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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 (2018, 2019, and 2020). 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

OFFENSE (Reported By Hierarchy)	YEAR	ON CAMPUS	NON- CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*
Murder/Non Negligent Manslaughter	2019	0	0	1	1	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	1	0	0	1	1
	2018	1	0	0	1	1
	2017	5	0	0	5	5
Fondling	2019	0	0	0	0	0
	2018	2	0	0	2	2
	2017	0	0	1	1	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	2	0	3	5	2
	2018	2	0	1	3	2
	2017	4	0	2	6	4
Aggravated Assault	2019	1	0	0	1	1
	2018	2	0	1	3	2
	2017	3	0	2	5	3
Burglary	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	2019	0	0	0	0	0
	2018	0	0	7	7	0
	2017	0	0	0	0	0
Liquor Law Arrests	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Drug Law Arrests	2019	1	0	0	1	1
	2018	0	0	0	0	0
	2017	2	0	0	2	2
Weapons Law Arrests	2019	0	0	0	0	0
	2018	1	0	1	2	1
	2017	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2019	108	0	0	108	108
	2018	44	0	7	51	44
	2017	81	7	0	88	81
Drug Law Violations Referred for Disciplinary Action	2019	126	0	0	126	126
	2018	38	0	0	38	38
	2017	94	0	0	94	94
Weapons Law Violations Referred for Disciplinary Action	2019	4	0	0	4	4
	2018	3	0	0	3	3
	2017	3	0	0	3	3

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 assess 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 assess 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 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

System to use	Primary Message Creator	Backup Message Creator	Authority for Approving & Sending Messages	Primary Message Sender	Backup Message Sender
PRIMARY					
RAVE: Text Messaging System	Campus Safety via CCI and Pre-Approved Templates	Public Relations	Campus Safety or Provost and/or Public Relations	CCI Call Center	Campus Safety
RAVE: EMAIL BROADCAST	Campus Safety via CCI and Pre-Approved Templates	Public Relations	Campus Safety or Provost and/or Public Relations	CCI Call Center	Campus Safety
RAVE: Digital Signage	Campus Safety via CCI and Pre-Approved Templates	Public Relations	Campus Safety or Provost and/or Public Relations	CCI Call Center	Campus Safety
SECONDARY					
Campus Website	Campus Safety via CCI and Pre-Approved Templates or Web Department	Public Relations	Campus Safety or Provost and/or Public Relations	CCI Call Center or Web Department	N/A
Face to Face Communication	Campus Safety	Public Relations	Campus Safety or Provost and/or Public Relations	Campus Safety, Office of Student Affairs or Other Students and Staff members as designated	N/A
Fire Alarm System	N/A*	N/A*	Campus Safety or First Responders	Campus Safety or First Responders	N/A

*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 belongings (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 (known as '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 a 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 on-going 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 2019 included:

- New & Transfer Student Orientations: Campus Safety/Street Smarts & Active Shooter Response (Jan. 18, 2019 – Total of 2 sessions)
- Active Shooter Response (Aug. 21, 2019, Aug. 22, 2019, Sept. 16, 2019 – Total of 3 sessions)

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](tel:3123412020).

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](tel:3123412020).

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 (example, 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:

<https://www.roosevelt.edu/centers/loundy-human-rights/drug-policy>.

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>

Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation

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.
 - o 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 physically, 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).

Title IX Policy and Procedure

Policy Statement

Roosevelt University is committed to creating and maintaining a campus culture that upholds respect, civility, honor, and nonviolence. The University recognizes that each member of the community shares responsibility for ensuring that the learning and working environment is free from all forms of sexual harassment, including sexual assault, stalking, and intimate-partner violence. In particular, the University recognizes that sexual harassment can function as discrimination by preventing people from participating fully in an educational or professional enterprise. Thus, to create a culture of respect, support, and empowerment, the University will address instances of sexual harassment promptly and equitably and educate all community members to prevent instances of sexual harassment. In these ways, Roosevelt will ensure a safe and open environment for working and learning in which all individuals—faculty, staff, students, administrators, and visitors—are free from discrimination.

The University reserves the right to modify or amend this Policy and Procedure 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 any person attempting to or participating in Roosevelt University’s educational program or activity. 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. 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. 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.

This Policy governs conduct on all of the University’s properties, including but not limited to the Auditorium Theatre of Roosevelt University (“ATRU”). Unless otherwise stated, the term “Employee” as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

Unless otherwise stated, the following definitions apply to this Policy and Procedure:

“**Employee**” shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers. Every Employee at the University is a “Responsible Employee,” except for those in specific roles that grant them confidentiality privileges by law (e.g., school therapists, doctors, Confidential Advisors, and clergy).

“**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 educational, extracurricular, or athletic programs, grades, and learning environment.

“**Confidential Advisor**” is a person affiliated with the university who provides emergency and ongoing support to Roosevelt University students, staff, and faculty who are survivors of sexual violence. The Illinois Preventing Sexual Violence in Higher Education Act grants confidential advisors the right to provide confidential services to and have privileged, confidential communications with survivors. Thus, the advisor is not a “responsible employee” who would be otherwise obligated to report the sexual violence. Annually, Confidential Advisors receive a minimum of 6 hours of training. They assist survivors by providing reporting options and possible outcomes, sharing resources and services, informing survivors of their rights and the University’s responsibilities regarding orders of protection and no contact orders, help the survivor understand the sexual harassment investigatory process. Upon the survivor’s request, the Confidential Advisor is able to liaise with campus officials, community-based sexual assault crisis centers, and local law enforcement, as well as assist with securing interim protective measures and accommodations for the survivor.

“Formal Complaint” is filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the university investigate the allegation of sexual harassment. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party and must comply with the requirements of the Title IX Coordinator position as outlined in the definition.

“Respondent” a person who has been reported as the alleged aggressor in a situation involving sexual harassment.

“Complainant” an individual alleging to be a victim of sexual harassment, who is a participant or individual seeking to participate in the university educational program or activity.

“Sexual Harassment” is “conduct on the basis of sex” that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; an employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual’s participation in unwelcome sexual conduct; or sexual assault, dating violence, domestic violence, or stalking as those terms are defined in VAWA.

Sexual Harassment will only be investigated if the alleged incident occurred while a participant or prospective participant in the educational program or activity, on or in any building owned or substantially controlled by the University or student organization officially recognized by the University, within the United States. Instances of sexual harassment in an online environment are covered by this definition and will be investigate pursuant to this policy.

Sexual Harassment includes quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence and stalking.

“Third Party Reporter” is a person who submits a report of potential sexual harassment but is not the potential victim of sexual harassment nor the potential aggressor.

“Title IX Coordinator” reports to the Vice President for Student Affairs and oversees the entire Title IX function of the University, which includes, but is not limited to the following:

1. Oversees the investigation and resolution of all reports of sexual harassment so that they are handled in a prompt and equitable manner;
2. As necessary, appoints deputy coordinators and investigators who will be trained in state and federal laws that apply to matters of Title IX sexual harassment, as well as University policy and procedure;
3. Facilitates investigator trainings;
4. Meets with any individual, whether a complainant, a responding party, or a third party, to discuss supportive measures, resources, and procedural options on and off campus;
5. Emergency removal of a party as an interim measure may be invoked after the University conducts an individualized safety and risk analysis and determines that the physical health or safety of any student or individual arising from the allegations of sexual harassment justifies removal.
6. Ensures prompt and equitable resolutions that comply with all requirements and timeframes specified in the complaint procedures;
7. Oversees on-going and annual climate checks, tracking, and monitoring of sexual harassment allegations on campus;
8. Keeps archives of all records related to cases for a minimum of seven years, per requirements of the Clery Act;
9. Oversees all training, education, and prevention efforts.

“**Deputy Title IX Coordinator**” serves as the investigator for sexual harassment reports that involve an employee of Roosevelt University. The Deputy Title IX Coordinator will investigate and submit an investigation report to the Title IX Adjudicator assigned to the case.

“**Title IX Investigator**” is responsible for facilitating the investigatory process when a potential act of sexual harassment has taken place. The investigator seeks, analyzes, and interprets all evidence. Additionally, the investigator meets with and interviews witnesses, parties to the complaint, and other entities with knowledge concerning the case. Resultantly, the investigator will submit an investigation report to the Title IX Adjudicator.

“**Title IX Adjudicator**” is responsible for conducting a live hearing in which each party has the opportunity to cross examine the opposing party. Additionally, the Title IX Adjudicator is responsible for providing a written determination of an individual’s responsibility on the basis of the University’s standard of proof. The Title IX Adjudicator will make this determination after review of the information gathered in the investigation and hearing.

“**Title IX Advisor**” is an advisor who assists the complainant or respondent during investigations and live hearings, in which the advisor will ask and answer questions presented during the cross examination. Title IX Advisor’s are available for either party, reporting or responding, if that party is unable to secure an advisor on their own.

“**University Business Day**” - a business day where the University is open and fully functional. This excludes but is not limited to the following: university holidays, weekends, or major unforeseen disruption(s) to the university operations.

Policy

The following is the University’s policy with respect to sex-based discrimination under Title IX. This policy covers sexual harassment. Sexual harassment conduct will be addressed by the procedures of this policy if the following apply: (1) by an individual participating in the University’s educational program or activity, (2) the conduct occurred within the United States, and (3) the location of the conduct occurred in a building that the university has control or ownership of.

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 subject to disciplinary action up to and including expulsion. Any person, excluding Confidential Advisors and RU Counseling Center Staff, who has a good faith belief that they have experienced or witnessed a violation of this Policy must report the incident to the Office of Title IX Compliance.

Anti-Discrimination and Anti-Harassment

It is a violation of University policy to discriminate on the basis of sex in employment decisions or in educational decisions. It is also a violation of University policy to harass another person for any reason, regardless of whether the conduct is of a sexual nature. For additional information, please also see the RU Policy No. 2.1 (Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation).

Prohibited Sexual Misconduct

It is a violation of University policy to engage in any form of Sexual Harassment against any Employee or Student, regardless of that person’s gender, gender identity, or sexual orientation. The following are examples of Sexual Misconduct that are prohibited by this Policy: (1) sexual harassment, (2) sexual assault, (2) sexual exploitation, (4) stalking, (5) domestic violence, and (6) dating and relationship violence.

1. Sexual Harassment - sexual harassment consists of quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence and stalking. Sexual Harassment is conduct, on the basis of sex, that is unwelcomed and is severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s educational program or activity.
 - a. 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. Harassment may be on any number of bases, including but not limited to gender-based harassment (e.g., based on gender, sex, or sex-stereotyping, whether or not those acts involve conduct of a sexual nature), sexual orientation-based harassment (e.g., based on actual or perceived heterosexuality, homosexuality, bisexuality, or transsexuality).

- b. There are three forms of sexual harassment:
 - i. 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.
 - ii. 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.
 - iii. 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).
 - c. Quid pro quo harassment, where submission to the harassment is used as the basis for employment decisions or educational decisions. For example:
 - i. 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.
 - ii. 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.
2. Sexual Assault: Sexual Assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Such contact falls within two primary categories:
- a. Non-consensual sexual contact: Any intentional sexual touching, however slight, with any object, by a person(s) upon a person(s) without effective consent.
 - b. Non-consensual sexual intercourse: Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person(s) upon a person(s), without effective consent.
 - c. With respect to “effective consent,” the University upholds the standard of affirmative consent, which means consent given freely, willingly, and explicitly to engage in sexual activity on that occasion. According to this standard:
 - i. Consent can be given by words or actions, so long as those words or actions create mutually understandable and clear permission regarding willingness to engage in and the conditions of sexual activity.
 - ii. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity.
 - iii. Consent to past activity does not equal consent to future activity.
 - iv. A prior or current relationship does not give consent to future sexual activity.
 - v. Silence or an absence of resistance does not imply consent.
 - vi. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
 - vii. Consent can be withdrawn at any time.
 - viii. Lack of resistance, submission, or manner of dress does not equal consent.
 - ix. Coercion, force, or threat of either invalidates consent.
 - x. An unconscious or incapacitated person cannot give consent.
 - xi. It is a violation of the standard of affirmative consent if the responding party believed that the complainant consented to the sexual activity under either of the following circumstances:
 - xii. The accused’s belief in affirmative consent arose from the incapacitation or recklessness of the accused.

- xiii. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
 - xiv. The affirmative consent standard has been violated in any case wherein the responding party knew or reasonably should have known that the complainant was unable to consent to sexual activity under any of the following circumstances: The complainant was unconscious.
 - d. The complainant cannot consent if unable to understand the nature of the activity. Pointedly, a person cannot give consent due to circumstance such as incapacitation, meaning that they were unable to provide affirmative consent for sexual conduct. An incapacitated person may, because of an injury, disability, medication, or the use of drugs or alcohol, lack the capacity to give consent freely, willingly, and explicitly.
- 3. Sexual Exploitation: Sexual Exploitation occurs when an individual takes, or attempts to take, non-consensual or abusive sexual advantage of another for their own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited.
- 4. Stalking: Stalking occurs when a person is harassed or threatened in such a way that causes the individual to fear for their safety or the safety of their family. Stalking can occur in various forms including, but not limited to, in person, through third parties, and electronically (e.g., by phone, internet, or text message).
- 5. Domestic Violence: Domestic Violence is a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
- 6. Dating and Relationship Violence Dating and Relationship Violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. These acts may be directed toward a spouse, an ex-spouse, or a current or former boyfriend/girlfriend/romantic partner/dating partner. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Responsible Employees' Reporting Obligations

It is a violation of University policy for a Responsible Employee to fail to promptly report information about an instance of alleged, witnessed, or reported Sexual Misconduct to the Title IX Coordinator. A Responsible Employee is generally one who: (a) has the authority to take action to redress sexual harassment, (b) has been given the duty of reporting incidents of sexual harassment to the Title IX Coordinator, or (c) a student could reasonably believe has this authority or duty.

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. For additional information, please also see the RU Policy No. 2.1 (Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation) and the Good Samaritan Protocol in the Roosevelt University Student Handbook.

Procedure

The following procedures are intended to guide the reporting and investigations of a complaint of conduct that violates this Policy. For additional information, please also see the RU Policy No. 2.1 (Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation) and the Good Samaritan Protocol in the Roosevelt University Student Handbook.

Confidentiality in Reporting Sexual Misconduct

On occasion, a witness (including complainant and respondent) may say something to a member of the TIX team and ask that it be kept confidential. It is possible that the University (except for Confidential Advisors and Counseling Center Staff) will not be able to honor an individual's request for confidentiality; instead, the University must prioritize its obligation to provide a safe, non-discriminatory environment for all members of the University community.

For example, a complainant might request that the University refrain from investigating and/or issuing discipline in a particular case. In weighing the individual's request, the TIX Coordinator will consider a range of factors, including the increased risk that the alleged perpetrator(s) will commit additional acts of sexual harassment, such as:

- Whether there have been other sexual harassment 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 harassment or other violence against the victim or others;
- Whether the sexual harassment was committed by multiple perpetrators;
- Whether the sexual harassment was perpetrated with a weapon;
- Whether the individual who experienced sexual harassment is a minor;
- Whether the University possesses other means to obtain relevant evidence of the sexual harassment (e.g., security cameras or personnel, physical evidence); and
- Whether the complainant party's report reveals a pattern of coercion (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 TIX Coordinator to initiate a formal investigation and if appropriate, pursue disciplinary action. The TIX Coordinator's decision to initiate a formal complaint must not be clearly unreasonable. Where the TIX Coordinator decides to move forward with a formal investigation without the participation of the complainant, the TIX Coordinator must document their rationale and articulate why their decision is not clearly unreasonable under the circumstances. The TIX Coordinator must also provide written notice to the complainant of this rationale prior to the start of the formal investigation.

Where a report of sexual harassment is received but not formal investigation is initiated, the TIX coordinator must document the rationale for why the actions taken were not deliberately indifferent.

Further, if the University determines that it cannot maintain a complainant's confidentiality, the University will inform the **complainant prior** to starting a formal investigation and will, to the extent possible, only share information with those involved in the resolution of the TIX case.

At the same time, the University will remain ever mindful of the complainant's well-being and will take ongoing steps to protect the **complainant from** retaliation or harm and work with the complainant to create a safety plan as long as it is warranted. Retaliation against the complainant, responding party, or witnesses in the investigation, whether by students, University employees, or others, is prohibited.

The University will also:

- Assist both parties in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the responding party pending the outcome of an investigation) or adjustments for assignments or tests as long as it does not cause an undue burden to the respondent; and
- Inform the complainant of the right to report a crime to local law enforcement – and provide the complainant with assistance if the complainant wishes to do so.

Reporting Sexual Misconduct

There are generally four ways to report Sexual Misconduct: (1) to the Title IX Coordinator; (2) online https://cm.maxient.com/reportingform.php?RooseveltUniv&layout_id=9; (3) to a Confidential Advisor; or (4) to a Responsible Employee.

1. Reporting to Title IX Coordinator

Roosevelt University's Title IX Coordinator can be contacted by telephone (312-341-2045), email (TitleIX@roosevelt.edu),

In case of an emergency, call Roosevelt University Campus Safety or the Chicago police department at 911:

- a. Campus Safety:
 - a. Chicago Campus (312) 341-2020
 - b. Schaumburg Campus (847) 619-8989
- b. Chicago Police:
 - a. Chicago Campus, the Chicago Police Department may also be reached directly by calling 911, or in person at the 1st. District-Central Station, 1718 South State Street, Chicago, IL 60616. Additional information about the Chicago Police Department may be found online at: www.chicagopolice.org.
- c. Schaumburg Police:
 - a. At the Schaumburg Campus, the Schaumburg Police Department may be reached directly by calling 911, or in person at 1000 W. Schaumburg Rd. Schaumburg, IL 60194. Additional information about the Schaumburg Police. Department may be found online at: www.ci.schaumburg.il.us/psafety .
- d. Lake County Police Department may be reached directly by calling 911
- e. Peoria Police Department may be reached directly by calling 911

2. Reporting Online

Reports can also be made at any time through an online reporting form here:

https://cm.maxient.com/reportingform.php?RooseveltUniv&layout_id=9

3. Reporting to the Counseling Center or Confidential Advisor

A Counseling Center Therapist is a professional, licensed counselor who provides mental health counseling to members of the Roosevelt University community – including those who act in that role under the supervision of a licensed counselor – and are an exception to the University’s limitations on maintaining confidentiality.

The Illinois Preventing Sexual Violence in Higher Education Act grants Confidential Advisors the right to provide confidential services to and have privileged, confidential communications with survivors. In addition, individuals who work in the Counseling Center including front desk staff, and student workers, are also not required to report any information about an incident to the Title IX Coordinator; however, with the complainant’s permission, employees of the Counseling Center may share information about the incident(s) of sexual harassment with the Title IX Coordinator.

There are only a few instances in which a Confidential Advisor will have to break confidentiality and disclose information that they have received:

- If the Confidential Advisor receives written permission from the disclosing person allowing the Confidential Advisor to share information with the person’s family, doctor, or University personnel;
- If the Confidential Advisor believes that the person may seriously injure self or another person;
- If the Confidential Advisor is court-ordered to provide information about person’s disclosure, assessment, or evaluation; or
- 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.

Roosevelt University’s Confidential Advisors provide emergency and ongoing support to Roosevelt University students, staff, and faculty who are survivors of sexual violence.

They:

- Are available 24 hours per day
- Assist survivors by providing reporting options and outlining possible outcomes
- Share resources and services that exist on and off campus
- Explain survivors’ their rights and their options regarding orders of protection and no contact orders
- Help the survivor understand the sexual harassment investigatory process

- Upon the survivor's request, liaise with campus officials, community-based sexual assault crisis centers, and local law enforcement, as well as assist with securing interim protective measures and accommodations for the survivor

The following is the contact information for the Counseling Center:

Website: <https://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

4. Reporting to a Responsible Employee When an individual tells a Responsible Employee about an incident of sexual harassment:

- The Responsible Employee is required to report this information to the Roosevelt University Title IX Coordinator. The Responsible Employee must notify the Title IX Coordinator of all relevant details about the alleged sexual harassment shared by the individual, including the names of the complainant and responding party(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.
- Responsible Employee will direct complainant to the Title IX Coordinator who will assist the individual in accessing the information and resources for necessary protection and support such as medical care, reporting to the police, victim advocacy, academic support or accommodations, disability, health, or mental health services, and changes to living, working, or course schedules.
- In turn, the individual can expect that the University will take immediate and appropriate steps to review what was reported, evaluate whether or not an investigation is appropriate, and to resolve the matter promptly and equitably.

A Responsible Employee is not an investigator and should receive information from the individual as it is offered without engaging in investigative questioning. If the individual wants to tell the Responsible Employee what happened but also maintain confidentiality, the Responsible Employee should tell the individual that the University will consider the request but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the individual's request for confidentiality.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the University's response to the report. A responsible employee should not share information with law enforcement without the complainant's consent or unless the individual has also reported the incident to law enforcement.

Investigatory Rights and Procedures following a Report of Sexual Misconduct

After sexual harassment is reported, there are generally two methods for resolving the complaint: (1) the informal resolution process, or (2) the formal Title IX investigation. Each will be addressed below in turn. It is important to note that an alleged instance of Sexual Misconduct may also be a violation of federal, state, or local law. A Complainant is always free to report such allegations to the police to be resolved in that manner.

Informal Resolution

Only after a formal complaint is filed, can the voluntary use of an informal resolution process be initiated. Informal Resolution can be used at any time prior to a final determination. The parties must provide their voluntary consent in writing to participate in such a process.

The purpose of informal resolution is to address disagreements, arguments, or disputes about Title IX issues or low-level alleged forms of Sexual Misconduct. All Students may request an informal resolution for low-level alleged forms of Sexual Misconduct; however, the Office of Title IX Compliance will have the final say on which cases are eligible for this as an option instead of the formal investigative process. Relatedly, any party may request that the informal resolution process

be terminated at any time, in which case the formal investigative process would commence. In addition, the University may, at its discretion, commence the formal investigative process at any time.

A person who is asked to attend an informal resolution session will be expected to participate fully and cooperate with the process. If a person does not attend the session or does not participate or cooperate, the person may be subject to the formal Title IX process. Successful completion of the informal resolution process does not necessarily resolve issues in other areas including the Office of Student Rights and Responsibilities' misconduct process, which address all other types of student misconduct not included in this policy.

An Informal Resolution process may also include a remedies-based process (e.g., mediation), which allows both parties to reach a mutual agreement regarding the resolution of the grievance. This process is facilitated by the Title IX Coordinator or a trained designee. For example, both parties may agree that the permanent application of supportive measures (e.g., no contact agreement) may be sufficient to resolve the grievance. This option is available if (i) a formal complaint is filed (ii) the University determines, in its discretion, that such a process would be appropriate; (iii) all parties agree to participate; (iv) a final determination has not been made in the formal TIX investigation; (v) and the University has provided the parties with the required written notice of the allegations and also describing the parameters of the informal resolution process.

The written notice must include a statement that a party is permitted to withdraw from the informal resolution process and resume the formal process at any time prior to a resolution being reached.

The parties to any Informal Resolution process will not be required to interact directly with one another without the University's involvement. Instead, the Title IX Coordinator or a trained designee may arrange for, or facilitate, a mediation between the involved parties and coordinate other necessary measures.

Once an Informal Resolution process is complete, both parties will be notified simultaneously (to the greatest extent possible, and consistent with FERPA or other applicable law) of the resolution. The Informal Resolution process does not conclude with a finding and responding parties are not charged with a policy violation and are not found to be "responsible" or "not responsible" of a sexual harassment policy violation, unless the Title IX Coordinator has commenced the formal Title IX investigation. This process will instead be documented in a report housed within the Office of Title IX Compliance recording what occurred and what resolution was agreed upon. The results of the Informal Resolution cannot be appealed, per se. If a party is dissatisfied with the resolution proposed in the Informal Resolution, they can request that the formal Title IX investigation be commenced. Once all parties agree to the resolution proposed in the Informal Resolution, the decision is no longer eligible to be reviewed via the formal Title IX investigation.

The informal resolution process is not available in any case where an employee is accused of sexually harassing a student.

Formal Title IX Investigation

Roosevelt's formal obligation to investigate a report of sexual harassment under this grievance procedure is triggered by the filing of a "formal complaint". A formal complaint is a physical or electronic document signed by an alleged victim of sexual harassment or the TIX Coordinator specifically requesting an investigation. Where the Title IX Coordinator brings forth a formal complaint, the university acts as the complainant and will appoint a Title IX Advisor to act in proxy of the alleged victim.

At the time of the filing of a formal complaint, the complainant must be participating in or attempting to participate in the school's education program or activity. The TIX Coordinator has the authority to file a formal complaint based on a report made by a third party only after consulting with the alleged victim and only if filing a University complaint is not clearly unreasonable under the facts and circumstances.

The formal TIX investigation has three key phases; investigation, formal TIX hearing, and appeal, each of which is described below. First, however, it is important to understand the rights of the parties during the investigation.

Individual Rights during the Investigative Process

Upon receiving actual knowledge of a potential violation of TIX, the TIX Coordinator will promptly contact the alleged complainant and offer supportive measures. In the event a formal complaint is filed, and an investigation is started, the supportive measures must also be offered to the respondent. Supportive measures are non-disciplinary in nature, reasonably available without fee or charge, and are designed to restore or preserve equal access to the University's educational programs and activities without unreasonably burdening the other party.

Further, if reasonably available and without prompting, the University may offer all parties supportive measures that may include, but not be limited to changes to academic schedule, housing, dining, student organization participation, transportation, and working situations, etc. Supportive measures also include obtaining and enforcing campus no contact orders and honoring court ordered protection. The TIX Coordinator will work with appropriate University officials to provide those accommodations. To request supportive measures, contact the TIX Coordinator.

The University can interimly remove a respondent on an emergency basis provided that an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of the complainant or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately after the removal. After receiving notice of an interim removal, the respondent(s) will have (5) university business days to submit their appeal.

The University is obligated to adhere to the State of Illinois requirement under the Preventing Sexual Violence in Higher Education Act to provide sexual assault survivors with concise information on survivor's rights and options. Complainants are provided with the Violence Against Women's Act Complainant and Respondents document which can be viewed here: <https://www.roosevelt.edu/title-ix/rights-and-resources>

Additionally, personally identifiable information (PII) about the complainant and respondent 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. The University does not publish the name of individuals who have been involved in an alleged incident of sexual harassment nor house PII regarding individuals who have been involved in the Campus Safety Department's Daily Crime Log or in timely warnings.

As a general matter, individuals inside and outside the University may request directory information for students including any of the following: student's name; address (local); email (Roosevelt); photograph; major field(s) of study; dates of attendance; degrees awarded; participation in officially recognized activities; weight and height of athletes; and honors an awards. Individuals who do not want "directory information" to be disclosed must notify the Office of the Registrar by completing a "request to Withhold Directory Information" form at <https://www.roosevelt.edu/-/media/Files/pdfs/registrar/WithholdDirectory.pdf>

Lastly, if the incident has been reported to the police, the University TIX Staff will cooperate with law enforcement. The outcome of a criminal or civil investigation has no bearing on the University TIX sexual harassment process or outcome.

The following procedural rights are also guaranteed under this policy for both the complainant and respondent during each of the 3 phases of the TIX process.

1. Complainants and Respondents must be treated equitably.
2. There must be an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
3. There can be no presumptions of credibility based on a party's status as complainant, respondent, or witness.
4. All University Title IX participants in the process must be free of a conflict of interest or bias.
5. There must be a presumption that the Respondent is "not responsible for the alleged conduct" until a determination is made at the conclusion of the process. This presumption must be stated in the initial written notice provided after a formal complaint is made.
6. There must be reasonably prompt timeframes for completion of various phases of the process, including delays. If "good cause" for delay exists, the parties must receive written notice of the cause for delay.

7. Both parties must be informed of critical information about the University's procedures including the range of remedies and disciplinary sanctions the University may impose, the standard of evidence applied by the University to all Formal Complaints, the University's appeals procedures, and supportive measures available.

Investigation

1. Following the filing of a formal complaint, the TIX Coordinator will assign a TIX Investigator and TIX Hearing Adjudicator to the case.
2. The complainant and respondent will each receive notification in writing from the Investigator which should provide sufficient details of the alleged violation including identities of the parties involved, specific sections of the policy that were violated, specific accusations of behavior and specific dates/times. This notification will include a description of the process to be utilized, a written notice that the respondent is presumed not responsible and that a determination will not be made until the conclusion of the TIX process. It will further advise the parties of their right to an advisor of their choice and the penalties for providing false information to the University. It will also include an invitation to attend a separate initial conference with the Investigator assigned to the case. The purpose of an initial conference is to inform the complainant and respondent of their rights, the Title IX process, to review any information that has been collected to that point, and to gather initial statements from the parties.
3. If the scope of the investigation expands, the University must issue a supplemental written notice providing additional details that also meet this standard.
4. The university, at its discretion, may consolidate multiple complaints involving different persons when they arise from the same facts or circumstances.
5. The parties must reply to the investigator within three (3) university business days after the notice has been sent to set up an initial conference, barring any scheduling difficulties with the investigator.
6. The parties each have the right to attend an initial conference with a trained Title IX investigator who does not have a conflict of interest or bias for or against either party. If a conflict or bias exists, either party has a right to request a new investigator and the Title IX Coordinator will appoint a different investigator who does not have a conflict of interest or bias.
7. Both parties will be asked to make an initial statement at each of their respective initial conferences. Both parties will also be asked to identify relevant witnesses, this includes both fact and expert witnesses.
8. During the investigation, the burden of proof and burden of gathering evidence rests on the University.
9. During the investigation, the University may not restrict the ability of either party to discuss the allegations or to gather and present relevant evidence.
10. Any person called to a formal Title IX investigation may bring an advisor for support unless that advisor's presence causes undue delay. Advisors may not participate verbally in investigatory meetings, in any way. Advisors may confer with the parties but may not speak on the parties' behalf in the investigatory meeting. The name and occupation of the advisor must be provided to the investigator at least 1 university business day prior to the meeting.
11. The University will provide written notice to the parties and witnesses of any interview or meeting that the individual is expected to attend during the investigatory period, with sufficient time for the party to prepare to participate, to include: the date, time and location, the participants, and the purpose. Sufficient time is defined as 3 university business days' notice.
12. The investigator may call witnesses at their discretion in order to support the fact-finding investigation. Any act of retaliation against witnesses for their participation in an investigation of Sexual Harassment constitutes a separate violation of University policy: Title IX Policy and prohibiting retaliation.
13. The University will allow both parties timely and equal access to each other's statements and to any new information collected throughout the investigation. At a minimum, the **University must** send the evidence to the parties and the parties' advisor in electronic form and give them at least 10 university business days to submit a written response, which the investigator must consider before finalizing the investigation. The **University must** make the evidence available to both parties again at any hearing, including for use in cross examination.
14. At any point in the investigation, if the investigator, in consultation with the TIX Coordinator, determines that the conduct alleged in the formal complaint, if assumed true:
 - a. Does not constitute sexual harassment;
 - b. Did not occur in the University's education program or activity; or

- c. Did not occur against a person in the United States

Then the University must dismiss the complaint for purposes of this policy. The University retains the ability to address such conduct under the Student Code of Conduct. Apart from these mandatory dismissal provisions, the University may dismiss a formal complaint at any time if:

- a. The complainant would like to withdraw the complaint;
 - b. The respondent is no longer enrolled or employed by the University; or
 - c. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination
15. The investigation must result in an investigation report that fairly summarizes the investigation and that must be completed at least 10 university business days prior to the hearing and sent to each party and their advisor for review and written response.
 16. The investigator will conclude their work by sending a final copy of the investigation report to the TIX Hearing Adjudicator. After a maximum of 90 university business days have passed since the filing of the formal complaint, the investigator will close the investigation. New evidence or information from the Reporting Party or Responding Party must be presented on appeal after the Title IX Adjudicator has issued a written determination of responsibility letter, which will reflect the decision of the University.

Formal TIX Hearing

1. Following the investigation period, the parties will each receive notification in writing to attend the formal Title IX hearing, with the TIX Hearing adjudicator assigned to the case.
2. The formal TIX hearing can take place no sooner than 10 university business days after the investigator sends the final investigation report to the TIX Hearing adjudicator.
3. The formal TIX hearing must use a live hearing format. During the live hearing, the TIX Hearing adjudicator must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those bearing on credibility.
4. Cross examination must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If a party is unable to obtain an advisor, the University must provide one free of charge for the purpose of conducting cross examination for the party.
5. At either party's request, the University must provide the parties with separate rooms and use technology so the TIX Hearing adjudicator and parties may simultaneously see and hear the witness answering questions.
6. If a party or witness refuses to submit to cross-examination, the Adjudicator is required to ignore that person's statement and reach a decision based on the remaining body of relevant evidence. The Adjudicator, however, is not permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross examination.
7. The University will make an audio or video recording of the hearing, or a transcript, and make it available to the parties for inspection and review. The parties may not make an audio or video recording of the proceedings themselves.
8. Hearing Format: Hearings will follow the sequence below. Modifications to this order may be made at the discretion of the Title IX Adjudicator to accommodate special circumstances. The hearing is not conducted as a court proceeding; therefore, the State and Federal rules of evidence do not apply, except for rules regarding rape shield provisions.
 - a. Reading of Cited Violations: The Title IX Adjudicator will convene the hearing by reading the alleged violation(s) and requesting that all persons present state their identity for the record
 - b. Opening Remarks: The complainant/university and the respondent may each make opening remarks for the purpose of providing the Title IX Adjudicator with a short summary of information regarding the complaint and the materials to be presented. The statement of both parties will not exceed 10 minutes. The complainant/university will provide their opening remarks first. (This order will be followed in all subsequent sections of this policy). When the university acts as the complainant, the university will appoint a Title IX Advisor to question, present evidence, and cross examine witnesses.
 - c. Presentation of Information - The complainant or university will first present any information they believe to be relevant (i.e. witnesses, witness statements, documents, photos, written reports, objects related to the incident) followed by the respondent. The Title IX Adjudicator, at their discretion, may deem any

piece of information irrelevant to the proceedings and may bar its consideration. The Title IX Adjudicator must provide an explanation for their decision not to admit the evidence to the hearing.

- d. Cross Examination - A party or witness is subject to cross examination by the opposing party after completion of the questioning by the complainant/university or respondent's advisor. Before either party or a witness answers a cross-examination or other question, the TIX Hearing Adjudicator must first determine whether the question is relevant. Decisions about the relevance of any question are at the sole discretion of the TIX Hearing Adjudicator. An advisor may object to questions during cross examination based on relevance, but the adjudicator has exclusive responsibility to determine whether or not the question will be allowed. The adjudicator must explain in real time any decision to exclude a question as not relevant.
 - i. Questions concerning a party's sexual history are generally not permitted, subject to narrow exceptions where the question is offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
 - e. Final Remarks: The complainant/university and respondent will each be given an opportunity to make final remarks. The final remarks should be a short summary of the materials and statements presented and should not exceed five (5) minutes.
9. After the conclusion of the Formal TIX Hearing, the TIX Hearing adjudicator must issue a written determination of responsibility applying the institutions preponderance of the evidence standard: "more likely than not to have occurred." In other words, "is it more likely that not that the respondent violated the sexual harassment policy?" There must be a 51% likelihood that a violation occurred.
- a. The written determination must have several required elements, including:
 - b. Identification of the allegations at issue;
 - c. Description of the procedural steps taken throughout the case;
 - d. Findings of fact supporting the determination;
 - e. Conclusion regarding application of the TIX policy;
 - f. A statement and rationale as to the determination of each allegation;
 - g. A statement of any disciplinary sanctions and whether any remedies will be provided to the complainant; and
 - h. A description of the procedures and permissible grounds for appeal.
10. The University must provide the written determination to the parties at the same time. The written determination becomes final upon the earlier of when: (i) the parties are notified of the determination after appeal; or (ii) the time to file an appeal has passed with neither.
11. The TIX Adjudicator is provided forty-five (45) university business days, after receipt of the investigation report, to conduct the TIX Hearing and provide a written determination of responsibility to both parties.

Examples of Sanctions

Possible sanctions include, but are not limited to: written warning; educational sanctioning; restitution; completion of community service; disciplinary probation; suspension from the University, a program or activity for a specific period of time; denial of readmission to the University or to a University program or activity; removal from a residence facility or cancellation of residence contract; expulsion from the University, a program, or activity on a permanent basis; and suspension or termination from one's job.

Guests and visitors of the University, including of the Auditorium Theatre, may be permanently banned from University premises.

Appeal Rights and Procedures

1. Either party is allowed to appeal the outcome of the TIX process or any dismissal of the complaint, on the following grounds.
 - a. Procedural irregularity that affected the outcome of the case. The appealing party must demonstrate that the irregularity was more than a harmless error but was in fact a prejudicial error;

- b. New evidence has become available, that was not available at the time of the formal TIX hearing, and could have had an effect on the outcome of the case;
 - c. Conflict of interest or bias by the university TIX staff affected the outcome
 - d. The sanction(s) are thought to be disproportionate to the violation(s)
2. The appeal should include a detailed description of why the appeal should be allowed based on the above criteria.
3. Either party making an appeal will have 10 university business days from the send date of the written determination to submit their appeal to the TIX Appeals Officer.
4. The non-appealing party must be notified of the appeal and allowed to submit a written statement in response. The non-appealing party will have 10 university business days, from the date of the appeal notification, to submit the written response. Responses received after this deadline will not be considered.
5. The Appeals Officer can't be the same person as the TIX Hearing Adjudicator, the TIX Coordinator, or the investigator who worked on the case.
6. The Appeals Officer may deny the request for an appeal if at none of the above criteria is not met; further, the original finding and any assigned sanctions will stand unless and until the appeal is completed.
7. The Appeals Officer may use their discretion to resolve the appeal based solely upon the written documentation from the investigation, formal TIX hearing or written determination letter. They may, in their discretion, also decide *if they* would like to meet with the parties. If the Appeals Officer meets with one party, they must meet with the other party as well. They may choose to meet with some, but not all witnesses at their discretion. The guidelines for meeting requests will follow the same principles as described in the investigatory section.
8. Upon completion of the appeal review, the Appeals Officer may make any of the following decisions:
 - a. Uphold the original decision and sanction(s);
 - b. Overturn the original decision; remove or reduce any sanction(s)
 - c. Assign additional sanctions up to and including dismissal from the University
 - d. The appeal process must conclude with a written decision describing the appeal and the rationale for the result that is provided to the parties simultaneously.
9. The Appeals Officer is given forty-five (45) university business days, after receipt of the appeal, to issue a written outcome to both parties.
10. The decision of the Appeals Officer is final. No other appeals, on the same case, will be granted by the University.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

It is possible for an individual's conduct to violate both this Policy and Procedure other University policies, including but not limited to where a person has been harassed because of their sex, sexual orientation, gender identity, or gender expression as well as because of their age, ancestry, citizenship, color, creed, disability, genetic information, marital status, military status, national origin, parental status, pregnancy, race, religion, 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. In those instances, the University will coordinate the investigation and resolution efforts to address all such bases for harassment. For more information, see RU Policy No. 2.1 (Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation); 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 (Title IX Policy). Please also reference any complaint resolution or other procedures implemented pursuant to this Policy.

Revision and Implementation

The Vice President of Student Affairs shall have the authority to revise this Policy and Procedure, subject to the approval of the President's Executive Council. The Policy and Procedure shall be reviewed and updated on at least an annual basis. This Policy is available in hard copy in the Office of Title IX Compliance and the Office of Human Resources, and in electronic format at: <https://www.roosevelt.edu/policies>.

The following shall have the authority to establish any procedures necessary to implement this Policy and Procedure:

- The Vice President of Human Resources; and
- The Vice President of Student Affairs.

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.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013

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 a 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.

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

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

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:

- o 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
- o 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 2019:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
Title IX and Sexual Assault – First Year Seminar	Sept. 23, 2019	Wabash Building	DoV, DaV, SA, S
Title IX and Sexual Assault – First Year Seminar	November 11, 2019	Wabash Building	DoV, DaC, SA, S

❖ 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 2019:

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

❖ 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 2019:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
Title IX and Sexual Misconduct	Sept. 10, 2019	Wabash Building	DoV, DaV, SA, S Alcohol, Culture, Consent
Title IX and Sexual Misconduct	September 11, 2019	Wabash Building	DoV, DaV, SA, S Alcohol, Culture, Consent
Title IX and Sexual Misconduct	September 17, 2019	Wabash Building	DoV, DaV, SA, S Alcohol, Culture, Consent

❖ 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 2019:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
Title IX Responsible Employee – Faculty as Responsible Employee	Oct. 10, 2019	AUD	DoV, DaV, SA, S

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

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.

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

<u>OFF CAMPUS</u>	<u>TYPES OF SERVICES AVAILABLE</u>	<u>SERVICE PROVIDER</u>	<u>CONTACT INFORMATION</u>
Counseling	Provides counseling, advocacy, and other services to college sexual assault survivors	Porchlight Counseling	1740 Ridge Ave. Suite L14, Evanston, IL 60201 (847) 328-6531 (Office) www.porchlightcounseling.org
	Free & confidential counseling by professional counselors to survivors – individual, couple/family and group	Rape Victim Advocates	180 S Michigan Ave. #600, Chicago, IL 60601 (312) 443-9603 www.rapevictimagadvocates.org
	Behavioral Health	Center on Halsted (LGBTQ)	3656 N Halsted St. Chicago, IL 60613 (773) 472-6469 www.centeronhalsted.org

	Employee Assistance Program (EAP) for staff	Cigna Assistance Program	(877) 622-4327 www.cignabehavioral.com
Health	Forensic Exams (Rape Kit), Medical Treatment, STI Testing & Treatment, Emergency Contraception	Northwestern Memorial Hospital (for Chicago Campus)	251 E Huron Chicago, IL 60611 (312) 926-2000
		Alexian Brothers Medical Center (for Schaumburg Campus)	800 Biesterfield Rd. Elk Grove Village, IL 60007 (847) 437-5500
	Annual Exams, Birth Control Supplies & Emergency Contraception, STI Testing & Treatment, Abortion Services	Planned Parenthood	18 S Michigan Ave. 6 th Floor Chicago, IL 60603 (312) 592-6700 or (800) 238-PLAN www.plannedparenthood.org
	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	See Counseling above	See Counseling above
Victim Advocacy	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	Rape Victim Advocates	180 S Michigan Ave. #600 Chicago, IL 60601 (312) 443-9603 www.rapevictimadvocates.org
Legal Assistance	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	Rape Victim Advocates	180 S Michigan Ave. #600 Chicago, IL 60601 (312) 443-9603 www.rapevictimadvocates.org
Legal Assistance	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
Visa and Immigration Assistance	U Visa; may allow undocumented victims of certain serious crimes and cooperating with law enforcement to remain in the US for a designated time	US Citizenship & Immigration Services	http://www.uscis.gov/humanitarian/victims-human-trafficking-other-crimes/victims-criminal-activity-u-nonimmigrant-status/victims-criminal-activity-u-nonimmigrant-status
		National Immigrant Justice Center	(312) 660-1370 www.immigrantjustice.org
Student Financial Aid	N/A	N/A	N/A
Police/Local Law Enforcement	For emergency assistance; to file a police report	Chicago Police 1 st 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 www.ci.schaumburg.il.us/psafety

HOTLINES

Chicago Rape Crisis Hotline	(888) 293-2080
National Domestic Violence Hotline	(800) 799-7233
Rape, Abuse and Incest National Network	(800) 656-4673
National Suicide Prevention Lifeline	(800) 273-8255
AIDS Hotline (Illinois)	(800) 243-2437

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:

Northwestern Memorial Hospital (Sexual Assault Nurse Examiner)	251 E. Huron, Chicago, IL 60611	(312) 926-2000
Alexian Brothers Medical Center	800 Biesterfield Rd., Elk Grove Village, IL 60007	(847) 437-5500

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 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:

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."

Chicago Police Department 1 st District - Central	1718 South State Street, Chicago, IL 60616	312-745-4290 911 for emergencies
Schaumburg Police Department	101 Schaumburg Court, Schaumburg, IL 60194	847-882-3586 911 for emergencies

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>

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

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

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:

Incident Being Reported	Procedure Roosevelt University Will Follow	Evidentiary Standard
Sexual Assault, Domestic Violence, Dating Violence or Stalking	1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care	Preponderance of the Evidence
	2. Institution will assess immediate safety needs of complainant	
	3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department	

	4. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution	
	5. Institution will provide complainant with referrals to on and off campus counseling/mental health providers	
	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	
	7. Institution will provide a "No trespass" directive to accused party if deemed appropriate	
	8. Institution will provide written instructions on how to apply for Protective Order	
	9. Institution will inform the complainant of the outcome of the investigation and any sanctions issued	
	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 investigation	

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 is 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 list³ 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.

² Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

³ Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

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)

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 cash 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 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/>

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); 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, and 218 S. Wabash 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 M-111, 430 S. Michigan Ave Chicago, IL 60605 Phone: (312) 341-4167 or extensions 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.

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

Residential Facility	Sprinkler System	Smoke/Heat Detection	Pull Stations	Fire Extinguishing Devices	Mounted Evacuation Maps	# of Evacuation(fire) Drills per calendar year
Wabash Building 425 S Wabash Ave Chicago, IL 60605	X	X	X	X	X	2
University Center 525 S State St Chicago, IL 60605	X	X	X	X	X	2

Statistics and Related Information Regarding Fires in Residential Facilities 1/2019 to 12/2019

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

Statistics and Related Information Regarding Fires in Residential Facilities 1/2018 to 12/2018

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Each Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Wabash Building 425 S Wabash Ave Chicago, IL 60605	0	X	X	X	X	\$0
University Center 525 S State St Chicago, IL 60605	0	X	X	X	X	\$0

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

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Each Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Wabash Building 425 S Wabash Ave Chicago, IL 60605	0	X	X	X	X	\$0
University Center 525 S State St Chicago, IL 60605	0	X	X	X	X	\$0