

# **2018 CLERY REPORT**

## **STUDENT RIGHT TO KNOW & CAMPUS SECURITY**

**ANNUAL SECURITY & FIRE SAFETY INFORMATION**

# **LINDENWOOD**

**LINDENWOOD UNIVERSITY      BELLEVILLE, ILLINOIS**

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## **OVERVIEW OF SECURITY DEPARTMENT**

### **Campus Security Information**

Lindenwood University complies with the *Student Right-To-Know and Campus Security Act of 1990*, the *Campus Securities Disclosures* (Section 485 of the Higher Education Amendments of 1992, and section 668.46 and Appendix E to part 668 of the Higher Education Amendment of 1998), and the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Act*. Lindenwood is committed to providing a healthy, safe, and secure environment for students, employees, and guests.

### **Department Authority**

The Department of Public Safety (DPS) is located in Senator Alan J. Dixon Center at 2600 W. Main St., Belleville, IL 62226., and provides protection and service to the Lindenwood community by foot and vehicular patrols 24 hours a day, 365 days a year. A director and a staff of 10 officers have the responsibility of enforcing university policies.

Campus law enforcement and public safety falls under the jurisdiction of the Department of Public Safety, which maintains jurisdiction in all property, including buildings owned, leased, or under the control of the university. The director reviews reports of criminal activity and policy violations and then forwards these reports to the dean of students, who is responsible for administering disciplinary action when necessary.

The Department of Public Safety officers have the authority to enforce university policies outlined in the Lindenwood University Student Handbook. Public Safety officers do not have the power of arrest. Some security officers are armed and commissioned within the State of Illinois through the St. Clair County Sheriff's Department. Campus security officers have the authority to ask for identification to determine whether individuals have lawful business on campus. The officers also have the authority to issue tickets for parking violations and incidents where the safety and welfare of the campus community may be in question.

Policy enforcement is accomplished through completion of Behavioral Incident Reports referred to the dean of students, or, in more serious matters, referral to the Executive Office. When circumstances warrant a higher level of authority, security personnel will contact the Belleville City Police Department, which can be reached at 618-234-1212 and can respond within minutes to any emergency on campus.

Although the Department of Public Safety does not have a written Memorandum of Understanding (MOU) with local and state law enforcement agencies in regard to the response or investigation of crimes, a strong working relationship is maintained. The Department of Public Safety works closely with the Belleville City Police Department, the St. Clair County Sheriff's Department, the Illinois State Police, and local federal authorities.

## **REPORTING PROCEDURES**

### **Crimes and Emergencies**

To help provide a safe and secure environment, all members of the Lindenwood community, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes, emergencies and public safety-related incidents in a timely manner even when the victim of a crime elects to or is unable to make such a report. By accurately and promptly reporting crimes, campus stakeholders can help ensure the crimes' inclusion in annual crime statistics, which will aid in providing timely warning notices to the community, when appropriate.

To report a crime or suspicious activity, please contact the Department of Public Safety at **618-978-9797**. Lindenwood Department of Public Safety Officers are available 24 hours per day.

To report an emergency that requires or may require police, fire, or EMS personnel to respond, please dial **"911."** If you are unsure if whether what you have witnessed or experienced is a crime, please contact the Department of Public Safety (DPS), which will assist you with your situation.

### **Reporting Crimes on a Voluntary, Confidential Basis**

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the director of Public Safety, or an appointed designee, can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

To report a crime or suspicious activity anonymously, there is a link on the university website under "Public Safety" to electronically and anonymously report information for review by the Department of Public Safety. The link for the "Confidential/Anonymous Reporting Form" is: <http://belleville.lindenwood.edu/forms/security/reportingCrime.cfm>.

### **Response to Reports**

Public safety officers are on duty 24 hours a day and will come immediately to your location. Response to an incident may also involve other campus personnel, e.g., Student Development staff members in an incident of violence; the Counseling Center in the case of a sexual assault; and/or an outside police agency or other agencies if an incident requires specialized abilities outside the realm of campus security. If assistance is required from the Belleville City Police

Department or the Belleville Fire Department, a campus security officer will contact the appropriate authority. All incident reports (criminal or policy violations) are forwarded to the dean of students and/or the associate dean of students for review.

### **Campus Security Authorities (CSA)**

“Campus Security Authority” is a Clery Act-specific term that encompasses several groups of individuals and organizations associated with the university. CSAs are individuals with significant responsibility for student and/or campus activities. These people are trained in the proper procedures for handling reports of criminal activity and emergencies.

The Department of Public Safety officers are considered trained CSAs. Also trained are individuals who have responsibility for campus security but who do not report directly to the Department of Public Safety. This group of CSAs includes, but is not limited to, individuals such as those who are responsible for monitoring the entrances into institutional property: area coordinators (AC), assistant area coordinators (AAC), community advisors (CA), dean of students, and Student Life and Leadership. An official of an institution who has significant responsibility for student and campus activities, including but not limited to student housing, student discipline, and campus judicial proceedings, is considered a CSA, as is any official who has the authority and the duty to take action or respond to particular issues on behalf of the institution. Finally, any adult or individual who is actively involved in any sports, organizations or activities held by the university (coaches, trainers, organization chair, etc...) is designated as a campus security authority. This designation does not include faculty members who do not work with any organizations on campus.

The function of a campus security authority is to report to the official or office designated by the institution that collects crime report information those allegations of Clery Act crimes that he or she concludes were made in good faith. The reporting structure at Lindenwood University is the Department of Public Safety.

### **Pastoral and Professional Counselors (Crime Reporting)**

As a result of the negotiated rulemaking process that followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “pastoral counselors” and campus “professional counselors,” when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are defined as:

- **Pastoral Counselor**- An employee of the institution who is associated with a religious order or denomination and who is recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
- **Professional Counselor** - An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

### **Preparation of the Annual Disclosure of Crime Statistics**

The university prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The director of public safety takes several steps to ensure required statistics are compiled correctly. Throughout the year, the campus security authorities and the university community are encouraged to record and document all reported crimes. Members of the Public Safety and Student Life and Leadership offices, along with the dean of students, meet to discuss incidents occurring on campus. Statistics required for the Clery Act are compiled during these meetings. At the end of the year, the director of public safety sends an email to all the campus security authorities requesting information on any additional crime statistics reported to those CSAs during the previous calendar year. In addition, the director solicits the required crime statistics from the Belleville City Police Department and other local, state, and federal law enforcement authorities. By October 1 of each year, the statistics will have been tabulated and a notice is emailed to all faculty, staff, and students informing them that the Clery Act Crime Statistics are posted on the Lindenwood website ([www.lindenwood.edu/clery](http://www.lindenwood.edu/clery)). Hard copies of the report may be obtained at the Department of Public Safety Office located in Senator Alan J. Dixon Center at 2600 W. Main St., Belleville, IL 62226, or by calling 618-978-9797.

### **TIMELY WARNING PROCEDURES**

In an effort to provide timely notice to the Lindenwood community and in the event of a crime that may pose a serious or ongoing threat to our community, the Department of Public Safety will issue "timely warning" crime bulletins to notify members of the community about serious crimes against people that occur within the core campus or on or in any property that is owned or controlled by the institution. Crime bulletins are distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications:

- Major incidents of Arson
- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Robbery

- Sex Offenses
- Aggravated Assault
- Burglary
- Motor Vehicle Theft

Cases of aggravated assault and sex offenses are considered on a case-by-case basis depending on the facts of the case and the information known by the Department of Public Safety. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other LU community members and a crime bulletin would not be distributed. Cases involving sexual assault are often reported long after the incident occurred; thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety. Cases involving property crimes will be also assessed on a case-by-case basis and bulletins will typically be sent if there is a discernible pattern of crime. The director of public safety or designee of the Department of Public Safety reviews all reports to determine if there is an ongoing or serious threat to the community and if the distribution of a crime bulletin is warranted. Crime bulletins may also be posted for other crime classifications and locations, as deemed necessary.

Crime bulletins are distributed for the above-listed crimes if they occur on Lindenwood designated property (on campus, non-campus, public property) and if the incident constitutes a serious or continuing threat to community members. The Department of Public Safety works to collect this information by requesting all campus security authorities and local law enforcement agencies to report the above-mentioned crimes in a timely fashion so a warning can be issued.

The Lindenwood director of the Department of Public Safety and dean of students and/or designee will draft the crime bulletin. The director of public safety, the assistant director of public safety, the dean of students, or designee(s) of said department(s), will transmit the email containing the crime bulletin to the university community as an email. Updates to the Lindenwood community about any particular case resulting in a crime bulletin may also be distributed via email.

It should be noted that an institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. The university will distribute public safety advisories to share safety and security information that the institution desires to communicate but which does not meet the criteria for distribution of a timely warning notice. Timely warnings will be provided to students and employees in a manner that withholds the names of victims as confidential and that will aid in the prevention of similar occurrences.

# **EMERGENCY EVACUATION PROCEDURES AND POLICIES**

## **Emergency Notification (Immediate)**

The university's Campus Emergency Preparedness and Response Plan includes information about the management of emergency response and operations, Emergency Operations Center (EOC), and communication responsibilities.

University offices are responsible for developing contingency plans and continuity of operations plans for their areas of responsibility. Each year, the university conducts announced and/or unannounced emergency response drills, table top exercises, functional exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Several public safety officers, supervisors, and administrators have received training in Incident Command Systems (ICS) and response to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus community, Lindenwood campus officers, the Belleville City Police, the Belleville City Fire Department, and EMS agencies are the first responders and will work together to manage the incident. Depending on the nature of the emergency, other Lindenwood University offices and local or federal agencies could also be involved in responding.

The university has specific evacuation guidelines, in the event that a segment of the campus needs to be evacuated. The plan would be affected by several factors, including the type of threat and the occupancy of the other buildings and areas of the campus at the time of the incident. Therefore, specific information about a multi-building or area evacuation cannot be shared with the campus community in advance. Lindenwood University expects members of the community to follow the instructions of first responders on the scene, as this type of evacuation would be coordinated onsite. In some emergencies, for instance, you may be instructed to "shelter-in-place/stay in place." If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside. If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access cards, etc...) if time permits and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators).

Once you have evacuated, seek shelter in one of the nearest university buildings as quickly as possible. If police or fire department personnel are on the scene, follow their directions. Additional information about the Emergency Response/Evacuation Procedures and updates to the plans for the university is available on the portal under "Security."

Lindenwood community members are encouraged to notify campus security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus. Campus security will respond to, mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. The campus security personnel will also judge whether additional resources are advisable and will summon them in case of need. In addition, the Department of Public Safety has a responsibility to determine if the situation does, in fact, pose a threat to the community; however, personnel from other campus offices, such as facilities, grounds, student health, etc..., may be involved in the confirmation process, depending on the nature of the potential threat. If an immediate threat exists, federal law requires that the institution notify the campus community or any segments of the community that may be directly affected by the situation.

If campus security, in conjunction with or other campus officials or local first responders, confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Lindenwood community, the director of public safety and the dean of students or designees will collaborate to determine the content of the message and the office or offices listed below will initiate some or all of the systems listed below to communicate the threat to the Lindenwood community or to the appropriate segment of the community.

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

**PRIMARY**

<b>System to Use</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for Approving and Sending Messages</b>	<b>Primary Message Sender</b>	<b>Backup Message Sender</b>
<b>Blast Email (All Campus)</b>	Director DPS or Dean of Students	Asst. Director DPS	Director DPS or Dean of Students or Designee	Director DPS or Dean of Students	Asst. Director DPS or Dean of Students
<b>Rave Alert System</b>	Director DPS or Dean of Students	Asst. Director DPS	Director DPS or Dean of Students or Designee	Director DPS or Dean of Students	Asst. Director DPS or Dean of Students

NOTE: The RAVE System includes email, text, Facebook, and Twitter communication options.

## SECONDARY

SECONDARY					
System to Use	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending Messages	Primary Message Sender	Backup Message Sender
<b>Posting In Residential Halls</b>	Director DPS or Dean of Students	Asst. Director DPS	Director DPS or Dean of Students	(Posting) Residential Life Staff	Public Safety Staff or Designated Staff
<b>LUPS Twitter</b>	Director DPS	N/A	Director DPS or Dean of Students	Director DPS	N/A
<b>Website</b>	Director of Communications	Asst. Director DPS	Director DPS or Dean of Students	Web Content	N/A
<b>Alertus Desktop Notification</b>	Public Relations Coordinator	Asst. Director DPS	Director DPS or Dean of Students	Director DPS	Dean of Students

In the event that the systems above fail, face-to-face communication will be used to disseminate information about an immediate threat on campus. The university may also use any of the systems listed above to provide follow-up information, as deemed appropriate. The larger community such as neighbors, parents and other interested parties, can receive information by signing up for RAVE Alerts, Twitter, or accessing the university website.

It should be noted that unlike the timely warning requirement, emergency notification is not restricted just to Clery reportable crimes. Incidents such as a gas leak, haz-mat spill, etc..., could warrant the use of this protocol. Lindenwood University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### **Annual Notification and Testing**

Lindenwood University will annually test and publicize its emergency response and evacuation procedures. Throughout the year, the critical incident management team will meet and train on the university's response to a critical incident through a variety of exercises, including a table top exercise or functional exercise. These tests may be announced or unannounced, depending on the type of exercise. Community members are encouraged to review the university's emergency action plan and evacuation procedures located on the portal under "Security." Hard copies of the emergency chart are located in each building on campus.

## **Evacuation Procedures**

Evacuation is required when there is a power outage; any time the fire alarm sounds, when an evacuation announcement is made by the university's emergency management team or by a law enforcement agency and whenever an emergency situation warrants evacuation for safety and/or security. When an evacuation is necessary, building occupants should exit immediately to the designated safe assembly area(s), putting the campus-specific evacuation plan into effect. After a building has been evacuated, occupants must wait for authorization from Emergency Responders before re-entry or should follow directions to leave the campus if necessary.

### **If an evacuation is necessary**

#### **BUILDING COORDINATORS need to do the following:**

- Give directions using a calm voice.
- Give directions to the safe assembly area.
- Alert Security to assist with evacuation if possible.
- Check offices, classrooms, and restroom to ensure all personnel have exited.
- Refrain from use of elevators
- Aid persons with disabilities to evacuate unless conditions do not warrant.
- Close doors, but do not lock them.
- Take emergency supplies, rosters.
- Position themselves at intersections of the building to direct pedestrian traffic to safe assembly areas.
- Keep exiting groups together.
- Gather at the building's safe assembly area and await instructions. Account for faculty, staff, and students.

#### **EVACUEES need to do the following:**

- Upon hearing the alarm or announcement to evacuate, leave the building immediately.
- Remain calm.
- Take belongings (if feasible).
- Close door behind them, after ensuring that everyone is out of the room.
- Report any missing people or persons left behind to the emergency responders.
- FOLLOW the posted EVACUATION ROUTE and leave the building through the nearest safe exit.
- Walk, do not run.
- AVOID USING ELEVATORS.
- Assist any person in immediate danger to safety, if it can be accomplished without risk to you.

- Move away from the building, report to the building-specific designated safe assembly area, and await instructions.
- Listen to all directions given by law enforcement or security personnel.
- Avoid reentering buildings until emergency responders advise that it is safe to do so.
- While at the safe assembly area, watch out for all moving vehicles, including the emergency vehicles coming onto the campus and the employee and student vehicles attempting to leave.
- Remain at the safe assembly area until all people have been accounted for and the all-clear signal has been given.

**PERSONS UNABLE TO LEAVE THE BUILDING DUE TO A PHYSICAL DISABILITY OR BECAUSE THEY ARE IN A WHEELCHAIR** need to do the following:

- Go to the nearest telephone if the area is free of hazards.
- Use a telephone to call 911 or campus security and give your room number.
- If necessary and possible, signal out the window to emergency responders.
- If necessary and possible, go to or have someone take you to the nearest stairwell and await assistance from emergency responders. One or two persons should remain with the disabled person if it is safe to do so.
- Other persons exiting the building must inform security or emergency personnel of the disabled person and his or her location.
- Unless conditions do not warrant waiting, trained emergency responders should always be utilized in the evacuation of persons with disabilities.
- If emergency personnel have not arrived, and it becomes unsafe to remain, the person(s) left with the disabled person will have to attempt removal.

**To Assist Visually Impaired Persons**, do the following:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going and obstacles you encounter.
- When you reach safety, ask if further help is needed.

**To Alert People with Hearing Limitations**, do the following:

- Turn lights on/off to gain the person's attention.
- Indicate directions with gestures.
- Write a note with evacuation directions.

## **LOCAL POLICE DEPARTMENT**

Lindenwood University has non-campus housing that campus security and the Belleville Police Department monitor for criminal activity. Lindenwood has no non-campus student organization facilities that would require monitoring by the university or local police agencies.

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

### **Residential Housing Visitation**

Visitation within residential housing must be managed with concern for personal safety and security and consideration for the well-being of all students. In-room visitation by members of the opposite sex is prohibited except during hours posted in each residence hall. This provision may be modified upon the approval of the dean of students, or Director of Housing; however, like visitation within one's home, the privilege requires certain understandings, restrictions, and responsibilities.

### **Non-traditional/Alternative Residential Housing Visitation**

Non-traditional, alternative residences, houses, and apartments provide more of a "private residence" status but are considered part of the university residence community and therefore are required to abide by the same policies as any other residential housing.

Residence hall visits by parents or family members of the opposite sex are permitted, provided that visitors notify the area coordinator and make courtesy announcements of their presence to the floor residents. Non-family juveniles under 18 years of age and uninvited or inconsiderate off-campus persons are not welcome in residence halls, non-traditional units, or on the campus and are considered trespassers.

The university will make every reasonable effort to respect the privacy of students and give prior notice before entering student rooms. The university reserves the right of entry without notice for such purposes as necessary to ensure compliance with policies of the university, verification of occupancy, maintenance, and addressing of emergencies. If necessary, the right of entry also includes the right to enter student-owned vehicles.

All residence halls are equipped with keyed control systems on the exterior doors that are used by students to enter their building. Guests and other visitors, with the exception of non-family juveniles, may visit residence halls as long as they have been authorized by a member of the community and sign in. The security doors to student residence halls remain locked 24 hours a day. Residential staff monitors security concerns as a part of their routine duties. Security personnel routinely patrol residential dorms and buildings during their shifts.

## **Academic and Administrative Buildings**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The university encourages an open environment with limited constraints in order to ensure reasonable protection of all members of the community. The academic and administrative buildings are open, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card key after normal business hours, and all of these buildings have varied levels of access. Most academic and administrative buildings do not have a campus security officer assigned to them. However, officers patrol the buildings on a regular basis. For information about the access protocol for a specific building, see the facilities manager or department head or contact the Department of Public Safety at **618-978-9797**.

## **MAINTENANCE OF CAMPUS FACILITIES**

### **Maintenance Considerations for Campus Facilities and Resident Halls**

Lindenwood University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Staff members from the Campus Facilities Office and the Department of Public Safety (DPS) periodically conduct security surveys to ensure campus lighting is adequate and the landscape is appropriately controlled. Campus security officers conduct routine checks of lighting on campus during regular assigned patrol duties. If they observe that some lights are out or very dim, they will initiate a service request for Campus Facilities to repair the problem. We encourage community members to report any deficiency in lighting to Public Safety at 618-978-9797. Facilities personnel are also available to respond to calls for service regarding unsafe facility conditions. These conditions may include unsafe steps and handrails, unsafe roadways on campus, and unsecured equipment. Public Safety officers, on a scheduled basis, check the university's Emergency Blue Light Phones, fire extinguishers, sprinkler valves, alarms, ADA doors, CCTV systems, etc..., and document their findings by completing a checklist and reporting any problems they find while checking the equipment.

Security procedures used in the maintenance of residential facilities involve coordination between the Residential Life and Facilities offices. Students must complete a work order form in the Housing Office before any work orders will be completed. This form allows the student to decide if he/she would like to be present when the work order is completed. In times of emergency, members of the Campus Facilities Office have permission to enter rooms to make the necessary repairs. Off-campus maintenance personnel are not allowed access to residential halls without permission from the director of Campus Facilities or a designee.

## EDUCATION PROGRAMS

### Security Awareness Programs

The Student Health Center, Student Counseling and Resource Center (SCRC), Department of Public Safety, and several student groups provide a variety of education programs throughout the year that deal with domestic and other types of interpersonal violence, personal safety, alcohol and drug abuse, and general security. The Student Life and Leadership Department provides learning opportunities regarding sexual health and safety and the effects of alcohol and drugs on making relationship and sexual decisions. It also distributes a variety of brochures about the harmful effects of drugs, alcohol, and tobacco.

Following are some of the programs presented by the Student Life and Leadership:

- Pamphlets and other types of resources: Topics include alcohol and drug issues, sexual health, smoking, wellness, nutrition, exercise, stress relief, self-care tips, resources in the area, HPV vaccine information, etc...
- Stress Relief –Information is available about the negative effects of alcohol and other drugs, including over-the-counter drugs and as prescription drugs, and their potential to hinder learning.

During the 2017 calendar year, the Department of Public Safety conducted a presentation to the LU101 classes regarding campus security rules, regulations, consequences, and choices related to safety. The Department of Public Safety participated in several events. The events conducted included general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. This security awareness program encourages participants to be responsible for their own security/safety and for the security/safety of others on campus.

Other programs offered during the calendar year of 2017:

- **Recovery Group:** A program sponsored by the SCRC that deals with alcoholism support and education.
- **1 in 5:** Rape prevention video sponsored by the SCRC.
- **Current Drug Trends:** Personal Counseling sponsored a guest speaker who came to campus to discuss substance abuse trends, focusing on the college-age population. Counseling staff also spoke about substance abuse effects on the body and treatments for substance abuse.
- **New Student Orientation:** The Center for Academic Success and the Office of First-Year Programs offered programming during orientation that addressed issues facing

college students and resources available to support students struggling with these issues. Topics focused on alcohol use/abuse, sexual assault, eating disorders, and coping with long-distance relationships.

- **Campus Safety Month:** Public Safety collaborates with other offices to provide a variety of crime prevention and safety programs throughout September and October.
- **Family Day:** Lindenwood offers a family day within the first month of school. The Department of Public Safety passes out fliers to families on safety tips, campus safety facts, and procedures.
- **Domestic Violence Awareness Week:** Five consecutive days of programming are designed to engage students, faculty, and staff in bringing awareness to domestic violence prevention.

## CRIME PREVENTION & SAFETY PROGRAMS

### New Student Programs Offered in 2017

PROGRAM NAME	TYPE/DESCRIPTION	DATES	LOCATION (S)	TARGET AUDIENCE
International Student Orientation	Sexual Assault Awareness training at New Student Orientation	8/22/2017	Dixon Center	New student training (SA, DV, DoV, S, BI)
Zero Shades of Gray	Sexual Assault Awareness training at New Student Orientation	August 2017	Belleville campus	New student training
Haven, EverFi Courses	Online sexual assault prevention education	8/22/2017	Belleville campus	Faculty and Staff
Haven training course from EverFi	Education/awareness to domestic/dating violence and sexual assault	8/29/2017	Sen. Alan J. Dixon Student Center	Freshmen in St. Charles and Belleville

\*\*The university offered primary prevention and awareness information at the following events in 2017

## **Resident Hall Fire Prevention Information**

All residence hall rooms and common areas have smoke detectors that are hardwired and when activated will send an alarm to a third-party monitoring company, which will dispatch the Belleville City Fire and EMS. Each residence hall has a fire sprinkler system installed. The Housing Office and the Department of Public Safety work in conjunction to conduct two fire drills (evacuations) from each residence hall during the academic year. The university requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and fail to evacuate may face disciplinary action. Two fire evacuation drills were administered for each residence hall during the 2017 calendar year (one each semester).

## **Campus Escort Program**

Public Safety officers are available 24 hours a day to provide escort service to and from any location on campus. Please be patient when calling, as officers may be busy handling other calls.

## **Training Area Coordinators**

All area coordinators and assistant area coordinators have ongoing training throughout the year on a variety of areas, including safety, alcohol and drug abuse, and sexual assault awareness and prevention.

## **Faculty and Staff Meetings**

Meetings are held when needed to inform employees on updated security policies and security measures; members of Campus Security are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. For more information, please contact the director of public safety at 618-978-9797.

## **Freshman/Transfer Seminar**

This is a seminar for freshmen and transfer students during which aspects of security and university policy are discussed in depth with students new to the university. The seminar is held in a classroom setting, and classes meet twice a week for eight weeks. The Department of Public Safety provides materials and covers the online resources available through the “Security” tab of the website.

## **Campus Life Handbook**

A student handbook listing and explaining rules and policies concerning student behavior on campus is published annually and can be provided through Student Services in D100. The handbook may also be accessed on the Lindenwood website: [www.belleville.lindenwood.edu](http://www.belleville.lindenwood.edu).

## **Emergency Blue Light Phones**

Lindenwood University has added several blue light phones on campus. There are nine stations throughout campus. These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak to an emergency dispatcher with the City of Belleville Police Department by pushing the “Emergency” button on the call box.

Members of the Department of Public Safety are available to assist any individual or group in planning, presenting, and coordinating programs of interest or to address areas of concern. To get more information, please contact the director of public safety at 618-978-9797.

## **DRUG AND ALCOHOL POLICIES**

Lindenwood University is committed to promoting the health and safety of its campus community through implementation of a dry campus policy. The university enforces compliance with local and state alcoholic beverage laws on campus and at university-sponsored activities.

The university affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual members of the university community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on- and off-campus activities is inappropriate, because it invites members of the university community to violate university regulations and Illinois law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice and is prohibited on campus.
- Those who choose to consume alcoholic beverages should do so responsibly and in moderation off campus.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event that is off campus.
- The responsibility for proper consumption of alcoholic beverages and for compliance with laws of Illinois rests with each individual member of the university community.
- The university promotes Arrive Alive for the students who consume alcohol off campus to call a cab or other means of transportation to get back to campus.

The entire text of the *Lindenwood University Alcohol and Controlled Substances Policy*, as well as the university's penalties for possession or distribution of controlled substances by students on university premises or at institutionally sponsored activities off campus, is contained in the Lindenwood University Student Handbook.

In addition, Lindenwood University is in compliance with the federal Drug-Free Schools and Communities Act of 1989. Each year, Lindenwood renews its commitment to the letter and spirit of that law with an informational letter to students and employees which can be accessed through [www.lindenwood.edu/security](http://www.lindenwood.edu/security)

The university does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the Lindenwood community should know that law enforcement and administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the university, may be taken in order to protect the interests of the university and the rights and safety of others. The abuse of alcohol and drugs can have a dramatic impact on one's professional, academic, and family life. The university, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to seek help.

### **Resources**

- Personal Counseling (SCRC), 618-239-6161
- St. Elizabeth's Psychiatry, 618-234-2120
- Saint Elizabeth's Hospital Behavioral Healthcare Services Hotline, (800) 800-9011

### **Alcohol**

Present state laws make liable to arrest and prosecution any person under 21 years of age who consumes and/or possesses alcoholic beverages or supplies such beverages to persons under the age of 21. University trustees and administrators have further instructed that alcohol be prohibited on campus and during the engagement of any official business, activity, or function. The National Association of Intercollegiate Athletics (NAIA), American Midwest Conference, Mid-South Conference, and Mid-states Football Association, with which the university affiliates, have policies prohibiting alcoholic beverages at any athletic event on or off campus. On the campus, university officials will not seek out abuses of this policy by indiscriminate entry into student rooms; however, any problems brought to the attention of university authorities will result in disciplinary action.

### **Possession, Use, and Sale of Alcoholic Beverages**

The use, sale, delivery, possession, and consumption of alcoholic beverages in or on any property owned or controlled by the university is strictly prohibited except as specifically stated in university policy. The university enforces all city, state, and federal laws pertaining to the illegal use of alcoholic beverages, particularly the laws that prohibit the sale to or possession of alcoholic beverages by persons under the age of 21.

It is also a violation of university policy to possess alcohol in any area of campus, even if the person in possession is of legal age. Any groups or persons violating the alcohol/substance policies or laws may be subject to arrest by the Belleville Police Department and/or disciplinary sanctions by the university.

### **Possession, Use, and Sale of Illegal Drugs**

The use, possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the university. Violators are subject to arrest by the Belleville Police Department and/or disciplinary sanctions by the university. Please refer to the Lindenwood University Alcohol and Controlled Substances Policy listed in this document for further information.

### **Controlled Substances**

In accordance and cooperation with local, state, and federal agencies, the university prohibits the unlawful possession, use, or distribution of illicit drugs and related paraphernalia on University property or as part of any university activity. Controlled substances include, but are not limited to, narcotics, steroids, depressants, stimulants, hallucinogens, cannabis, and any prescription drug, except when used in accordance with instructions from a proper medical authority. Students receiving federal financial assistance are required to sign pledges in that regard, and they risk the cancellation of federal financial aid if they are found to be in violation of the controlled substances policy. Violations will also result in disciplinary action by the university and may result in immediate dismissal from the university.

## **CRIME STATISTICS**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	*TOTAL
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2015	4	4	0	0	4
	2016	3	3	0	0	3
	2017	1	1	0	0	1
Fondling	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	1	1	0	0	1
Incest	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

OFFENSE	YEAR	ON-CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	*TOTAL
Robbery	2015	0	0	0	0	0
	2016	1	1	0	0	1
	2017	0	0	0	0	0
Aggravated Assault/Battery	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	4	4	0	0	4
Burglary	2015	5	5	0	0	5
	2016	2	2	0	0	2
	2017	3	3	0	0	3
Motor Vehicle Theft	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	1	1	0	0	1
Arson	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS Liquor Law Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS Drug Abuse Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS Illegal Weapons Possession/Use	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
JUDICIAL REFERRALS Liquor Law Violations	2015	23	23	0	0	23
	2016	18	18	0	0	18
	2017	10	10	0	0	10
JUDICIAL REFERRALS Drug Abuse Violations	2015	12	12	0	0	12
	2016	4	4	0	0	4
	2017	13	13	0	0	13
JUDICIAL REFERRALS Illegal Weapons Possession/Use	2015	1	2	0	0	2
	2016	1	1	0	0	1
	2017	0	0	0	0	0

INCIDENT	YEAR	ON-CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	*TOTAL
Domestic Violence	2015	1	1	0	0	1
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2016	2	1	0	0	2
	2017	2	2	0	0	2
Stalking	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

### **Hate Crimes**

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability in 2015, 2016, or 2017.

### **ANNUAL FIRE SAFETY REPORT**

The crime and fire log are kept in the same binder and are open for public inspection. They are available at the Department of Public Safety, located in the Senator Alan J. Dixon Center at 2600 W. Main St., Belleville, IL 62226.

### **Fire Drills**

The Department of Public Safety conducts two fire drills at each residence hall during the calendar year. During the drills, the alarms are sounded and staff members make a check of every residence hall room to verify all students have exited the buildings. All students are instructed to congregate at the evacuation sites as instructed in the Emergency Preparedness Plan. Students who do not leave the buildings during a fire alarm drill are referred to the dean of students for administrative sanctions.

### **Student Housing Evacuation Procedures**

In the event of a fire in the residence hall, community members should quickly shut the door to their rooms and proceed to the nearest exit where they can leave the building safely. If the alarm has not sounded, students should activate the nearest pull station if they can do so safely. Once outside the building, call 911 and notify the fire department of the emergency. If possible, contact Public Safety at 618-978-9797. Do not use an elevator while the alarm is activated. Upon exiting your residence hall, please proceed to the evacuation gathering points listed in the resident hall section.

## **Plans for Future Improvements to Fire Safety**

Lindenwood University is strategically implementing a comprehensive fire and sprinkler systems plan for Lynx Houses and Apartments that do not currently have them in place. The installation and plan implementation is handled through the Facilities Department.

## **Fire Safety Education and Training**

Fire extinguishers are located in each building's hallways and in the residence halls. They may only be used in case of a fire. Fire safety training is available upon request by notifying the director of public safety at 618-978-9797.

## **Reporting a Fire**

If you discover a fire, you should immediately evacuate the building, sound the alarm if it is not activated, dial 911 and advise the dispatcher of the situation. In the event the fire has been extinguished, you should contact the Department of Public Safety at 618-978-9797 to alert them of the incident. Fires should also be reported to Area Coordinators, Assistant Area Coordinators (if the fire occurs in a residential housing unit), and the Campus Facilities Office. The Lindenwood University Student Handbook, 2017-2018, states that, "Prohibited items include waterbeds, wireless routers, pets, dart boards, barbecue pits, window and window-vented air conditioners, outside antennae, halogen lamps, incense and candles, and empty alcohol containers used as decoration".

Smoking is not permitted on any university-owned property.

## **BUILDING EVACUATION PROCEDURES**

### **Residence Halls**

### **Women's Residential Hall**

100 S. 23<sup>rd</sup> Street

#### **Building Background**

- Two floors
- 65 rooms
- 196-bed capacity
- Fire extinguishers located in every hall and lobby areas
- Fire alarm and sprinkler system throughout the building

#### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

All students when exiting the building, are required to report to the assembly area for a building evacuation. **Evacuation assembly area: Parking lot across S.23<sup>rd</sup> St. in front of the Hall.**

## **Lynx Lodge**

2120 West Main Street

### **Building Background**

- Two floors
- 82 rooms
- 267-bed capacity
- Fire extinguishers: 144,128,116,206, 225, 244
- Fire alarms: 315, 302, 329, 202, 215, 220, 113, first floor south door, 009, south exit door lower level
- Fire alarm and sprinkler system

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 144-133: use the south emergency door
- Rooms 132-127: use the west emergency door
- Rooms 126-117: use the west emergency door
- Rooms 116-105: use the north or west emergency door
- Rooms 104-100: use the north emergency door
- Rooms 201-204: use the north main exit
- Rooms 205-216: use the north exit and down the stairwell
- Rooms 217-226: use the south exit and down the stairwell
- Rooms 232-227: use the south exit and down the stairwell
- Rooms 217-226: use the south exit and down the stairwell
- Room 241: use the south exit and down the stairwell
- Rooms 233-244: use the south exit and down the stairwell

All students, when exiting the building, are required to report to the assembly area for a building evacuation. **Evacuation assembly area: Grass area in front of lodge**

## **Men's Residential Hall – Kern Dorm**

2301 W. Main Street

### **Building Background**

- Three floors
- 71 rooms
- 212-bed capacity
- Fire extinguishers located in every hall and lobby areas
- Fire alarm and sprinkler system throughout the building

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

All students when exiting the building, are required to report to the assembly area for a building evacuation. **Evacuation assembly area: Parking lot to the Northwest of building, directly connected to W. Main Street.**

## **LYNX APARTMENTS**

100 N. 27<sup>th</sup> Street

### **Building Background**

- 107-bed capacity
- Two stories
- Fire extinguisher locations: Each individual apartment
- Fire alarm and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Bldg 104 Rooms 1-4: use the front door
- Bldg 104 Rooms 5-9: use the stairwell in the center of the apartments
- Bldg 102 Rooms 1-5: use the front door
- Bldg 102 Rooms 5-10: use the stairwell in the center of the apartments
- Bldg 100 Rooms 1-6: use the front door
- Bldg 100 Rooms 6-12: use the stairwell in the center of the apartments

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: The center of the apartment's parking lot**

## **5-10 Crescent Arm Court (Apartments)**

### **Building Background**

- Two floors, apartments
- 24-bed capacity
- Fire extinguishers-first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Upstairs rooms 1 and 2 should proceed down the stairs to the West Main exit door or east exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: House parking lot**

## **11-14 Crescent Arm Court (Apartment)**

### **Building Background**

- Two floors and basement
- 16-bed capacity
- Fire extinguishers-first and second floors

- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Upstairs rooms 1 and 2 should proceed down the stairs to the north exit door or south exit door. All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: House parking lot**

## **210 South 29<sup>th</sup> St. Apartment (4-plex)**

### **Building Background**

- One floor
- 8-bed capacity
- Fire extinguishers-first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Room 1 should exit through the south exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **LYNX HOUSES**

**2207 West Washington House\***

**2209 West Washington House\***

**2212 West Washington House \***

**\*West Washington Properties demolished and converted into parking lot(s).**

## **2011 West Main House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers-first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through the east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2111 West Main House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers-first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through the east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2115 West Main House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers-first and second floors
- Fire Alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through the east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2121 West Main St. House**

### **Building Background**

- Two floors and basement
- 5-bed capacity
- Fire extinguishers-first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Room 3 should proceed down the stairs to the south exit door
- Rooms 1 and 2 should exit through the west exit door or West Main entrance door (south)

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2129 West Main House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers-first and second floors
- Fire alarms and sprinkler system–none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through the east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2203 West Main House**

### **Building Background**

- Two floors and basement
- 15-bed capacity
- Fire extinguishers -1st and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2209 West Main House**

### **Building Background**

- Two floors and basement
- 15-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2415/2417 Duplex West Main House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2425 West Main House**

### **Building Background**

- Two floors and basement
- 8-bed capacity
- Fire extinguishers -first and second floors
- Fire Alarms and Sprinkler system-None

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2427 West Main House**

### **Building Background**

- Two floors and basement
- 7-bed capacity

- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

**Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

**2216 West A St. House**

**Building Background**

- Two floors and basement
- 8-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

**Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

**2208 West A St. House**

**Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

**Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2218 West A St. House**

### **Building Background**

- Two floors and basement
- 8-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2110 West A St. House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2024 West A St. House**

### **Building Background**

- Two floors and basement
- 8-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **23 South 22<sup>nd</sup> St. House**

### **Building Background**

- One floor
- 4-bed capacity
- Fire extinguishers -first
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2000 West A St. House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the north exit door
- Rooms 1 and 2 should exit through their South rear exit doors or east Exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2007 West A St. House**

### **Building Background**

- Two floors and basement
- 5-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their South exit door or north exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2011 West A St. House**

### **Building Background**

- Two floors and basement
- 6-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Room 3 should proceed down the stairs to the north exit door
- Rooms 1 and 2 should exit through their south exit doors or north entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2021 West A St. House**

### **Building Background**

- Two floors and basement
- 8-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the north exit door
- Rooms 1 and 2 should exit through their south exit door or north entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2023A West A St. House (Duplex)**

### **Building Background**

- Two floors and basement
- 6-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Room 3 should proceed down the stairs to the south exit door
- Rooms 1 and 2 should exit through their east rear exit doors or South Entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

### **2023B West A St. House (Duplex)**

#### **Building Background**

- Two floors and basement
- 6-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

#### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 2 and 3 should proceed down the stairs to the south exit door
- Room 1 should exit through their West rear exit doors or West Entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

### **2025 West A St. House (Duplex)**

#### **Building Background**

- Two floors and basement
- 6-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

#### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 2 and 3 should proceed down the stairs to the south exit door
- Room 1 should exit through their north rear exit doors or South Entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

### **2200 West A St. House**

#### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

#### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door

- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2212 West A St. House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers -first and second floors
- Fire Alarms & Sprinkler system -none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2204 West A St. House**

### **Building Background**

- Two floors and basement
- 10-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system -none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **103 N 21<sup>st</sup> St. House**

### **Building Background**

- Two floors and basement
- 8-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system -none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the east Exit door
- Rooms 1 and 2 should exit through their west exit doors or east Exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **16 S 21<sup>st</sup> St. House**

### **Building Background**

- Two floors and basement
- 5-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Room 3 should proceed down the stairs to the west exit door
- Rooms 1 and 2 should exit through their east rear exit doors or north exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **30 S 21<sup>st</sup> St. House**

### **Building Background**

- Two floors and basement
- 4-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 should proceed down the stairs to the west exit door
- Rooms 2 should exit through their east rear exit doors or west exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **10 South 29<sup>th</sup> St. House**

### **Building Background**

- Two floors and basement
- 4-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Room 2 should proceed down the stairs to the north exit door
- Room 1 should exit through their South exit doors or north entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **120 South 29<sup>th</sup> St. House**

### **Building Background**

- One floor and basement
- 5-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1, 2, and 3 should proceed through their West Main entrance door or north exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **300 South 29<sup>th</sup> St. House**

### **Building Background**

- Two floors and basement
- 7-bed capacity
- Fire extinguishers-first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the north exit door
- Rooms 1 and 2 should exit through their South rear exit doors or North door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **304 South 29<sup>th</sup> St. House**

### **Building Background**

- Two floors and basement
- 4-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should proceed down the stairs to the north exit door or South exit door
- All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **500 South 29<sup>th</sup> St. House**

### **Building Background**

- Two floors and basement
- 4-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should proceed down the stairs to the west exit door or east exit door
- All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2717 Sassy Lane House**

### **Building Background**

- One floor, NO basement
- 4-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should proceed to the south exit door or West Entrance door
- All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2713 Sassy Lane House**

### **Building Background**

- One floor, NO basement
- 4-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should proceed to the south exit door or West Entrance door
- All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2709 Sassy Lane House**

### **Building Background**

- One floor, NO basement
- 4-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should proceed to the south exit door or West Entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **\*2708 Godfrey House demolished July 2018**

## **2706 Godfrey House**

### **Building Background**

- One floor, NO basement
- 4-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should proceed to the north Exit door or South Entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2713 Godfrey House**

### **Building Background**

- One floor, NO basement
- 5-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1, 2, and 3 should exit through their north exit doors or South exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **2715 Godfrey House**

### **Building Background**

- One floor, NO basement
- 4-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should proceed to the north Exit door or South Entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **107 South 27<sup>th</sup> St. House**

### **Building Background**

- Two floors and basement
- 5-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 2 and 3 should proceed down the stairs to the west exit door
- Rooms 1 should exit through their north rear exit doors or West Main entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **273 South 27<sup>th</sup> St. House**

### **Building Background**

- Two floors and basement
- 8-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the north exit door
- Rooms 1 and 2 should exit through their east rear exit doors or north door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **214 South 27<sup>th</sup> St. House**

### **Building Background**

- One floor and basement
- 7-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1, 2, and 3 should exit through their east rear exit doors or West Entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **210 South 27<sup>th</sup> St. House**

### **Building Background**

- One floor and basement
- 5-bed capacity
- Fire extinguishers -first floor
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should exit through their east rear exit doors or West Main entrance door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **206 South 27<sup>th</sup> St. House**

### **Building Background**

- Two floors and basement
- 4-bed capacity
- Fire extinguishers -first and second floors
- Fire alarms and sprinkler system-none

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants must immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 1 and 2 should proceed down the stairs to the west exit door or east door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation assembly area: house parking lot**

## **Non-Traditional/Alternative Housing**

All houses are equipped with fire extinguishers, and every room has a smoke detector. Fire drills are performed by resident directors, assistant resident directors, and the Department of Public Safety twice a year within these houses.

## **General Procedures for Students and Employees**

A fire can strike quickly and without warning. When the fire alarm sounds, **YOU MUST EXIT THE BUILDING!** All faculty, staff, and students must evacuate during an emergency.

In the event of a fire alarm and/or reported fire, faculty and staff members should use the following guidelines to ensure the safety of all students, faculty, and staff.

**All fires must be reported to Security immediately.**

IF YOU SEE A FIRE, ACTIVATE THE BUILDING FIRE ALARM SYSTEM BY PULLING THE HANDLE ON ONE OF THE PULL STATIONS LOCATED ALONG THE EXIT ROUTES. This will automatically alert Security and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke. You should then exit the alarmed area. If possible, follow up with a call to 911 and Security from a safe location to provide more details.

## **EXTINGUISHING THE FIRE**

When to use portable fire extinguishers:

- Usually never, unless all of the following conditions apply:
  - The fire is small, contained, and not spreading beyond its starting point.
  - The exit is to your rear and cleared, there are no obstacles to it, and there is no imminent peril.
  - The proper extinguisher is readily available.
- To operate the extinguisher, remember the word PASS.
  - P –Pull the pin.
  - A –Aim low.
  - S –Squeeze.
  - S –Sweep.
- Do not attempt to fight a fire if the following conditions exist:
  - You do not know what is burning.
  - The fire is in a lab with chemicals or biohazards.
  - There is potential for explosion.
  - The fire is spreading rapidly.
  - You do not have the proper equipment.
  - You cannot do so with your back to an exit.

- The fire might block your means of escape.
- You might inhale toxic smoke.
- The fire is too large to handle.
- Your instincts tell you not to do so.

After use of a fire extinguisher, please contact Facilities so that it can be replaced. If the first attempts to put out the fire do not succeed, evacuate the building immediately.

## **EVACUATION**

- Alert people in the immediate area of the fire and evacuate the room. All others, upon hearing the alarm or announcement, **MUST** leave the building immediately.
- Take your belongings (if feasible).
- Confine the fire by closing doors behind you as you leave the room, ensuring that everyone is out of the room.
- **FOLLOW YOUR EVACUATION ROUTE** and leave the building through the nearest safe exit.
- Walk, do not run.
- **DO NOT USE ELEVATORS!** Should the fire involve the control panel of the elevator or the electrical system of the building, power in the building may be cut and you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire and they may stall in the event of a power failure or deliver you to the floor where the fire is actually located.
- Faculty must direct students to evacuate the building and proceed to the nearest safe assembly area as indicated on the classroom evacuation map.
- A faculty or staff member or the building coordinator should position himself or herself at the safe assembly area to initiate accountability.
- If no other option but to proceed in a direction towards the fire or obvious danger exists, persons should crawl on their hands and knees past or under dangerous conditions.
- If you encounter smoke on your way out, stay low and crawl if necessary. You are more likely to find breathable air close to the floor. Cover your nose and mouth with a wet cloth, if possible. If the hallway or stairway is filled with smoke, you may have to evacuate horizontally or use a secondary stairway.
- If possible, a faculty/staff member or the building coordinator should check restrooms to ensure everyone is aware of the evacuation process.
- Faculty and staff or the building coordinator should position themselves at intersections of the building to direct pedestrian traffic to Safe Assembly Areas.
- Assist any person in immediate danger to safety, if it can be accomplished without risk to you.

If you are trapped in a building, the following procedures should be followed: Feel all doorknobs you encounter before opening any door.

- If the doorknob is hot, do not open the door. Stay in that room.
- Seal the cracks around the door with any available material.
- Call 911 and let them know your location and that you are unable to exit.
- Keep low to the floor and await evacuation by emergency personnel.
- If the doorknob is not hot, brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room
- If smoke and heat fill the hall, close the door, stay in that room, and wait for help.
- If you are able to move around within the building but cannot exit, find a safe room farthest from the fire.

<b><u>Summary of 2017 Fire Safety Statistics</u></b>					
<b><u>University Housing Facilities</u></b>	<b><u>Number of Fires</u></b>	<b><u>Causes</u></b>	<b><u>Injuries</u></b>	<b><u>Fatalities</u></b>	<b><u>Value of Property Damages</u></b>
Women's Residential Hall	0	0	0	0	0
Kern Hall	0	0	0	0	0
Lynx Lodge 2120 West Main St.	0	0	0	0	0
Lynx Apartments	0	0	0	0	0
Lynx Houses 48 separate structures	0	0	0	0	0

## ANNUAL FIRE SAFETY REPORT STATISTICS

<b><u>Summary of 2016 Fire Safety Statistics</u></b>					
<b><u>University Housing Facilities</u></b>	<b><u>Number of Fires</u></b>	<b><u>Causes</u></b>	<b><u>Injuries</u></b>	<b><u>Fatalities</u></b>	<b><u>Value of Property Damages</u></b>
Women's Residential Hall	0	0	0	0	0
Lynx Lodge 2120 West Main St.	0	0	0	0	0
Lynx Apartments	0	0	0	0	0
Lynx Houses 22 separate structures	0	0	0	0	0

<b><u>Summary of 2015 Fire Safety Statistics</u></b>					
<b><u>University Housing Facilities</u></b>	<b><u>Number of Fires</u></b>	<b><u>Causes</u></b>	<b><u>Injuries</u></b>	<b><u>Fatalities</u></b>	<b><u>Value of Property Damages</u></b>
Lynx Lodge 2120 West Main St.	0	0	0	0	0

Lynx Apartments	0	0	0	0	0
Lynx Houses 22 separate structures	0	0	0	0	0

## MISSING STUDENTS

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Public Safety at 618-978-9797. All university officials are required to notify campus security immediately upon being notified about a missing student. Campus security will generate a missing person report and initiate an investigation.

After investigating the missing person report, should campus security determine the student is missing and has been missing for more than 24 hours, campus security will notify the law enforcement agency with jurisdiction in the area the student went missing and the student's confidential contact. Contact will be made no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the university will notify the student's parent or legal guardian and any other designated contact person within 24 hours after campus security has determined that the student has been missing for more than 24 hours. Even if the student has not registered a contact person, is above the age of 18, or is an emancipated minor, the university will contact the police department with jurisdiction in the area the student is missing. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the university in the event the student is determined to be missing more than 24 hours. Students who wish to identify or change a confidential contact can do so at any point throughout the year by contacting the housing director, Adnan Al-Amami, at 618-239-6312 or AAl-Amami@lindenwood.edu, or through the link for the "Confidential/Anonymous Reporting Form" to DPS at <http://belleville.lindenwood.edu/forms/security/reportingCrime.cfm>.

This information is confidential, accessible by authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation.

## SEXUAL ASSAULT POLICIES

Lindenwood University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Lindenwood University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a university official. In this context, Lindenwood University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of Lindenwood University's policy governing sexual misconduct, visit [www.lindenwood.edu/security/resources](http://www.lindenwood.edu/security/resources) or visit the Lindenwood Department of Public Safety located in Senator Alan J. Dixon Center at 2600 W. Main St., Belleville, IL 62226.

### Definitions

**Consent** is defined in the State of Illinois, 720 ILCS 5/11-1.70, as a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent. (a) It shall be a defense under subsection (b) and subsection (c) of Section 11-1.50 and subsection (d) of Section 11-1.60 of this Code that the accused reasonably believed the person to be 17 years of age or over. **The age for consent in Illinois is 17 years old.** A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.

### Sexual Assault is defined in the State of Illinois

**Criminal Sexual Assault (720 ILCS 5/11-1.20) (was 720 ILCS 5/12-13):** A person commits criminal sexual assault if that person commits an act of sexual penetration and

- (1) uses force or threat of force;
- (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent;
- (3) is a family member of the victim, and the victim is under 18 years of age; or
- (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

**Aggravated Criminal Sexual Assault (720 ILCS 5/11-1.30):** A person commits aggravated criminal sexual assault if that person commits criminal sexual assault and any of the following aggravating circumstances exist during the commission of the offense or, for purposes of paragraph (7), occur as part of the same course of conduct as the commission of the offense:

- (1) the person displays, threatens to use, or uses a dangerous weapon, other than a firearm, or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- (2) the person causes bodily harm to the victim, except as provided in paragraph (10);
- (3) the person acts in a manner that threatens or endangers the life of the victim or any other person;
- (4) the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony;
- (5) the victim is 60 years of age or older;
- (6) the victim is a physically handicapped person;
- (7) the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purposes;
- (8) the person is armed with a firearm;
- (9) the person personally discharges a firearm during the commission of the offense; or
- (10) the person personally discharges a firearm during the commission of the offense, and that discharge proximately causes great bodily harm, permanent disability, permanent disfigurement, or death to another person.

A person commits aggravated criminal sexual assault if that person is under 17 years of age and (i) commits an act of sexual penetration with a victim who is under 9 years of age; or (ii) commits an act of sexual penetration with a victim who is at least 9 years of age but under 13 years of age and the person uses force or threat of force to commit the act.

A person commits aggravated criminal sexual assault if that person commits an act of sexual penetration with a victim who is a severely or profoundly intellectually disabled person.

**Predatory criminal sexual assault of a child. 720 ILCS 5/11-1.40:** A person commits predatory criminal sexual assault of a child if that person commits an act of sexual penetration or an act of contact, however slight, between the sex organ or anus of one person and the part of the body of another, and the accused is 17 years of age or older, and (1) the victim is under 13 years of age; or (2) the victim is under 13 years of age and that person

- (1) is armed with a firearm;
- (2) personally discharges a firearm during the commission of the offense;
- (3) causes great bodily harm to the victim that (i) results in permanent disability; or (ii) is life threatening; or

(4) delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception, for other than medical purposes.

**Criminal sexual abuse (720 ILCS 5/11-1.50):** A person commits criminal sexual abuse if that person

- (1) commits an act of sexual conduct by the use of force or threat of force; or
- (2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent.

A person commits criminal sexual abuse if that person is under 17 years of age and commits an act of sexual penetration or sexual conduct with a victim who is at least 9 years of age but under 17 years of age.

A person commits criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is less than 5 years older than the victim.

**Aggravated Criminal Sexual Abuse. (720 ILCS 5/11-1.60):** A person commits aggravated criminal sexual abuse if that person commits criminal sexual abuse and any of the following aggravating circumstances exist (i) during the commission of the offense or (ii) for purposes of paragraph (7), as part of the same course of conduct as the commission of the offense:

- (1) the person displays, threatens to use, or uses a dangerous weapon or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- (2) the person causes bodily harm to the victim;
- (3) the victim is 60 years of age or older;
- (4) the victim is a physically handicapped person;
- (5) the person acts in a manner that threatens or endangers the life of the victim or any other person;
- (6) the person commits the criminal sexual abuse during the course of committing or attempting to commit any other felony; or
- (7) the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim for other than medical purposes without the victim's consent or by threat or deception.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is under 18 years of age and the person is a family member.

A person commits aggravated criminal sexual abuse if

- (1) that person is 17 years of age or over and (i) commits an act of sexual conduct with a victim who is under 13 years of age; or (ii) commits an act of sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person uses force or threat of force to commit the act; or
- (2) that person is under 17 years of age and (i) commits an act of sexual conduct with a victim who is under 9 years of age; or (ii) commits an act of sexual conduct with a victim who is at least 9 years of age but under 17 years of age and the person uses force or threat of force to commit the act.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is at least five years older than the victim.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is a severely or profoundly intellectually disabled person.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is at least 13 years of age but under 18 years of age and the person is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim.

**Sexual Relations Within Families** (720 ILCS 5/11-11): A person commits sexual relations within families if he or she (1) Commits an act of sexual penetration as defined in Section 11-0.1 of this Code; and (2) The person knows that he or she is related to the other person as follows: (i) Brother or sister, either of the whole blood or the half-blood; or (ii) Father or mother, when the child, regardless of legitimacy and regardless of whether the child was of the whole blood or half-blood or was adopted, was 18 years of age or over when the act was committed; or (iii) Stepfather or stepmother, when the stepchild was 18 years of age or over when the act was committed; or (iv) Aunt or uncle, when the niece or nephew was 18 years of age or over when the act was committed; or (v) Great-aunt or great-uncle, when the grand-niece or grand-nephew was 18 years of age or over when the act was committed; or (vi) Grandparent or step-grandparent, when the grandchild or step-grandchild was 18 years of age or over when the act was committed.

**Domestic Violence** is defined in the State of Illinois, 750 ILCS 60/103, as means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis. “Family or household members” include spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who

share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of this Code. For purposes of this article, neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship.

**Domestic Battery** (720 ILCS 5/12-3.2) (from Ch. 38, par. 12-3.2): A person commits domestic battery if he or she knowingly without legal justification by any means

- (1) Causes bodily harm to any family or household member;
- (2) Makes physical contact of an insulting or provoking nature with any family or household member.

**Aggravated Domestic Battery** (720 ILCS 5/12-3.3): A person who, in committing a domestic battery, knowingly causes great bodily harm or permanent disability or disfigurement commits aggravated domestic battery.

A person who, in committing a domestic battery, strangles another individual commits aggravated domestic battery. For the purposes of this subsection (a-5), “strangle” means intentionally impeding the normal breathing or circulation of the blood of an individual by applying pressure on the throat or neck of that individual or by blocking the nose or mouth of that individual.

**Violation of an Order of Protection** (720 ILCS 5/12-3.4) (was 720 ILCS 5/12-30): A person commits violation of an order of protection if

He or she knowingly commits an act which was prohibited by a court or fails to commit an act which was ordered by a court in violation of

- (i) a remedy in a valid order of protection authorized under paragraphs (1), (2), (3), (14), or (14.5) of subsection (b) of Section 214 of the Illinois Domestic Violence Act of 1986,
- (ii) a remedy, which is substantially similar to the remedies authorized under paragraphs (1), (2), (3), (14) or (14.5) of subsection (b) of Section 214 of the Illinois Domestic Violence Act of 1986, in a valid order of protection, which is authorized under the laws of another state, tribe or United States territory,
- (iii) any other remedy when the act constitutes a crime against the protected parties as the term protected parties is defined in Section 112A-4 of the Code of Criminal Procedure of 1963; and

Such violation occurs after the offender has been served notice of the contents of the order, pursuant to the Illinois Domestic Violence Act of 1986 or any substantially similar statute of another state, tribe or United States territory, or otherwise has acquired actual knowledge of the contents of the order.

An order of protection issued by a state, tribal or territorial court related to domestic or family violence shall be deemed valid if the issuing court had jurisdiction over the parties and matter under the law of the state, tribe or territory. There shall be a presumption of validity where an order is certified and appears authentic on its face. For purposes of this Section, an "order of protection" may have been issued in a criminal or civil proceeding.

- Failure to provide reasonable notice and opportunity to be heard shall be an affirmative defense to any charge or process filed seeking enforcement of a foreign order of protection.
- Nothing in this section shall be construed to diminish the inherent authority of the courts to enforce their lawful orders through civil or criminal contempt proceedings.
- The limitations placed on law enforcement liability by Section 305 of the Illinois Domestic Violence Act of 1986 apply to actions taken under this section.

**Interfering with the Reporting of Domestic Violence ( 720 ILCS 5/12-3.5) (was 720 ILCS 5/12-6.3):** A person commits interfering with the reporting of domestic violence when, after having committed an act of domestic violence, he or she knowingly prevents or attempts to prevent the victim of or a witness to the act of domestic violence from calling a 9-1-1 emergency telephone system, obtaining medical assistance, or making a report to any law enforcement official.

For the purposes of this section, "Domestic violence" shall have the meaning ascribed to it in Section 112A-3 of the Code of Criminal Procedure of 1963.

**Disclosing location of Domestic Violence Victim (720 ILCS 5/12-3.6) (was 720 ILCS 5/45-1 and 5/45-2):** As used in this section, "domestic violence" means attempting to cause or causing abuse of a family or household member or high-risk adult with disabilities or attempting to cause or causing neglect or exploitation of a high-risk adult with disabilities which threatens the adult's health and safety.

"Family or household member" means a spouse, person living as a spouse, parent, or other adult person related by consanguinity or affinity, who is residing or has resided with the person committing domestic violence. "Family or household member" includes a high-risk adult with disabilities who resides with or receives care from any person who has the responsibility for a high-risk adult as a result of a family relationship or who has assumed responsibility for all or a portion of the care of an adult with disabilities voluntarily, by express or implied contract, or by court order.

“High-risk adult with disabilities” means a person aged 18 or over who’s physical or mental disability impairs his or her ability to seek or obtain protection from abuse, neglect, or exploitation.

“Abuse,” “exploitation,” and “neglect” have the meanings ascribed to those terms in Section 103 of the Illinois Domestic Violence Act of 1986.

A person commits disclosure of location of domestic violence victim when he or she publishes, disseminates, or otherwise discloses the location of any domestic violence victim without that person’s authorization, knowing the disclosure will result in, or has the substantial likelihood of resulting in, the threat of bodily harm. Nothing in this section shall apply to confidential communications between an attorney and his or her client.

**Stalking** (720 ILCS 5/12-7.3): A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person and he or she knows or should know that this course of conduct would cause a reasonable person to

- (1) fear for his or her safety or the safety of a third person; or
- (2) suffer other emotional distress.

A person commits stalking when he or she, knowingly and without lawful justification, on at least two separate occasions follows another person or places the person under surveillance or any combination thereof and

- (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person; or
- (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint to or of that person or a family member of that person.

A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion

- (1) follows that same person or places that same person under surveillance, and
- (2) transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint to that person or a family member of that person.

**Definitions.** For purposes of Stalking,

- (1) “Course of conduct” means two or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means,

follows, monitors, observes, survey, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. A course of conduct may include contact via electronic communications.

(2) “Electronic communication” means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. “Electronic communication” includes transmissions by a computer through the Internet to another computer.

(3) “Emotional distress” means significant mental suffering, anxiety or alarm.

(4) “Family member” means a parent, grandparent, brother, sister, or child, whether by whole blood, half-blood, or adoption and includes a step-grandparent, step-parent, step-brother, step-sister, or step-child. “Family member” also means any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.

(5) “Follows another person” means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. “Follows another person” does not include a following within the residence of the defendant.

(6) “Non-consensual contact” means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

(7) “Places a person under surveillance” means (1) remaining present outside the person’s school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or (2) placing an electronic tracking device on the person or the person’s property.

(8) “Reasonable person” means a person in the victim’s situation.

(9) “Transmits a threat” means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

The incarceration of a person in a penal institution who commits the course of conduct or transmits a threat is not a bar to prosecution under this section.

A defendant who directed the actions of a third party to violate this section, under the principles of accountability set forth in Article 5 of this code, is guilty of violating this section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

**Aggravated stalking** (720 ILCS 5/12-7.4) (from Ch. 38, par. 12-7.4): A person commits aggravated stalking when he or she commits stalking and

- (1) causes bodily harm to the victim;
- (2) confines or restrains the victim; or
- (3) violates a temporary restraining order, an order of protection, a stalking no contact order, a civil no contact order, or an injunction prohibiting the behavior described in subsection (b)(1) of Section 214 of the Illinois Domestic Violence Act of 1986.

A person commits aggravated stalking when he or she is required to register under the Sex Offender Registration Act or has been previously required to register under that act and commits the offense of stalking when the victim of the stalking is also the victim of the offense for which the sex offender is required to register under the Sex Offender Registration Act or a family member of the victim.

A defendant who directed the actions of a third party to violate this section, under the principles of accountability set forth in Article 5 of this code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

**Cyberstalking** (720 ILCS 5/12-7.5): A person commits cyberstalking when he or she engages in a course of conduct using electronic communication directed at a specific person, and he or she knows or should know that would cause a reasonable person to

- (1) fear for his or her safety or the safety of a third person; or
- (2) suffer other emotional distress.

A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least two separate occasions, harasses another person through the use of electronic communication and

- (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person; or
- (2) places that person or a family member of that person in reasonable

- apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or
- (3) at any time knowingly solicits the commission of an act by any person which would be a violation of this code directed towards that person or a family member of that person.

A person commits cyberstalking when he or she, knowingly and without lawful justification, creates and maintains an Internet website or webpage which is accessible to one or more third parties for a period of at least 24 hours and which contains statements harassing another person and

- (1) which communicates a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person or a family member of that person, or
- (2) which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or
- (3) which knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

Definitions: For purposes of this Section

(1) "Course of conduct" means two or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveil, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. The incarceration in a penal institution of a person who commits the course of conduct is not a bar to prosecution under this section.

(2) "Electronic communication" means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. "Electronic communication" includes transmissions through an electronic device including, but not limited to, a telephone, cellular phone, computer, or pager, which communication includes, but is not limited to, e-mail, instant message, text message, or voice mail.

(3) "Emotional distress" means significant mental suffering, anxiety, or alarm.

(4) "Harass" means to engage in a knowing and willful course of conduct directed at a specific person that alarms, torments, or terrorizes that person.

(5) "Non-consensual contact" means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the

victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

(6) “Reasonable person” means a person in the victim's circumstances, with the victim’s knowledge of the defendant and the defendant's prior acts.

(7) “Third party” means any person other than the person violating these provisions and the person or persons towards whom the violator's actions are directed.

Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this section.

A defendant who directed the actions of a third party to violate this Section, under the principles of accountability set forth in Article 5 of this code, is guilty of violating this section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

### **Prevention Programs**

The university engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. These programs

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

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that

- a. Identify domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;

- b. Define using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Define what behavior and actions constitute consent sexual activity in the State of Illinois and/or use the definition of “consent” found in the Student Code of Conduct if state law does not define consent;
- d. Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The university has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students and new employees. In addition, under the 2016 Reauthorization of the Violence Against Women Act, institutions must implement “primary prevention and awareness programs for incoming students and new employees” AND “ongoing prevention and awareness campaigns for students and employees” that include a-f above under section B. While “campaign” is yet to be defined, examples of “primary prevention programs” as they relate to incoming students may be found here <http://www.ovw.usdoj.gov/docs/campus-minimum-standards-orientation.pdf>\*The university offered primary prevention & awareness information at the following events in 2017\*\*

<b>PROGRAM NAME</b>	<b>TYPE/DESCRIPTION</b>	<b>DATES</b>	<b>LOCATION (S)</b>	<b>TARGET AUDIENCE</b>
Walk a Mile in Her Shoes	Men raising awareness in their community about the serious causes, effects and remediation to men's sexualized violence against women.	4/22/2017	Belleville campus	Students, Staff and Community <b>(SA, DV, DoV, S, BI)</b>
Counseling Center Staff training	Review of recent reporting and Title IX information training	5/11/2017	Belleville campus	Staff training
Counseling Center staff Training	Disseminated information to all SCRC staff	5/22/2017	Belleville Counseling and Resource Center	Staff training

Zero Shades of Gray	Sexual Assault Awareness training at New Student Orientation	August 2017	Belleville campus	New student training <b>(SA, DV, DoV, S, BI)</b>
Call for Help training	Housing staff training	August 2017	Belleville campus	Student worker training
Haven, EverFi Courses	Online sexual assault prevention education	8/22/2017	Belleville campus	Faculty and Staff
Online VAWA Adjudicator training course (NACCOP)	Goes over processes to complete to be in compliance with Title IX, Cleary Act and VAWA and how to follow policies	8/28/2017	Online	Coordinator Training
Haven training course from EverFi	Education/awareness to domestic/dating violence and sexual assault	8/29/2017	Sen. Alan J. Dixon Student Center	Freshmen in St. Charles and Belleville <b>(SA, DV, DoV, S, Alcohol/Drug Abuse)</b>
Meeting with Deputy Title IX Coordinator	Discussed Belleville policies/procedures, how we would move forward. Discussed coming to coaches meeting to do introduction and training on RE.	8/31/2017	Belleville campus Title IX office	Coordinator
Meeting with Dean of Students	Discussed Belleville policies/procedures.	8/31/2017	Belleville campus	Coordinator
Meeting with Belleville campus president	Introduction of Title IX Coordinator. Discussed education efforts being focus next 6 months.	8/31/2017	Old Main Building	Coordinator
ATIXA Conference	4 day training on various Title IX topics	10/3/17-10/6/17	Philadelphia	Coordinator & Deputy Coordinator training
Meeting with Belleville Title IX Personnel	Discussed Title IX policy and procedures. Discussed investigation process and protocols.	11/8/2017	Fever Conference Room	Staff Training
Title IX Webinar, ICS Solutions	Discussed new Q&A released 9/22/17 by DOE.	11/14/2017	Online	Coordinator Training
Violence Prevention Center Training	Presentations from Violence Prevention Center <b>Topics discussed:</b> healthy relationships, red flags, power and control, different types of abuse, talking to friends in abusive relationships, and how to seek help	December 4, 2017	Kern and Women's Res hall, Belleville campus	Student training <b>(SA, DV, DoV, S, BI)</b>

Violence Prevention Center Training	Presentations from Violence Prevention Center <b>Topics discussed:</b> healthy relationships, red flags, power and control, different types of abuse, talking to friends in abusive relationships, and how to seek help	December 6, 2017	Kern and Women's Res Hall, Belleville campus	Student training <b>(SA, DV, DoV, S, BI)</b>
Training Belleville Public Safety and new Dean of Students	Discuss History of Title IX Review of Belleville Title IX policy Review of prohibited conduct under policy Review of procedures when complaint made Review of resources	12/18/2017	Belleville campus	Staff Training
Training with Call for Help	Review of Belleville Title IX policy; Review of procedures when complaint made	12/19/2017	Belleville campus	Staff Training

\*\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, S means Stalking\*\*

### **Sexual Abuse/Harassment Policy**

Illegal discrimination, including sexual abuse, sexual harassment, and forcible and non-forcible sex offenses, is prohibited. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or classroom environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited.

Any member of the university community has the right and option to choose whether or not to report alleged sexual harassment (including sexual violence, even if off-campus) that has been committed against him or her. However, the university strongly encourages victims of sexual harassment to file a complaint with the university in the manner set forth below. To ensure that the university can promptly investigate and redress discrimination, the university requests that complaints are made as soon as possible from the time of the alleged sexual harassment.

It is Lindenwood University policy that sexual harassment or sex offenses will not be tolerated and disciplinary action up to and including termination and/or dismissal will be imposed on employees engaging in such actions. Disciplinary action up to and including expulsion may be imposed on students engaging in such actions. The accuser and the accused are entitled to the

same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Assistance will be provided when reasonably available in changing academic and/or living situations if requested by the victim.

## **Reporting Procedures**

The university has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and working accommodations, if reasonably available. The university will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Department of Public Safety, 618-978-9797, or to the Belleville Police Department at 618-234-1212. Students can request changes in accommodations through Adnan Al-Amami, Director of Housing, Dixon Center (M100), 618-239-6312, [AAI-Amami@lindenwood.edu](mailto:AAI-Amami@lindenwood.edu).

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at either Memorial Hospital, 4500 Memorial Drive, Belleville, Illinois 62226, 618-233-0300, or at Saint Elizabeth's Hospital, 211 S. 3<sup>rd</sup> St., Belleville, IL 62220, 618-234-2120. Evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victims of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged also to preserve evidence by saving text messages, instant messages, social networking pages, and other communications and by keeping pictures, logs, or other copies of documents, if they have any, that would be useful to university hearing boards/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The university will assist any victims with notifying local police if they so desire. The Belleville Police Department may also be reached directly by calling 618-234-1212 or in person at 720 West Main Street, Belleville, Illinois 62220. Additional information about the Belleville Police Department may be found online at <http://www.belleville.net/index.aspx?nid=355>. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Deputy Title IX coordinator, Annie Reis, at

[areis@lindenwood.edu](mailto:areis@lindenwood.edu), 618-239-6037, or the Dean of Students, Dr. Suzy Jones, Dixon Center Building (D100), 618-239-6223, by calling, writing, or coming into the DPS to report in person or report to the Belleville Police (if the victim so desires). The university will provide resources on campus, off campus or both to include medical assistance to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Department of Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the university, below are the procedures that the university will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

### **Procedure Institution Will Follow**

#### **Sexual Assault -Evidentiary Standard**

1. Institution will contact Call For Help (Memorandum of Understanding) 618-397-0975
2. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care;
3. Institution will assess immediate safety needs of complainant;
4. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department;
5. Institution will provide complainant with referrals to on- and off-campus mental health providers;
6. Institution will assess need to implement interim or long-term protective measures, such as housing changes.

#### **Stalking -Preponderance of the evidence**

1. Institution will assess immediate safety needs of complainant;
2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department;
3. Institution will provide written instructions on how to apply for a protective order;
4. Institution will provide written information to complainant on how to preserve evidence;

5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate;
6. Institution will provide a “No trespass” (PNG) directive to the accused party if deemed appropriate.

**Dating Violence** -Preponderance of the evidence

1. Institution will assess immediate safety needs of complainant;
2. Institution will assist complainant with contacting local police if complainant requests, AND complainant will be provided with contact information for local police department;
3. Institution will provide written instructions on how to apply for a protective order;
4. Institution will provide written information to complainant on how to preserve evidence;
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide a “No trespass” (PNG) directive to the accused party if deemed appropriate.

**Domestic Violence** -Preponderance of the evidence;

1. Institution will assess immediate safety needs of complainant;
2. Institution will assist complainant with contacting local police if complainant requests, AND complainant will be provided with contact information for local police department;
3. Institution will provide written instructions on how to apply for a protective order;
4. Institution will provide written information to complainant on how to preserve evidence;
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate;
6. Institution will provide a “No trespass” (PNG) directive to the accused party if deemed appropriate.

In the event any incident of sexual offense occurs on campus (or to a member of the Lindenwood University community, even if off-campus), the incident should be reported to the dean of students and/or the Department of Public Safety. When contacted first, campus security will automatically contact the dean of students. If the dean of students is contacted first, he/she will automatically contact campus security if the alleged offense constitutes a crime (or at the request of the person) to provide general details of the incident.

Behaviors defined above, such as stalking or sexual assault, constitute potential criminal acts that could be grounds for criminal and/or civil action. Lindenwood University therefore encourages the accurate and prompt reporting of these behaviors to the Department of Public Safety and and/or the Belleville Police Department.

In cases where individuals are interested in pursuing criminal and/or civil charges, it is especially important to work with these officers so that statements can be taken and evidence can be collected immediately. If a person experienced sexual intrusion or sexual penetration, he or she is encouraged to seek medical attention immediately. A medical examination can identify any internal trauma, test for sexually transmitted diseases, and obtain appropriate medical evidence should one choose to pursue legal charges at some later date.

The Dean of Students and/or Title IX coordinator can assist the victim in understanding options related to pressing civil and/or criminal charges as well as in the process of working with campus security and/or the Belleville Police Department. Campus security can be reached at 618-978-9797.

Once a verbal report is made to a responsible employee (non-counselor), if the complainant requests confidentiality or asks that the complaint not be pursued, the university will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's wishes. However, the university must evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The university will inform the complainant if it may not be able to ensure confidentiality. Even if the university cannot take disciplinary action against the alleged perpetrator because the complainant insists on confidentiality, the university must pursue other steps to limit the effects of the alleged offense and do what it can to prevent its recurrence.

### **Filing a Complaint**

If the alleged victim wishes to file a campus complaint against the alleged perpetrator, the case will be referred to the appropriate administrator (or his/her designee).

When the accused is a student, the appropriate administrator is the dean of students (or his/her designee). When the accused is a faculty or staff member, the appropriate administrator is the vice president for human resources. When the accused is a member of the administrative council, a report should be made to the president of the university.

On receipt of a report of an alleged sexual offense, the appropriate administrator, as defined above, consults with campus security to determine whether there is a threat to the alleged victim or the campus community. If the administrator determines a threat exists, the following actions may result (when reasonably available) pending a hearing: restriction of campus access, change in living or academic arrangements, or temporary ban from campus.

To file a complaint, the complainant should submit a signed, written statement to the appropriate administrator. (Verbally sharing an incident with the dean of students does not constitute filing a complaint).

This statement should outline the details of and circumstances surrounding the alleged offense and the name of the accused. This statement will serve as the basis for the official complaint. The administrator informs the accused that a complaint has been filed. The accused is informed of all rights under the sexual offense policy and is invited to submit a written response to the administrator within 72 hours. The administrator informs the parties of their rights to have the matter decided through the informal resolution, pursuant to Section 9, C.

Should either party refuse to resolve the matter informally, the dean of students then notifies the provost for a formal hearing to be scheduled. The hearing shall take place not more than 10 working days after notification from the administrator.

### **Assistance for Victims: Rights and Options**

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

Lindenwood University complies with Illinois law in recognizing orders of protection; any person who obtains an order of protection from Illinois or any reciprocal state should provide a copy to the Department of Public Safety and the office of the Title IX coordinator. The petition shall be filed in the county where the petitioner resides, where the alleged incident of domestic violence occurred, or where the respondent may be served. A complainant may then meet with the Department of Public Safety to develop a Safety Action Plan, which is a plan for campus security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, the alleged victim being provided with escorts, given special parking arrangements, being provided with a temporary cellphone, changing classroom location, or being allowed to complete assignments from home. The university cannot apply for a legal order of protection, no-contact order, or restraining order for a victim from the applicable jurisdiction(s).

The victim is required to apply directly for these services through the court of the county in which he or she resides. Protection from abuse orders may be available through St. Clair County Courts. Protection from abuse orders (Ex-Parte Order of Protection or Full Order of Protection) can be applied for at the court house where the victim resides. The university may issue an institutional no-contact order if deemed appropriate or at the request of the victim or accused. To

the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work, and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who is investigating/adjudicating the complaint or delivering resources or support services to the complainant (For example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)).

Further, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The university does not publish the names of crime victims nor house-identifiable information regarding victims in the campus Public Safety and Security Office's Daily Crime Log. Victims may request from the Department of Public Safety that directory information on file be removed from public sources.

### **Resources for victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking (On-Campus)**

- Counseling
- Health
- Mental Health
- Victim Advocacy
- Legal Assistance
- Visa and Immigration Assistance
- Student Financial Aid
- Other

### **Off Campus Resources**

- Call For Help (Memorandum of Understanding) – Victim of Sexual Assault
- Counseling
- Health
- Mental Health
- Victim Advocacy

Legal Assistance  
Visa and Immigration Assistance  
Other

## **Confidentiality**

The university seeks to handle all complaints of sexual harassment with discretion. This means the university will make all reasonable and appropriate efforts to preserve a complainant's privacy and to protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the university cannot guarantee confidentiality to those who make a complaint of sexual harassment. In the event a person files a complaint and requests confidentiality or asks that the complaint not be investigated, the university will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the university's ability to respond may be limited. The university reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated discrimination or where the alleged perpetrator may pose a continuing threat to the university community.

NOTE: All university personnel, regardless of the wishes of a complainant, are required to report sexual abuse of children. A "child" for purposes of mandatory reporting is a person under the age of 18. All reports of sexual abuse of children will be reported and referred to local and state authorities for investigation.

Persons who wish to have a confidential conversation regarding sexual harassment that does not constitute a formal complaint, and which will not result in an investigation, may contact University Counseling Services: **Student Counseling and Resource Center: (618) 239-6085**

## **NON-RETALIATION STATEMENT**

The university will treat information that it receives in a manner that respects both the reporting party and the accused party. Recognizing that sexual assault and relationship violence can include criminal acts that violate the security of the entire campus community, there may be instances where the university has a responsibility to investigate or disclose information regarding the circumstances related to a specific incident. Campus and reporting party safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

The university's ability to act to protect the interests of the reporting party and other students is limited by the information provided to it. The university's ability to respond to a report of sexual assault or relationship violence may be limited if the reporting party insists that his or her name or other identifiable information not be disclosed. The university will evaluate a request for anonymity in the context of its responsibility to provide a safe and non-discriminatory environment for the campus community. Additionally, while the reporting party is under no obligation to reveal the identity of the accused party, the reporting party will be encouraged to do so in the interest of protecting all members of the university community and preventing future incidents of sexual assault.

The university seeks to respect the privacy of all parties.

### **University's Response to Incidents**

The dean of students is designated by the university as the support and resource person for all students, faculty, and staff who believe they have experienced sexual harassment or a sexual offense. This staff member can be contacted through the Office of Student Development. The dean of students is available to assist campus community members with the following areas of concern:

- The Dean of Students has training in crisis intervention and support techniques and provides emotional, medical, and/or judicial support, either directly or through on- or off-campus referral.
- The dean of students informs the person of all rights under the sexual offense policy and provides procedural information and support as needed. The advocate also works with campus security when necessary to advise the person regarding options available for filing civil and/or criminal charges related to the offense. Those who believe they have experienced a sexual offense may also report the offense directly to Department of Public Safety or to the appropriate senior administrator (as defined below).
- The dean of students may serve as the complainant's support person during all proceedings carried out under university auspices. The dean of students, in consultation with the person, may designate an alternate to act as representative in the event the dean of students is unable to perform the duties due to illness or other professional conflicts. The dean of students' role is separate from the administrative functions associated with the hearing procedures.

### **Investigation of Complaint**

All complaints of sexual harassment (including sexual violence) will be immediately and thoroughly investigated by the appropriate administrator or his/her designee (the "investigator"). When the complainant or respondent is a student, the appropriate administrator is the dean of students. In all other cases, the appropriate administrator is the vice president for human resources.

The investigator shall be familiar with this policy and the appropriate sanctions that might be imposed against the respondent in the event that discriminatory sexual harassment is found to have occurred. The investigator shall discharge his or her obligations fairly and impartially.

In the event the investigator develops a conflict of interest with respect to the persons involved in a complaint, a new investigator will be appointed. During the investigation, the investigator may receive counsel from officers/supervisors of the university, the university's attorneys, and other parties as needed.

Upon receipt of a complaint, the investigator will immediately consult with the director of public safety (or his/her designee) to determine whether there is a continuing threat to the complainant or to the campus community. If it is determined that a threat exists, the university reserves the right to take appropriate measures to protect the safety of the complainant and/or the university community. The university may also issue a "Timely Warning" under the Clery Act. Pending the outcome of the investigation, the university will also take appropriate interim measures to protect the complainant from further sexual harassment and retaliation.

Such measures may include, but are not limited to, modification of living arrangements, change in class schedule, restriction of campus access, temporary ban from campus, or interim suspension from campus, pending a hearing, no-contact orders, and reporting the matter to local law enforcement.

The investigator will commence an investigation of the complaint as soon as practicable, but not later than seven days after the complaint is made. As the first step in the investigation, the investigator will notify the respondent that a complaint has been filed. The investigator shall endeavor to complete the investigation within 25 days of receiving it unless a reasonable justification can be made for additional time.

During the investigation, the complainant will have the opportunity to describe his or her allegations and identify supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and identify supporting witnesses or other evidence. The investigator will review statements and, depending on the circumstances, may interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

During the investigation, the investigator shall maintain communication with both the complainant and respondent and advise them of the status of the investigation.

The university will endeavor to conclude the investigation, determination, and appeal process within 60 calendar days of receiving a complaint. The entire process will exceed 60 calendar days only if a reasonable justification can be made for the delay.

Some instances of sexual violence may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with local law enforcement, and, if requested, the university will assist the complainant in doing so. The pending criminal investigation, however, does not relieve the university of its obligation to investigate sexual harassment. Therefore, to the extent doing so does not interfere with any criminal investigation, the university will proceed with its own investigation and resolution of the complaint despite the pendency of a criminal investigation. If necessary to avoid interfering with a pending criminal investigation, the university will delay its own investigation but only as long as reasonably necessary to avoid interfering with the pending criminal investigation.

NOTE: The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy (i.e., “beyond a reasonable doubt” in criminal cases versus “more likely than not” for purposes of this policy). As a result, the outcome of any criminal proceeding is not necessarily determinative of whether a violation of this policy has occurred.

### **Determination Procedures if the Respondent is a Student**

Where the respondent is a student, the complaint will be determined by the dean of students.

NOTE: In the event the respondent was a student at the time of the alleged misconduct and the respondent is no longer a student at the time of the determination procedures, the determination procedures for non-students will apply.

To ensure coordination, at the commencement of an investigation, the investigator will notify the dean of students that a complaint has been filed and promptly notify the respondent. The investigator will, within five days of completing the investigation, notify the dean of students and the parties that the investigation is complete.

If the investigator determines that there are no genuinely disputed material facts, the notification that the investigation is complete will be accompanied by a written statement of undisputed material facts, which shall be provided to the dean of students and the parties. The dean of students will review the statement of undisputed material facts and determine whether the undisputed material facts establish a violation of this policy. Thereafter, the dean of students will prepare and issue a decision letter in the manner set forth below. The decision letter shall be

issued no later than seven days after the investigator delivers the notification that the investigation is complete.

If the investigator determines that there are genuinely disputed material facts, the notification that the investigation is complete will be accompanied by a written statement of disputed material facts requiring resolution, which shall be provided to the dean of students and the parties. The dean of students will then schedule the hearing to take place within 24 hours. The purpose of the hearing is to resolve the disputed material facts requiring resolution and to advise the dean of student development regarding recommended sanctions and remediation.

### **Adjudication of Violations**

Whether or not criminal charges are filed, the university or a person may file a complaint under the “Title IX Sexual Harassment Policy” (the text of which is located on the security website) alleging that a student or employee has been the victim of sexual harassment. Reports of all domestic violence, dating violence, sexual assault, and stalking made to the Department of Public Safety will automatically be referred to the Title IX coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges. The university disciplinary process is consistent with the institution’s policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report; however, the proceedings’ timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and are taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy provides that: (The “Title IX Sexual Harassment Policy” located on the security webpage outlines this.).

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
3. The institution will allow for timely access for the accuser, the accused, and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;
4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused each have the

opportunity to be advised by personal advisors of their choice, at their expense, at any stage of the process and to be accompanied by those advisors at any meeting or proceeding.

(The description of the advisor's duties are covered under the "Title IX" policy located on the security webpage.) An advisor may only consult and advise his or her advisee but not speak for the advisee at any meeting or hearing;

6. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred." In other words, the conduct process asks, "Is it more likely than not that the accused student violated the university's student conduct code?"

7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and

8. The accuser and the accused each have the right to appeal the outcome of the hearing (the appeal process is covered under the "Title IX Sexual Harassment Policy" that is available at [www.lindenwood.edu/security/resources.html](http://www.lindenwood.edu/security/resources.html)) and will be notified simultaneously in writing of any change to the result prior to the time that the outcome becomes final and of the final result after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's policy against sexual harassment located on the security webpage: [www.lindenwood.edu/security/resources](http://www.lindenwood.edu/security/resources). In order to avoid a hostile environment, retaliation is strictly prohibited as explained in the Title IX Sexual Harassment Policy available at [www.lindenwood.edu/security/resources.html](http://www.lindenwood.edu/security/resources.html).

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university's ability to respond to the complaint may be limited.

### **Sanctions and Protective Measures**

In all cases, investigations that result in a finding that a violation of the policy more likely than not occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions may be imposed upon those determined to have violated this policy. The university may implement protective measures following the report of domestic violence, dating violence, sexual assault, and/or stalking, which may include some or all of the following actions:

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX coordinator or designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a university order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Lindenwood University.

### **Determination Procedures if the Respondent is not a Student**

When the respondent is not a student, within seven days of the conclusion of the investigation, the investigator will issue a written report determining the complaint. The written report shall be provided to the parties and the appropriate officer/supervisor of the university having jurisdiction over the respondent.

The written report will summarize the scope of the investigation, identify findings of fact determined by a preponderance of the evidence, and determine whether a violation of this policy occurred—i.e., whether the respondent engaged in discriminatory sexual harassment. If it is determined that a violation of this policy occurred, the written report will also determine the remedial measures to be taken and recommend disciplinary measures. In determining what remedial and disciplinary measures should ultimately be imposed, the investigator may consult with the Title IX coordinator, the appropriate university official having jurisdiction over the respondent, and the university's legal counsel, as necessary. Discipline will be imposed by the appropriate officer/supervisor of the university having jurisdiction over the respondent and in accordance with the Employee Guidebook. If discipline is imposed, this report will become a part of the personnel file of the respondent, if applicable.

NOTE: The University reserves the right to impose discipline for conduct that does not rise to the level of discriminatory harassment but that still violates other university policies, including those contained in the Employee Guidebook.

### **Appeal Procedures**

#### Grounds for Appeals

- Procedural error
- New evidence
- Excessive sanction

## **The Decision Letter**

At the conclusion of the determination process, the dean of students will prepare a written decision letter. The decision letter will be provided to the parties and the appropriate officer of the university having jurisdiction over the respondent.

The decision letter will identify findings of fact determined by a preponderance of the evidence and determine whether a violation of this policy has occurred—i.e., whether the respondent engaged in discriminatory sexual harassment. If it is determined that a violation of this policy occurred, the decision letter will also state the disciplinary and remedial measures to be taken. In determining what disciplinary and remedial measures should ultimately be imposed, the dean of students may consult with the dean of student development, the Title IX coordinator, the appropriate university official having jurisdiction over the respondent, and the university's legal counsel, as necessary. If discipline is imposed, the decision letter will become a part of the respondent's student file. NOTE: Portions of the decision letter concerning discipline and/or remediation may be redacted as required by federal law, including the Family Educational Rights and Privacy Act ("FERPA").

NOTE: The university reserves the right to impose discipline for conduct that does not rise to the level of discriminatory harassment but that still violates other university policies, including the Student Code of Conduct.

## **False Reports**

Because of its strong desire to prevent and remedy sexual harassment, the university encourages all good faith complaints of sexual harassment (including sexual violence). However, the university also has a duty to balance the rights of all parties. Accordingly, if the university's investigation reveals that a complaint of sexual harassment was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

## **Sexual Assault Prevention Programs**

Sexual assaults continue to be a very serious problem facing many campuses today as the crime often goes underreported. The university offers several programs dealing with issues of sexual assault prevention (listed above). During orientation, the orientation leaders speak to incoming students about the issues of sexual assault, alcohol abuse, domestic violence, etc... In addition, the Student Counseling and Resource Center provide several programs throughout the year that deal with sexual assault prevention.

## **If You Are a Victim of a Sexual Assault**

If you are a victim of a sexual assault, please contact the Public Safety and Security Office immediately by calling **618-978-9797** and/or the Belleville Police Department at **618-234-1212**. If you have been a victim of sexual assault, **do not wash or change clothes** as valuable evidence could be lost. Hair fibers, semen, saliva, and anything containing DNA can be helpful in solving the case. A sexual assault victim should report the incident to the campus security and/or the Belleville Police Department, even if the victim does not want to press charges. This reporting will allow the investigators to gather important evidence should the victim later change his/her mind. When a sexual assault victim contacts the local police department, a metro sex crimes unit may be contacted to assist in the investigation. A representative from Residential Life and/or Student Life will be contacted and will provide support during the investigation of the incident. The victim may choose to pursue the investigation through the criminal justice system and/or the university judicial system.

A university representative will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the university through the Student Health Center as well as the counseling center. If the victim is uncomfortable contacting the Department of Public Safety or the police department, he or she can notify a member of the Office of Student Development, Residential Services, or the SCRC for assistance. University personnel will assist the victim upon request in notifying the appropriate law enforcement authorities. Students who are victims of a sexual assault will receive information regarding counseling opportunities on and off campus. Students can contact the counseling center at (618) 239-6085 for further information.

Upon request, Lindenwood University will assist the victim of a sexual assault in changing his or her academic and living situation after an alleged sex offense if the change is reasonably available. University disciplinary proceedings, as well as guidelines for cases involving sexual misconduct, are detailed online under the Student Code of Conduct. These pages detail, in part, that the accuser and accused are entitled to have the same opportunities to have others present during the disciplinary proceeding and both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought about from an alleged sex offense (this does not constitute a violation of FERPA). For the purpose of FERPA, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. Lindenwood University may impose the following sanctions:

- Formal Warning
- Disciplinary Probation

- Restriction or Loss of Privilege
- Restitution
- Fines
- Community Service
- Notification (outside national organizations, offices, groups, advisors)
- Restriction/Removal of Guest Privileges
- Educational Sanctions
- Parental Notification
- Residence Hall/Apartment Probation
- Administrative Move
- Removal from University Housing
- Limitations on University Activities and Access
- Administrative Hold on University Account
- Postponement of Activity Participation and Conferring of Honors and Degrees
- Suspension
- Expulsion

The university, upon written request, will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of the victim shall be treated as the alleged victim.

### **How to be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, attempt to seduce, have intimate contact with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.

4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Risk Reduction**

With no intent to blame the victim and while recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you do not know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
12. Do not accept drinks from people you do not know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems dazed or confused, or seems overly intoxicated, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly other tests or panels as well).
15. If you need to get out of an uncomfortable or scary situation; here are some things that you can try:

- a. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Do not feel obligated to do anything you do not want to do. "I do not want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you do not feel comfortable you can call them and communicate your discomfort without alerting the person who is making you uncomfortable. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. Lie. If you do not want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc...
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors and windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **SEX OFFENDER REGISTRY**

### **STATE OF ILLINOIS SEX OFFENDER LIST**

<https://www.isp.state.il.us/sor/>

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers' services, or is a student.

## **APPENDIX A: OFF-SITE LOCATIONS**

### **1. HARMONY SCHOOL, 500 WILSHIRE DRIVE, BELLEVILLE, ILLINOIS 62226**

This property was demolished, leveled, and converted into "Green-Space." This building was never used, nor in operation for any university use. The St. Clair County Sheriff's

Department was contacted regarding reportable offenses in said area and reported zero statistics.

**2. COLLINSVILLE EXTENSION CENTER, 1101 Eastport Plaza Drive, Collinsville, IL 62234**

Property is used for Lindenwood University activities, beginning in October of 2014. This space is leased by the university.

- **Emergency Contact Information**
  - In the event of an emergency, please contact the site director of the Collinsville Extension Center, Kendra M. Kostelac, at 618-671-6492. If the police, fire, or EMS are needed, the numbers to call are the Collinsville Police Department at 618-344-2131 or 911, or the Collinsville Fire Department at 618-346-5200 or 911.
- **Crime Statistics**
  - The facility does not have security present on site. This property has no residences on campus and no non-campus property.
- **Policy Statements**
  - Each location will follow the same Lindenwood University policies as the main Belleville Campus. Timely and emergency warnings will be sent to all students in the affected area via the Rave system. If an emergency occurs at an extension center location, contact the Lindenwood University Department of Public Safety and local police. All sexual assault, dating and domestic violence, and stalking prevention programs that are available at the Belleville location are available to all students and staff. All disciplinary issues that arise at extension sites, including cases of dating violence, domestic violence, stalking, and sexual assault, will follow the same procedures as the main Belleville location.

**CRIME STATISTICS FOR COLLINSVILLE EXTENSION CAMPUS**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	*TOTAL
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

Incest	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

OFFENSE	YEAR	ON-CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	*TOTAL
Robbery	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault/Battery	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS Liquor Law Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS Drug Abuse Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS Illegal Weapons Possession/Use	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
JUDICIAL REFERRALS Liquor Law Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
JUDICIAL REFERRALS Drug Abuse Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
JUDICIAL REFERRALS Illegal Weapons Possession/Use	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

INCIDENT	YEAR	ON-CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	*TOTAL
Domestic Violence	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

### Hate Crimes

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability in 2016. No hate crimes to report.

### APPENDIX B: CRIME DEFINITIONS

**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...

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

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

### SEX OFFENSES

Sexual Assault: An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

*(NOTE: The below listed sex offense definitions are from the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program.)*

- **Rape (except for Statutory Rape):** The carnal knowledge of a person, 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 or physical

incapacity. This offense includes the forcible rape of both males and females.

- **Sodomy:** Oral or anal sexual intercourse with another person, 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 or physical incapacity.
- **Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity
- **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 or physical incapacity.
- **Incest:** Non-forcible sexual intercourse between people who are related to each other with the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim by a person with whom victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim under the domestic or family violence laws of jurisdiction, or by any other person, again with an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking:** Engaging in a course of conduct that is directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Stalking can be a form of sexual harassment and may be prohibited by the university's policy on harassment and Student Code of Conduct. Such harassment can be physical stalking or cyber stalking. Stalking may present a safety concern. Reports of stalking should be directed to the Public Safety and Security Office or other reporting contact.
- **Dating Violence:** Refers to violence committed by a person who has been in a romantic

or intimate relationship with the victim. Whether a relationship exist will depend on the length, type of relationship, and frequency of interaction between persons involved in the relationship. Any report of dating violence will be addressed under all applicable policy violations and may result in disciplinary action similar to the sanctions described in level one sexual assault.

**ROBBERY:** The taking or attempting to take anything of value from the care, custody, or control of a person or people by force or threat of force or violence, and/or by putting the victim in fear.

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

**BURGLARY:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes offenses that are classified by local law enforcement agencies as burglary (any degree), unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts at these offenses.

- **Forcible Entry.** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key), or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a building followed by exiting the structure.
- **Unlawful Entry–No Force.** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access.

- **Attempted Forcible Entry.** A situation where a forcible entry into a locked structure is attempted but not completed.

**MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by individuals not having lawful access to take automobiles, even though the vehicles are later abandoned--including joyriding).

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

**DRUG ABUSE VIOLATIONS:** Violations of state and local laws relating to the unlawful possession, sale, use, growth, manufacture, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

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

The 2008 revisions of the Higher Education Opportunity Act added larceny-theft; simple assault; intimidation; and destruction, damage or vandalism of property to the hate crime chart. These offenses are defined as

**LARCENY-THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**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, injure, disfigure, or deface any public or private property, real or personal, without the

consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**HATE CRIMES BY PREJUDICES:** Hate Crimes must be reported that occurred on-campus, in or on non-campus building or property, and on public property during the calendar year and during the two preceding calendar years for all the Part I crimes of murder/non-negligent manslaughter, negligent manslaughter, aggravated assault, robbery, burglary, arson, and motor vehicle theft and of other crimes of bodily injury to any person. The 2008 HEOA also included offenses of larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin (2016), sexual orientation, gender identity (2016), ethnicity, or disability.