

2011 Annual Security Report

The Roosevelt University Security Report is published annually and is available online to all current and prospective students and staff. A printed copy of the Annual Security Report is available upon request through the Roosevelt University Campus Safety Office by calling 312-341-4167.

Criminal statistics are reported for the past three years, January 1 through December 31 of each year.

- Chicago Campus Auditorium Building
- Chicago Campus Gage Building
- Schaumburg Campus

Questions or additional information regarding the report can be directed to the Director of Campus Safety at 312-341-4167.

Crime Statistics - Roosevelt University Chicago Campus - Auditorium Building

	On-Campus ¹		Non-Campus ²			Public Property ³			
Offenses	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	1	0	2/5*	2	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	2	4	3	1
Aggravated Assault	1	1	1	0	0	1/2*	1	0	0
Burglary	4	4	4	3	0	3/7*	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	1	2	2
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity/National Origin	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0

Arrest Statistics									
Weapons Violations (carrying, possessing, etc.)	0	0	0	0	0	0	1	0	0
Drug Abuse Violations	0	0	0	4	0	7	5	8	3
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	0	0	0	0	0	0
Disciplinary Referrals - Non-Arrests									
Weapons Violations (carrying, possessing, etc.)	0	0	0	0	0	0/1*	0	0	0
Drug Abuse Violations (Roosevelt Students / Non-Roosevelt Students)	0	0	1	94	13	27/87*	0	0	0
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	125	43	43/101*	0	0	0

¹ Residence facility statistics are included in "Non-Campus" property, thus "On-Campus" refers only to the Auditorium Building.

* 2011 data includes disciplinary actions from other colleges/universities sharing space in a non-campus residence facility as follows:

- 1 of the 2 aggravated assaults involved a staff member of Roosevelt. The other involved a student from another college/university.
- 3 of the 7 burglaries involved Roosevelt students.
- 2 of the 5 sex offenses involved Roosevelt students.
- The one weapons violation did not involve a Roosevelt student.
- 27 of the 87 drug abuse violations involved Roosevelt students.
- 43 of the 101 liquor law violations involved Roosevelt students.

^{2 &}quot;Non-Campus" property is defined as any building or property owned or controlled by a student organization that is officially recognized by an institution; or any such property owned or controlled by an institution that is used in direct support of, or relation to, the institution's educational purpose, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This includes University Center, Fornelli Hall, and 2 East 8th statistics.

^{3 &}quot;Public Property" is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to, and accessible from, the campus; these statistics do not duplicate information reflected in other location categories.

Crime Statistics - Roosevelt University Chicago - Gage Building

	On-Campus			Pub	erty ¹	
Offenses	2009	2010	2011	2009	2010	2011
Murder and Non-Negligent						
Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	6	11	4
Aggravated Assault	0	0	0	1	0	0
Burglary	0	1	0	0	0	0
Motor Vehicle Theft (does not include theft <i>from</i> a motor vehicle)	0	0	0	1	3	5
Arson	0	0	0	0	0	0
Hate Crimes						
Race	0	0	0	0	0	0
<u>Gender</u>	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity/National Origin	0	0	0	0	0	0
<u>Disability</u>	0	0	0	0	0	0
Arrest Statistics						
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	6	4
Weapons Law Violations (carrying, possessing, etc.)	0	0	0	0	0	0
Disciplinary Referrals - Non-Arrests						
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Violations (carrying, possessing, etc.)	0	0	0	0	0	0

¹ "Public Property" is defined as all public property, including thorough fares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to, and accessible from, the campus; these statistics do not duplicate information reflected in other location categories.

Crime Statistics - Roosevelt University - Schaumburg Campus

	C	On-Campu	s	Public Property ¹			
Offenses	2009	2010	2011	2009	2010	2011	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	
Burglary	2	0	0	0	0	0	
Motor Vehicle Theft (does not include theft <i>from</i> a motor vehicle)	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	
Hate Crimes							
Race	0	0	0	0	0	0	
<u>Gender</u>	0	0	0	0	0	0	
Religion	0	0	0	0	0	0	
Sexual Orientation	0	0	0	0	0	0	
Ethnicity/National Origin	0	0	0	0	0	0	
Disability	0	0	0	0	0	0	
Arrest Statistics							
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	0	0	0	
Drug Abuse Violations	0	0	0	0	0	0	
Weapons Violations (carrying, possessing, etc.)	0	0	0	0	0	0	
Disciplinary Referrals - Non-Arrests							
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	0	0	0	
Drug Abuse Violations	0	0	0	0	0	0	
Weapons Violations (carrying, possessing, etc.)	0	0	0	0	0	0	

¹ "Public Property" is defined as all public property, including thorough fares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to, and accessible from, the campus; these statistics do not duplicate information reflected in other location categories.

Crime Definitions

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are <u>excluded</u>.

Negligent Manslaughter

The killing of another person through gross negligence.

Sex Offenses - Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

• Sexual Assault With an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses - Non-forcible

Unlawful, non-forcible sexual intercourse.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

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: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, 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 ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.

Hate Crime

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of this bias against the victim's race, sexual orientation, etc... the assault is then also classified as a hate/bias crime.

Larcenv

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism

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.

Intimidation

o 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.

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.

Campus Law Enforcement Authority

The Roosevelt University Campus Safety Department is an unarmed, proprietary security force of 26 uniformed officers, 1 operations supervisor and a director of campus safety. Roosevelt University Campus Safety personnel do not have law enforcement authority.

Roosevelt University relies on our local law enforcement agencies – the Chicago Police Department for the Chicago Campus and the Schaumburg Police Department for the Schaumburg Campus – for any law enforcement activity and assistance.

Roosevelt University has verbal agreements of understanding with both agencies regarding law enforcement assistance. Campus Safety Administration works closely with these agencies to develop and promote good working relationships.

Students and staff are strongly encourage to report any and all crime to the local law enforcement agency as well as Campus Safety.

Reporting a Crime or Emergency

The university is committed to maintaining a safe and secure environment. All employees and students are encouraged to report anything which may affect security such as lost keys, defective locks and broken windows immediately to the offices listed below.

In the event of a crime or life-threatening emergency, **call the local police immediately by dialing 911**. At the Downtown Campus, dial 9-911 from campus phones. It is also necessary to notify the responsible university personnel to request assistance at the following locations:

Downtown Chicago Campus

Auditorium Bldg. (430 S. Michigan Ave) and Wabash Bldg. (425 S. Wabash), Chicago

Call Campus Safety at 312-341-2020 (ext. 2020 from campus phones) for emergencies and non-emergencies.

Gage Bldg. (18 S. Michigan), Chicago

Call Campus Safety at 312-281-3111 (ext. 3111 from campus phones) for emergencies and non-emergencies

Robin Campus

1400 North Roosevelt Boulevard, Schaumburg

Call Campus Safety at 847-619-8989 (ext. 8989 from campus phones).

It is the policy of Roosevelt University to respond to any reported criminal action or emergency by assisting any student, faculty member, staff member or visitor. This assistance may take the form of calling police, fire or emergency medical personnel, completing an incident report and providing information on counseling services.

Emergency Procedures

Roosevelt University has an <u>emergency notification system</u> in place and will, 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The emergency notification may be by text message (<u>you must sign</u> up to receive the text messages), email broadcast, and/or the <u>www.roosevelt.edu</u> homepage.

Your registration in the emergency text message service can expire!

If you're not sure if you're currently enrolled to receive emergency text messages, please take a moment to check.

Be prepared

- Register for emergency text messages (see above).
- Familiarize yourself with procedures for various emergency scenarios..
- Know all alternate exits for your residence or academic building.

Put Campus Safety numbers in your cell phone now so you have them if ever needed.

- o Auditorium and Wabash Buildings: 312-341-2020 or ext 2020 from an internal telephone
- o Gage Building: 312-281-3111 or ext 3111 from an internal telephone
- o Schaumburg Campus:847-619-8989 or ext 8989 from an internal telephone.
- o University Center, 312-924-8911
- o Fornelli (ROW) Hall, 312-592-2727

In case of fire

Fire Procedures

When a fire occurs, activate the fire alarm immediately. Any delay in sounding the fire alarm will delay getting help and could have serious consequences. The building fire alarms are transmitted directly to the Chicago Fire Department through the Chicago Office of Emergency Management and Communications 911 Center or to the Schaumburg Fire Department through their emergency dispatch center.

Call 911 (911 if calling from a RU telephone) immediately to notify the fire service. If possible call

- Auditorium and Wabash Buildings: Campus Safety at 312-341-2020 or x2020 from an internal telephone.
- Schaumburg Campus, **847-619-8989 or x8989** from an internal telephone.
- Gage Building, 312-281-3111 or x3111 from an internal telephone.
- University Center, 312-924-8911
- Fornelli (ROW) Hall, 312-592-2727

The first priority is following your buildings evacuation procedures and, if possible, assisting students or other persons in immediate danger.

- Auditorium & Wabash Buildings complete building evacuation to outside
- Gage Building complete building evacuation to outside
- Schaumburg Campus complete building evacuation to outside
- Residential Facilities follow specific facility's evacuation procedures.

Evacuation assistance information

Emergency Evacuation Assistance

If you require any assistance to safely exit a Roosevelt University building in the event of an emergency evacuation, a <u>voluntary self-identification form</u> is available for you to complete.

Please contact Campus Safety at 312-341-4167 or 4173 for this form if you are unable to complete it online. In the event of an emergency evacuation, we ask that you go to the nearest area of rescue assistance (Auditorium Building and Gage Building – usually in or by a stairwell) and press the emergency alarm button. This will inform emergency responders of your location.

Armed Violence

In the event of a campus shooting, bombing, or other armed attack

Active shooter

If an active shooter incident occurs on campus, the following guidelines will reduce personal risk. If you are outside a building when an event occurs, take cover immediately, preferably inside a building. If you are inside a building when an event of this type occurs, you should:

Secure your immediate area

- Lock and barricade doors.
- Do not stand by doors or windows.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios.

- Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets – cover may protect you from bullets).
- Silence cell telephones.

If the shooter enters your office/classroom

There is no right answer for this scenario – your response must be based on variables related to the situation, the shooter and your own intuitions and common sense.

- Remain as calm as possible
- Call 911 and Campus Safety as soon as safely possible
- If possible, flee the area
- Negotiating may work
- Attempting to overcome the suspect with force is always the last resort, which should only be considered in extreme circumstances and only you can decide if this is something you should do.

When to un-secure an area

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he or she is confronted by armed law enforcement authorities.
- Attempts to rescue people should occur ONLY if it can be accomplished without further endangering the
 persons inside a secured area.
- Consider the safety of many vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- Know all alternate exits in your building.

Campus Safety for the Auditorium and Wabash Buildings can be reached at **312-341-2020 or x2020** from an internal telephone; for the Schaumburg Campus, **847-619-8989 or x8989** from an internal telephone; for the Gage Building, **312-281-3111 or x3111** from an internal telephone

Be aware that the Campus Safety telephones are likely to be overwhelmed. Program these Security numbers into your cell telephone for backup.

In addition, call 911. Remember, most cell telephones provide the ability to make an emergency call, even if they have a lockout feature.

Texting or e-mailing a relative or friend may be the better option if, under the circumstances, you are unable to speak without attracting attention.

What to Report

- Your specific location: building name and office/room number.
- The number of people at your specific location.
- Injuries: the number injured and the types of injuries.

Describe the assailant(s):

- Location
- Number of suspects
- Ethnicity, gender and age
- Clothing description
- Physical features
- Type of weapons (long gun or hand gun)
- Backpack
- Shooter's identity (if known)
- Distinguish between explosions (grenades or other weapon) from gunfire

Response from Campus Safety

- Campus Safety will make every attempt to secure the area and protect lives, until armed law enforcement officials arrive, who will take control of the situation and:
- Engage assailant(s) immediately.
- Evacuate victims.
- Facilitate follow up medical care, interviews, counseling.
- Conduct an investigation.

Lockdown

As a result of an emergency situation, Roosevelt University may be placed under lockdown. During a lockdown, all doors and windows are locked and all students, faculty and staff shall remain in their classrooms or offices. No one is permitted to leave and no one, including parents, is allowed in the facility.

Although such measures may seem extreme, they have proven effective in ensuring everyone's safety. In fact, in an emergency, RU is one of the safest places a student, faculty or staff member can be. Whenever a threat arises, schools are the focus of heightened attention from police and other emergency responders.

Should a lockdown occur, students, faculty and staff are asked to remain calm as RU and emergency responders manage the situation. If it appears that the lockdown will last for an extended period of time, assigned faculty and staff will attempt to assist those who need to notify their parents, spouses or significant others by telephone, as no one will be allowed to leave until recommended by the appropriate authorities.

Tornado

If you hear the outdoor warning siren, immediately go to an inner hallway, washroom, or room without windows. Do not leave the building. If you are outside, seek shelter inside. If you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying grass and cover your head and neck with your arms or a piece of clothing.

Behavioral Assessment and Response Team (BART)

How to report a concern about a person or situation on campus

Mission

The Behavioral Assessment and Response Team (BART) is designed to assess and respond to disruptive or concerning behavioral issues to help support the health, safety and success of the Roosevelt University community.

Purpose

BART is a campus wide team that provides consultation, makes recommendations for action, and coordinates campus resources in response to reports of disruptive or concerning behavior displayed by students, staff or faculty.

Team Composition

BART is comprised of university representatives from the office of Student Services, Campus Safety, Provost's Office, Human Resources, and Risk Management. A representative from the Counseling Center also serves as a consultant to the team. Other university staff may work with BART on situations as appropriate.

Procedures

Upon notification of a person at-risk, BART will perform the following:

- Review incidents when the individual's behavior may be concerning, disruptive or harmful to themselves or the Roosevelt University community
- Coordinate the response to the incident
- Develop strategies to manage threatening and disruptive behavior
- Make recommendations on appropriate action

Outcomes

BART will review the information provided, may interview the person expressing concern to gather information, and will discuss and evaluate the situation with the entire team.

Outcomes include but are not limited to:

- No action, pending further observation
- Interview the person of concern to gather more information
- Determine a plan of action
- Referral to existing on-campus or community resources
- Recommendation of emergency contact or parent notification
- Recommendation of voluntary leave
- Recommendation of involuntary leave

Process for Submitting Reports

If there is perceived imminent danger: Contact Campus Safety or 911 immediately.

If you are concerned about an individual but you do not believe that the situation poses imminent danger

Contact BART: bart@roosevelt.edu | (312)-341-2323

- BART will review the voice mail, email and/or online referral form.
- The individual submitting the information will receive acknowledgement from BART confirming that the
 report has been received and will be reviewed, if you provide your name and a phone number or email
 address.
- Individuals submitting a BART referral form should not expect detailed information about the disposition of their submission because the issue may involve due process or confidentiality rights of the student or employee.
- Before submitting a BART referral form, individuals may consult with the office of Student Services or other
 appropriate offices on campus (e.g. Counseling Center, Campus Safety, Department Chair, Human
 Resources, etc.). However, submitting a referral form to BART may still be required following the
 consultation.
- Once a BART referral form is submitted, BART will determine what steps need to be followed. These could
 include speaking with the individual; gathering additional evidence or information by interviewing members
 of the RU community; compiling additional documentation; referral to the Code of Student Conduct Process
 or Employee Professional Code of Conduct; or other steps as deemed necessary.
- Individuals should submit additional reports as new concerns arise or as behavior is repeated, even if they
 have done so before. A single incident may be insufficient to take action but a pattern of incidents may
 require a response.

Note: All information and reports will be handled in a confidential manner with information released only on a need-to-know basis.

Security Awareness and Crime Prevention Programs

Emergency procedures are published annually in the Student Handbook, Faculty-Staff Directory, and Faculty Manual. Security presentations are made at orientations for new students and employees. The Campus Safety Department coordinates crime prevention presentations by local police agencies.

The housing staff is trained in security procedures and awareness. Campus Safety is available to provide training and programs in several areas including rape awareness and drug and alcohol abuse for the housing staff as well as other members of the university community.

The most common security incident is the loss of personal items left unattended. Signs posted in places such as the Library and periodic publications remind students and employees to protect their personal property. The University accepts no responsibility for the loss of any personal property of students or employees.

Crime Alerts / Timely Warnings

Campus Safety issues crime alerts to the University community to notify members of the community about serious crimes against people that occur on or near campus and pose an ongoing threat to members of the University community.

Crime Prevention Tips

Theft Prevention

- Don't leave personal property (purses, backpacks, laptop computers, cell phones) unattended in classrooms, libraries, lounges, restrooms, corridors, or any public areas. Take personal items with you or ask someone you know and trust to watch the items for you.
- Limit the carrying of money, personal identification, credit and debit cards. Only carry what you need.
- Record the serial number of your valuables, especially laptop computers. If valuables are stolen, serial numbers are needed for the police report.

Street Safety

- Use the "buddy system" whenever possible. Avoid walking or jogging alone.
- Be alert and aware of your surroundings at all times.
- Walk confidently and with a purpose.
- Avoid talking on a cell phone or listening to music with earphones while walking or jogging.
- Walk or jog in well-lighted and populated areas. Avoid alleys and construction sites.
- Avoid engaging in conversation with individuals soliciting food, money.
- Never accept a ride or get too close to a car if someone is asking for directions.
- Carry a backpack, purse or bag that zips and has a cover flap with a strap(s) that can be worn across your shoulder. Avoid bags with outside compartments. Carry wallets in front, rather than rear pockets.
- TRUST YOUR INSTINCTS! If you feel uncomfortable, immediately proceed to the nearest well-lighted, populated area (this may be an open restaurant, store or business) and ask for help, or call 911.

Public Transportation Safety

- Use the "buddy system" whenever possible.
- Know the bus or train schedule ahead of time to avoid waiting longer than necessary.
- Choose a stop or station that is well-lit and populated.
- Choose a seat near the driver or conductor, whenever possible.
- Avoid displaying cash, electronic devices and jewelry (remove jewelry or tuck necklaces inside your clothing and turn rings around so stones are not showing).
- Stay alert! Don't sleep on the bus or train.
- Hold on to purses, backpacks and bags. Don't rest on the seat or floor.

Parking Safety

- Do not park in isolated locations.
- Park in well-lit, higher traffic locations, whenever possible.
- Make a note where you parked to avoid wandering around looking for your vehicle when you return.
- Do not leave packages and valuables visible. Lock in storage compartments or place under seats.
- Remove GPS devices/holders from the dashboard. Lock in storage compartments or take with you.
- Always lock all doors and take your keys with you.
- When returning to your vehicle, have your keys in hand and ready before arriving at the vehicle.
- When approaching vehicle, look at all sides and beneath vehicle for someone who may be hiding. Check the interior of the vehicle as well, before entering.
- Once in the vehicle, lock all doors, start the engine and move from the parking spot. Don't sit there applying make-up, or talking on the phone.

Residential Safety

- Keep your doors and windows locked, even when you are inside.
- Don't open your door to strangers.
- Don't let unfamiliar people into your room.
- Don't leave notes on your door about where you are or when you will be back.
- Don't loan your keys to anyone or place any identification on your key ring.
- Don't prop exterior doors open or allow unfamiliar people to enter the building behind you.
- Immediately report suspicious persons or activity to your RA, Campus Safety or the police.

Date Rape Prevention

- Go to parties and bars with a group of friends. Agree beforehand to leave together.
- Go on group dates, too.
- Never leave or go somewhere alone with someone you don't know well.
- Don't accept open beverages from anyone but a bartender or other professional server.
- Pour or open your own drink.
- Never leave your drink unattended. If you do, discard it and get a new one when you return.
- If you suspect that you or a friend has been drugged, call 911 or get to the nearest medical attention.
- Date rape drugs are colorless, odorless, and tasteless.

Obscene Phone Calls

Hang up as soon as you realize the nature of the call. Don't show any reaction and don't engage the caller in any conversation.

- Note the time, what the caller said, a description of the voice, and any background noise.
- Report to the local police department and RA, if in a residence hall.

Drug & Alcohol-Free Policy Statement & Campus Notification

Statement of Policy

In compliance with Federal, State and local law, University policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession or use of a controlled substance or alcohol by students, faculty and staff in the workplace or while conducting University business or activities. In carrying out this commitment, Roosevelt University will fully comply with the federal Drug-Free Schools and communities Act of 1986 as amended by Public Law 101-226 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, Section 5160).

Disciplinary Sanctions

Consistent with federal, state and local laws, the University will impose disciplinary sanctions upon students and employees who violate this policy. Violations of the federal, state and local laws and ordinances governing drugs and alcohol abuse by employees or students may result in referral for criminal prosecution. Legal sanctions, including fines and/or imprisonment, may be imposed by the courts. Students in violation of the policy may be required by the University to receive treatment, change housing assignments, or to be suspended or expelled. Faculty and staff in violation of this policy may be required to receive treatment. The University may exercise disciplinary actions against faculty and staff in violation of this policy, up to and including termination.

Employee Notification of Criminal Drug Statute Conviction

Employees must, as a condition of employment, comply with this policy and notify their immediate supervisor of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. The supervisor is responsible for notifying the Department of Human Resources immediately upon notice from the employee.

Health Risk associated with Illicit Drugs and Alcohol Abuse

Our primary interest is to assist Roosevelt students, faculty and staff in avoiding the physiological and psychological damage that results from drug and alcohol abuse. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical impairment such as liver, heart, digestive impairment, memory loss, impaired judgment and other personality disorders.

Information Concerning Treatment and Rehabilitative Services

Faculty, staff and students may receive confidential alcohol and drug counseling treatment through the counseling staff and referral information regarding drug or alcohol counseling, treatment and rehabilitative programs available through Cook County or Public Services, other support groups, and local licensed mental health care professionals.

Counseling Services Available

Students or employees who are having difficulty with drug or alcohol use are urged to seek confidential counseling from appropriate University offices. Anyone who is aware of other (either students, faculty or staff) with drug or alcohol abuse problems should also seek guidance, in complete confidence from these offices.

Questions and referrals concerning the policy with respect to students' use of drugs or alcohol may be directed to the following office:

Chicago Campuses

Office of Student Services

Room AUD 358

Phone: (312) 341-2004

Questions and referrals concerning the policy as it applies to faculty and staff may be directed to these Chicago Campus offices:

Vice President, Human Resources AUD 862 (312) 341-2479

Assistant Vice President, Human Resources AUD 859 (312) 341-4331

Additional information about physiological drug outcomes, sanctions and the employee testing policy is available upon request from the offices listed above.

Anti-Harassment Policy

Policy

Roosevelt University is committed to the preservation of the dignity and worth of all members of the University community. To ensure an environment for working and learning in which all individuals (faculty, staff, students and visitors) are treated with respect, harassment in any form is unacceptable and cannot be tolerated.

Because interpersonal relationships (romantic or sexual) between supervisors and the employees they supervise either directly or indirectly or between faculty and their students involve an imbalance of power, all such interpersonal relationships are prohibited and will subject employees to discipline. In such situations, it is difficult, if not impossible, to determine whether such a relationship is truly consensual and, therefore, if a complaint of sexual harassment is filed, the University will presume that the relationship was not truly consenting unless proven otherwise.

Sexual Harassment

It is against Roosevelt University policy for any student or employee, male or female, to sexually harass another employee or student by:

- a) making unwelcome sexual advances for sexual favors and other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or a student's academic status;
- b) making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
- c) creating an intimidating, hostile or offensive working or education environment by such conduct.

Other Forms of Harassment

It is also against Roosevelt University's policy for any student or employee to harass another student or employee based upon such person's age, ancestry, citizenship, color, creed, disability, gender, identity, marital status, military status, national origin, parental status, religion, sexual orientation, source of income, veteran status, or as a result of being a victim of domestic violence or other protected characteristic.

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment or enrollment, or 2) the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, acts of communication causing emotional distress, insults or put-downs, offensive objects or pictures, and interference with work performance.

Retaliation

Retaliation against persons filing a complaint, reporting a case of harassment, witnessing a case of harassment or cooperating in an investigation is also prohibited.

Consequence

An employee who is found to have engaged in unlawful harassment shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee. A student who is found to have engaged in unlawful harassment shall be subject to discipline up to and including expulsion from the University in accordance with the procedures contained in the Code of Student Conduct. A member of the Roosevelt community who is neither a student nor an employee and who is found to have engaged in unlawful harassment shall be subject to such procedures as are necessary to prevent such conduct from occurring, up to and including severance of the member's relationship with Roosevelt and being banned from its campuses.

Reporting Procedures

An employee or student who believes that he or she has been a victim of harassment in violation of this policy has the right to file a complaint in accordance with the University's Discrimination Complaint Procedure.

The students and employees are also encouraged to:

- Emphatically tell the harasser that the conduct is unwelcome, offensive, violates this policy, and must stop, and/or
- Report the incident to an employee in a supervisory or managerial position.

Dissemination of the Policy

A copy of this University policy shall be distributed electronically or in writing to all full- and part-time faculty and staff annually. This policy is included in the annual student handbook and students are notified electronically.

A copy of this University policy is available to all employees and students via the student handbook (http://www.roosevelt.edu/pdfs/studentHandbook.pdf) and/or the University intranet (http://intranet.roosevelt.edu/default.asp).

Employees and students are encouraged to ask questions about the policy to the following offices:

Offices of Human Resources (AUD 846) 312-341-4331
Office of Student Services (AUD 358) 312-341-2004

Discrimination Complaint Procedure

Submitting a Complaint of Discrimination

If an employee, applicant or student ("Complainant") believes that he or she has been discriminated against (including sexual harassment or other forms of unlawful harassment) in violation of University policy or state or federal law, including but not limited to the *Americans with Disabilities Act, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Illinois Human Rights Act and the Age Discrimination Act of 1975, and Older Workers' Protection Act, the Complainant shall file a written complaint describing the alleged action and the person involved with the Vice President of Human Resources or the Associate Vice President for Student Services as soon as possible. If the Complainant is more comfortable initially discussing the allegations with another employee, he or she should do so. The employee who receives an allegation of unlawful discrimination should immediately bring the allegation to the Vice President of Human Resources or the Associate Vice President for Student Services. However, to initiate an investigation, a Complainant must file a written complaint. The Vice President of Human Resources or the Associate Vice President for Student Services may appoint a Complaint Manager to assist the student or employee in filing the complaint.*

Investigation of a Complaint

The Vice President of Human Resources or the Associate Vice President for Student Services shall undertake an investigation by appointing another administrator or other qualified person to conduct the investigation. The Vice President of Human Resources or the Associate Vice President for Student Services may provide for the assistance of the Counseling Center or other administrator or may also involve the assistance of the University's attorneys in the investigation.

Neither the complaint nor the identity of the Complainant will be disclosed except when necessary for a full investigation of the complaint.

The investigator shall file a written report of his/her findings within thirty (30) working days after the complaint has been made. In the event the report cannot be completed within thirty (30) working days, the report shall state the reasons for the delay. The Complainant shall be notified of the findings of the investigation within ten (10) working days of the completion of the report.

If the Complainant is not satisfied with the results and findings of the investigation, he/she may appeal the findings of the investigation within ten (10) working days to the Provost and Executive Vice President unless the Provost and Executive Vice President is the person against whom the complaint has been filed. In such case, the appeal shall be to the President. In the event that the complaint is against the President, the appeal shall be first to the Provost and Executive Vice President and then to the Executive Board of the Board of Trustees. The appeal shall be reviewed and a decision made within twenty (20) days of the filing of the appeal.

The records of discrimination allegations will be kept for at least three (3) years from the date of the final decision on the complaint.

Discipline

An employee who is found to have engaged in unlawful discrimination shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee. A student who is found to have engaged in unlawful discrimination shall be subject to discipline up to and including expulsion from the University in accordance with the procedures contained in the Code of Student Conduct. A member of the Roosevelt community who is neither a student nor an employee and who is found to have engaged in unlawful discrimination shall be subject to such procedures as are necessary to prevent such conduct from occurring, up to and including severance of the member's relationship with Roosevelt and being banned from its campuses.

Intent of Equal Opportunity Policy

This policy is intended to meet the requirements of federal and state law prohibiting unlawful discrimination. If this policy is inconsistent with such law, it is the University's intent to follow applicable law.

Anti-Harassment Policy Final May 16, 2007 Van Natta

Sexual Assault Policy

Roosevelt University is committed to providing a safe and secure learning and working environment for all students, faculty and staff. Roosevelt University subscribes to a **zero tolerance policy** for sexual violence. The members of our community have the right to be free from harassment, abuse, violence or threats of violence on and off campus.

I. Procedures

Roosevelt University strongly encourages an individual who has been the victim of a sexual offense to report the incident to the Campus Safety Office immediately by dialing 312-341-**2020** or 847-619-**8989** at the Schaumburg campus. A report of sexual assault will be a priority and thoroughly investigated. The victim is encouraged to contact the local police department (Chicago or Schaumburg) for preservation of evidence and to initiate a criminal procedure.

In addition to University disciplinary actions, a person who engages in a sexual assault may be the subject of criminal prosecution and/or civil litigation. In order for criminal prosecution to be considered, the Chicago (or Schaumburg) Police Department must be notified and a sexual assault/abuse report must be generated. The chances of successful prosecution are greater if the report is timely and is supported by the collection of forensic evidence.

The collection and preservation of evidence is critical when reporting a sexual assault. The victim of a sexual assault should refrain from taking a shower, changing clothes or washing hands. If the victim does remove clothing it should be placed in a paper bag. If the victim believes that he/she has been drugged, it is imperative that a urine sample be provided to the police immediately for forensic testing. The victim should seek a medical evaluation as soon as possible. According to Illinois law the emergency room at a medical facility will treat the victim for injuries, STDs, and evidence will be collected at no cost to the victim.

II. Programs to Prevent and Promote Awareness of Sex Offenses

Roosevelt University is committed to providing resources for education about and prevention of sexual assault.

III. Counseling Services Available to Victims of Sexual Assault

Professional staff is available to assist victims of sexual assault through the Counseling Office. At the Chicago campus, the location is room #462, 312-341-3548; the Schaumburg Campus is room #114, 312-341--3548. During non-office hours, the Residence Life Staff and Campus Safety can provide assistance in directing victims toward appropriate counseling services.

IV. Change of Academic Living or Work Situations

If the circumstances surrounding an incident of sexual assault warrant such action, the University will take steps to ensure a victim's future safety and security. Such actions could include a change in the victim's academic schedule and living situation. Individuals wishing to initiate such actions should be referred to the Associate Vice President for Student Services: 312-341-2006

Employee victims of sexual assault should consult with the Vice President of Human Resources, Room 862, 312-341-2479, who will investigate a change in the work environment or in the work assignment when appropriate.

V. Procedures for Campus Disciplinary Actions

- d) Students. The commission of a sex offense constitutes misconduct under the University's Code of Student Conduct and Discipline. Any student suspected of such misconduct will be subject to the judicial review procedures outlined in the Student Handbook. Such procedures shall include at a minimum that (1) the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the University's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused of any University disciplinary proceeding brought alleging a sex offense.
- e) Staff. Any staff member who has been shown to be the perpetrator of a sexual assault will be subject to those disciplinary actions as outlined in union work rules or as deemed appropriate in accordance with the relevant employment contracts.
- f) Faculty. Faculty will be subject to those disciplinary procedures as outlined in the Faculty Manual.

 All disciplinary procedures are subject to appeal by the appropriate grievance procedures. These procedures are found in the Student Handbook, the Faculty Manual, and appropriate collective bargaining agreements.

VI. Sanctions

Independent from any criminal or civil legal proceedings that may be pending and/or have been determined, any staff member, faculty or student who is found to have committed a sexual offense is subject to immediate on-campus disciplinary action. Upon the completion of the on-campus disciplinary proceedings, students may be subject to a variety of sanctions including, but not limited to, being removed from a residence hall, probation, or dismissal. Faculty and staff will be subject to suspension or termination. In addition, the University will cooperate with local law enforcement authorities to seek criminal penalties when appropriate.

Chicago Rape Crisis Hotline:

1-888-293-2080

Operates 24 hours a day, 7 days a week to provide immediate crisis counseling and referrals for victims, significant others, and professionals.

Porchlight Counseling:

(847) 328-6531 (Office)

(773) 730-7077 (Helpline)

Porchlight provides unlimited free counseling to college students at offices throughout the Chicagoland area.

For a person who is a victim of a sexual offense, support can be found through many channels, friends, faculty members, Resident Advisor. Help is just a telephone call away. Remember, that you are not alone.

Crime Victim's Compensation Law

Under the Crime Victim's Compensation Law, a person who has been sexually abused or assaulted may be eligible for support services and medical reimbursement if the crime is reported within 7 days, or in some cases even longer.

Hospital Emergency Rooms Closest to Campuses

Chicago Campus

Northwestern Memorial Hospital 251 E. Huron Chicago, IL. 60611 312-926-2000

Schaumburg Campus

Alexian Bros. Hospital 800 Biesterfield Road Elk Grove Village, IL. 60007 847-437-5500

Sex Offender Information/Registration

The Victims of Trafficking and Violence Prevention Act of 2000 require colleges and universities to inform students and employees how to learn the identity of registered sex offenders living on or near campus. This is updated to comply with the Campus Sex Crimes Prevention Act, which took effect October 23, 2002.

Sex offender information is compiled by the Illinois State police. The Illinois State Police maintains a website that allows you to search their sex offender database online at http://www.isp.state.il.us/sor/. To learn the identity of registered sex offenders on or near campus, or anywhere in Illinois, visit the Sex Offender Database. Once there, you can search by city, county, or zip code.

The University (both Chicago and Schaumburg) is in Cook County.

The University is in zip codes: 60605 (Chicago – Auditorium & Wabash Bldgs.), 60603 (Chicago - Gage Bldg.) and 60173 (Schaumburg).

You can also check the Chicago Police Department's Registered Sex Offender database at: http://sexoffender.chicagopolice.org/

The Chicago Campus (both the Auditorium & Wabash Bldgs. and Gage Bldg.) are in the Chicago Police Department's 1st. District.

Sex Offender Registration

The Illinois Sex Offender Registration Act (730 ILCS 150/) requires sex offenders to:

If you are a student: You must, within three (3) days of enrolling at an Institution of Higher Education, notify in person the law enforcement agency of jurisdiction in which you reside, the law enforcement agency of jurisdiction in which you are attending an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

If you are an employee: You must, within three (3) days of beginning employment at an Institution of Higher Education, notify in person the law enforcement agency of jurisdiction in which you reside, the law enforcement agency of jurisdiction in which you are employed by an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

You must, within three (3) days of changing your employment and/or changing your status in enrollment at an Institution of Higher Education (commencement, termination, and any and all changes), notify in person the law enforcement agency of jurisdiction in which you reside, the law enforcement agency of jurisdiction in which you are working at or attending an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence, the law enforcement agency having jurisdiction over the Institution of Higher Education, and the public safety or security director of the Institution of Higher Education within one year from the date of your most recent registration until you complete your registration requirement.

At Roosevelt University you must report in person to the Director of Campus Safety or Campus Safety Operations Supervisor at:

Auditorium Building, Room 113 430 S. Michigan Ave. Chicago, IL 60605

Phones: (312) 341-4167 or (312) 341-4173

Building Hours and Access to Campus Facilities

University facilities are open to students, faculty, and staff during normal hours of operation for approved university and educational purposes. Each department establishes its office hours within the building hours listed below. Building hours and office hours are subject to change. Please call the campus location to verify hours of operation.

Although the university endeavors to provide an open academic environment, Campus Safety and university officials are also concerned with providing a safe environment and may request to see your Roosevelt University identification card. Campus Safety and university officials will require uncooperative persons, loiterers and/or unauthorized persons to leave.

Chicago Campus - Auditorium & Wabash Buildings

Building hours are:

 Monday-Thursday
 7:30 a.m. to 10:30 p.m.

 Friday
 7:30 a.m. to 6:00 p.m.

 Saturday
 8:00 a.m. to 5:00 p.m.

 Sunday
 11:00 a.m. to 5:00 p.m.

Holidays CLOSED

Access to the Wabash building, first floor and residential floors 14 through 31, is 24/7 for student residents. When Wabash Building non-residential floors (2 through 13) are closed, student access to those floors is only allowed with prior authorization. Faculty and staff must show their Roosevelt University photo identification to the Campus Safety Officer at the Wabash Lobby after hours to enter the Wabash building.

When the Auditorium Building is closed, student access is only allowed with prior written authorization. Faculty and staff must show their Roosevelt University photo identification to and sign in with the Campus Safety Officer at the Wabash Building Lobby after hours.

Chicago Campus - Gage Building

Building hours are:

 Monday-Thursday
 7:30 a.m. to 10:30 p.m.

 Friday
 7:30 a.m. to 6:00 p.m.

 Saturday
 8:00 a.m. to 5:00 p.m.

Sunday CLOSED Holidays CLOSED

Schaumburg Campus

Building hours are:

 Monday- Friday
 7:30 a.m. to 11:15 p.m.

 Saturday
 7:30 a.m. to 5:00 p.m.

 Sunday
 8:00 a.m. to 5:00 p.m.

Holidays CLOSED

Faculty may access the Schaumburg Campus from 6:00 am to 12:00 am Monday – Thursday and 24 hours on Friday and Saturday when a Campus Safety officer is present in the building. After hour access is granted by coming to the main entrance, contacting the Campus Safety officer, showing your Roosevelt University photo identification card and signing in with the officer.

Annual Fire Safety Report

The Fire Safety Report provides information regarding fire safety in student residential facilities that Roosevelt University has lease agreements with. The Fire Log provides information on fires that occurred in these facilities to include: the number of fires and the cause of each fire, number of injuries related to a fire that result in treatment at a residential facility, number of deaths related to a fire and value of property damage caused by a fire.

Description of Student Residential Facilities Fire Safety Systems

	-			Fire Extinguishing		# of Evacuation Drills per year
University Center 525 South State	×	x	x	x	x	2
Fornelli Hall 55 E. Washington	x	x	x	x	x	1
**2 East 8 th	X	X	0	X	X	2

Fire Log 1/2011 to 12/2011

Location	Fire Incident	Date Reported	Time	General Location	Value of Property Damage	Injuries	Deaths	Nature
University Center 525 S. State	0	N/A	N/A	N/A	N/A	N/A	N/A	NA
Fornelli Hall (ROW) 55 E. Washington	1	2/1/2011	7:50pm	14th floor	\$0.00	0	0	Cooking Mishap (unintentional)
**2 East 8 th	0	N/A	N/A	N/A	N/A	N/A	N/A	NA

Fire Log 1/2010 to 12/2010

Location	Fire Incident	Date Reported	Time	General Location	Value of Property Damage	Injuries	Deaths	Nature
University Center 525 S. State	2	02/27/10	7:00am	17 th Floor	\$35.00	0	0	Criminal Damage - Poster
		05/07/10	10:00pm	6th Floor	\$0.00	0	0	Cooking Mishap
Fornelli Hall 55 E. Washington	0	N/A	N/A	N/A	N/A	N/A	N/A	NA
**2 East 8 th	0	N/A	N/A	N/A	N/A	N/A	N/A	NA

Fire Log 1/2009 to 12/2009

Location	Fire Incident	Date Reported	Time	General Location	Value of Property Damage	Injuries	Deaths	Nature
University Center 525 S. State	1	9/24/09	5:00 p.m.	9 th FLOOR Suite Side	\$150.00	0	0	Electrical fire from a microwave/ fridge
Fornelli Hall 55 E. Washington	0	N/A	N/A	N/A	N/A	N/A	N/A	NA
* Dwight Lofts 642 S Clark	0	N/A	N/A	N/A	N/A	N/A	N/A	NA
**2 East 8 th	0	N/A	N/A	N/A	N/A	N/A	N/A	NA

^{*}RU leasing agreement with this facility ended in December 2009.

^{**}RU Leasing agreement with this facility began in August 2010