Annual Security & Fire Safety Report

Information for 2018-2019 Academic Year
Chicago Campus & Schaumburg Campus
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2018/2019
Annual Security and Fire Safety Report

Policies for Preparing the Annual Security and Fire Safety Report

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

This report contains information concerning crimes that occurred on campus and were reported to the Roosevelt University Department of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, residential life staff, student services staff, advisors to official student organizations, and athletic coaches). In addition, the statistics include persons referred for campus disciplinary action for categories required under the Clery Act, including liquor and drug law violations, and illegal weapons possession. Statistical information for on campus, non-campus locations or property owned or controlled by Roosevelt University, as well as public property within or immediately adjacent to and accessible from the campus, are collected or requested from the Chicago and Schaumburg Police departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

Crime statistics are reported for January 1 through December 31 of the past three years (2016, 2017, and 2018). Roosevelt University reports the crimes required by the Clery Act that occurred on or within the institution’s Clery Geography that were reported to Campus Security Authorities. All policy statements and procedures contained within this report apply to all campuses identified in this report unless otherwise specified.

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

** Note: Roosevelt University does not have any officially-recognized student organizations with non-campus housing.

CRIME STATISTICS – ROOSEVELT UNIVERSITY – CHICAGO CAMPUS
<table>
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<th>OFFENSE (Reported By Hierarchy)</th>
<th>YEAR</th>
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<th>NON-CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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## Crime Statistics - Roosevelt University - Schaumburg Campus

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<th>OFFENSE (Reported By Hierarchy)</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>NON-CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
<th>RESIDENTIAL FACILITIES*</th>
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<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>2018</td>
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### Notes:
*Residential Facility Crime Statistics are a subset of the On-Campus Category, i.e. they are counted in both categories.

### Unfounded Crimes
- 2018 – No unfounded crimes
- 2017 – No unfounded crimes
- 2016 – One (1) unfounded crime

### Hate Crimes
- 2018 – No reported hate crimes
- 2017 – No reported hate crimes
- 2016 – No reported hate crimes
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**Notes:**
Schaumburg does not have Residence Facilities or Non Campus Facilities.

**Unfounded Crimes**
2018 – No unfounded crimes
2017 – No unfounded crimes
2016 – No unfounded crimes

**Hate Crimes**
2018 – No reported hate crimes
2017 – No reported hate crimes
2016 – No reported hate crimes
Crime Definitions (FBI Uniform Crime Reporting)

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 excluded.

Manslaughter by Negligence
The killing of another person through negligence

Sex Offenses

- **Rape**
  Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

  (This definition includes any gender of victim or perpetrator. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity [including due to the influence of drugs or alcohol] or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.)

- **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 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 persons who are related to each other within 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

Robbery
The taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm

Aggravated Assault
An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration (a severe laceration is one that should receive medical attention), or loss of consciousness (a loss of consciousness must be the direct result of force inflicted on the victim by the offender)

(This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. A weapon is a commonly known weapon (a gun, knife, club, etc.) or any other item becoming one, although not usually thought of as a weapon, when used in a manner which could cause the types of severe bodily injury described. It is not necessary for injury to result from an aggravated assault when an offender uses a gun, knife or other weapon with the potential to cause serious personal injury.)

Burglary
The unlawful entry into a building or other structure with the intent 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 (new definition as of 2017-18 Report)
The term “arson” means 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.

Domestic Violence
The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence
The term “dating violence” is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking
The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Weapon Law Violations
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. (Includes violations such as manufacture, sale, or possession of deadly weapons, concealed or openly; using, manufacturing, etc., silencers; and furnishing deadly weapons to minors.)

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, purchase, transportation, possession, or use of alcoholic beverages (Includes violations of laws/ordinances prohibiting the maintenance of unlawful drinking places; operating without a liquor license; underage drinking; furnishing liquor to a minor; bootlegging; operating a still; using a vehicle for the illegal transportation of liquor; etc. and all attempts to commit any of the aforementioned.) (Driving Under the Influence and Drunkenness 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.
Larceny
The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person (Larceny and theft mean the same thing for purpose of this definition.)

Destruction/Damage/Vandalism of Property
To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it (This may be done by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.)

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

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, an assistant director and a director of campus safety. Roosevelt University Campus Safety personnel do not have law enforcement authority, although they are responsible for enforcing Roosevelt University Policies. Roosevelt University Campus Safety officers do not have arrest powers. The jurisdiction of Campus Safety personnel is limited to those properties Roosevelt owns or controls.

Roosevelt University relies on local law enforcement agencies, the Chicago Police Department for the Chicago Campus and the Schaumburg Police Department for the Schaumburg Campus, for law enforcement response and assistance. Campus Safety offices are located in the Auditorium Bldg., room 113 on the Chicago Campus and room 102 on the Schaumburg campus. Campus crime documentation is available at each location.

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. Roosevelt University does not maintain a written MOU with Chicago or Schaumburg Police Departments pertaining to the investigation of criminal incidents.

Students and staff are strongly encouraged to accurately and promptly report any and all crime and emergencies to the local law enforcement agency as well as Campus Safety, including when the victim of a crime elects, or is unable to, make such a report.

If a reported crime is “unfounded” by local law enforcement officials, only then will Roosevelt University classify as “unfounded.”
Reporting a Crime or Emergency

The University is committed to maintaining a safe and secure environment. All employees, students, and visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus, on public property running thought or immediately adjacent to the campus, or in other property that is owned of controlled by Roosevelt University, including, anything which may affect security such as lost keys/ID cards, 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. It is also advisable to notify the responsible University personnel to request assistance at the following locations:

Downtown Chicago Campus
Auditorium Bldg. (430 S. Michigan Ave), Wabash Bldg. (425 S. Wabash), and Goodman Center (501 S. Wabash Ave.), 218 S. Wabash, Chicago

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

Schaumburg Campus
1400 North Roosevelt Boulevard, Schaumburg, IL

Call Campus Safety at 847-619-8989 (ext. 8989 from campus phones) for emergencies and non-emergencies.

Response to Reported Crimes and Emergencies

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. 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 the local police, or the local fire or emergency medical personnel, completing an incident report or will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Safety will offer the victim a wide variety of services. All incident reports related to students are forwarded to the Office of Student Affairs for review and potential action, as appropriate.

Reporting to Meet Disclosure Requirements

Members of the community are helpful when they immediately report crimes or emergencies to Campus Safety and/or local police department for the purpose of assessing the incident for issuing a Timely Warning Notice (Community Alert) when deemed necessary and for including the incident in the annual statistical disclosure.

Voluntary Confidential Reporting

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, a Campus Safety officer 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 enhance the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; 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 institution.

Policy Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law of 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 a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As matters of policy, the professional counselors at Roosevelt University are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Campus Safety.

Pastoral Counselor
An employee of an institution, who is associated with a religious order or denomination, 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.

Campus Safety encourages pastoral and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling to voluntarily report the incident to the Campus Safety Department on a confidential basis for inclusion of the annual disclosure of crime statistics.
Behavioral Assessment Team (BAT)

How To Report A Concern About A Person Or Situation On Campus

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 the Roosevelt University Behavioral Assessment Team (BAT) bat@roosevelt.edu | (312)-341-2323 (voice mail)

- BAT will review the voice mail, email and/or online referral form.
- The individual submitting the information will receive acknowledgement from BAT confirming that the report has been received and will be reviewed, if the individual provides his or her name and a phone number or email address.
- Individuals submitting a BAT 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 BAT referral form, individuals may consult with the Office of Student Affairs or other appropriate offices on campus (e.g. Counseling Center, Campus Safety, Department Chair, Human Resources, etc.). However, submitting a referral form to BAT may still be required following the consultation.
- Once a BAT referral form is submitted, BAT 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 Roosevelt 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 support a response.

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

Behavioral Assessment Team (BAT)

Mission: The Behavioral Assessment Team (BAT) was created to enhance campus safety by providing a centralized threat assessment function regarding behavior that could threaten the safety of the University community.

Purpose: BAT is a campus wide team that assesses disruptive or concerning behavior by students, faculty, staff and guests; provides consultation; makes recommendations to the authoritative entity that, in turn, takes action; and brings in appropriate services and departments to resolve situations before they become emergencies.

Team Composition: BAT is comprised of university representatives from the offices of the Provost, Student Affairs, Campus Safety, Human Resources, Advising, Office of Student Conduct & Conflict Resolution and Residence Life. A representative from the Counseling Center also serves as a consultant to the team. Other University faculty and staff may work with BAT on situations as appropriate.

Procedures: Upon notification of a person at-risk, BAT will perform the following:
• Report Received: Team members receive report via web form; BAT acknowledges receipt of report; BAT phone conference/meeting scheduled.
• Initial Screening: BAT meets to review information received and access threat level.
• Triage/Preliminary Inquiry: BAT gathers and reviews additional information and may recommend intervention strategies to the appropriate authoritative entity.
• Full Inquiry: BAT may decide a more extensive gathering and review of information are needed to access threat and recommend intervention strategies to appropriate entity.

Process for Submitting Reports:

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

If you are concerned that an individual poses a safety risk but you do not believe that the situation poses imminent danger: Notify BAT by completing the online person of concern referral form.

• You will receive acknowledgement from BAT that the report was received.
• BAT may contact you for additional information.
• People submitting information should not expect details about the disposition of their submission as the issue may involve due process and confidentiality rights.
• You should submit additional reports as new concerns arise or as behavior is repeated. 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.

Consultation:

If you are unsure whether your concern warrants submission of a BAT report, feel free to contact BAT for consultation at bat@roosevelt.edu or via voice mail at (312) 341-2323 (voice mail). A member of the team will respond to your inquiry as soon as possible.
Emergency Response & Evacuation Procedures

The University’s Emergency Response Procedures include information about operating status parameters; incident priorities and performance expectations; and shelter-in-place and evacuation guidelines. Emergency Response and Evacuation Procedures are posted throughout the facilities.

University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

Campus Safety officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Safety and the Chicago Police Department for the Chicago Campus and the Schaumburg Police Department for the Schaumburg Campus as well as local Fire and Emergency Medical Services, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other Roosevelt University departments and other local or federal agencies could also be involved in responding to the incident.

Members of the Roosevelt University Community are notified on an annual basis that they are required to notify Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Campus Safety has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency/Immediate Notification

Roosevelt University has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

In the event of an emergency, Roosevelt University will initiate and provide, without delay, immediate notifications to the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

To confirm there is a significant emergency or dangerous situation, an evaluation will be conducted by Campus Safety and/or Chicago (or Schaumburg) Police Department in conjunction with key University Administrators, local first responders and/or the national weather center.

If the Director of Campus Safety, or designee, in conjunction with other University administrators, local first responders, Public Health Officials and/or the National Weather Service, confirms there is a significant emergency or dangerous situation involving an immediate threat to the health or safety to some or all members of the Roosevelt University community, the University will, without delay, initiate the emergency notification system to alert the campus community, Campus Safety and Media Relations will collaborate to determine the content of the message and Campus Safety has been given the authority to contact the Communication Center, Inc. Call Center (CCI) and authorize the distribution of an emergency message and will use some or all of the systems described below to communicate the threat to the Roosevelt
Community. All emergency notifications are sent to the entire community (The University does not differentiate segments of the community to receive the emergency notification messages sent through the RAVE System) using some or all of the systems listed in the policy/procedure and the Annual Security and Fire Safety Report.

Roosevelt University has an emergency notification system in place and 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 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 disseminated by using some or all of the following methods depending on the type of emergency: text message, Roosevelt email, a message on the www.roosevelt.edu home page, digital signage or other secondary systems listed in the following chart and/or in person communication. A combination of some or all of these methods may be used to issue an immediate notification to the University community. If any of these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency.

Am I Registered to Receive Emergency Notification Text Messages?
All current students and current staff and faculty have an RU Access account. The cell phone number listed in your RU Access account is automatically entered into Roosevelt’s emergency notification system. Check your RU Access account to verify your cell phone number is entered.

May a Parent or Guardian Register to Receive Emergency Notification Text Messages?
Parents and guardians may register to receive emergency notifications by visiting: https://www.getrave.com/login/roosevelt. Other members of the larger community can tune into local media or visit the campus website www.roosevelt.edu for updated information about emergencies on campus.

### Immediate Notification Procedures

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<th>Authority for Approving &amp; Sending Messages</th>
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<td>Public Relations</td>
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<td>CCI Call Center or Web Department</td>
<td>N/A</td>
</tr>
<tr>
<td>Face to Face Communication</td>
<td>Campus Safety</td>
<td>Public Relations</td>
<td>Campus Safety or Provost and/or Public Relations</td>
<td>Campus Safety, Office of Student Affairs or Other Students and Staff members as designated</td>
<td>N/A</td>
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<tr>
<td>Fire Alarm System</td>
<td>N/A*</td>
<td>N/A*</td>
<td>Campus Safety or First Responders</td>
<td>Campus Safety or First Responders</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*no message creator necessary

Follow up messages to the Roosevelt Community will be sent using some or all of the communication methods described in the chart.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not
required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Roosevelt University annually tests the emergency response and evacuation procedures and publicizes its procedures in conjunction with at least one test per calendar year. These tests may be announced or unannounced. These tests are documented and a description of each exercise including the date and time of the exercise and whether it was announced or unannounced.

In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Be Prepared

- Verify your cell phone number is entered in RU Access to receive emergency text messages.
- Familiarize yourself with procedures for various emergency scenarios.
- Know all exits/alternate exits for your residence or academic building.

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

- Auditorium, Wabash Buildings, Goodman Center, and 218 S. Wabash: 312-341-2020 or ext. 2020 from an internal telephone
- Schaumburg Campus: 847-619-8989 or ext. 8989 from an internal telephone
- University Center: 312-924-8911

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Safety does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Campus Safety staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Roosevelt University evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.
General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and call 911 to report. You should also notify Campus Safety at:

- Auditorium, Wabash Buildings, Goodman Center, and 218 S. Wabash: **312-341-2020 or ext. 2020** from an internal telephone
- Schaumburg Campus: **847-619-8989 or ext. 8989** from an internal telephone
- University Center: **312-924-8911**

1. Remain Calm
2. Do NOT Use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she is unable to exit without using an elevator, assist to an area of rescue assistance (normally the stairwell landings on each floor), activate the area of rescue alarm by pressing the button, and immediately inform Campus Safety or the responding Fire Dept. of the individual’s location.
4. Proceed to a clear area at least 150 feet from the building. Keep all entrances and walkways clear for emergency first responders.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Fire Evacuation 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 immediately** to notify the fire service. If possible, call Campus Safety at:

- Auditorium, Wabash Buildings, Goodman Center, and 218 S. Wabash: **312-341-2020 or ext. 2020** from an internal telephone
- Schaumburg Campus: **847-619-8989 or ext. 8989** from an internal telephone
- University Center: **312-924-8911**

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

- Auditorium, Wabash Buildings, Goodman Center and 218 S. Wabash – complete building evacuation to outside
- Schaumburg Campus – complete building evacuation to outside
- University Center Residence – follow specific facility’s evacuation procedures
Emergency Evacuation Assistance

Evacuation assistance information

If you require any assistance to safely exit a Roosevelt University building in the event of an emergency evacuation, a voluntary self-identification form 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, usually in or by a stairwell, and press the emergency alarm button. This will inform emergency responders of your location.

Other Emergency Response & Procedures

Armed Violence - In the event of a campus shooting or other armed violence:

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, remember Run, Hide, Fight:

Evacuate: If you can safely evacuate, get out and get out fast

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible
- Call 911 as soon as safe to do so – do not assume someone else is making the call
- If possible, keep others from entering the building

Hide/Lockdown: If you cannot get out, hide out and secure your immediate area:

- Lock and barricade doors. Use whatever you have available to do this.
- 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. The cover may protect you from bullets).
- Silence cell telephones.
- If there are two or more of you, spread out in the room. Do not huddle together. Quietly discuss what you will do if the armed person enters your area.

Fight: If the shooter enters your office/classroom, attempting to overcome the suspect is always a last resort to only be considered in extreme circumstances. Any attempts to negotiate with or physically overpower an active shooter are at your own risk. It is always preferable to get out or securely hide.

- Whenever possible, flee the area
- Call 911, if able to do so

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 they 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. Call 911 to verify it is the police outside your door.
• Know all alternate exits in your building, including possible window exits.

Call 911. Campus Safety for the Auditorium, Wabash Buildings, Goodman Center, and 218 S. Wabash can be reached at 312-341-2020 or ext. 2020 from an internal telephone; for the Schaumburg Campus, 847-619-8989 or ext. 8989 from an internal telephone. Be aware that telephone lines are likely to be overwhelmed, so keep trying to call. Program Campus Safety numbers into your cell telephone for backup. 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 address, floor 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/Shelter in Place
As a result of an emergency situation, Roosevelt University may be placed under lockdown. During a lockdown, all doors are locked and all students, faculty and staff are encouraged to remain in their classrooms or offices. People are discouraged from leaving and only first responders are allowed in the facility. Although such measures may seem extreme, they have proven effective in ensuring everyone’s safety. In fact, in an emergency, Roosevelt 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 Roosevelt and emergency responders manage the situation.

Shelter-in-Place Procedures—What it means to “Shelter-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.

Basic “Shelter-in-Place” Guidance
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 belonging (purse, wallet, access card, etc.) 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 at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”
A shelter-in-place notification may come from several sources, Campus Safety, Housing Staff members, other University employees, Local PD, or other authorities utilizing the University’s emergency communications tools.

How to “Shelter-in-Place”
No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. University staff will turn off the ventilation as quickly as possible.
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to [CPSA] so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

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.

Earthquake
Drop to the floor/ground to prevent falling. Take cover by getting under a sturdy table or other piece of furniture. Hold on until shaking stops.
Timely Warning Notices (called Community Alerts at Roosevelt)

The Roosevelt University Campus Safety Department develops and distributes Community Alerts in the event a crime is reported or a situation arises, within the Roosevelt University Clery Geography (On Campus, Public Property and Non-campus property), that, in the judgment of the Director of Campus Safety and in consultation with responsible authorities when time permits, constitutes an serious or continuing threat, a campus wide “timely warning” notice will be issued. In an effort to provide timely notice to the Roosevelt community and in the event of a serious crime that may pose an ongoing threat to members of the Roosevelt community, a blast email Community Alert is sent to all students and employees assigned email accounts. The Community Alert blast email is developed and distributed by Campus Safety staff to all students and staff. In addition, timely warnings may also be issued using some or all of the following methods of communication: Community Alert posters may be posted in the building lobbies within the core campus to supplement the email notification, if deemed necessary by Campus Safety. Updates to the Roosevelt community about any particular case resulting in a Community Alert may be distributed via blast email, and/or may be posted on the Roosevelt University website.

Community Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, and robbery. 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 Roosevelt Campus Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Roosevelt community members and a Community Alert would not be distributed. In cases involving sexual assault, they 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 Roosevelt Campus Safety Department. Cases involving property crimes will be assessed on a case by case basis and alerts will typically be sent if there is a discernable pattern of crime. The Roosevelt Director of Campus Safety or designee reviews reports to determine if there is an on-going threat to the community and if the distribution of a Community Alert is warranted. Community Alerts may also be posted for other crime classifications, as deemed necessary. All notices shall be provided to students and employees in a manner that is timely, that holds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Daily Crime Log

A daily crime log is available for review 24 hours a day at the Wabash Bldg. 1st floor Campus Safety desk. The daily crime log is available Monday through Friday, excluding holidays, 9 am to 5 pm at the Schaumburg Campus Safety Office (Room 102). The information in the crime log typically includes the case report number, crime classification, date and time reported, date and time occurred, general location, and disposition.

Daily Fire Log

A daily fire log is available for review 24 hours a day at the Wabash Bldg. 1st floor Campus Safety desk. The daily fire log is available Monday through Friday, excluding holidays, 9 am to 5 pm at the Schaumburg Campus Safety Office (room 102). The information in the fire log includes the case report number, nature of fire, date reported, date and time occurred, and location.
Security Awareness and Crime Prevention Programs

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Roosevelt University to inform students of good crime prevention and security awareness practices.

Emergency Response Procedures are posted in campus buildings (classrooms, conference rooms, main office areas, hallways and resident suites). Procedures are published annually in the Student Handbook and on the Campus Safety website. Security Awareness presentations are made at new student orientations and presentations are offered to staff. The Campus Safety Department presents and/or coordinates crime prevention presentations by local police agencies. Programs include: Street Smarts, How to Respond to an Armed Person/Active Shooter Situation, and Emergency Procedures.

Residence Life staff is trained in security procedures and awareness. Campus Safety, Residence Life, the Center for Student Involvement, and the Counseling Center are available to provide awareness training and programs in several areas including Street Smarts, Active Shooter Response, sexual assault awareness and drug and alcohol abuse awareness for students and residents, and staff and faculty members of the University community. Programs presented in 2018 included:

- New & Transfer Student Orientations: Campus Safety/Street Smarts & Active Shooter Response (Jan. 13, 2018 – Total of 10 sessions)
- New Pharmacy Student Orientation – SCH (Jan. 11, 2018)
- Active Shooter Response (Mar. 9, 2018, Aug. 14, 2018) SCH (Apr. 20, 2018)– Total of 3 sessions
- Self Defense (Mar. 13, 2018)

All security awareness programs encourage students and employees to be responsible for their own security and the security of others. Campus Safety – It is everyone’s responsibility. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Campus Safety to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (312) 341-2020.

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.

As part of the department’s community-oriented policing philosophy, Campus Safety offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, Rape Aggression Defense (R.A.D.) and property protection strategies. Anyone interested in having a Campus Safety Officer speak to his or her classroom or group should contact them at (312) 341-2020.

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.

**Awareness/Prevention of Sexual Assault/Sexual Misconduct**

• Go to parties, clubs, and bars with a group of friends. Stay in touch and agree to leave together.
• Never leave or go somewhere alone with someone you don’t know well.
• Understand the effect of alcohol/drugs on you, and others’ ability to make healthy and safe decisions.
• Always get consent first – enthusiastic, voluntary consent. An incapacitated person cannot give consent.
• Step in to intervene if you are concerned about someone’s wellbeing or safety. Get others to assist you if necessary.

**If You Do Drink...**
• Being intoxicated is never an excuse to hurt someone.
• Know your limits.
• Pour or open your own drink.
• Don’t leave your drink unattended. Date rape drugs can be added without you knowing, as they are often odorless, tasteless and colorless.
• If you must leave your drink, get a new one when you come back.
• If you suspect that you or a friend has been drugged, call 911 or get to the nearest medical facility.

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, Campus Safety and RA, if in a residence hall.

Internet Safety
• Never post personal information such as your phone number, address or location on any social networking site or mobile app.
• If you need to meet someone in person who you first met online (eg. Craigslist or social networking sites), meet in a public place. Bring a friend along, and tell others where you are going and when you plan to return.
• Keep your user names and passwords private.
• Act online as you would offline. If you wouldn’t say something in person, don’t text it or post it online.
• Ignore mean or threatening messages. Speak up if you see a friend cyberbullying.
• Almost everything on the internet is traceable, so use caution when posting information.

Monitoring and Recording of Criminal Activity by Students at Non-campus locations of Recognized Student Organizations
Roosevelt University does not have officially recognized student organizations that own or control housing facilities outside of the Roosevelt University core campus. Therefore, local PD is not used to monitor and record criminal activity since there are Non-campus locations of student organizations.
Drug & Alcohol-Free 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 (illegal drugs) controlled substance or alcohol by students, faculty and staff in the workplace or while conducting college business or activities. The University has primary responsibility for the enforcement of local, state and federal alcohol laws, as well as the enforcement of local, state and federal drug laws. Chicago Police Department is responsible for the Chicago Campus and the Schaumburg Police Department for the Schaumburg Campus for the enforcement of state underage drinking laws and the enforcement of Federal and State drug laws.

Students must abide by the Student Code of Conduct as it relates to the use, possession and/or sale of alcohol or illegal drugs. If found in violation of these policies, a student will be referred to the Office of Student Rights and Responsibilities, who determines if the policy was violated and issues relevant sanctions. Faculty and staff members must abide by the Professional Code of Conduct as it relates to the use, possession and or sale of alcohol or illegal drugs. If found in violation of these policies, a faculty/staff member will be referred to the Office of Human Resources, who determines if the policy was violated and issues relevant sanctions. 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).

Drug Free Schools and Communities Act
In compliance with the Drug Free Schools and Communities Act, Roosevelt University publishes information regarding the University’s educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Roosevelt University students and employees. A complete description of these topics, as provided in the University’s annual notification to students and employees, is available online at: http://www.wcupa.edu/_services/stu/ramsEyeView/drugFreeCampus.aspx

Disciplinary Sanctions
Consistent with federal, state and local law, 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 drug 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 the 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 statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. The supervisor is responsible for notifying Human Resources immediately upon notice from the employee.

Health Risk Associated With Illicit Drugs and Alcohol Abuse
The University's 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.

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 others (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 student use of drugs or alcohol may be directed to the Office of Student Affairs, Auditorium Building 204 at (312) 341-2024.

Questions and referrals concerning the policy as it applies to faculty and staff may be directed to Office of Human Resources, Auditorium Building 734 at (312) 341-4334.

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

Click on the following link to view the Drug-Free Schools and Communities Act of 1986 as amended by public law 101-226: http://www.gpo.gov/fdsys/pkg/STATUTE-103/pdf/STATUTE-103-Pg1928.pdf
Anti-Harassment Policy

(Replaced by the below-mentioned Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation effective November 2017)

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 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;

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.
- Report the incident to the Roosevelt University Title IX Coordinator at 312-341-2045

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.

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

Office of Human Resources (AUD 734) 312-341-4334
Office of Students Affairs (AUD 204) 312-341-2024

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 Office of Human Resources or the Office of Student Affairs 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 Office of Human Resources or Office of Student Affairs. However, to initiate an investigation, a Complainant must file a written complaint. The Office of Human Resources or the Office of Student Affairs may appoint a Complaint Manager to assist the student or employee in filing the complaint.

Employees and students may report a complaint to the following offices:

Office of Human Resources (AUD 734) 312-341-4334
Office of Student Affairs (AUD 204) 312-341-2024

Investigation of a Complaint
The Office of Human Resources or the Office of Student Affairs shall undertake an investigation by appointing another administrator or other qualified person to conduct the investigation. The investigator may involve 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 sixty (60) calendar days after the complaint has been made. In the event the report cannot be completed within sixty (60) calendar days, the report shall state the reasons for the delay. The Complainant shall be notified of the findings of the investigation within ten (10) calendar days of the
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) calendar days to the Provost unless the Provost 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 then to the Executive Board of the Board of Trustees. The appeal shall be reviewed and a decision made within twenty (20) calendar days of the filing of the appeal.

The records of discrimination allegations will be kept for at least seven (7) 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.

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**Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation**
(Replacing the above-mentioned Anti-Harassment Policy effective November 2017)

**Policy Statement**
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 are treated with respect, discrimination and harassment are unacceptable and will not be tolerated. In addition, no person who makes a good faith report of discrimination and/or harassment shall be retaliated against in any way.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the following definitions apply to this Policy:

- “Employee” shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

- “Employment decisions” shall refer to the terms and conditions of an employment applicant or Employee’s employment with the University, including recruiting, hiring, training, compensation, promotion, demotion, transfer, layoff, termination, and other terms and conditions of employment.

- “Student” shall refer to all prospective and current students of the University.

- “Educational decisions” shall refer to the terms and conditions of a student applicant or Student’s education at the University, including access to programs, grades, and learning environment.
Policy
The following is the University’s policy with respect to discrimination, harassment, bullying, and retaliation. Discrimination, harassment, and bullying may be intentional or unintentional. However, when an allegation is made, the intention of the alleged policy violator is irrelevant and will not be given consideration when meting out discipline. An Employee who violates this Policy will be subject to disciplinary action, up to and including termination. A Student who violates this Policy will be deemed to have violated the Student Code of Conduct and will be subject to disciplinary action, up to and including expulsion.

Anti-Discrimination
It is a violation of University policy to discriminate against any employment applicant or Employee with respect to employment decisions and any admission applicant or Student with respect to educational decisions if the basis of that treatment is the person’s age, ancestry, citizenship, color, creed, disability, gender, gender identity, genetic information, marital status, military status, national origin, parental status, pregnancy, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, as a result of being the victim of domestic or sexual violence or other status protected by law (“Protected Status”).

Anti-Harassment
Harassment, as it is defined in this Policy, is a form of discrimination and it is therefore a violation of Roosevelt University policy for any person to harass another person.

An Employee has been harassed where enduring the offensive conduct becomes a condition of continued employment, or where the conduct is so severe or pervasive that it has created a work environment that a reasonable person would consider intimidating, hostile, or abusive. A Student has been harassed where the conduct is so severe or pervasive that a reasonable person would find that it interfered with their ability to participate in or benefit from the educational program.

Harassment can take many forms. The following examples of harassment are intended to be guidelines and are not exclusive in determining whether there has been a violation of this Policy:

- **Verbal Harassment:** Comments that are offensive or unwelcome regarding a person’s Protected Status, including epithets, slurs, and negative stereotyping.

- **Non-verbal Harassment:** Distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of that person’s Protected Status.

- **Sexual Harassment:** Sexual harassment is not only harassment, but is also a form of discrimination. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of such conduct is used as the basis for employment decisions (for Employees) or educational decisions (for Students), or when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

  - There are three forms of sexual harassment:
    - **Verbal Sexual Harassment:** Innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (including repeated, unwelcome requests for dates), and verbal abuse or “kidding” that is oriented toward a prohibited form of harassment, including that which is sexual in nature, unwelcome, and offensive.
    - **Non-verbal Sexual Harassment:** Distribution, display, or discussion of any written or graphic material (e.g., calendars, posters, or cartoons) that are sexually suggestive or show hostility toward an individual or group because of sex, suggestive or insulting sounds, leering, staring,
whistling, obscene gestures, content in correspondence, or other form of communication that is sexual in nature, unwelcome, and offensive.

- Physical Sexual Harassment: Unwelcome physical contact (e.g., touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault).

  o There are two types of sexual harassment:

    - Quid pro quo harassment, where submission to the harassment is used as the basis for employment decisions or educational decisions. For example:
      • A supervisor promises to give an employee a raise if she goes on a date with him; or a supervisor telling an employee she will fire him if he does not have sex with her.
      • A faculty member promises to give a student a good grade if she goes on a date with him; a faculty member threatens to give a student a bad grade if he does not have sex with her.

    - Hostile work or learning environment, where harassment creates an offensive and unpleasant

Anti-Bullying

Bullying is similar to harassment in that both types of conduct involve using cruel, offensive, and insulting behaviors to physical, mentally, and/or emotionally harm another person. Harassment specifically relates to conduct that is directed at another person because of the other person’s Protected Status; bullying as defined in this Policy, relates to all harassing conduct, regardless of the animus of the person engaging in the harassment. The following types of behavior are examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person’s work, study and living area or property.

- Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.

- Exclusion: Socially or physically excluding or disregarding a person in work-related activities for inappropriate reasons.

Complaints and Anti-Retaliation

It is a violation of University policy to retaliate against a person who submits or participates in the investigation of a complaint of conduct that violates this Policy.

Any person who has a good faith belief that they have experienced or witnessed a violation of this Policy must report the incident to the Behavioral Assessment Team at bat@roosevelt.edu. The complaint will be received by the Assistant Dean of Students and the Director of Campus Safety, who will intake the complaint and send it to the appropriate party for investigation and response. If you have experienced or witnessed a violation of this Policy that involves either the Assistant Dean of Students and/or the Director of Campus Safety, please report the incident directly to the Vice President of Human Resources/Chief Human Resources Officer.

Entities Affected by this Policy

All Divisions of the University.
Related Documents
See RU Policy No. 2.5 (Policy on Consensual Romantic or Physical Relationships); RU Policy No. 2.7 (Abused and Neglected Child Policy); RU Policy No. 2.8 (Equal Employment Opportunity Policy); RU Policy No. 3.11 (Sexual Misconduct Policy). Please also reference any complaint resolution or other procedures implemented pursuant to this Policy.

Revision and Implementation
The Vice President of Human Resources shall have the authority to revise this Policy, subject to the approval of the President’s Executive Council. The following shall have the authority to establish any procedures necessary to implement this Policy:
- The Vice President of Human Resources; and
- The Vice President of Enrollment Management and Student Affairs (and/or, as authorized by the VP, the Associate Vice President of Student Affairs and Dean of Students).

Abused and Neglected Child Policy
Policy Statement
As an educational institution, the University is committed to protecting the health, safety, and best interests of all members of its community. Children under age 18 are particularly vulnerable to abuse and neglect, and the University is therefore committed to ensuring that all instances of suspected abuse and neglect are promptly reported as required under the Illinois Abused and Neglected Child Act (“ANCRA” or the “Act”).

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the following definitions apply to this Policy:

“Employee” as used in this Policy shall refer to all personnel who are currently or formerly, directly or indirectly, affiliated with the University, including but not limited to employees, students, alumni, volunteers, vendors, independent contractors, and visitors.

“Child” means any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the U.S. armed services.

“Mandated Reporters” are all Employees, as well as all Students enrolled in an academic programs leading to a position as a child care worker, school service personnel and/or education degree.

Policy
It is a violation of University policy for a Mandated Reporter to fail to report the abuse or neglect of a Child that they have observed or have reasonable cause to suspect has occurred, whether such abuse and/or neglect occurs on or off of University premises, in its programs, or within its student body. An Employee who violates this Policy will be subject to disciplinary action, up to and including termination. A Student who violates this Policy will also be deemed to have violated the Student Code of Conduct and will be subject to disciplinary action, up to and including expulsion.

The following additional definitions apply to this Policy:

A person who is “responsible for the Child’s welfare” means the Child’s parent, guardian, foster parent, or any other person responsible for the child’s welfare at the time of the alleged abuse or neglect, or any person who came to know the Child through an official capacity or position of trust, including educational personnel, recreational supervisors, and volunteers, or support personnel in any setting where children may be subject to abuse or neglect.
A Child is “abused” when their parent, immediate family member, any person responsible for the Child’s welfare, any individual residing in the same house as the Child, or a paramour of the Child’s parent engage in any of the following:

- Inflicts, causes to be inflicted, or allows to be inflicted on the Child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- Creates a substantial risk of physical injury to the Child by other than accidental means, which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- Commits or allows to be committed any sex offense against the Child, as such offenses are defined in the Criminal Code of 1961, as amended (e.g., criminal sexual assault, sexual abuse, indecent solicitation of a minor and child pornography) and extending those definitions of sex offenses to include a Child; Commits or allows to be committed an act or acts of torture upon the Child; Inflicts excessive corporal punishment upon the Child; Commits or allows to be permitted against the Child the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 1961; or
- Causes to be sold, transferred, distributed or given to the Child a controlled substance, except for controlled substances prescribed in accordance with state law that are dispensed to the Child in a manner that substantially complies with the prescription.

A Child is “neglected” when their parent or other person responsible for the Child’s welfare deprives or fails to provide the Child with adequate food, clothing, shelter, or needed medical treatment. Neglect may also be alleged when a responsible adult provides inadequate supervision of the Child, as when children are left either unsupervised or in the case of someone unable to supervise due to their condition.

A Mandated Report has “reasonable cause” to believe abuse or neglect has occurred where there is some actual or circumstantial evidence that the Child has been abused or neglected. Actual evidence may consist of obvious pain, or signs of physical injury such as cuts, burns or bruises. Circumstantial evidence may include a Child’s change of behavior, or implausible stories about injuries or activities.

Mandated Reporters are required to immediately report to the Illinois Department of Children and Family Services (“DCFS”) whenever they have observed a Child being abused or neglected or have reasonable cause to suspect that a Child has been abused or neglected by calling the DCFS Child Abuse Hotlines (at (800) 25-ABUSE or (217) 524-2606). In an emergency, the Mandated Reporter is also required to call the police. Mandated Reporters should also notified Campus Safety in instances in which the reported incident occurred on University premises.

Entities Affected by this Policy
All Divisions of the University.

Roosevelt 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, Roosevelt 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, Roosevelt University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) 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 Roosevelt University’s policy governing sexual misconduct, visit: http://www.roosevelt.edu/~media Files/pdfs/Policies/TitleIX/SexualMisconductPolicy.ashx?la=en

A. **Definitions**

There are two sets of definitions for the offenses of sexual assault, domestic violence, dating violence and stalking provided in this section. Terms are defined using the definitions from the U.S Department of Education as well as from the criminal statutes for the State of Illinois. Both sets of definitions are being provided to assist complainants/survivors of violence navigate civil and criminal processes.

For myths and facts about sexual assault on campus, click here: http://www.peaceoverviolence.org/emergency/sexual-assault-rape/myths-realities/

**Department of Education definitions:**

**Sexual Assault:** “Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence:** The term “domestic violence” means

1) Felony or misdemeanor crimes of violence committed—
   (i) By a current or former spouse or intimate partner of the victim;
   (ii) By a person with whom the victim shares a child in common;
   (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
(iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
(v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence:** The term “dating violence” means violence committed by a person:
1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:
(i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
(ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking:** The term “stalking” means:
1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
   (i) Fear for the person’s safety or the safety of others; or
   (ii) Suffer substantial emotional distress.
2) For the purposes of this definition—
   (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
   (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   (iii) Reasonable persons mean a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**State of Illinois 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.** (b) 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.

**Institutional Definition of Consent:**

Roosevelt upholds the standard of **affirmative consent.** Affirmative consent means freely, willingly, and explicitly agreeing to engage in sexual activity.

**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) 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.

(b) 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.

(c) 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:

A. is armed with a firearm;
B. personally discharges a firearm during the commission of the offense;
C. causes great bodily harm to the victim that (i) results in permanent disability; or (ii) is life threatening; or
D. 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) 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.

(b) 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.

(c) 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; (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.

(d) 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 5 years older than the victim.

(e) 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.

(f) 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) 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 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.

**Domestic Battery** (720 ILCS 5/12-3.2) (formerly 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-5) 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: (1) 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 whose physical or mental disability impairs his or her ability to seek or obtain protection from abuse, neglect, or exploitation.


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.

**Dating Violence:** The state of Illinois does not have a separate definition for “dating violence,” but refers to it in the domestic violence definition.

**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 2 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 2 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, surveils, 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 6 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:
   (a) 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
   (b) 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) (formerly 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 2 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 2 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, surveils, 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.

B. Education and 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 that:

- 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. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
b. Defines 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. Defines what behavior and actions constitute consent to sexual activity in the State of Illinois and/or using the definition of consent found in Roosevelt’s Sexual Misconduct policy: Roosevelt upholds the standard of affirmative consent. Affirmative consent means freely, willingly and explicitly agreeing to engage in sexual activity.
d. Provides 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. 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. Information regarding:
   i. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
   ii. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
   iii. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
   iv. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
   v. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

Primary Prevention and Awareness Programs
The University’s educational program for students is called “Title IX RISE Above” (Respect, Intervene, Support, Empower) consisting of presentations, discussions and distribution of educational materials to new and transfer students; and the distribution of information and the offering of programming on an on-going basis to students.

The University offered the following primary prevention and awareness programs for incoming students in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX RISE Above – New International Student Orientation</td>
<td>Jan. 8, 2018</td>
<td>Wabash Building</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX RISE Above – New International Student Orientation</td>
<td>Aug. 20, 2018</td>
<td>Wabash Building</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX RISE Above – New Freshman Student Orientation (7 sessions)</td>
<td>Sept. 4-7 &amp; 12, 2018</td>
<td>Wabash Building</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University’s educational program for faculty/staff is called “RISE ABOVE - We Are All Responsible: Title IX, RU Employees, and Our Sexual Respect Policy”; consisting of presenting information and materials during new employee orientation. The University offered the following primary prevention and awareness programs for new employees in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Educators Workplace Harassment Prevention – Version 113</td>
<td>Various - Online</td>
<td>Online through Human Resources</td>
<td>SA &amp; Sexual Harassment</td>
</tr>
<tr>
<td>United Educators Sexual Misconduct: How Teachers/Educators Can Protect Our Children – Higher Ed Version</td>
<td>Various - Online</td>
<td>Online through Human Resources</td>
<td>SA</td>
</tr>
<tr>
<td>Title IX Responsible Employee for New Employee Orientation</td>
<td>Various</td>
<td>Human Resources</td>
<td>SA, DoV, DaV, and S</td>
</tr>
</tbody>
</table>

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Ongoing Prevention and Awareness Campaigns
The University has developed an annual educational campaign consisting of:
(DESCRIBE YOUR PROGRAMS, INITIATIVES, AND STRATEGIES TO DEMONSTRATE HOW YOU ARE PROVIDING ONGOING PREVENTION AND AWARENESS PROGRAMS TO ALL STUDENTS AND EMPLOYEES. BE SURE TO INDICATE HOW THESE PROGRAMS, INITIATIVES AND STRATEGIES ARE SUSTAINED OVER TIME AND SHOWCASE THE RANGE OF STRATEGIES EMPLOYED AS PART OF THE CAMPAIGN – SUCH AS FACE-TO-FACE PRESENTATIONS, ONLINE TRAININGS/PROGRAMS, PRINTED MATERIALS, ETC.).
The University offered the following ongoing awareness and prevention programs for students in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Rise Above – University Center, RA Training</td>
<td>Jan. 8, 2018</td>
<td>University Center</td>
<td>DoV, DaV, SA, S Alcohol, Culture, Consent</td>
</tr>
<tr>
<td>Title IX Rise Above – Know the Code (Sorority/ Fraternity student groups)</td>
<td>Feb. 21, 2018</td>
<td>Wabash Building</td>
<td>DoV, DaV, SA, S Alcohol, Culture, Consent</td>
</tr>
<tr>
<td>Title IX Rise Above – Know the Code (Sorority/ Fraternity student groups)</td>
<td>Mar. 1, 2018</td>
<td>Wabash Building</td>
<td>DoV, DaV, SA, S Alcohol, Culture, Consent</td>
</tr>
</tbody>
</table>
DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following ongoing awareness and prevention programs for employees in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Responsible Employee – Faculty as Responsible Employee</td>
<td>Feb. 26, 2018</td>
<td>AUD 362</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX Responsible Employee for Student Employees</td>
<td>Mar. 16, 2018</td>
<td>AUD 644</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX Responsible Employee</td>
<td>May 21, 2018</td>
<td>WB 429</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX Responsible Employee for Student Employees</td>
<td>Aug. 14, 2018</td>
<td>WB 429</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX Responsible Employee for Student Employees</td>
<td>Aug. 15, 2018</td>
<td>WB 429</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX Responsible Employee</td>
<td>Aug. 23, 2018</td>
<td>WB 429</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Title IX Responsible Employee (Faculty and Student employees)</td>
<td>Sept. 20, 2018</td>
<td>WB 429</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>

On & Off Campus Services/Resources for Complainants of Domestic Violence, Dating Violence, Sexual Assault & Stalking

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Roosevelt University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. These services/resources are listed below.

<table>
<thead>
<tr>
<th>ON CAMPUS</th>
<th>Types of Services Available</th>
<th>Service Provider</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>Licensed Clinical Psychologists- Individual &amp; Group Counseling, Crisis Intervention, Educational Programming, Referrals as Needed</td>
<td>Counseling Center (for students)</td>
<td>430 S Michigan Ave. Room 470, Chicago, IL 60605 (312) 341-3548</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1400 N Roosevelt Blvd. Room 114, Schaumburg, IL 60173 (312) 341-3548</td>
</tr>
<tr>
<td>Health</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Licensed Clinical Psychologists- Individual &amp; Group Counseling, Crisis Intervention, Educational Programming, Referrals as Needed</td>
<td>Counseling Center</td>
<td>430 S Michigan Ave. Room 470, Chicago, IL 60605 (312) 341-3548</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1400 N Roosevelt Blvd. Room 114, Schaumburg, IL 60173 (312) 341-3548</td>
</tr>
<tr>
<td>Victim Advocacy</td>
<td>Confidential Advisors that provide emergency and ongoing support to Roosevelt University students, staff and faculty who are survivors of sexual violence</td>
<td>Confidential Advisors LaDonna Long Audrey Guy</td>
<td>(312) 244-0577 (312) 244-0426</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Visa and Immigration</td>
<td>Letters for Exceptions, Contact US</td>
<td>Director/Assistant</td>
<td>425 S Wabash, Room 116, Chicago, IL 60605</td>
</tr>
<tr>
<td>Assistance</td>
<td>Consulate, Assist with Leave of Absence, Provide Copy of Documents, Direct to Country’s Consulate</td>
<td>Director of International Programs</td>
<td>(312) 341-3531</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Appeal through Tuition Adjustment Committee</td>
<td>Registrar’s Office</td>
<td>425 S Wabash Ave. Room 1M16, Chicago, IL 60605 (866) 421-0935 <a href="http://www.roosevelt.edu/Registrar/Forms/aspx">http://www.roosevelt.edu/Registrar/Forms/aspx</a></td>
</tr>
<tr>
<td>Campus Safety – Chicago Campus</td>
<td>For emergency assistance; to file a campus safety report, assistance with filing a police report</td>
<td>Campus Safety Staff</td>
<td>430 S. Michigan Ave. Room 113, Chicago, IL 60605 312-341-2020</td>
</tr>
<tr>
<td>Campus Safety – Schaumburg Campus</td>
<td>For emergency assistance; to file a campus safety report, assistance with filing a police report</td>
<td>Campus Safety Staff</td>
<td>1400 N. Roosevelt Blvd. Room 102, Schaumburg, IL 60173 847-619-8989</td>
</tr>
<tr>
<td>Office of the Title IX Coordinator</td>
<td>Supervises investigations to insure that policy is followed, oversees all cases to be certain that all resources requested are provided in a timely way</td>
<td>Title IX Coordinator &amp; Deputy Coordinators</td>
<td>430 S. Michigan Ave. Room 204, Chicago, IL 60605 312-341-2045</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>Assistance with drug &amp; alcohol concerns, anti-harassment &amp; discrimination complaints</td>
<td>SR Associate VP of Human Resources</td>
<td>430 S. Michigan Ave. Room 734, Chicago, IL 60605 312-341-4331</td>
</tr>
</tbody>
</table>

### OFF CAMPUS Types of Services Available

<table>
<thead>
<tr>
<th>Counseling</th>
<th>Provides counseling, advocacy, and other services to college sexual assault survivors</th>
<th>Porchlight Counseling</th>
<th>1740 Ridge Ave. Suite L14, Evanston, IL 60201 (847) 328-6531 (Office) <a href="http://www.porchlightcounseling.org">www.porchlightcounseling.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Free &amp; confidential counseling by professional counselors to survivors – individual, couple/family and group</td>
<td>Rape Victim Advocates</td>
<td>180 S Michigan Ave. #600, Chicago, IL 60601 (312) 443-9603 <a href="http://www.rapevictimadvocates.org">www.rapevictimadvocates.org</a></td>
</tr>
<tr>
<td>Behavioral Health</td>
<td>Center on Halsted (LGBTQ)</td>
<td>3656 N Halsted St. Chicago, IL 60613 (773) 472-6469 <a href="http://www.centeronhalsted.org">www.centeronhalsted.org</a></td>
<td></td>
</tr>
<tr>
<td>Employee Assistance Program (EAP) for staff</td>
<td>Cigna Assistance Program</td>
<td>1825 E 28th St. Chicago, IL 60611 (312) 926-2000 <a href="http://www.cignabehavioral.com">www.cignabehavioral.com</a></td>
<td></td>
</tr>
</tbody>
</table>

### Health

<table>
<thead>
<tr>
<th>Forensic Exams (Rape Kit), Medical Treatment, STI Testing &amp; Treatment, Emergency Contraception</th>
<th>Northwestern Memorial Hospital (for Chicago Campus)</th>
<th>251 E Huron Chicago, IL 60611 (312) 926-2000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alexian Brothers Medical Center (for Schaumburg Campus)</td>
<td>800 Biesterfield Rd. Elk Grove Village, IL 60007 (847) 437-5500</td>
</tr>
<tr>
<td>Annual Exams, Birth Control Supplies &amp; Emergency Contraception, STI Testing &amp; Treatment, Abortion Services</td>
<td>Planned Parenthood</td>
<td>18 S Michigan Ave. 6th Floor Chicago, IL 60603 (312) 592-6700 or (800) 238-PLAN <a href="http://www.plannedparenthood.org">www.plannedparenthood.org</a></td>
</tr>
</tbody>
</table>
## HIV/STI Testing

**Center on Halsted (LGBTQ)**  
3656 N Halsted St.  
Chicago, IL 60613  
(773) 472-6469  
www.centeronhalsted.org

## Mental Health

See Counseling above

## Victim Advocacy

**Rape Victim Advocates**  
180 S Michigan Ave. #600  
Chicago, IL 60601  
(312) 443-9603  
www.rapevictimadvocates.org

Advocate provides emotional support, medical and legal information, referrals and initial follow-up services to assist survivor while at the Emergency Room of an RVA-contracted hospital.

## Legal Assistance

**Rape Victim Advocates**  
180 S Michigan Ave. #600  
Chicago, IL 60601  
(312) 443-9603  
www.rapevictimadvocates.org

Provide accompaniment for survivors to police stations, throughout the court process to obtain an Order of Protection, Civil No Contact Order, or Stalking No Contact Order; assistance with filing for crime victims’ compensation.

### OFF CAMPUS

<table>
<thead>
<tr>
<th>Types of Services Available</th>
<th>Service Provider</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Assistance</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Legal Clinic and referrals, incident reporting and assistance | Center on Halsted (LGBTQ) | 3656 N Halsted St.  
Chicago, IL 60613  
(773) 472-6469  
www.centeronhalsted.org |
| Domestic Violence | Cook County Domestic Violence Legal Clinic | 555 W Harrison, Room 1900  
Chicago, IL 60607  
(312) 325-9155 |
| Orders of Protection | Cook County Circuit Court | 555 W Harrison  
Chicago, IL 60607  
(312) 325-9468 |
| | National Immigrant Justice Center | (312) 660-1370  
www.immigrantjustice.org |
| **Student Financial Aid** | N/A | N/A |
| **Police/Local Law Enforcement** | Chicago Police 1st District - Central | 1718 S. State St.,  
Chicago, IL 60616  
312-745-4290  
911 for emergencies |
| | Schaumburg | 101 Schaumburg Ct.,  
Schaumburg, IL 60194  
847-882-3586  
911 for emergencies |

### HOTLINES

<table>
<thead>
<tr>
<th>Hotline</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago Rape Crisis Hotline</td>
<td>(888) 293-2080</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>(800) 799-7233</td>
</tr>
<tr>
<td>Rape, Abuse and Incest National Network</td>
<td>(800) 656-4673</td>
</tr>
<tr>
<td>National Suicide Prevention Lifeline</td>
<td>(800) 273-8255</td>
</tr>
</tbody>
</table>
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- www.rainn.org – Rape, Abuse and Incest National Network
- www.ovw.usdoj.gov/sexassault.htm - Department of Justice
- www2.ed.gov/about/offices/list/ocr/index.html - Department of Education, Office of Civil Rights

### Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault & Stalking Occurs

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at:

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwestern Memorial Hospital (Sexual Assault Nurse Examiner)</td>
<td>251 E. Huron, Chicago, IL 60611</td>
<td>(312) 926-2000</td>
</tr>
<tr>
<td>Alexian Brothers Medical Center</td>
<td>800 Biesterfield Rd., Elk Grove Village, IL 60007</td>
<td>(847) 437-5500</td>
</tr>
</tbody>
</table>

In Illinois, evidence may be collected even if you choose not to make a report to law enforcement.¹ A victim of sexual violence must consent to having the evidence collected by the hospital and must provide their name to the hospital in order for evidence to be collected. It is important that a victim 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 protective 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 infections.

In Illinois, in order for the police to receive and accept the evidence, the victim must file a police report. The police will only accept a sexual assault forensic exam kit, commonly referred to as a rape kit, if they have the police report number to attach it to the evidence.

If the evidence is not turned over to police, the state of Illinois requires the hospital keep the sexual assault forensic exam kit for two weeks (in case the victim decides to file a police report and authorize the release of evidence to police.) After two weeks, the hospital disposes of the evidence.

As time passes, evidence may dissipate or become lost and unavailable thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders relating to the incident more difficult. If a victim of domestic violence, dating violence, sexual assault or stalking chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus safety or law enforcement to preserve evidence in the event that the complainant decides to report the incident to law enforcement or the university at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents if they have any, that would be useful to investigators or police.

Although the university strongly encourages all members of its community to report violations of this policy to local law enforcement and/or to Roosevelt University’s Department of Campus Safety by calling 312-341-2020, it is the complainant’s choice whether or not to make such a report and complainant has the right to decline involvement with the

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¹ Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”
police. The University (Department of Campus Safety, Title IX/Deputy Title IX Coordinators) will assist any complainant with notifying local police if they so desire. Contact information for local police is located below:

<table>
<thead>
<tr>
<th>Police Department</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago Police Department</td>
<td>1718 South State Street, Chicago, IL 60616</td>
<td>312-745-4290 (911 for emergencies)</td>
</tr>
<tr>
<td>1st District - Central</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schaumburg Police Department</td>
<td>101 Schaumburg Court, Schaumburg, IL 60194</td>
<td>847-882-3586 (911 for emergencies)</td>
</tr>
</tbody>
</table>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Interim Title IX Coordinator, Charity Seaborn, 430 S. Michigan Ave. Room 204, Chicago, IL, 60605, 312-341-2026 by calling, writing or coming into the office to report in person and to Campus Safety (if the complainant so desires.) Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

**Confidential Reporting**

Should a student wish to report an incident in confidence, they may contact the Roosevelt University Counseling Center. Faculty and staff may contact Roosevelt University’s Employee Assistance Program (EAP).

Professional Counselors and professional, licensed counselors who provide mental-health counseling to members of the school community—including those who act in that role under the supervision of a licensed counselor—are not required to report any information about an incident to the Title IX coordinator without a complainant’s permission.

Roosevelt University Confidential Advisors: Confidential advisors provide confidential services to, and have privileged, confidential communications with survivors. They are not obligated to report to the University.

Following is the contact information for these individuals:

**Roosevelt University Counseling Center (for students)**

**Website:** [http://www.roosevelt.edu/Counseling](http://www.roosevelt.edu/Counseling)

**Phone (both campuses):** 312-341-3548

**Locations:**
- Chicago Campus: 430 South Michigan Ave, Room 470 (4th Floor), Chicago, IL 60605
- Schaumburg Campus: 1400 N. Roosevelt Boulevard, Room 114, Schaumburg, IL, 60173

**Employee Assistance Program (EAP) for Faculty and Staff**

**Website:** [www.cignabehavioral.com](http://www.cignabehavioral.com)

**Phone:** 877-622-4327

**Roosevelt University Confidential Advisors**
- LaDonna Long Phone :(312) 244-0577
- Audrey Guy Phone: 312) 244-0426

An individual who speaks to any members of the Counseling Center staff must understand that, if he or she wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.
Even so, any member of the Counseling Center staff will still assist the individual in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

An individual who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. Any member of the Counseling Center staff will provide the individual with assistance if the individual wishes to do so.

The Counseling Center fully adheres to all professional, legal and ethical standards for all of its services. The information shared within a confidential setting with any staff of the Counseling Center is confidential. That is, counselors will not discuss information gained in a confidential setting with family members, friends, doctors, or Roosevelt personnel unless written permission is given beforehand. However, the following are a few situations in which a counselor may disclose information to necessary agencies to ensure safety and/or as mandated by law:

- If the counselor believes that the person may seriously injure self or another person,
- If the counselor is court-ordered to provide information about person’s disclosure, assessment, or evaluation,
- In the event a person indicates abuse, neglect, or exploitation of a child under 18 years of age or an individual age 60 or older who is unable to adequately care for him/herself.

**Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported**

<table>
<thead>
<tr>
<th>Incident Being Reported:</th>
<th>Procedure Roosevelt University Will Follow:</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault, Domestic Violence, Dating Violence or Stalking</td>
<td>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care</td>
<td>Preponderance of the Evidence</td>
</tr>
<tr>
<td></td>
<td>2. Institution will assess immediate safety needs of complainant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Institution will provide complainant with referrals to on and off campus counseling/mental health providers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Institution will provide a “No trespass” directive to accused party if deemed appropriate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Institution will provide written instructions on how to apply for Protective Order</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Institution will inform the complainant of the outcome of the investigation and any sanctions issued</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the</td>
<td></td>
</tr>
</tbody>
</table>
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.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Roosevelt University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodation).

At the victim’s request, and to the extent of the victim’s cooperation and consent, University offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures, or transportation situations regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different floor or residence facility. Possible changes to work situations may include changing work hours or locations. To request available accommodations, students and employees should contact Roosevelt’s Interim Title IX Coordinator, Charity Seaborn, 430 S. Michigan Ave., Chicago, IL, 60605, 312-341-2026.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the 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. The procedures set forth on the next page are intended to afford a prompt response to accusations 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:

**Assistance for Victims: Rights & 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 their rights and options – Notice of Complainants Rights. Such written information includes:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties
- A statement that the institution will provide written notification to students and employees about victims services within the institution and in the community
- A statement regarding the institutions provisions and options for available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action
The University complies with Illinois State law in recognizing orders of protection and advises any person who obtains an order of protection from Illinois or any other U.S. State to provide a copy to Campus Safety and the Office of the Title IX Coordinator. A complainant may then meet with the Title IX Coordinator and Campus Safety to develop a Safety Action Plan, which is a plan for the campus and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but in not limited to: changing student residence location, changing classroom location or allowing a student to complete assignments from home, or an employee to temporarily change work locations or supervisors, if possible. The University reserves the right to assess each case individually to determine what measures would be most appropriate to protect the safety of the complainant and the broader campus community. The University cannot file a police report or apply for a legal order of protection for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. An order of protection for domestic violence is a court order which restricts an abuser and only is available to family or household members.

An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, interference with personal liberty, or willful deprivation)
- bar abuser from shared residence or bar abuser while using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and/or bar abuser from your work, school, or other specific locations;
- require abuser to attend counseling;
- prohibit abuser from hiding a child from you or taking a child out of state;
- require abuser to appear in court or bring a child to court;
- give you temporary physical possession of children or give you temporary legal custody;
- specify visitation rights (if and when visitation is awarded);
- bar abuser from accessing child's records;
- give you certain personal property and require abuser to turn it over, or bar abuser from damaging, destroying or selling certain personal property;
- require abuser to pay you support for minor children living with you, require abuser to pay you for losses suffered from the abuse, require abuser to pay for your or your children's shelter or counseling services;
- require abuser to turn weapons over to local law enforcement, if there is danger of illegal use against you;
- prohibit abuser from other actions; or
- to protect you, require abuser to take other actions.

Criminal Prosecutions
If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number, to your local state's attorney. It may be helpful to contact a local domestic violence program so they can help you through the system.

To obtain an Order of Protection, you can:
- Ask your attorney to file in civil court.
- Request an order with your divorce.
- Request an order during a criminal trial for abuse.
- Go to your local circuit court clerk's office and get papers to seek an order of protection for yourself.
- Contact a local domestic violence program to ask for assistance in completing the forms.

Law Enforcement Response
Law enforcement officers should try to prevent further abuse by:
- arresting the abuser when appropriate and completing a police report;
- driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- taking you back home to get belongings;
• if there is probable cause to believe that weapons were used, taking those weapons;
• telling you about your right to an order of protection; and
• telling you about the importance of saving evidence, such as damaged clothing or property and taking photographs of injuries or damage.

Also, law enforcement should know that the Illinois Domestic Violence Act assumes it is in the best interest of the child to remain with you or someone you choose.

If Abuser Contacts You After An Arrest
When anyone is charged with a crime and the victim is a family or household member, that abuser is most likely prohibited from contacting the victim and from entering or remaining at the victim's residence for a minimum of 72 hours. So, if the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional offense, violation of bail bond, which is a Class A misdemeanor.

Violation of an Order Of Protection
Violating an order of protection is a Class A misdemeanor and the abuser could go to jail for up to 364 days and pay a $25 fine. A second violation of an order of protection (or a violation after conviction of a serious crime against a family or household member) can be a felony. If an abuser commits a second violation of order of protection, courts must sentence the abuser to 24 hours jail time and order abuser to pay $100 domestic violence fine, unless the increased fine will impose an undue harm on you, the victim of the domestic violence.

Where you can get help and advice:
National Domestic Violence Hotline 1-800-799-SAFE
Here is a helpful video that explains how to get an order of protection if you are the victim of domestic violence in Illinois http://www.illinoislegalaid.org/index.cfm?fuseaction=home.dsp_content&contentID=5897 (from Illinois Legal Aid.)
Orders of protection are also available for victims of stalking. Civil “No Contact” orders are available for victims of sexual violence and are obtained during criminal prosecution. Go to your local circuit court clerk's office and request the necessary paperwork to seek an order of protection (and see other resources in “Off Campus Resources” section of this document.) The Illinois Office of the Attorney General has helpful information on their website to help explain crime victims’ rights in the State of Illinois and information on how to apply for crime victim’s compensation to help with medical costs associated with crimes of violence. Access the website here: http://illinoisattorneygeneral.gov/victims/index.html

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused.
Additionally, personal identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant, including accommodations and protective measures.

Further, by only sharing personally identifiable information with individuals on a need-to-know basis, 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. Complainants may request that directory information on file be removed from public sources by request contacting Human Resources, your Dean or the Title IX Coordinator.

The University does not publish the name of crime victims nor house identifiable information regarding complainants in the Campus Safety department’s Daily Crime Log, in Timely Warning Notices (Community Alerts) or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
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.”\(^2\) 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\(^3\) of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. 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, hit on, and try to make out 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 victim blame and with full acknowledgement that the only person responsible for rape is the rapist, the following are nonetheless 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 don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t 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 cab money.
7. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t 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. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. Don’t accept drinks from people you don’t 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, don’t drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, 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 others).
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


\(^3\) Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
who is making you uncomfortable that is to blame.

b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't 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 don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. **Lie.** If you don’t 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? 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.

C. **Adjudication of Violations**

Whether or not criminal charges are filed, the university or a person may file a complaint with the Title IX Coordinator alleging that a student or employee violated the University’s policy on sexual misconduct; to include sexual assault, dating violence, domestic violence and stalking. This may be done through an online form available at: http://www.roosevelt.edu/About/Compliance/ComplaintForm.aspx

Once the University receives notice, it will investigate or otherwise determine what occurred. The following are the major timeframes, who and how an investigation will commence, a description of the resolution process, and the discipline that could attach upon a finding of responsibility.

**Investigation**

The Title IX Coordinator shall appoint a trained investigator or other qualified person to conduct the investigation. The Title IX Coordinator/Deputy Coordinators/Investigators may refer to the Counseling Center or other administrator or may also involve the assistance of the University's attorneys in the investigation.

**Decision-Making Process**

Title IX Coordinator will consider a range of factors, including the increased risk that the alleged perpetrator(s) will commit additional acts of sexual misconduct, such as:

- Whether there have been other sexual misconduct complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
- Whether the sexual misconduct was committed by multiple perpetrators;
- Whether the sexual misconduct was perpetrated with a weapon;
- Whether the individual who experienced sexual misconduct is a minor;
- Whether the University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence); and
- Whether the reporting party’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If the University determines that it cannot maintain a reporting party’s confidentiality, the University will inform the reporting party prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University’s response.
Steps in the Disciplinary Process

An Employee who violates this Policy will be subject to disciplinary action, up to and including termination. A Student who violates this Policy will be deemed to have violated the Student Code of Conduct and will be subject to disciplinary action, up to and including expulsion.

The University’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

The Sexual Misconduct Policy provides that:

1. The accuser and the accused each have the opportunity to attend an administrative hearing before a trained investigator (who receives annual training on issues related to dating violence, domestic violence, sexual assault and stalking) 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 and equal access to the accuser, the accused and appropriate officials to any information that will be used during the 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 a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However the role of the advisor is limited. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing.
6. A decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “Is it more likely than not that the accused violated the sexual misconduct policy?”
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 result 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 by following the procedures previously defined and will be notified simultaneously in writing, of the institution’s procedures for the accused and the victim to appeal the result, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.
9. Retaliation is strictly prohibited.

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.

Confidentiality

The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions could include: written warning; disciplinary probation; suspension from the University; expulsion from the University, a program or activity on a permanent basis; denial of readmission to the University or to a University program or activity; removal from a residence facility or cancellation of residence contract; ban from entering University property; suspension or
termination from one’s job; educational sanctioning; restitution; completion of community service. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code.

**Range of Protective Measures Available to a Victim Alleging Misconduct**

Confidential Advisors can assist victims by providing reporting options and possible outcomes, sharing resources and services, informing survivors of their rights as well as the University’s responsibilities regarding orders of protection and no contact orders, and helping the survivor understand the sexual misconduct investigatory process. Campus Safety is readily available to provide victims with escorts at any given time.

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 their designee will determine whether interim interventions and protective measures 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 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 or their designee’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 Roosevelt University.

In accordance with law, the University will, upon written request, disclose the results of any disciplinary proceeding to the alleged victim of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. Written requests shall be submitted to the Title IX Coordinator.

**Sex Offender Registration**

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. In Illinois, information on registered sex offenders may be accessed here: [http://www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)
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.

The Illinois State police compile sex offender information. 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 Campuses) is in Cook County.

The University is in zip codes: 60605 (Chicago – Auditorium, Wabash Bldgs., and Goodman Center); 60603 (Chicago - Gage Bldg.); 60604 (Chicago – 218 S. Wabash); and 60173 (Schaumburg Campus).

You can also check the Chicago Police Department’s Registered Sex Offender database at:

http://sexoffender.chicagopolice.org/ The Chicago Campus (the Auditorium, Wabash Bldgs., Goodman Center, 218 S. Wabash 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 **Assistant Director of Campus Safety** at: Auditorium Building, Room 113, 430 S. Michigan Ave Chicago, IL 60605 Phone: (312) 341-4167 or 4173 or 3606
Missing Student Notification Policy

In accordance with the Higher Education Opportunity Act, Roosevelt University must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours.

Suspected missing students should be reported immediately to the Roosevelt Campus Safety. If a member of the Roosevelt University community at large has reason to believe that a student who attends Roosevelt University has been missing for 24 hours, he or she should immediately notify the Roosevelt University Campus Safety Department at (312) 341-2020. Roosevelt Campus Safety will immediately notify the Director of Campus Safety and the Dean of Students or their designee. A student is determined to be missing when the Roosevelt Campus Safety have verified that reported information is credible and circumstances warrant declaring the person missing. Should the Roosevelt Campus Safety investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the Roosevelt Campus Safety. If the student is under the age of 18 and is not an emancipated individual, Roosevelt Campus Safety will notify the student’s parent of guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Roosevelt University will inform the Local Police Department (or the local law enforcement with jurisdiction) that the student is missing within 24 hours. Roosevelt Campus Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students have the option to identify an individual to be contacted by Roosevelt University, in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Roosevelt University will notify that individual no later than 24 hours after the student is determined to be missing. Roosevelt will notify any missing student’s contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student is under 18 years of age and not emancipated, Roosevelt must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, Roosevelt will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Students who reside on campus will be informed annually that each student has the option to identify a person designated as a confidential missing person contact, each year through the StarRez housing portal online Missing Person – Emergency Contact form which must be completed each year before housing check in, to be notified by Roosevelt University no later than 24 hours after the time the student is determined to be missing by the designated University officials authorized to make that determination (specifically, the Roosevelt Campus Safety or the local law enforcement agency in which the student went missing). If a student resident wishes to change their missing person emergency contact during the year, he/she/they may do so in person at the Residence Life Office, Wabash Building, Room 1413. A student’s missing person emergency contact information will be registered confidentially, and that this information will be accessible only by authorized campus officials and law enforcement in the course of the investigation and it will not be disclosed outside of a missing person investigation or other emergent situation.

Note for students under age of 21: Suzanne’s Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national “Amber Alert” bill.
Security of & Access to Campus Facilities

University facilities are accessible during normal hours of operation for approved University and educational purposes. Each department establishes its office hours within the building hours. 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. Roosevelt University Campus Safety officers patrol the campus buildings on a regular basis to monitor security needs and report any potential safety concerns.

**Chicago Campus**

Access to the Auditorium and Wabash Buildings is electronic card access via security turnstiles at the main lobbies for Roosevelt University students, staff and faculty. Visitors and guests register with Campus Safety and receive a guest pass. Wabash Building floor 15 and floors 20 through 31 are student residence floors. Access above the 14th floor (which begins the residential portion of the building) is electronic card access controlled 24/7. Guests of residents must be signed in by the resident and receive a guest pass. Faculty and staff may access the Auditorium and Wabash Buildings after normal building hours with their electronic access photo ID card.

When the Auditorium Building is closed, student access is only allowed with prior written authorization.

The Goodman Center Fieldhouse is normally electronic card access controlled for student athletes and athletic staff.

The 218 S. Wabash 3rd floor Chicago College of Performing Arts (CCPA) studios is electronic card access controlled for designated CCPA students, staff and faculty.

The Gage Building is ID access for Roosevelt students and staff. Roosevelt floors are secured and electronic card access only for students and staff.

**Schaumburg Campus**

The Schaumburg Campus has open access via the main entrance only during normal operating hours. Electronic card access at specified doors is available to Schaumburg students and staff during normal operating hours. Outside of normal open building hours, faculty may access the Schaumburg Campus as early as 6:00 am when the Campus Safety officer is present in the building. Early 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. Roosevelt University Campus Safety officers patrol the campus on a regular basis to monitor security needs and report any potential safety concerns.

**Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Roosevelt University Campus Safety regularly patrol both campuses and report malfunctioning lights and other unsafe physical conditions to Physical Resources for correction. Other members of the University community are helpful when they report equipment problems to Roosevelt Physical Resources or to Campus Safety.
Annual Fire Safety Report

The Fire Safety Report provides information regarding fire safety in on campus student residential facilities at the Chicago Campus (there are no on-campus residential facilities in the Schaumburg campus). 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 medical facility, number of deaths related to a fire and value of property damage caused by a fire.

Procedures In Case of a Fire:

- If you discover or suspect a fire immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so. Sound the building fire alarm by activating the nearest pull station and or verbally sounding the alarm and knocking on doors as you evacuate the building by the nearest exit.
  - DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
  - When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
  - Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
  - When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
  - Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
  - Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.
- Notify emergency first responders by dialing 911 from any campus emergency phone or your cell phone. If possible, also contact Campus Safety at (312) 341-2020 (for University Center, Security at 312-924-8911) and inform authorities of your situation and exact location.
- DO NOT re-enter the building for any reason until given clearance by Campus Safety or other emergency responders on the scene.

Reporting a Fire for Inclusion in the Fire Statistics

Reporting Fires
Per federal law, Roosevelt University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then dial 911. Once the emergency has passed, you should notify Roosevelt Campus Safety at (312)-341-2020 to investigate and document the incident for disclosure in the University’s annual fire statistics.

Finding Evidence of a Fire
- If a member of the Roosevelt University community finds evidence of a fire that has been extinguished, and the person is not sure whether Roosevelt University Campus Safety Department has already responded, the
community member should immediately notify Roosevelt Campus Safety Department at (312) 341-2020 to investigate and document the incident.

**Fire Safety Education and Training Programs**

Resident Assistants review fire safety and evacuation procedures within the first two weeks where the protocol for fire evacuation is covered. All Residence Life Staff members receive fire safety training during fall staff training. Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University’s fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a “buddy” assigned to them. Fire safety education and training programs are taught by local fire authorities.

Policies related to use electrical appliances, open flames and smoking procedures:

- **Portable Electrical Appliances**: The following items are prohibited; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas.
- **Smoking**: Smoking is not permitted in or around any building on campus per state and campus regulations.
- **Open Flames**: Items which require an open flame to operate or which produce heat (e.g., Bunsen burners, lighted candles, alcohol burners) are not allowed in the facilities. Unlit candles may be used for decorative purposes only.

**Student Housing Evacuation 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.

**Call 911 immediately** to notify the fire department. If possible call:

- Wabash Building: Campus Safety at 312-341-2020 or ext. 2020 from an internal telephone.
- University Center: Security at 312-924-8911

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

- Wabash Bldg. – complete building evacuation to outside
- University Center – follow specific facility’s evacuation procedures.

**Plans for Future Improvements in Fire Safety**

Roosevelt University **does not** have any plans for future improvements to fire safety equipment.
Daily Fire Log Availability

The daily fire log is available for review 24 hours a day at the Wabash Bldg. 1st floor Campus Safety desk. The daily fire log is available for review Monday through Friday, holidays excluded, 9 am to 5 pm, the Schaumburg Campus Safety Office (Room 102).

Description of Fire Safety Systems

On-Campus Chicago Student Residential Facilities

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Sprinkler System</th>
<th>Smoke/ Heat Detection</th>
<th>Pull Stations</th>
<th>Fire Extinguishing Devices</th>
<th>Mounted Evacuation Maps</th>
<th># of Drills per calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wabash Building 425 S Wabash Ave Chicago, IL 60605</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>University Center 525 S State St Chicago, IL 60605</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
</tbody>
</table>

Statistics and Related Information Regarding Fires in Residential Facilities 1/2016 to 12/2016

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Each Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wabash Building 425 S Wabash Ave Chicago, IL 60605</td>
<td>1</td>
<td>1</td>
<td>Pizza left in oven caught fire when housekeeper placed oven on self-clean</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
<tr>
<td>University Center 525 S State St Chicago, IL 60605</td>
<td>1</td>
<td>1</td>
<td>Oven fire due to burnt food. Extinguished locally with fire extinguisher.</td>
<td>0</td>
<td>0</td>
<td>$100-$999</td>
</tr>
</tbody>
</table>

Statistics and Related Information Regarding Fires in Residential Facilities 1/2017 to 12/2017

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
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<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wabash Building 425 S Wabash Ave Chicago, IL 60605</td>
<td>0</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>$0</td>
</tr>
</tbody>
</table>
### Statistics and Related Information Regarding Fires in Residential Facilities 1/2018 to 12/2018

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Each Fire</th>
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<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wabash Building</td>
<td>0</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>$0</td>
</tr>
<tr>
<td>425 S Wabash Ave Chicago, IL 60605</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Center</td>
<td>0</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>$0</td>
</tr>
<tr>
<td>525 S State St Chicago, IL 60605</td>
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