d | a    | b | c | d |
| Domestic Violence | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Dating Violence   | 1    | 1 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Stalking          | 0    | 0 | 0 | 0 | 1    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |
| Unfounded         | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |

| Arrests for Disciplinary Action | 2014 |   |   |   | 2015 |   |   |   | 2016 |   |   |   |
|---------------------------------|------|---|---|---|------|---|---|---|------|---|---|---|
|                                 | a    | b | c | d | a    | b | c | d | a    | b | c | d |
| Weapons: carrying, possessing   | 0    | 0 | 0 | 0 | 1    | 1 | 0 | 0 | 0    | 0 | 0 | 0 |
| Drug Abuse Violations           | 1    | 0 | 0 | 0 | 2    | 2 | 0 | 0 | 0    | 0 | 0 | 0 |
| Liquor Law Violations           | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 | 0    | 0 | 0 | 0 |

| Referrals for Disciplinary Action | 2014 |    |   |   | 2015 |    |   |   | 2016 |    |   |   |
|-----------------------------------|------|----|---|---|------|----|---|---|------|----|---|---|
|                                   | a    | b  | c | d | a    | b  | c | d | a    | b  | c | d |
| Weapons: carrying, possessing     | 0    | 0  | 0 | 0 | 0    | 0  | 0 | 0 | 0    | 0  | 0 | 0 |
| Drug Abuse Violations             | 0    | 0  | 0 | 0 | 5    | 5  | 0 | 0 | 2    | 2  | 0 | 0 |
| Liquor Law Violations             | 28   | 28 | 0 | 0 | 40   | 40 | 0 | 0 | 35   | 35 | 0 | 0 |

- a. On campus
- b. Residential facilities
- c. Non-Campus buildings or property (any building or property owned or controlled by University of St. Francis that is used in direct support or in relation to USF's educational purpose, is frequently used by students, and is not within the same reasonable contiguous geographic area of USF.)
- d. Public property (adjacent public streets and sidewalks)

## 2017 Annual Fire Safety Report

This annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by the University Safety and Security Department. This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at the University of St. Francis.

This report can be viewed online at <https://www.stfrancis.edu/about/your-right-to-know/>. Hard copies of the report are available for public review by calling (815) 740-3200 or by visiting the Safety and Security Department located in Tower Hall.

The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate actions before such conditions result in a fire emergency.

This goal is accomplished by:

- Conducting periodic review and update of fire prevention policies
- Conducting regularly scheduled (at least once per semester) fire drills in all University buildings
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards

### **Fire Safety**

Each building on campus has its own independent fire alarm system. All buildings contain smoke, heat, or beam detectors to detect smoke/fire, pull stations to sound the alarm, and strobe light/audible horns to alert that an alarm has been tripped. Emergency lighting is provided in all

buildings. The lighting will activate automatically in a power failure and will last at least 20 minutes. Illuminated exit signs are provided throughout the buildings. Some office/classroom buildings contain a speaker alert system. All resident buildings are protected by a wet pipe sprinkler system that is integrated with the fire alarm system. The fire alarm system is continuously monitored and supervised by the Safety and Security Department at the security office. Multi-purpose ABC dry chemical fire extinguishers are installed on each floor as well as throughout the common and mechanical areas of each building. Smoke detectors are installed in each resident's room. Pamphlets about fire safety are available in the Safety and Security Department. For additional fire safety tips, contact the Office of the Illinois State Fire Marshall <http://www.sfm.illinois.gov/>.

### **General Evacuation Guidelines**

If the fire alarm sounds:

1. Feel the door.
2. If the door is hot and smoke is seen or smelled, DO NOT open the door. Place a rolled towel at the base of the door. Call down to front desk for further instructions (Marian 815-740-3434 and Tower 815-740-3200 or 0.)
3. If the door is NOT hot, proceed to open and exit the building immediately. Exit the building and go to the front side of the Library.
4. It is your responsibility to evacuate your room during all fire alarms. Make sure the door is shut as you leave the room.
5. When the smoke detector beeps it may mean that the battery is low. If this happens, contact the front desk.

### **Be Prepared for Emergency Situations**

1. Know the location of the nearest escape route. This will reduce panic in the case of an emergency.
2. Know the location of a pull box and alarm.
3. Know emergency phone numbers

-Campus Security Office 815-740-3200

-Fire Department 911

### **If You Discover a Fire**

1. Sound the alarm and leave the building by the nearest exit.

2. Call the Fire Department by dialing 911. Give as much information as you can to the dispatcher. Do not hang up until the dispatcher tells you that he/she has all needed information.
3. Do not attempt to put out fires or rescue others unless you can do so safely.

### **If You Cannot Leave Your Room or Exit to Safety**

1. Remain calm. Seal up the openings around the door using sheets, towels, or clothing to prevent smoke from entering your room. If possible, these items should be wet.
2. If there is smoke in the room, drop to the floor and stay low. Smoke inhalation is often fatal. Feel the door before opening it. **IF IT IS HOT, DO NOT OPEN THE DOOR.** If it is cool, brace against the door and open slowly. If heat or smoke is present, close the door and remain calm.
3. Hang an object out the window (sheet, jacket, shirt) to attract the attention of the Fire Department.
4. Call Security at 815-740-3200 or the Fire Department at 911 to report that you are trapped and to give your location.
5. Stay near a window and low to the ground.
6. A wet cloth over your nose and mouth will aid in breathing if smoke is in the room

### **Fire Drills**

Take all fire drills seriously! Drills will make you familiar with evacuation procedures and will be conducted at least once per semester. Residents and their guests who do not observe emergency procedures will be subject to immediate disciplinary sanctions under the Student Code of Conduct. All rooms will be checked during drills by authorized personnel. When an alarm sounds, you must leave the building immediately.

### **Appliances and Furniture**

Cooking is not permitted in student rooms. Hot plates, toasters, toaster ovens, electrical frying pans, microwaves, and appliances with open coils are not permitted in student rooms. In addition, space heaters and other heating appliances are not allowed. Permitted appliances include hot pots, coffee makers, popcorn poppers, stereos, personal computers, TVs, clock radios, automatic shut off irons, electric blankets, study lamps, small refrigerators (maximum of 300 watts or 3.5 cubic feet) and small fans. Electrical outlets are not to be overtaxed. All extension cords must be in good condition and placed where they will not be damaged. UL approved power strips (with a breaker) are recommended. Aerials and antennas must not be affixed to the exterior of a building.

## **Cooking and Grilling**

Cooking and grilling are not permitted inside or outside of the residence halls or on University property except for at the pavilion and officially sanctioned University events.

## **Smoking Policy**

The University of St. Francis complies with the provisions of the Illinois Clean Air Act (P.A. 86 1018). No smoking is permitted in any building on campus. Smoking is allowed in the following areas:

1. East entrance of the Donovan Hall
2. Area facing North on Taylor Street at the East Wing of Marian Hall
3. Back entrance of Tower Hall
4. Receptacles for cigarette waste are provided to reduce litter on campus grounds.

## **Fire Safety & Education Programs**

All Resident Assistants are trained in safety and fire extinguisher use with the Security Department. Resident students are also educated by the Residence Education staff on safety and evacuation. All students, faculty, and staff must participate in all fire drills in order to gain education and understanding of fire safety procedures. There is currently no plan for modification of procedures.

## **Fire Safety and Equipment Logs**

### **Fires Reported**

| <b>Month</b> | <b>Reported Fires</b> | <b>Nature/Cause of Fire</b> | <b>Number of Injuries</b> | <b>Number of Fatalities</b> | <b>Value of Property Damage</b> | <b>Incident Number</b> |
|--------------|-----------------------|-----------------------------|---------------------------|-----------------------------|---------------------------------|------------------------|
| Jan-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| Feb-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| Mar-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| Apr-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| May-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| Jun-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| Jul-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| Aug-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| Sep-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |
| Oct-16       | <b>0</b>              | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                  | <b>N/A</b>                      | <b>N/A</b>             |

|        |          |            |            |            |            |            |
|--------|----------|------------|------------|------------|------------|------------|
| Nov-16 | <b>0</b> | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |
| Dec-16 | <b>0</b> | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |

## **Fire Drills/Alarms**

| <b>Semester</b> | <b>Drill Date</b> | <b>Alarms/Pulled</b> |
|-----------------|-------------------|----------------------|
| Spring          | N/A               | 4                    |
| Summer          | N/A               | 5                    |
| Fall            | N/A               | 7                    |

## **Equipment Inspections**

### **Main Campus**

| <b>Equipment/System</b>      | <b>Frequency of Inspection</b> | <b>Last Completed Inspection</b> |
|------------------------------|--------------------------------|----------------------------------|
| Fire Extinguishers           | Annual-rotation                | August 2016                      |
| Fire Panel                   | Annual-rotation                | May 2016                         |
| Sprinkler System             | Annual-rotation                | May 2016                         |
| Kitchen Hoods                | Annual-rotation                | June 2016                        |
| Ansul System- Kitchen/Bistro | Annual-rotation                | June 2016                        |
| Ansul System- Data Room      | Annual-rotation                | 2016                             |

### **Robert W. Plaster Free Enterprise Center**

| <b>Equipment/System</b> | <b>Frequency of Inspection</b> | <b>Last Completed Inspection</b> |
|-------------------------|--------------------------------|----------------------------------|
| Fire Extinguishers      | Annual                         | August 2016                      |
| Fire Panel              | Annual                         | May 2016                         |

### **St. Clare Campus**

| <b>Equipment/System</b> | <b>Frequency of Inspection</b> | <b>Last Completed Inspection</b> |
|-------------------------|--------------------------------|----------------------------------|
| Boiler                  | Every 2 years                  | March 2017                       |
| Fire Extinguishers      | Annual                         | April 2017                       |
| Fire Panel              | Annual                         | April 2017                       |
| Fire Alarms             | Annual                         | April 2017                       |