ANNUAL CAMPUS SECURITY
And FIRE SAFETY REPORT
(2019)
CAMPUS SECURITY REPORT

Policy Statements

Reporting crimes

To help provide a safe and secure environment at Rosalind Franklin University of Medicine and Science, including all spaces, students, faculty and staff of DePaul University, all students and employees are encouraged and expected to report any criminal activity or emergency as promptly as possible to Campus Safety. These reports will be investigated, referred to appropriate authorities as needed, entered into our daily crime log, used to compile annual crime statistics, and will also be used to provide timely warnings to the University community. All incidents involving students are referred to the Division of Student Affairs and Inclusion and/or Student Housing, and incidents involving employees are referred to the appropriate administrative unit.

Accurate and prompt reporting of all crimes should also be made to local law enforcement (North Chicago Police Department) when the victim of a crime elects or is unable (physically/mentally) to make such a report (University Campus Safety is comprised of non-sworn security officers).

The names of victims and alleged perpetrators of crimes will be kept confidential.

Campus Safety is staffed 24 hours a day and can be reached by dialing 3288 or 0 from any campus phone [from an off-campus phone, dial (847) 578-3288]. An officer will respond as quickly as possible, assess the situation, and take the appropriate action, including contacting local authorities when necessary. In emergency situations you should dial 911 first and speak with North Chicago Police and Fire Dispatchers. Campus Safety is automatically alerted anytime a 911 call is made from a university phone line, and we will respond to the area and/or call the phone number making the call to confirm that an emergency exists. Additionally, to contact Campus Safety there are four emergency call poles located outside: in the North Lot (on the drive), in the south lot (by the basketball court), in the parking lot East of Student Housing Bldg. 301, and behind student housing building 201 (next to the pavilion). In addition to crimes any suspicious activity or persons in any of the buildings or outside property should be immediately reported to Campus Safety.
Confidential Reporting
To report crimes anonymously you can visit rfu.ms/incidentreport. You do not need to leave your name.

Campus Safety does not seek crime report information directly from pastoral or professional counselors however we encourage professional counselors to inform those they counsel, of the ability to report crimes voluntarily and/or confidentially to Campus Safety, for inclusion in the Annual Security Report.

Daily Crime log

The daily crime log includes information relating to the nature and description of the crime, the date and time of the crime, the general location of the crime (within areas that are deemed on campus, non-campus building or property, public property, or the patrol jurisdiction of the Campus Safety), and disposition of the complaint, if known. Entries associated with a particular crime are recorded in the daily log that corresponds to the date the crime was first reported to Campus Safety. Entries (including subsequent entries) will be made within two business days of Campus Safety receiving the information. Crime log entries need not be made so long as disclosure of the information is prohibited by law, would jeopardize the confidentiality of the victim, would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. The most recent 60-day period must be open to public inspection during normal business hours and is accessible by stopping by the Campus Safety Office during normal working hours or viewing at: https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Security/Documents/CampusSecurityCrimeLog.pdf
Portions of the log older than 60 days will be made available within two business days of a request for public inspection.

Timely Warnings to the campus policy

To aid in the prevention of similar crimes and for the safety of everyone on campus, Campus Safety will provide timely warnings to the campus community on certain crimes, that are reported or made known to Campus Safety, confirmed (by Campus Safety, first responders, medical professionals, or local authorities), and are considered by the University to represent an ongoing or continuing threat to students and employees. These warnings will be communicated by Campus Safety or other administrative units, after consulting with external and internal partners to ensure that all relevant information is given and that any law enforcement efforts are not compromised, using one or more of the following: mass
E-Mail, text message alerts, Public Address system, outdoor warning system, and/or posting on the university website. These systems will also be tested on a monthly or quarterly basis depending on the system.

**Emergency Response, Notification and Evacuation Procedures**

All members of the university are encouraged to immediately report any emergencies or incidents that may threaten the health or safety of others so that appropriate measures can be taken and emergency notifications can be made to the entire university. These warnings will be made without delay when Campus Safety confirms that an emergency or dangerous situation has occurred or is about to occur on the campus that involves an immediate threat to the health or safety of students or employees, or when notified by local emergency responders.

As soon as RFUMS Campus Safety has confirmed that a significant emergency or dangerous situation exists, we will take into account the safety of the campus community; determine what information to release about the situation; and begin the notification process. The only reason RFUMS Campus Safety would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

Campus Safety will also initiate the emergency response plans of the university contained within the Emergency Operations Plan (EOP). This may result in outside agencies being notified (police, fire, federal partners, etc.) and/or internal departments responsible for various emergency situations (Environmental Health and Safety, Facilities, etc.).

Emergency notifications will be communicated by one or more of the following; mass E-Mail, Text message alerts, Public Address system, outdoor warning system, and/or posting on the university website.

The content of the notifications and warnings as well as follow up messaging will vary depending on the situation and the information needed to be disseminated, so members of the university can better protect themselves. Coordination for message content may take place between the Department of Campus Safety, Student Affairs and Inclusion, Human Resources, Digital Marketing, and in some cases departments that can provide updates from their area of responsibility (i.e., Facilities, Environmental Health and Safety, etc.).
The table below shows the various notification methods and the authority and process in using those methods:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Critical Incident</th>
<th>Updated</th>
<th>Information</th>
<th>Other</th>
<th>Means</th>
<th>2-Way Radio</th>
<th>Parking Lot Blue Light Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> See Disaster Plan (Safety Website) for more information</td>
<td><strong>Overhead Paging System BSB &amp; HSB &amp; Student Housing</strong></td>
<td><strong>Siren/ Voice Modulator System</strong></td>
<td><strong>Text &amp; V/M Messaging Service</strong></td>
<td><strong>RFUMS E-mail</strong></td>
<td><strong>RFUMS Main Web Page</strong></td>
<td><strong>Fire Alarm System</strong></td>
<td><strong>Emergency Pull Stations</strong></td>
</tr>
<tr>
<td><strong>Approver to activate - Normal Hours</strong></td>
<td>President or VP or Dir. Safety</td>
<td>President or VP or Dir. Safety</td>
<td>President or VP or Dir. Safety</td>
<td>N/A</td>
<td>All</td>
<td>All</td>
<td>President or VP</td>
</tr>
<tr>
<td><strong>Approver to activate - After Hours</strong></td>
<td>AOC or VP or Dir. Safety</td>
<td>AOC or VP or Dir. Safety</td>
<td>AOC or VP or Dir. Safety</td>
<td>N/A</td>
<td>All</td>
<td>All</td>
<td>AOC or VP</td>
</tr>
<tr>
<td><strong>System Activator:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Safety calls AOC calls PC</td>
</tr>
<tr>
<td><strong>Armed and dangerous person</strong></td>
<td>Security officer can approve in active confirmed situation</td>
<td>Security officer can approve in active confirmed situation</td>
<td>Security Supervisors can approve in active confirmed situations</td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td><strong>Fire</strong></td>
<td>Safety as instructed by Fire Commander</td>
<td>Safety as instructed by Fire Commander</td>
<td>VP or Dir. Safety</td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing</td>
<td>Alarm Station or Security</td>
<td>All</td>
</tr>
<tr>
<td><strong>Chemical/ Radioactive</strong></td>
<td>Security officer can approve in active confirmed situation</td>
<td>Safety -need approval</td>
<td>VP or Dir. Safety</td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td><strong>Power Outage</strong></td>
<td>Safety</td>
<td>N/A</td>
<td>VP or Dir. Safety</td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Annual Campus Security and Fire Safety Report

The University has an Emergency Operations Plan which outlines the procedures for many different disasters and emergencies. This manual can be found on the Campus Safety intranet site: [https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Security/Pages/Emergency-Management.aspx](https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Security/Pages/Emergency-Management.aspx)

The University conducts annual Fire Drill/Emergency Evacuation exercises as well as Table-top exercises in order to test the Emergency Operations Plan. Three unannounced exercises are conducted annually. These exercises are done at the Main Campus, Student Housing as well as the Health Clinic. During these Drills the Evacuation Team which is comprised of various staff and/or student members is also tested and they assist in evacuating students and employees from the buildings and/or property. Campus Safety has held an exercise with the North Chicago Police Departments SWAT team where student volunteers served as actor victims. We held an Active Shooter exercise with NCPD First Responders and we are looking to include a medical response in the future. The University has also developed a Threat Assessment and Behavioral Intervention Team which is comprised of members of Student Affairs and Inclusion and other representatives as needed. This team would be called together in the event of a major incident and would provide after action counseling and communication resources. Recently a tabletop exercise was held with that team. It is our hope to conduct an exercise with that team and possibly in conjunction with a SWAT exercise. We have also held an Active Shooter Awareness, Prevention and Response Presentation for the entire University and continue to communicate best practices for dealing with Active Shooter and/or other major incidents. In August of 2013 in coordination with North Chicago Fire Department all Safety radios were programmed to communicate directly with the fire department.

<table>
<thead>
<tr>
<th>Weather</th>
<th>Security officer can approve for any confirmed severe weather warnings</th>
<th>Security officer can approve in active confirmed tornado</th>
<th>VP or Dir. Safety</th>
<th>Thru Text Message Alert SEED</th>
<th>Marketing</th>
<th>N/A</th>
<th>N/A</th>
<th>Safety</th>
<th>Safety</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomb</td>
<td>Safety -need approval</td>
<td>Safety -need approval</td>
<td>VP or Dir. Safety</td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing</td>
<td>N/A</td>
<td>All</td>
<td>Safety</td>
<td>Safety</td>
<td>N/A</td>
</tr>
<tr>
<td>Riot/ Civil Disorder</td>
<td>Security officer can approve in active confirmed situation</td>
<td>Safety -need approval</td>
<td>VP or Dir. Safety</td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing</td>
<td>N/A</td>
<td>All</td>
<td>Safety</td>
<td>Safety</td>
<td>All</td>
</tr>
<tr>
<td>Suspicious Package/ Letter/ Substance</td>
<td>Safety -need approval</td>
<td>N/A</td>
<td>VP or Dir. Safety</td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing</td>
<td>N/A</td>
<td>All</td>
<td>Safety</td>
<td>Safety</td>
<td>All</td>
</tr>
</tbody>
</table>
Evacuation versus Shelter in Place
In some events the order to “shelter in place” may be given rather than the order to evacuate. Shelter in Place means that everyone should remain where they are, close and lock all doors, and await further instruction. In the event of an active shooter situation each person should make the decision on whether they should Run (evacuate), Hide (shelter in place) or Fight (when no other options exist and the shooter is in the same room).

MISSING PERSON POLICY

PURPOSE
A. The purpose of this policy is to establish procedures for the university’s response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing as well as the Woodlands on Green Bay off campus housing.

B. For purposes of this policy, a student may be considered a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

PROCEDURES FOR DESIGNATION OF EMERGENCY CONTACT INFORMATION
A. Students will be given the opportunity during their enrollment process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

REPORTING A MISSING STUDENT
A. Any individual on campus who has information that a residential student may be a missing person must notify Campus Safety as soon as possible. Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Campus Safety will assist external authorities with these investigations as requested.

B. Campus Safety will gather all essential information about the residential student from the reporting person, the Division of Student Affairs and Inclusion, The Woodlands Management Office (where applicable) and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental
well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

C. If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), Campus Safety or the Woodlands Management Office will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

D. No later than 24 hours after determining that a residential student is missing, the Associate Vice President for Student Affairs will notify the student's emergency contact that the student is believed to be missing.

**CAMPUS COMMUNICATIONS REGARDING MISSING STUDENTS**

A. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the university's Office of Communications.

B. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to the Associate Vice President for Student Affairs, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the RFUMS community with any information about a missing student, the Office of Communications shall consult with the Associate Vice President for Student Affairs, Campus Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.
Annual crime statistics

Annual crime statistics for the past three years will be compiled and made available in accordance with federal regulations (those statistics are made part of this report). All crimes occurring on campus should be reported immediately to Campus Safety. Campus Safety compiles crimes reported to us, as well as requesting from local authorities any crimes that have been reported to them that occurred on university property, university leased or controlled property or property bordering ours. Each year a mass E-mail is sent to all members of the university explaining that the annual report is available and listing the exact web address that the report can be found at.

Building Access and Security

Access to all buildings including student housing is gained using your I.D. card. **DO NOT** use any of the doors marked emergency exits only unless there is an emergency evacuation in progress. These doors will send an alarm to the Campus Safety station. All key access to rooms including on-campus student housing is controlled by Campus Safety and only authorized individuals will be issued keys.

Campus Safety staff as well as Facilities staff routinely report lights that are out or other security/safety related needs. When the university is made aware of problem areas that involve the need for more lighting, more camera coverage, increased communication, or greater access restriction, steps will be taken to address these issues.

(During the 2007 reporting year the university added 4 more cameras to the parking lots; increased lighting in the north lot, as well as the walkway in between building 101 and 201; and the university also installed an outdoor warning address system and text messaging system. In 2011 an additional security position was added for weeknight coverage, an additional emergency call pole with camera and 16 additional cameras were added. In 2012 an additional security position was added for weekend coverage. In 2014 lighting was installed on the walkway leading to the Woodlands Apartments. In 2016 an additional Security Officer position was created to increase patrols at both our Student Housing and the Woodlands student housing. In 2017 an additional part-time officer position was created to allow more coverage on the weekends. In 2019 an additional Security Officer position was approved.)
Campus Security Authority

Campus Safety has the authority to enforce university policies, as well as ask persons for identification and determine whether individuals have a lawful reason to access our property. Violations of local, state, and federal laws will be referred to the appropriate authorities. Campus Safety does not have arrest authority however we may detain individuals when necessary to protect life or grievous bodily injury. The University encourages accurate and prompt reporting of all crimes, or the knowledge of potential crimes that may be committed, to Campus Safety and appropriate police agencies, so that crimes can be investigated and/or prevented and so that timely warning notices and disclosure of crime statistics can be made. Campus Safety cooperates with and has a good working relationship with all area law enforcement agencies. Campus Safety jurisdiction is all on-campus areas, which is defined as all university owned and controlled property.

Off Campus student locations crime tracking

The university does not currently have any off-campus locations of student organizations.
Alcoholic beverages policy

With the exception of student housing apartments, no person may possess, use, or sell alcoholic beverages on campus without permission from the Office of the President. All persons shall comply with all laws regarding the possession, use, and sale of alcoholic beverages on campus and during University activities, including underage laws (Illinois law is age 21). Violations of law will be referred to local law enforcement. Violations of university policy will be referred to Student Affairs and Inclusion or Human Resources for possible disciplinary proceedings.

IN ILLINOIS, THE LEGAL LIMIT IS .08
IF YOU DRINK, PLEASE DRINK RESPONSIBLY!

Illegal drug policy

No person may possess, use, or sell illegal drugs on campus or at University activities. All persons shall comply with all federal and state drug laws. Violations of law will be referred to local law enforcement.

Drug Free Schools and Campuses

The university complies with the Federal Drug Free Schools and Campuses Regulations.

Information specific to employees can be found here:
https://insite.rosalindfranklin.edu/Working@RFU/HR/Employee%20Handbook/FINAL%202018%20Rosalind%20Franklin%20University%20Employee%20Handbook.pdf

Information specific to students can be found in the Student Handbook:
Drug and Alcohol-abuse education

The department of Human Resources has a drug and alcohol program with an Enhanced Employee Assistance program. Information can be found at: https://inseite.rosalindfranklin.edu/Working@RFU/HR/Benefits/MoO-EAP%20Brochure%205.25.17.pdf

Student Affairs also has a drug and alcohol program which can be accessed at their website address: https://inseite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SAI/Documents/Policies/Student%20Policies%20Handbook.pdf

As well as services offered by the Student Counseling Center. More information can be found at: https://rosalindfranklin.edu/campus-life/student-counseling-service/

Dating Violence, Domestic Violence, Sexual Assault and Stalking Procedures and Resources

TITLE IX POLICY: DISCRIMINATION
I. PURPOSE

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. and 34C.F.R. Part 106 notes: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This policy is designed and intended to comply with the requirements of Title IX and 110 ILCS 155. Acts amounting to discrimination based on sex are sometimes termed “sexual misconduct or sexual violence.”

II. SCOPE
This policy applies to all Title IX/sexual misconduct complaints occurring at Rosalind Franklin University (RFU) or within the educational programs and activities that RFU offers. This policy therefore applies to all university faculty, staff, and students, and the behavior
addressed in this policy includes that which might be exhibited by other parties. Should the university become aware that any contractor, vendor, partner or other affiliate engages in sexual misconduct, it will take appropriate action.

III. Policy Statements

Amnesty Statement: RFU’s amnesty provision is to remove barriers that may prevent reporting an incident of sexual misconduct. If an individual reports an incident of sexual misconduct, in good faith, the reporting party will not be given disciplinary action for a separate university policy violation, which is discovered in the course of the report. However, if the violation was egregious, in a way that places the health or safety of any other person at risk, amnesty may be not afforded.

Non-Discrimination Statement: The University does not engage in or tolerate discrimination on the basis of sex or gender and/or sexual misconduct (which includes sexual harassment and sexual violence) in its educational or employment programs and activities. Such misconducts are forms of unlawful sex discrimination under Title IX and other federal and state laws. Through a thorough and impartial investigation, the university is committed to responding to any instance of such discrimination by taking prompt and effective steps to end the discrimination and address its effects.

Pregnancy/ Parenting Statement: RFU prohibits discrimination against students, faculty and staff based on pregnancy, false pregnancy, termination of pregnancy, childbirth, or recovery from any of these conditions.

Retaliation Statement: RFU prohibits retaliation against any individual who, in good faith, reports or discloses an alleged violation of this policy, files a complaint, or otherwise participates in the complaint resolution procedure. Any person, who is found to have retaliated in violation of this policy, will be subject to said sanctions up to and including termination of employment or dismissal from the education program, as applicable.

IV. Designation of Title IX Coordinator

The institutional official responsible for coordinating and overseeing university efforts to comply with the requirements of Title IX and this policy is called the Title IX Coordinator. This policy serves as the governing document for the Title IX Coordinator to conduct investigations of sex or gender discrimination involving employees and students. Questions or concerns regarding Title IX, this policy, or other aspects of the university's commitment to sex or gender non-discrimination may be directed to RFU's Title IX Coordinator:

Tamekia Scott, EdD
Associate Vice President, Diversity and Inclusion
Title IX Coordinator
HSB - L.675
224.570.7499
TitleIX.Coordinator@rosalindfranklin.edu
V. Notifications About Policy and Title IX Coordinator

A notice shall be made on the university website and made in student and employee recruitment materials of the substance of Sections 3 and 4 of this policy.

VI. Examples of Specific Prohibitions

A. In determining whether a person satisfies any policy or criterion for admission, or in making any offer of admission, the university shall not, on the basis of sex, give preference, apply numerical limitations, or otherwise treat one individual differently from another.

B. In providing any aid, benefit, or service to a student, the university shall not, on the basis of sex, provide different aid, benefits, or services or provide them in a different manner, subject any person to separate or different rules of behavior, sanctions, or other treatment, or otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

C. Regarding full-time or part-time employment, the university shall not, on the basis of sex, exclude from participation in, deny benefits of, or otherwise discriminate in its recruitment, application process, hiring, promotion, termination, compensation, assignments, fringe benefits, or any other term, condition, or privilege of employment.

D. Regarding the learning environment or working environment, unwelcome conduct of a sexual nature that is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability or employee’s ability to participate in or benefit from the services, activities or opportunities offered by the university. Such prohibited conduct might include making sexual propositions or pressuring for sexual favors; touching of a sexual nature; writing graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures, or written materials; performing sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating students as to sexual activity or performance; or circulating or showing emails or web sites of a sexual nature. Such prohibited conduct might be exhibited by university employees, students, or other third parties, such as a visiting speaker or independent contractor. Such prohibited conduct might include verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Such prohibited conduct need not include intent to harm, need not be directed at a specific target, and need not involve repeated incidents.
E. Regarding the learning environment or working environment, engaging in acts of sexual violence.

VII. DEFINITIONS
The policy against sex discrimination includes sexual violence within its scope of prohibited conduct. This section addresses the additional provisions applicable to instances of sexual violence.

A. Definitions
1. Consent is a freely given agreement to sexual activity. A person’s lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent. A person's manner of dress does not constitute consent. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. A person can withdraw consent at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to the use or influence of alcohol or drugs; the person is under age; or the person is incapacitated due to a mental disability. Consent cannot be given when it is the result of coercion, intimidation, force or threat of harm. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

2. Domestic violence includes acts of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

3. Dating violence means violence committed by a person—
   a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
      i. The length of the relationship.
      ii. The type of relationship.
      iii. The frequency of interaction between the persons involved in the relationship.

4. Sexual Misconduct: One or more acts of sex discrimination. Such misconduct can occur among, between or to heterosexual, lesbian, gay, bisexual and transgender individuals.

5. Sexual Penetration/Intercourse: person to another person contact, however slight, between the sex organ or anus of one by an object, body part, sex organ, or mouth to another.
6. Sexual Violence: Completed or attempted nonconsensual sexual acts obtained by force or threat of force. Sexual violence includes sexual assault, domestic violence, dating violence, sexual exploitation, stalking, retaliation, and intimidation.

7. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
   a. fear for his or her safety or the safety of others; or
   b. suffer substantial emotional distress.

B. Available Assistance

1. Law Enforcement
   - Police (North Chicago): 911
   - Campus Security: 847-578-3288

2. Medical Care
   - RFU Health System - Student Health: 847-473-4357
   - Lake Forest Hospital Emergency Room: 847-535-6150
   - Highland Park Hospital Emergency Room: 847-480-3751

3. Counseling and Advocates
   - Lake County Council Against Sexual Assault (LACASA): 847-872-7799
   - Zacharias Sexual Abuse Center in Gurnee: 847-872-7799
   - Chicago Rape Crisis Hotline: 888-293-2080
   - Student Counseling Services: 847-578-8723
   - Student Affairs and Inclusion: 847-578-8354

4. Title IX Coordinator
   - Tamekia M. Scott: 224-570-7499

VIII. MANDATORY REPORTING AND INVESTIGATION
A. Any university employee who believes, in good faith, that discrimination on the basis of sex (which includes sexual harassment and sexual violence) has occurred or is occurring in any of its employment or education programs or activities shall promptly make a report to the Title IX Coordinator. When at all possible, the reporting should be encouraged by individuals experiencing such treatment. An exception to this mandatory reporting obligation is when the information was acquired within the provider/patient relationship such that there is a legally recognized provider/patient privilege. An available alternative is to make the report to the Office of Compliance directly or through the use of the EthicsPoint system (which allows anonymity) by calling 800-254-0460 or navigating to the webpage: http://rosalindfranklin.ethicspoint.com.

B. The Title IX Coordinator shall initiate or ensure cognizant officers initiate prompt and effective steps that are consistent with those described in Section 9 Grievance Procedures. In addition, proper notifications of rights and options shall be provided in accordance with 110 ILCS 155/15.

IX. GRIEVANCE PROCEDURES

Any person who, in good faith, believes he/she has been subjected to any form of sex discrimination in any education program or activity of the university may file a grievance, as further explained in this section. At the university’s discretion employee to employee complaint(s) will adhere to Title IX or Title VII grievance procedures. A. Purpose

These grievance procedures are intended to establish an equitable and standard process of responding to reports of sex discrimination.

B. Reports of Sex Discrimination and Fact-Gathering Process

A person who desires to file a grievance must make a report to the Title IX Coordinator and is encouraged to do so as soon as possible after the event or incident. All reports will be thoroughly investigated, as permitted by the circumstances; however, investigative and resolution efforts may be hindered by several factors, such as willingness of the complainant to provide information, the university’s degree of access and control over other sources of information, and the timeliness of the report.

C. Privacy and Confidentiality

1. Privacy

The university shall protect the privacy of individuals involved in a report of sex discrimination to the extent allowed by law and university policy. A report of sexual assault or harassment may result in the gathering of extremely sensitive information about individuals in the university community. While such information is considered confidential, university policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual assault or harassment when explicitly called for under the law. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual assault and/or harassment may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or
contact with the individual who made the report). However, information regarding disciplinary action taken against the accused shall not be disclosed without the accused’s consent, unless it is necessary to ensure compliance with the action or the safety of individuals.

2. Confidentiality
Confidential offices for information regarding resources, options for reports of sexual assault or harassment or how to file a complaint of sexual harassment include the licensed counselors in the Employee Assistance Program for employees and/or licensed counselors at Student Counseling Services and Student Health Center for students. These resources provide individuals who may be interested in bringing a report of sexual assault and/or harassment with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. Individuals who consult with these confidential resources shall be advised that (a) their confidential consultations in those settings are not considered reports of sexual assault or harassment and that (b) without additional action by the individual, such as reporting to the Title IX Coordinator, Student Affairs, Campus Safety or other university Official, those confidential consultations will not result in any action by the university to resolve their concerns.

Certain university employees, such as the Title IX Coordinator, managers, supervisors, and other designated responsible employees have an obligation to respond to reports of sexual assault and/or harassment, even if the individual making the report requests that no action be taken. An individual’s request regarding the confidentiality of reports of sexual assault or harassment will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the university’s legal obligation to ensure a working and learning environment free from sexual assault and harassment and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the university will comply with requests for confidentiality to the extent possible.

D. Interim Measures
The Title IX Coordinator may take interim measures before completion of the fact-gathering process in an effort to promote safety and full participation in the education programs and activities of all parties concerned. Interim measures are not deemed disciplinary or punitive in nature. Examples of interim measures include modifications in schedules relating to course activities, modifications in housing, modifications to work environment and modifications in transportation. Students requesting modifications may do so through the Division of Student Affairs and Inclusion or the Title IX Coordinator and employees may make such requests through Human Resources or Title IX Coordinator.

E. Optional Alternative Resolution Process
The reporting party filing the grievance may request that the university follow an alternative resolution process to address the alleged conduct in lieu of a more formal process. This optional alternative resolution process would resemble steps associated with mediation, which is a voluntary process that facilitates the parties’ efforts to identify and reach a mutually acceptable resolution to a conflict or dispute. The Title IX Coordinator may grant such a request to address the alleged conduct by means of an alternative resolution process in lieu of a more formal process if, in his/her judgment:

1. the situation is appropriate for voluntary participation of the parties (e.g. not situations that allege violence or physical force) and
2. the parties and the Title IX Coordinator agree that an appropriate amount of information has been gathered in order to determine what happened, the discrimination based on sex (if any) has ended, and the effects of discrimination based on sex, (if any) have been appropriately addressed.

F. Formal Resolution Process
A formal resolution process will be utilized for all grievances of sex discrimination that are not resolved through the alternative resolution process. The specifics of this process will depend upon the status of the person that is the subject of the grievance. When the status of such person is a student, further information may be found in the Student Code of Conduct hearing procedures. When the status of such person is an employee, further information may be found in Human Resources policies. When the status of such person is a faculty, further information may be found in the faculty bylaws. The process will be one that is fair and efficient and will include, at a minimum, the following:

1. Notice of Allegation and Hearing
Notice will be given to the person submitting the grievance and the person that is the subject of the grievance about the allegation and the scheduled hearing that will address that allegation.

2. Hearing Procedures
Hearing procedures will include the opportunity to speak on one’s own behalf, the opportunity to be accompanied by an advisor of choice (although, this advisor would not be permitted to act as a representative to speak on behalf of the person), the opportunity to request the presence of witnesses, the opportunity to present written matters and other evidence, the opportunity to review information that will be considered in the hearing process and respond to that information.

3. Standard for Findings
The standard to use for findings is “preponderance of the evidence.” That means that if it is determined that, in light of a fair evaluation of the evidence, that it is more likely than not that a fact existed or act of sex discrimination had occurred, then a finding may be made that the fact existed or an act of sex discrimination had occurred.

4. Resolutions
In the event of a finding that sex discrimination had occurred, a resolution will be determined that is considered to be fair and would likely end the discrimination and address its effects. That resolution would be forwarded to appropriate authority for implementation, consistent with university policy.

5. Notifications
Written notification will be made to the person submitting the grievance and the person that is the subject of the grievance. This notification will include, to the extent permitted by law, the results of the hearing process and a description of the relevant appeal procedures.
X. EDUCATION AND TRAINING

In compliance with the *Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 155)*, prevention and awareness programming and/or training will be provided to all members of the university community both in written format and through active means appropriate to the status of the participants. Each community member will receive notice of the university’s policies regarding discrimination annually. Flyers, brochures and other information will be distributed throughout campus regularly to ensure up to date information.

University’s Prevention and Awareness Measures to Promote the Awareness of Dating Violence, Domestic Violence, Sexual Assault and Stalking

Rosalind Franklin University of Medicine and Science prohibit the crimes of dating violence, domestic violence, sexual assault and stalking.

The University requires all new students, faculty, and staff to complete an online Title IX training within 90 days of their arrival at the institution. Further, new students complete in-person review during orientation. The University also provides and disseminates information on the Title IX Sexual Misconduct Policy and Title IX Resources and provides information on its webpage.

Training and educational programs are developed to meet the needs of the Rosalind Franklin University community and to foster a campus environment where everyone feels valued, validated, and respected, regardless: of ethnicity, religion, socioeconomic status, mental or physical ability, sexual orientation or gender identity or expression.

Risk Reduction and Bystander Intervention

Supporting a friend

What should I do if a friend was assaulted?

- Educate yourself about sexual assault and the healing process.
- Listen to and validate any feelings the survivor may be experiencing.
- Listen to and express your own feelings regarding the assault.
- Don’t ignore what happened or try to smooth it over and “make it better.”
- Respect the time and space it takes to heal. Patience and acceptance are essential.
- Ask the survivor what he/she wants and needs and follow through.
Encourage the survivor to seek support, and provide unconditional support for the decisions she/he makes. You can always encourage the survivor to call any of the phone numbers listed above to receive additional support. You, too, might benefit from seeking support resources as you assist your friend.

**Being an Active Bystander**
RAINN (the Rape, Abuse & Incest National Network) identifies the following actions that a bystander can take to prevent a sexual assault:

**Create a distraction**
- Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

**Ask directly**
- Talk directly to the person who might be in trouble.
- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

**Refer to an authority**
- Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard.
- Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don’t hesitate to call 911 if you are concerned for someone else’s safety.

**Enlist others**
- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

RAINN, “Steps You Can Take to Prevent Sexual Assault.” Rain.org/articles/steps-you-can-take-prevent-sexual-assault
Although RAINN provides the following helpful information that may help individuals reduce their risk of sexual violence, **the responsibility for sexual violence and misconduct solely falls upon the perpetrator.**

**Staying Safe on Campus**

College campuses can give you a sense of security—a feeling that everyone knows each other and watches out for one another. There are perpetrators who take advantage of this feeling of safety and security to commit acts of sexual violence.

We can all take steps to increase safety on college campuses. As bystanders, students can learn ways of stepping in to prevent crimes like sexual assault from occurring. When it comes to personal safety, there are steps you can take as well, and some of those tips are outlined below.

No tips can absolutely guarantee safety—sexual violence can happen to anyone, and it’s not the only crime that can occur on a college campus. It’s important to remember that if you are sexually assaulted on campus it is not your fault—help and support are available.

**Increasing on-campus safety**

The following tips may reduce your risk for many different types of crimes, including sexual violence.

**Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.

**Stay alert.** When you’re moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you’re alone, only use headphones in one ear to stay aware of your surroundings.

**Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.

**Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.

**Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can’t use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
Be secure. Lock your door and windows when you’re asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

Safety in social settings
It’s possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

Make a plan. If you’re going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don’t leave someone stranded in an unfamiliar or unsafe situation.

Protect your drink. Don’t leave your drink unattended, and watch out for your friends’ drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It’s not always possible to know if something has been added to someone’s drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.

Know your limits. Keep track of how many drinks you’ve had, and be aware of your friends’ behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.

It’s okay to lie. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it’s okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

Be a good friend. Trust your instincts. If you notice something that doesn’t feel right, it probably isn’t. Learn more about how to keep your friends safe in social settings.

RAINN. “Staying Safe on Campus” www.rainn.org/articles/staying-safe-campus

Evidence Preservation

The university strongly encourages victims of dating violence, domestic violence, sexual assault and stalking to retain all evidence that may be helpful for an investigation, whether or not the victim initially elects to make a police report. In the case of sexual assault this may mean going to
a hospital to have a forensic examination. More specific information on evidence preservation can be received anonymously by using the resources listed in the Title IX policy under the Counselling and Advocates section.

**Options for Involving Law Enforcement and Campus Authorities**

Those that have experienced sexual misconduct/violence are not required to file a complaint; however you are **encouraged to do so immediately.** Regardless if the person elects to file a complaint, reasonable accommodations or protective measures can be provided to the person who has experienced sexual misconduct/violence upon request.

Campus Safety can provide escort (upon request) for employee and students and assistance with enforcing campus/state orders of protection/no-contact orders Campus Safety is available 24 hours a day and can be reached at 847-578-3288.

Law enforcement is an option open to all victims and the university will assist the victim in filing a police report if requested.

The university can assist with obtaining and enforcing no contact directives, and honoring an order of protection or no contact order entered by a state civil or criminal court.

**Lake County Illinois Court Advocacy Program:**

**About the Program**

Located in the Annex of the Lake County Courthouse, A Safe Place will provide you an advocate who will be there to help you complete the paperwork and take you through the process of obtaining an Order of Protection.

A Safe Place’s Court Advocacy Program has assisted victims of domestic violence in the Lake County Courthouse since 1984.

Court advocates, including some bilingual, bicultural staff and trained volunteers, assist victims in a safe room within the courthouse as they prepare to seek Orders of Protection. These court advocates offer support to victims in the domestic violence courtroom and also will assist victims who choose to be witnesses during the criminal prosecution of abusers.

**Referrals & Networking**

We also offer extensive referral and information systems to all clients through networks with numerous service providers, members of legal and medical communities, schools, churches, and local businesses.
For More Information
If you would like more information about A Safe Place’s Court Advocacy Program and the other domestic violence assistance services and programs they provide, please call 847-249-4450, email the program, or visit their website.

Resources for Victims

Rosalind Franklin University will provide written resources to its students and employees who may become victims of dating violence, domestic violence, sexual assault and stalking whether a crime occurred on or off-campus. These resources provide information regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration, student financial aid, and other available rights and options for victims, both within the University and the community. Examples of available resources include:

Employee Assistance Program
mutualofomaha.com/eap
800-316-2796

Student Counseling Services
3471 Green Bay Road
North Chicago, IL 60064
847-578-8723

Student Health Center
3471 Green Bay Road
North Chicago, IL 60064
847-473-4357

Other Counselors and Advocates

Lake County Council Against Sexual Assault (LACASA)/Zacharias Sexual Abuse Center in Gurnee:
4275 Old Grand Avenue
Gurnee, IL 60031
https://zcenter.org/
847-872-7799

Chicago Rape Crisis Hotline
https://ywcachicago.org/our-work/sexual-violence-support-services/rape-crisis-hotline/
888-293-2080

Medical Resources

RFU Health System - Student Health
3471 Green Bay Road
North Chicago, IL 60064
847-473-4357

Northwestern Medical Lake Forest Hospital Emergency Department
1000 N. Westmoreland Rd.
South Entrance
Lake Forest, IL 60045
847-535-6150

Highland Park Hospital Emergency Department
777 Park Ave W
Highland Park, IL 60035
847-480-3751

Law Enforcement

Police (North Chicago)
1850 Lewis Avenue
North Chicago, Illinois 60064
847-596-8774
Emergency – 911
Campus Safety
Basic Sciences Building, L.357
847-578-3288

Victim Advocacy
Our Resilience
180 N. Michigan Ave.
Suite 600
Chicago, IL 60601
(312) 443-9603

Student Financial Aid
3333 Green Bay Road, North Chicago, IL 60064
Office Location: Health Science Building, Rm L.724
Phone: 847-578-3217

International Student Assistance
The Office of Diversity and Inclusion (ODI) provides International Student service and support as well as information and programs to further International understanding and appreciation on campus.
(847) 578-8354.
internationalstudents@rosalindfranklin.edu

Accommodations and Protective Measures
Accommodations are reasonable measures the University can put in place for an individual who reports having experienced dating violence, domestic violence, sexual misconduct or assault and stalking. Interim measures and accommodations can provide immediate support and help protect the individual's safety and ability to access their education and employment, at no cost to that individual. Examples of accommodation measures include, but are not limited to: modifications in schedules relating to course activities, modifications in housing, modifications to work environment, modifications to dining, modifications in transportation.
Reasonable accommodations for students and employees will be given when available, regardless of whether the victim chooses to report an offense to law enforcement or not. These accommodations can be made for not only sex offenses, stalking, domestic or dating violence but any other offenses that would lead a reasonable person to fear for their safety.

Students requesting accommodations may do so through the the Title IX Coordinator and employees may request accommodations for work or transportation requests through Human Resources.

Disciplinary Proceedings

Optional Informal Resolution Process. The student filing the grievance may request that the University follow an informal resolution process to address the alleged conduct in lieu of a more formal process. This optional informal resolution process would resemble steps associated with mediation, which is a voluntary process that facilitates the parties’ efforts to identify and reach a mutually acceptable resolution to a conflict or dispute. The Title IX Coordinator may grant such a request to address the alleged conduct by means of an informal resolution process in lieu of a more formal process if, in his/her judgment:

1. the situation is appropriate for voluntary participation of the parties (e.g. not situations that allege violence or physical force) and

2. the parties and the Title IX Coordinator agree that an appropriate amount of information has been gathered in order to determine what happened, the discrimination based on sex (if any) has ended, and the effects of discrimination based on sex (if any) have been appropriately addressed.

Formal Resolution Process. A student who desires to file a grievance must make a report to the Title IX Coordinator and is encouraged to do so as soon as possible after the event or incident. All reports will be thoroughly investigated, as permitted by the circumstances; however, investigative and resolution efforts may be hindered by several factors, such as the willingness of the complainant to provide information, the University’s degree of access and control over other sources of information, and the timeliness of the report.

A formal resolution process will be utilized for all grievances of sexual misconduct that are not resolved through the informal resolution process. The specifics of this process will depend upon the status of the person that is the subject of the grievance. When the status of such person is a student, further information may be found in the Student Code of Conduct hearing procedures. The process will be one that is fair and efficient and will include, at a minimum, the following:

1. Notice of Allegation and Hearing. Notice will be given to the person submitting the grievance and the person that is the subject of the grievance about the allegation and the scheduled hearing that will address that allegation.
(2) Hearing Procedures. Hearing procedures for both the accuser and the accused will include the opportunity to speak on one’s own behalf, the opportunity to be accompanied by an advisor of choice (although, this advisor would not be permitted to act as a representative to speak on behalf of the person), the opportunity to request the presence of witnesses, the opportunity to present written matters and other evidence, the opportunity to review information that will be considered in the hearing process and respond to that information. However, an advisor may not also serve as a witness in the same matter. Further, the advisor may be an attorney, but is still limited to the supportive and not participatory role described above. The advisor must comply with any rules in the higher education institution's complaint resolution procedure regarding the advisor's role. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.

The complainant and the respondent may not be compelled to testify in the presence of the other party. If a party invokes this right, the University will utilize an alternative mechanism (e.g. teleconference) by which each party can, at a minimum, hear the other party’s testimony.

The complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the individual overseeing the hearing, suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party.

(3) Standard for Findings. The standard to use for findings is “preponderance of the evidence.” That means that if it is determined that, in light of a fair evaluation of the evidence, that it is more likely than not that a fact existed or act of sex discrimination had occurred, then a finding may be made that the fact existed or an act of sex discrimination had occurred.

(4) Resolutions. In the event of a finding that sex discrimination had occurred, a resolution will be determined that is considered to be fair and would likely end the discrimination and address its effects. That resolution would be forwarded to appropriate authority for implementation, consistent with University policy.

(5) Notifications. Written notification will be made to the person submitting the grievance and the person that is the subject of the grievance, simultaneously, within 7 days of a decision. This notification will include, to the extent permitted by law, the results of the hearing process and a description of the relevant appeal procedures.

Disciplinary Actions. The University may impose disciplinary actions as a result of a finding of a violation of this Policy through its formal resolution process. These disciplinary actions include, but are not limited to:
a. Warning. A written warning is an official notice to the student that his/her behavior has violated the Standards of Student Conduct. A letter of warning serves as a notification to the student that further misconduct could result in additional disciplinary action.

b. Developmental Sanction. An assigned task or tasks intended to involve the student in a positive learning experience appropriate to the violation. Sanctions of this type include, but are not limited to, service to the community, involvement with a university program or committee (e.g. student leadership training, alcohol education seminar, ethics training workshop), or a writing assignment.

c. Mandated Counseling and/or Training. A requirement that a student participate in personal counseling or training sessions. These sessions may be provided by either the Student Counseling Service or by a non-university affiliated counselor of the student's choosing, but should be outlined by the requirement description. The student can facilitate communication between the counselor and the Associate Vice President for Student Affairs when appropriate. Any communications of this sort will not occur without the student's prior written consent. The number of counseling sessions in which the student participates may be predetermined via sanction or may be at the discretion of the student's counselor. Any payment for sessions held outside of the Student Counseling Center will be the student's responsibility.

d. Restitution and Fines. A payment required to obtain reimbursement for costs associated with or resulting from damage, destruction, loss or theft of property belonging to the University and/or others or increased maintenance or repair costs for the university and/or others. In the case of injury to any person, payment of all medical, hospital and other expenses of the injured person may be required. Proof of full payment shall be required to fulfill the sanction and failure to make payment may result in further disciplinary action.

e. University Probation. University probation is a formal notice to the student that his/her behavior is unacceptable within the university community. University probation requires that the student demonstrate during the probationary period that he/she is capable of functioning in a way which does not violate the Standards of Student Conduct. University probation covers a specified period and includes stated requirements. At the end of the specified period, a determination will be made as to whether the student has met the stated requirements or should be subject to further disciplinary action due to failure to meet those requirements. The terms of the probation may include any or all of the following: a requirement that the student report regularly to a member of the administration or faculty; a restriction on participation in co-curricular student activities; a denial of access to university facilities and grounds; or the imposition of other appropriate conditions. A member of the faculty or administration may be named to supervise the terms of the probation. If the student violates the terms of probation, the responsible committee will meet to impose further disciplinary action, which could include an extension of the probation. The responsible committee may also choose to outline, in the letter describing the details of the probation, the consequences for non-compliance. Probation will be noted on the disciplinary record and may be noted on the transcript.

f. Administrative Leave of Absence. Exclusion from academic coursework at RFUMS for a specified period. A student may be required to fulfill one or more conditions during the Leave of Absence in order to be afforded the privilege of re-entering coursework at the specified date or upon meeting the specified conditions of the leave. Some students on Leave of Absence may be afforded some privileges of enrolled students excluding participation in coursework.

g. Suspension. Exclusion from RFUMS for a specified period. A student may be required to fulfill one or more conditions during his/her suspension in order to be readmitted. This action may also include the suspension of graduation privileges and the issuance of
diplomas. The student has the right to re-enter the university or to have his/her privileges reinstated after the specified period only if he/she provides the required verification that the conditions of suspension, if any, have been met. In those circumstances, the student need not re-apply for admission unless otherwise stated as a term for the suspension. The suspension will be noted on the student’s disciplinary record and may be noted on the student’s transcript at the discretion of the responsible committee.

h. **Expulsion.** Permanent exclusion from the University as a whole and termination of all rights and privileges associated with student status. The student shall not be re-admitted to any college of RFUMS. This action may include the cancellation of graduation privileges and the withdrawal of, or refusal to award, diplomas. Expulsion will be noted permanently on the student's transcript and disciplinary record.

Employee sanctions may include; suspension (with or without pay) and termination from the university, in addition to any criminal charges filed.

**Grievance Procedures – Faculty and Staff.** Employee complaints will be investigated using various resources throughout the university, referred to law enforcement in most cases and using measures, as deemed appropriate, such as paid or unpaid leave for the accused, until an investigation is complete. When the status of such person who is the subject of a grievance under this Policy is an employee, resolution procedures are found in Human Resources policies. When the status of such person is a faculty member, further resolution procedures are found in the Faculty Bylaws.

Sanctions recommended by the SAJC are forwarded to the Associate Vice President for Student Affairs. For behavioral offenses, the Associate Vice President for Student Affairs has discretionary authority to institute sanctions up to and including Restitution and Fines whether or not a hearing is warranted. All academic integrity recommendations and any sanctions including University Probation and beyond will be referred to the college Dean or his/her designee. Students who violate the University’s Standards of Student Conduct may be subject to one or more of the following sanctions listed below.

**Students in Campus Housing**

In addition to the disciplinary actions listed above, students living in campus housing facilities may be subject to Contract Action as defined by the Student Housing Contract.

**Student Organizations**

In addition to the disciplinary sanctions listed, student organizations may be subject to sanctions in accordance with the Student Leadership Handbook.

**Records Encumbrance**
The Associate Vice President for Student Affairs may encumber student records until the student has successfully complied with and completed all requirements stated in the written notice containing the hearing outcome and the disciplinary sanctions imposed. In addition, student records may be encumbered for failure to cooperate with the student disciplinary procedures.

Interim Measures

In cases involving violence, the Associate Vice President for Student Affairs may impose interim measures while the complaint is pending to ensure the well-being of the parties involved in the complaint and the university at large.

HEARINGS

The Associate Vice President for Student Affairs has sole discretion in determining whether a hearing is warranted and he/she will initiate proceedings by notifying the complainant and respondent and by naming the Hearing Officer.

A. Decorum

1. The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing.

2. The Hearing Officer has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person.

B. Record of Hearing

1. Complaints, conferences, and hearings are closed to the public. Parties may be accompanied by guests upon prior request and approval of the Hearing Officer but they shall not be permitted to take part in the proceedings.

2. No cameras or personal recording devices, other than that used at the discretion of the Hearing Officer to keep an official record of the hearing, will be permitted in the hearing room.

3. A copy of the correspondence, the complaint, and response, the exhibits presented at the hearing and the Hearing Board disposition shall be maintained in a file in the Division of Student Affairs and Inclusion.

C. Appearance
1. If the accused student does not appear in person at the hearing, the Board may elect to either vote to suspend the accused student until a hearing is held; or vote to proceed with the hearing in the absence of the student.

2. A student choosing not to appear may provide the Board with a written signed statement.

D. Standard of Proof

To establish that an accused student violated the Student Conduct Policy, a majority of the Hearing Board must conclude that it is more likely than not that the student committed the violation.

E. Case Presentation

1. The party(ies) is/are expected to be prepared for a clear and complete, yet economical, presentation of their cases.

2. The Hearing Officer may impose reasonable time limits on any phase of the proceedings.

F. Evidence

1. Each party may offer reliable information relevant to the issue and may object to the information offered by the other party.

2. It is at the discretion of the Hearing Officer and the Board to determine what information should fairly be included or excluded.

3. The party(ies) may also introduce relevant written documents, objects, films, or other materials as exhibits. Each party is responsible for bringing copies of written materials in sufficient number for distribution to Board members and the opposing party at the hearing.

4. Party(ies) should offer witness(es) in person whenever possible.

a. Each party is responsible for getting their own witness(es) to the hearing.

b. If reasonable efforts to accommodate the schedules are not successful, the unavailability of a witness is not grounds for postponement of the hearing.

c. If an important witness prefers not to testify, the party(ies) may ask the Hearing Officer to assist in encouraging the witness to testify.
d. When necessary, witness(es) may present information by telephone or written statement.

e. After a party's witness presents information, the other party may ask questions, and then Hearing Board members may ask questions.

f. In cases involving sexual harassment or violence, questions of the complainant and accused may be posed through the Hearing Officer.

The Hearing Officer may exclude witness(es) from those parts of the hearing in which they do not testify. However, the individual who is the complaining witness for the university in a hearing involving a charge of physical aggression/harassment or sexual assault/harassment will have the right to be present in the hearing room throughout the proceedings, not including the deliberative session. Such a witness may also be accompanied by a support person in a non-participatory role.

**G. Hearing Board Membership**

1. Each Hearing Board is constituted by previously chosen and trained members of the SAJC.

2. At least five members will hear each case with representation from each of the university’s colleges.

3. The Hearing Board will always include faculty from the program or school of the accused.

4. Each Hearing Board will consist of both faculty and students.

5. Upon request of the Associate Vice President for Student Affairs and/or University Legal Counsel will serve as a non-voting member of the Hearing Committee and may attend all proceedings to provide counsel.

**H. Hearing Board Deliberations and Decision**

1. At the end of the hearing, the Hearing Board will deliberate in closed session. The Hearing Officer, Hearing Board members, as well as legal counsel to the Hearing Board, may attend.
2. The decision of the Hearing Board is more than determining responsibility; it is one of assessing the qualifications of the accused student (if determined responsible for the conduct) for continuing membership in the university community in light of the individual's record of conduct and responsiveness to opportunities, advice, and counsel.

3. The Board determines the issues based on the information presented by the parties at the hearing and determines whether the Complainant persuaded them that the accused student violated specified provisions of the Student Conduct Policy.

4. The Hearing Board must be prepared to make a judgment based on the information provided even if it is not complete.

5. The Board may consult with the Associate Vice President for Student Affairs as needed regarding policy and procedure.

I. Hearing Board Voting

1. Each panel member will vote on whether or not the accused student is responsible for violating the Student Conduct Policy for each alleged charge.

2. To establish that an accused student violated the Student Conduct Policy, a majority of the Hearing Board must conclude that it is more likely than not that the student committed the violation. A majority vote of Hearing Board members is required to find a violation.

3. If an accused student is found responsible for one or more items, the Hearing Board will next vote on sanctions, as listed in the Student Conduct Policy.

4. The Hearing Board's decision will be communicated in writing by the Hearing Officer to the Associate Vice President for Student Affairs and then to the Dean's designee no later than ten (10) business days following the hearing.

5. No one participating in the deliberations will give any party verbal information about the decision or the deliberations.

J. Notice of Outcome

Decisions regarding the outcome of a complaint will be communicated to the respondent no later than 60 days following from the date of the complaint. In situations warranting special time considerations, this timeframe may be extended. Outcomes will be communicated via writing by either the Associate Vice President for Student Affairs or Dean of the School (or their designee) whichever has appropriate authority. In cases involving harassment or violence, both the respondent and complainant will be informed of the outcomes of the hearing to the extent that the outcomes directly impact the complainant.
APPEALS

A student who wishes to file an appeal must do so in writing and deliver that appeal to the Provost within ten (10) business days of the date the student received the written notice of decision and sanction. Correspondence or communication that does not meet these requirements is not considered an appeal in accordance with this provision. In cases involving sexual violence/harassment, both the complainant and the respondent have an equal right to appeal.

A. Grounds for Appeal

An appeal may only be based on one or more of the following grounds: (1) procedural error that adversely affected the fairness or reliability of the process; (2) newly discovered information that could affect the outcome (note: “newly discovered information” means information that was both not previously discovered and could not have been discovered even if the student had exercised due diligence); and (3) the level of sanction is grossly disproportionate to the misconduct and its surrounding circumstances. The appeal must specifically indicate the ground(s) for appeal and include sufficient information to enable the Provost to review and decide the matter.

B. Authority of Provost

Upon receipt of an appeal that fulfills the requirements of this section, the Provost will review the appeal and may gather and consider any available information that the Provost deems to be relevant to the ground(s) for appeal. The Provost will make a determination on the appeal normally within ten (10) business days of the date the appeal was delivered to the Provost.

The Provost may act as follows:

1. If the Provost determines that there actually was a procedural error that could have affected the fairness or reliability of the process, then the Provost will refer the matter to the Associate Vice President for Student Affairs or cognizant Dean (or designee) to implement a process that is free from that procedural error. If the procedural error relates to the Hearing Board process, then resolution may require a new Hearing Board or require the prior Hearing Board to reconvene.

2. If the Provost determines that there is newly discovered information that could affect the outcome, then the Provost will refer the matter to the Associate Vice President for Student Affairs or cognizant Dean (or designee) to consider that new information at the proper stage. Normally, this would involve the Hearing Board reconvening to consider the additional information.

3. If the Provost determines that the level of sanction is grossly disproportionate to the misconduct and its surrounding circumstances, then the Provost may adjust the level of sanction as deemed just.
4. If the Provost determines that 1, 2, or 3 is not appropriate, no corrective action is needed.
General Security and Safety Training
All employees and students will be given information during orientation which addresses security policies, rules, and regulations and also encourages all university members to be responsible for their own and others safety. During new employee orientation, all new employees are shown a Power Point presentation addressing security issues and policies here on campus. During new student orientation, new students are advised of the Campus Safety website, which also addresses security issues and policies here on campus, given safety related materials and all students are given the instructions for signing up for emergency text alerts. Incoming Student Housing residents are briefed by Campus Safety on issues relating to personal safety, security and fire safety. In addition; we do occasionally e-mail all university members after an incident has occurred or a community alert is issued (including in Chicago for students doing rotations), which also addresses the need for everyone to assist in their own and others safety and security.

Campus Safety will continue to share resources that will help everyone assist us in making this a safe and secure environment.

Examples include: DHS Active Shooter booklet, Run-Hide-Fight video, FEMA Training for Workplace Violence and materials from FEMA and IEMA related to weather safety such as tornadoes and winter weather.

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**Personal Safety Tips**

1. **Make the call.** Program the number of your college or university’s police or public safety department into your cell phone so you have it at your fingertips in the event of an emergency on campus. If you see a crime in progress or even something suspicious, don’t hesitate, make the call. Campus Security 847-578-3288
2. **Empower yourself.** Enroll in a self-defense course. If your college or university offers a sexual assault defense program such as R.A.D., sign up with a friend and empower yourself. These courses are designed to give you the tools that may help save your life.
3. **Don’t walk alone.** Take advantage of your college or university’s safety escort services (Call Security at 847-578-3288 or stop by the Security window) or walk with friends or classmates.
4. **Protect your property.** Never leave items like your backpack, laptop or cell phone unattended— even if it’s just for a minute. Make it a habit to take these valuables with you.
5. **Report solicitors.** Magazine subscriptions, donation requests, spa packages and “earn money now” schemes are some of the common methods criminals use to take your money. Avoid solicitors’ scams by politely saying no and immediately notifying university police. Never provide a solicitor with your personal information.
6. **On the bus (or train).** Stay awake and keep your personal belongings close to you. Sit near the door or the driver and stay awake. If someone’s harassing you, don’t hesitate; ask the driver to let you off at a populated bus stop or a well-lit area like a gas station.

7. **Grab it. Close it. Lock it.** College and university parking lots and structures are common targets for thieves. Never leave valuables in your car or items in plain view. Take items like GPS devices, removable stereo faceplates, and electronics with you. Make sure your windows are up and the doors are locked. Apply a security device or set the alarm.

8. **Keep personal information private.** Avoid becoming a victim of identity theft by carrying only the necessary items in your wallet or purse. Don’t give personal information to solicitors. Don't carry all of your credit cards on you.

9. **Keep your dorm locked.** Even if you’re going next door to a friend’s room, always grab your keys and lock the door. A propped open door is a perfect target for would-be thieves and allows them quick and easy access to your belongings. If your room has additional doors and windows, always be sure they are closed and locked as well.

10. **Protect your wheels.** If you ride a bike, find out if your university offers free registration. Registering your bike helps improve the likelihood of recovery if stolen. Invest in a high-quality, hardened steel “U” lock. For optimum security, lock both the front and frame to the bike rack. We do not register bikes at this time. Make sure you write down the Make, Model and Serial number of your bike and keep in a secure place. All bike racks on campus are monitored by surveillance cameras.

*Top Ten Safety Tips-International Association of Campus Law Enforcement Administrators (IACLEA) -2013*

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**Sex Offender Registry**

The Illinois State Police maintains a database of all registered sex offenders in Illinois that you can access using the Web. To learn the identity of registered sex offenders on or near Rosalind Franklin University of Medicine and Science, or anywhere in Illinois, visit the Sex Offender Database at [http://www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). Once there, you can search by city, county, or zip code.


The Campus Sex Crimes Prevention Act of 2000 (CSCPA) is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. CSCPA requires the State Police to make this information promptly available to institutions of
higher education where a registered sex offender is either enrolled or employed. It further requires colleges and universities to issue a statement advising the campus community where the information provided by the State Police may be obtained. The Lake County Sheriff’s Office sends us quarterly reports of all registered sex offenders in Lake County and they will also alert us if a registered sex offender lists RFUMS as a place of employment, as a student, or a housing resident as they are required to do by law. At this time we have not been informed of any convicted sex offenders on our campus.

**Notices and Distribution: of the Campus Security Report.**

By October 1 of each year, all enrolled students and all current employees will be notified via mass e-mail of the availability of the annual security report by providing its exact electronic address at which the report is posted and a brief description of its contents. The notice will state that a paper copy will be provided on request.

Each year, by the date and in a form as specified by the U.S. Department of Education, the University will submit crime statistics data to the U.S. Department of Education which can be accessed by anyone.

**Crime Statistics**

These statistics are compiled from reports made to Campus Safety and information supplied by local and State police agencies NCPD, VHPD. An individual statistic is recorded in the year in which the report was made to Campus Safety. The statistics do not include identification of the alleged victim or perpetrator of the offense and the statistics do not include and Campus Safety does not seek information directly from pastoral or professional counselors.

In accordance with federal law, the following terms and their definitions are used:

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

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

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

**Criminal Homicide--Manslaughter by Negligence.** The killing of another person through gross negligence.

**Criminal Homicide--Murder and Non-negligent Manslaughter.** The willful (non-negligent) killing of one human being by another.

**Drug Abuse Violations.** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

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

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

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

**Rape.** Definition: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
This definition includes any gender of victim or perpetrator. Sexual penetration means 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, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

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

Statutory Rape: non-forcible sexual intercourse with a person who is under the age of consent.

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

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

Hate Crime. Any crime that manifests evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability to include; murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, dating violence, domestic violence, stalking, larceny-theft, simple assault, intimidation, and vandalism, or other crimes involving bodily injury.

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

**Dating violence**

The term "dating violence" means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

**Stalking**

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress.

**Illinois Consent Statute:**

"Consent" means 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.

(b) 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.

(c) 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.

(Source: P.A. 96-1551, eff. 7-1-11.)

Note: Reported crimes may involve individuals not affiliated with the university.
Statistics are for crimes reported. Statistics do not reflect the outcome of any investigations or hearings or whether the victim chose to pursue charges.

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<th>NON CAMPUS</th>
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**CRIMES REPORTED IN THE STUDENT HOUSING COLUMN ARE ALSO INCLUDED IN THE ON-CAMPUS CATEGORY**
HATE CRIMES:

Hate Crime. A crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, National Origin or disability to include; larceny-theft, simple assault, intimidation, and vandalism.

We had no hate crimes reported for 2016, 2017, or 2018
Annual Fire Safety Report

Effective October 2010, we must collect and report fire statistics for all on-campus student housing facilities. The fire statistics must be posted on a fire log located on the Campus Safety website, reported in the annual Campus Security and Fire Safety Report, as well as logged into the Department of Education’s web-based data collection system. Statistics must be separated by individual student housing facility.

The definition of fire for the purposes of fire safety reporting is “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled maker.”

The university strongly urges anyone with information about a fire in a student housing building to promptly report it to Campus Safety at (847) 578-3288 or at campus.safety@rosalindfranklin.edu so the fire can be investigated and included in the required Fire Log and Annual Fire Report Statistics.
### Fire Statistics
#### 2016

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<th>Residential Facilities</th>
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<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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**Fire Safety devices**

Each of our on-campus housing buildings are equipped with Fire protection devices. These devices consist of; individual fire panels in each building that report directly to North Chicago Fire Department, Facilities Management and Campus Safety, Fire alarm strobes and audible alerts, exit route signage, smoke detectors in all hallways that report to the fire panels, heat activated sprinklers in all apartments (also reported to fire panels), smoke detectors in individual apartments not tied into main fire panels (to minimize false alarms caused by cooking smoke), fire extinguishers in all kitchens, as well as larger fire extinguishers in the hallway mounted and marked cabinets.

At the Woodlands, there are Fire Alarms that will detect fire/smoke in the entrances, common areas and hallways of each individual building. The common area fire alarms will sound and connect via radio monitor directly to the City of North Chicago Fire Department. If you hear the building fire alarm sound, immediately evacuate the building and await the fire department. If the smoke detector sounds in your apartment, note you will need to call 911 in order to report the fire to the City of North Chicago Fire Department. As with any fire, regardless of the location, do not call the office first...DIAL 911. Fire extinguishers are located in the foyers, on both the first, second and third floors.

**STUDENT HOUSING EVACUATION PROCEDURES**

**Emergency**

Fire or medical emergencies: 9-1-1
All emergency 9-1-1 calls will be connected through Campus Safety.

Non-emergency after hour assistance: Campus Safety (847) 578-3288

For general concerns or information contact the Office of Student Housing during office hours (8:30am to 4:30pm, Monday-Friday) (847) 578-8350

Campus Safety will notify residents using the overhead paging system, fire alarms, and/or the e2Campus emergency notification system.
Fire

NOTE: specific exits are designated only as guidelines to assure orderly evacuation of the building. Good judgment and common sense must always be used.

- These procedures are to provide guidelines for an orderly building evacuation in the event of an emergency, and to provide safety measures to prevent injury during evacuation.
- In the event of a fire, activate the nearest pull station.
- Should a fire alarm be activated, evacuate the building via the nearest emergency exit. Walk; do not run. Do not use elevators.

- Before exiting through any closed door, check for heat and presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

- Assist visitors during emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during emergency situations. Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
- Individuals using a wheelchair or otherwise unable to descend stairs should proceed immediately to the nearest exit if they are on the ground floor. On all floors above the ground level, a person with a disability should proceed to a fire stairway landing, preferably with an able-bodied evacuee. Another able-bodied evacuee must be advised to immediately notify rescue workers of the exact location of the physically challenged individual and his/her companion.
- Upon exiting the building and proceeding to assembly area, remain at least 125 feet away from the building. Do not block any driveways, as Fire Department personnel will need access to these areas.

In the event you are unable to exit the building

- Remain calm; do not panic.
- Remain low; crawl if necessary.
- Place a cloth, wet if possible over your mouth to serve as a filter.
- Signal for help from a window. Use a towel, clothing, sign etc.

General Rules

- The last people to leave an area are to close all doors, do not lock any doors.
- Everyone must leave the building when evacuation order/signal is given.
- Return to building only when the "All Clear" is given by either Campus Safety or Fire Officials.
Fire Safety devices

Each of our on-campus housing buildings is equipped with Fire protection devices. These devices consist of:

- Individual fire panels in each building that report directly to North Chicago Fire Department and Campus Safety.
- Fire alarm strobes and audible alerts.
- Exit route signage.
- Smoke detectors in all hallways that report to the fire panels.
- Heat activated sprinklers in all apartments (also reported to fire panels).
- Smoke detectors in individual apartments not tied into main fire panels (to minimize false alarms caused by cooking smoke).
- Fire extinguishers in all kitchens, as well as larger fire extinguishers in the hallway mounted and marked cabinets.

At the Woodlands on Green Bay, there are Fire Alarms that will detect fire/smoke in the entrances, common areas and hallways of each individual building. The common area fire alarms will sound and connect via radio monitor directly to the City of North Chicago Fire Department.

Fire Drills and testing

Unannounced Fire Drills are held shortly after the start of each school year. All students residing in student housing are encouraged to participate. In addition all fire alarm devices are inspected and tested quarterly. The fire pumps are tested weekly. Any deficiencies found during testing, or any deficiencies discovered at any time, are corrected as soon as possible.

Portable electrical appliance policy

Small appliances within reason are permitted in the apartments. Any appliance causing electrical issues will need to be removed. Halogen lamps as well as any flammable or explosive materials are prohibited.
Smoking policies

Smoking is not permitted in Student Housing. Student Housing apartments and all common areas, including but not limited to lobbies, elevators, patios, corridors, stairwells, and study areas, are considered smoke-free environments. A smoking shelter is available behind Apt Building 301 for Student Housing residents and their guests.

Education and Training

During the annual fire drill at Student Housing specific training and guidance is given to students on such things as evacuation routes, where to assemble during a fire alarm, how to use a fire extinguisher and where to go in extreme weather. In addition Community managers are given more specific training as they assist and direct residents once they have evacuated. The Student Housing Handbook and Contract Book contain specific information regarding fire safety and the universities Emergency Operations Plan also includes fire safety material.

Woodlands on Green Bay Fire Safety Information:

FIRE

Most fires are caused by carelessness. Please make sure that matches, lighters, etc. are kept out of reach of young, curious children. Never leave your kitchen stove or candles unattended. The Woodlands Management is required to investigate all fires on its premises. When neglect or disregard of safe practices is indicated, by you or your guests, you will be asked to terminate your tenancy and you will be held responsible for any and all damage restoration fees.

There are Fire Alarms that will detect fire/smoke in the entrances, common areas and hallways of each individual building. The common area fire alarms will sound and connect via radio monitor directly to the City of North Chicago Fire Department. If you hear the building fire alarm sound, immediately evacuate the building and await the fire department. If the smoke detector sounds in your apartment, note you will need to call 911 in order to report the fire to the City of North Chicago Fire Department. As with any fire, regardless of the location, do not call the office first…DIAL 911. Fire extinguishers are located in the foyers, on both the first, second and third floors.
SMOKE AND CARBON MONOXIDE DETECTORS

In accordance with the State of Illinois, each apartment is equipped with a smoke detector and a carbon monoxide detector. The smoke detectors will sound any time there is excess smoke in your apartment. If the smoke is from cooking and no fire is present, open the patio door until the smoke dissipates. Do not open your entry door; this will cause the building’s smoke detector to activate. If the carbon monoxide detector sounds you should contact the Management Office and exit the apartment until someone from maintenance arrives. Tampering with or the removal of smoke detectors is a Class “A” misdemeanor for the first offense and a Class “4” felony for subsequent convictions.

During your move-in inspection, it was verified that the smoke alarm and the carbon monoxide detector in your apartment was in proper operating condition. It is your responsibility to check them weekly and immediately report any malfunctions to the Management Office.

Residents are required to change batteries in the smoke detector as needed. The fire department suggests using the spring and fall time changes as a guideline for replacing batteries. If your smoke detector is “beeping” it is in need of battery replacement. See Testing Procedures listed below:

In the event of an actual fire, report the fire immediately to the North Chicago Fire Department. Your apartment smoke detector is not wired directly to the fire department, you must make the call. Do not assume that someone else has called. Fire extinguishers are located in the foyers of all buildings. If you do experience a fire, the Management Office must be informed.

- **SMOKE ALARM TESTING PROCEDURES**
  Test smoke alarm weekly by doing the following:

1. Observe the green LED. A constant green light indicated the smoke alarm is receiving 120V AC power.

2. Firmly depress the Push to Test button for at least five seconds. The smoke alarm will sound a loud beep about four times a second. The alarm will sound 2 short reduced volume beeps, then 1 short loud beep followed by a pause, and then the pattern repeats. The alarm may sound for up to 10 seconds after releasing the Push to Test button.

   If smoke alarm does not sound, contact the Management Office.

- **CHANGING THE BATTERY IN YOUR SMOKE ALARM**
  Always turn off power to smoke alarm before replacing battery. Replace battery at least once a year, or immediately when the low battery signal sounds (a chirp once per minute indicates low battery). The red LED will blink 4 times per minute after each low battery chirp. Use only the following batteries as replacements in this smoke alarm: Eveready 522 or 1222, Duracell MN 1604, or Ultralife U9VL-J. Turn smoke detector counter clockwise to remove. Flip over smoke alarm and lift tab to open battery door. Replace battery and replace smoke alarm by twisting clockwise onto mounting plate.
• CO DETECTOR TESTING PROCEDURES
Push and hold the Test/Silence button on the cover until you hear a “chirp.” The “chirp” marks the start of the self-test sequence.
First, the yellow and green lights will flash briefly….this is normal.
Next, the alarm horn will sound: 4 beeps, a pause, then 4 beeps. The red light will flash quickly.
The alarm sequence should last 5-6 seconds. If it does not alarm, make sure a fresh battery is correctly installed, and test it again. If the unit still does not alarm, replace it immediately.

• CHANGING THE BATTERY IN YOUR CO DETECTOR
The battery light continues to flash green and the horn “chirps” every 30 seconds. This warning should last for up to 30 days but you should replace the battery as soon as possible.
1. Slide the mounting bracket/battery door off the back of the CO alarm.
2. Attach the 9V battery to the battery connector inside the battery compartment. Make sure the battery snaps in securely and cannot be shaken loose.
3. Place the battery and connector back inside the battery compartment.