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Approval

On an annual basis, the Emergency Preparedness Manager/Safety Specialist will update the Campus Violence Prevention Plan (CVPP) to reflect any modifications. The plan will then be sent to the Executive Vice President for approval. All previous editions of the plan will be replaced with the most current edition.

EFFECTIVE DATE OF THIS EDITION:

Updated:  May 14, 2013
Created:  November 14, 2011

Annual Update Reviewers:

__Michael Salatino________________________________________
Michael Salatino, Chief of University Police

__Michi Dubes___________________________________________
Michi Dubes, Emergency Preparedness Manager/Safety Specialist

__Randy Johnson________________________________________
Randy Johnson, Village of Lisle Emergency Management Agency

Authorized Signature:

_________________________ ________________________
Charles W. Gregory, Executive Vice President  5/15/13
Record of Changes

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<td>3/14/13</td>
<td>Early Alert Team</td>
<td>Remove HRIS Manager</td>
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<tr>
<td>3/18/13</td>
<td>Entire plan</td>
<td>Minor wording changes</td>
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<td>3/18/13</td>
<td>Personnel Resources</td>
<td>Added a Personnel Resources section for faculty/staff</td>
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<td>Distribution List</td>
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### Distribution List

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<tr>
<td>Michi Dubes</td>
<td>Emergency Preparedness Manager/Safety Specialist</td>
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<td>Mike Salatino</td>
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<td>Charles Gregory</td>
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<td>Safia Rabah</td>
<td>DuPage County</td>
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<td>Randy Johnson</td>
<td>Lisle EMA</td>
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<tr>
<td>Michael Mann</td>
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The CVPP will be available via electronic means by visiting [www.ben.edu/cvpp](http://www.ben.edu/cvpp).

Date of Distribution – 5/14/13

Last Date of Distribution – 12/5/11
1. PURPOSE

It is the intent of Benedictine University to provide a safe and secure campus for university employees, students and visitors to pursue their education, work and other activities in a safe, non-threatening environment. We will do this by establishing preventative measures to remove or reduce campus violence. Unfortunately, violence can occur but we can educate and empower the University community and provide resources and procedures to prevent, deter and respond to concerns regarding acts of violence. This policy specifically addresses the University's position on prevention reduction and the management of violence.

2. POLICY STATEMENT

A. Violence Not Tolerated:

Benedictine University is committed to providing a safe learning and work environment for the campus community. The University has a zero tolerance standard with regard to threats and/or violent behavior including but not limited to: acts of violence, threats of violence, possession of weapon(s) on University controlled property, threatening behavior, and/or reckless disregard for the health and safety of any person are not acceptable conduct. Violation of this policy and/or the Code of Student Conduct will result in the University responding promptly and decisively by means of awareness and educational programming, enforcing administrative law, discipline, sanctions, termination of employment, dismissal from the University and/or criminal prosecution.

B. Responsibility:

It is the responsibility of the entire University community to keep the campus safe and secure. Knowledge of any violent act or threats planned or carried out are to be reported immediately to University Police at 630-829-6666.
C. Application:

The policy covers all persons:

1. On University property;
2. At University sponsored events;
3. Fulfilling duties of a University student off-campus (such as attending class at off-site locations, student teaching, internship, conference, or international study abroad);
4. Conducting official University business or representing Benedictine University off-campus; or
5. Engaging in any action having direct impact on the University community.

D. Definitions:

Violence: As defined by Merriam-Webster Dictionary, violence is the exertion of physical force so as to injure or abuse; an instance of violent treatment or procedure; intense, turbulent, or furious and often destructive active or force.

Threat: As defined by Merriam-Webster Dictionary, threat is an expression of intention to inflict evil, injury or damage.

Threatening Behavior: is any action that causes a person to be concerned about the actual or potential risk of violence associated with the comments or conduct of another person.

Weapon: An item designed or used for inflicting bodily harm or physical damage. Weapons are not allowed on University controlled property with the exception of law enforcement.

Firearms and dangerous weapons are prohibited on property owned or controlled by the University, and at University-sponsored events. All persons in possession of firearms and/or weapons in violation of University policy or the Illinois Compiled Statutes on Armed Violence (720 ILCS 5/33A-1) are subject to arrest and prosecution. Firearms and dangerous weapons, including but not limited to BB guns, crossbows, facsimile weapons, martial arts devices, paint-ball guns, or any other device deemed dangerous, are not permitted in any University residence facility or any other building, facility, campus, or other property owned or controlled by the University.
3. **REPORTING**

For a life threatening event, dial 911, for the Lisle Police/Fire Departments. The Lisle Police Department is located at 5040 Lincoln Avenue, Lisle, Illinois 60532.

You may also dial 630-829-6666, for the Benedictine University Police Department to report a medical emergency, criminal act, suspicious person or incident. The Benedictine University Police Department is located on the ground floor of the parking structure, in the southwest part of the campus. The Department’s mailing address is Benedictine University Police Department, 5720 College Road, Lisle, Illinois 60532.

There are 25 emergency call boxes, including in all elevators on campus. When activated, you can speak directly to the University’s Police Emergency Dispatch Center, to report your concern.

The University Police is an active member of DuPage County Crime Stoppers. If you have specific information regarding a serious crime on or off campus, you can call Crime Stoppers anonymously at 1-800-222-TIPS and may receive a reward up to $1,000. More information may be obtained at [http://www.dupagecrimestoppers.com/](http://www.dupagecrimestoppers.com/).

A “Silent Witness” link is found on the web pages of the University Police. You may confidentially report any crime, concern, misdeed or emergency. [http://www.ben.edu/campus_resources/police/index.cfm](http://www.ben.edu/campus_resources/police/index.cfm).

You may also report a crime or emergency to any faculty or staff member, who will contact the appropriate authority. You may specifically contact Chief of Police, 630-829-6122, or Associate Vice President for Student Life, 630-829-6006. You may report a crime or concern in-person, via e-mail, telephone call, or US Mail. You may report anonymously, request anonymity, or voluntary identify yourself, if you chose.

Resident student may report criminal acts, or emergencies to the Resident Assistant, Resident Coordinators or Associate Dean of Residence Life, 630-829-6607.

The University is committed to fostering an environment that promotes the acquisition of knowledge and nurtures the growth of the individual. Each member of the campus community is responsible for his or her own actions and is expected to respect the rights of others. These responsibilities, which include prohibited acts and standards of conduct, are mandated in the Alcohol and Drug
Policy, which prohibits the unlawful use or possession of prohibited substances, related paraphernalia, underage possession, delivery and consumption of alcohol and promotes a Drug Free Campus/Workplace Policy. Non-violent conduct and possession of weapons/firearms/ammunition is prohibited in the Student and Employee Handbook.

4. **CAMPUS THREAT ASSESSMENT TEAM**

The Chief of University Police together with the Vice President of Student Life, Associate Dean for Student Success Center, Residence Life Area Coordinators and a representative from Athletics meet on a weekly basis to review action steps taken by each office for the preceding week and discuss enhancements to current procedures.

The Early Alert Team (EAT) supports students outside of their peer network, to identify academic, social, personal troubles and/or disruptive behavior and direct those individuals to the necessary assistance they may need to resolve their problems. This may be, but is not limited to, suicide warning signs, attempts, threats or gestures and behavior determined to be, or of concern, that may be potentially destructive or violent. Any individual member of the campus community, internal or external, may report anonymously to the EAT, their concerns or observation, through a university web link to the EAT. They may also contact the University Police or any member of the EAT, regardless of whether or not a code of conduct violation has occurred, with the understanding that their identity will remain confidential.

**A. Early Alert Team (EAT)**

1. **Mission:** The mission of the Early Alert Team (EAT) is to provide early intervention and prevention for students who are experiencing distress, engaging in harmful or disruptive behaviors, or who have been identified as at risk for personal, academic, social or financial success.

2. **Purpose:** The EAT serves as a point of referral for faculty, staff, students and/or parents who are concerned about the physical, emotional, academic or financial health of a University student. The EAT can assess the situation, offer support and provide referrals to the appropriate resources on and off campus. Additionally, the EAT will provide policy and procedure recommendations when appropriate.
3. **EAT Members:**

- Chief of Police
- Director, Student Health
- Associate Dean, Student Development
- Vice President, Student Life
- Associate Dean, Student Success Center
- Emergency Preparedness Manager
- Associate Professor, Psychology
- Director, Student Engagement and Leadership Development

This multi-disciplinary approach to identifying and developing plans of remediation also includes services in intervention from local psychiatric facilities to include Linden Oakes Hospital, Naperville, Illinois, which provides 24 hours/day, 7 days/week inpatient and outpatient services. The EAT may require a mandatory evaluation, with a recommendation from the facility, that the individual referred no longer poses a threat to the campus community. The EAT will be responsible for developing, implementing and coordinating the efforts of the campus Violence Prevention Committee and the Campus Threat Assessment Team. Primary support will be gained from the offices of University Police, Health Services, Emergency Response and Recovery Team, Campus Ministry, Student Life/Residence Life, Athletics, Student Success Center, Personnel Resources, Information Technology and Academic Divisions/Provost.

EAT procedures are posted on the University’s main Website, in the Emergency Response and Recovery Plan and reviewed during on-going violence prevention initiatives, through PowerPoint and personal awareness presentations, to include student, faculty, staff orientations, and Personnel Resources new hire orientation training.

The EAT is but one component of the more comprehensive Campus Violence Prevention Plan. It is the responsibility of faculty, staff and students to immediately report any situation that could possibly result in harm to anyone within our campus community. All immediate life threatening situations or observations should be reported to the University Police for prompt intervention. Reporting of a less than life threatening nature can be reported to the EAT.
4. **EAT Member Responsibilities:**

- Respond to circumstances of violence, threatening behavior, unwanted pursuit, or harassment, when it is safe to do so, without police intervention.
- Investigate the situation and recommend appropriate actions including suspension, expulsion, termination of employment, filing of criminal charges or ongoing monitoring for follow-up observation of behavior patterns;
- Respond quickly to behavior indicating a student who poses a risk to self or others;
- Identify resources for troubled students and personnel and make referrals to appropriate campus and off-campus resources;
- Help secure therapeutic actions that are appropriate, such as treatment or counseling;
- Notify, within FERPA/HIPPA guidelines, parents, guardians and/or next of kin;
- Initiate action to place a student in the custody of a mental health facility capable of supporting specific behaviors;
- Periodically assess outcomes of actions taken.

B. **When to Refer a Student to EAT**

**NOTE: IF THERE IS AN IMMEDIATE THREAT TO THE STUDENT OR OTHERS CALL UNIVERSITY POLICE 630-829–6666, AND/OR 911.**

- If after speaking to a student about a concern, and no improvement occurs, contact the Early Alert Team, for any of the following:
- Concern for a student’s Mental Health (Example: student exhibits unusual behavior or changes in normal behavioral patterns, student is known to have stopped taking medication, etc.)
- Concern for a student’s Academic success (Example: student has stopped attending classes, changes in participation or quality of work are evident, etc.)
- Concern of a student having Personal Difficulties (Example: student is known to have lost a close family member, family is facing severe economic hardship, student is supporting family income or providing personal care to ill family member, etc.).
C. How to Refer a Student to EAT

- Print and complete an EAT referral form and submit to Lownik Hall Room 152
- If you prefer, you may contact the Associate Dean for Student Development, Linda D. Owens 630-829-6123 or e-mail at lowens@ben.edu.

**NOTE:** In accordance with the Family Educational Rights and Privacy Act (FERPA), the structure is designed to allow referrals to be viewed only by those individuals who have a need to know. The information shared will not become a part of the student’s permanent record. In addition, state and federal privacy laws prohibit the unauthorized disclosure of personally identifiable health information.

5. **NOTIFICATION AND PREPAREDNESS**

**A Guide to Safety at Benedictine University – Lisle Campus**

In 1998, Congress enacted the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or the “Clery Act”, which previously was known as the Crime Awareness and Campus Security Act of 1990). The Clery Act requires colleges and universities receiving federal funding to disclose reported instances of criminal activities on campuses. In addition to the disclosure of campus crime statistics, the Clery Act requires that timely warnings of criminal activity be disseminated to the campus community, as well as the disclosure of various campus policies. For more information on the Clery Act, please visit the Campus Security Web Site of the U.S. Department of Education, Office of Post-secondary Education, at http://www2.ed.gov/admins/lead/safety/campus.html. The Clery Act is intended to assure that students and their families, as higher education consumers, have access to accurate, complete, and timely information about safety on campus so that they can make informed decisions.

**Annual Reporting and the Disclosure of Crime Statistics**

The Benedictine University Police Department (“University Police Department” or “University Police”) is responsible for preparing this Report annually as required by the Clery Act. Among the requirements for this Report is the disclosure of statistics about crimes on the Lisle campus. This required statistical information is presented in this Report. The Report also informs individuals as to how to
report crime to University officials or local law enforcement agencies on a voluntary and confidential basis.

The University provides notification of the availability of this annual Report through email to all current students, faculty and staff. Notification of the availability of this Report also is posted on the University’s website, at http://www.ben.edu, for all members of the University community, including prospective employees and students. Copies of the Report also may be obtained at the University Police Department (ground floor of the parking structure located in the southwest part of the Lisle campus) or by calling the non-emergency telephone number, 630-829-6122. Prospective employees may obtain a copy from the University’s Personnel Resources office by calling 630-829-6020.

6. RESOURCES

A. University Police

The department consists of 14 armed state certified police officers, with the powers of arrest, 2 academic building community service officers, 7 security officers and 4 student aids. Campus security is maintained through vehicle, bicycle and foot patrols; a 24 hour Emergency Dispatch Center, which monitors electronic security and safety equipment, emergency and non-emergency telephone requests for service and monitors radio communications. Services are provided 24 hours/day, 7 days/week, including special events, athletic competitions and large gatherings. Operating on the concept of Community-Oriented-Policing, the department fosters a positive relationship with the community, providing personal/workplace safety, security training, fire prevention, drug/alcohol awareness and training for Residence Life staff. All officers are CPR/AED and first aid certified and maintain on-going State certified law enforcement training and development, to include domestic violence and conflict resolution strategies.

Our department is augmented by area law enforcement agencies, emergency fire/medical services and emergency disaster and recovery organizations. Active shooter training is conducted on-campus with the local police agency and officers receive annual firearms qualifications, including patrol carbines. A police Website is maintained which provides information on services; registered sex offenders; anonymous reporting; residence hall safety; Cleary Act crime statistics; a monthly newsletter; alternatives to drinking and traffic enforcement initiatives.
A mass communications system exists, to notify the campus community of pending or in progress threats. The system includes campus-wide Public Address, fire alarms, e-mail and voicemail broadcast, emergency information web page, emergency information telephone line, recorded message for campus switchboard, University’s Emergency Calling Tree, activation of the Emergency Response and Recovery Team (ERRT), residence life staff and building captains to make personal and physical contact with the campus community, electronic sign and campus TV network, additional public address through the Kindlon Hall carillon, notifications on Facebook and Twitter. The University also maintains an “opt out” only cell phone/e-mail/texting notification service, all or in part, controlled or initiated by the University Police.

The Chief of Police serves on numerous committees that have a direct impact on campus safety, security and violence prevention. Police officers enforce all violation of criminal state statutes, student code of conduct and administrative law that occur on campus property and serve as a referral for off-campus crime.

B. Physical and Electronic Security

Security hardware and technology consist of a campus-wide master key system for all lockable doors; exterior building and parking lot lighting; CCTV system in various campus buildings; Residence Hall card access control; emergency call boxes in parking lots and building entrances; fire alarm system; emergency telephones located in numerous building common areas; intrusion detection/panic alarms; radio communications between Police, Residence Life, Sports Complex, Athletics and Campus Services; written building access/room opening protocol; posted “No Trespassing” signage at all campus property access points; campus-wide interior and exterior public address system; photo ID cards for faculty, staff, students, contractors and visitors. All systems are controlled and audited by Campus Services and the University Police.

C. Student Health Services

In addition to providing care for medical and health concerns, Health Services’ nurses provide evaluation, assessment, treatment, and direction to facilities that offer higher levels of care; emergency services, hotline information; newsletter, brochures, workshops and presentations. Health Services may also give a referral to a facility but it carries no authority for insurance coverage.
The University Police or Residence Life staff can be contacted after hours and weekends for mental health/physical harm emergencies. Faculty/staff/student common problems also addressed by the EAT, Residence Life staff, Health Services and University Police are, but not limited, to anxiety, stress, depression, sadness, loneliness, homesickness, eating problems, emotional/physical and sexual abuse, alcohol and drug problems, identity issues, family problems, shyness, death of a loved one, overload, juggling family and school. First contact will consist of initial assessment/treatment and/or referral.

All information with regards to counseling remains confidential, except in situations where there is a threat to life and safety. The Counseling Center prohibits the release of any information without explicit, informed and written authorization. Health Services works closely with the EAT, University Police, Campus Ministry and outside professional agencies, to minimize any threat to one’s self and the entire internal and external campus community.

D. Emergency Response and Recovery Team (ERRT)

The ERRT is responsible for numerous campus safety and violence prevention programming, to include the development and maintenance of the Emergency Response and Recovery Plan (ERRP), the Emergency Operation and Business Continuity Plan, Campus Violence and Prevention Plan, mass emergency communications initiatives, community training and awareness. The ERRT is charged with developing and updating plans, to prepare the University community for the event of an emergency or a disaster. Through consistent promotion, educational training and awareness campaigns, the ERRT hopes to save lives, reduce injury and minimize property damage and the restoration of essential operational and priority services. The key to an effective Emergency Operations Plan is to communicate in a timely manner when an emergency or disaster is identified and have as many community members trained in emergency and recovery.

The ERRP consists of a multi-colored and identifiable document, displayed throughout every campus building, located on the University Website, presented in a PowerPoint presentation and is made available in hard-copy to all community members. Highlighted in the ERRP are the following topics: Definition of Emergency and Disaster; General Guidelines; Responsibilities; Emergency Alerts and Information Notifications; Evacuation; Suicide Attempt, Threats or Gestures, Fire, Bomb Threats, Workplace/Classroom Violence; Severe Weather; Utility
E. **Sexual Assault Victim Reporting Policy**

A person who has been a victim of sexual assault is strongly encouraged to report the crime to the Benedictine University Police Department 630-829-6666, a residence hall staff member, the Associate Vice President for Student Life, the Health Services Counseling Center, or an outside community agency such as the DuPage Women Against Rape Hotline at 630-971-3927. Benedictine University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements. Even if a victim decides not to file a criminal complaint with the Police Department, it is recommended that the individual contact a University or community resource to obtain support. Victims are entitled to confidential services either on or off campus, whether or not charges are pressed. Resources both on campus and in the community are:

**On-Campus Resources**
Student Health Services Krasa 116 or call 630-829-6046

**Off-Campus Resources**
DuPage Women Against Rape (DWAR)
24-hour emergency number 630-971-3927
Non-emergency number 630-790-6600

DuPage County State’s Attorney Victim/Witness Advocates
505 N. County Farm Road
Wheaton, IL 60187
630-407-8008

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses—the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.
Illinois Domestic Violence Act: Rights of Victims

Domestic violence is a crime. Any person, who hits, chokes, kicks, threatens, harasses or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law family or household members are defined as:

- Family members relate by blood;
- People who are married or used to be married;
- People who share or used to share a home, apartment, or other common dwelling;
- People who have or allegedly have child in common or a blood relationship through a child in common;
- People who are dating or engaged or used to date, including same sex couples; and
- People with disabilities and their personal assistants.

(Excerpt from the Illinois Domestic Violence Act webpage, Illinois Attorney General)

Domestic violence consists of physical assault, sexual abuse and stalking. The violence takes many forms and can happen all the time or once in a while. If you are in an abusive situation, you are urged to seek help. For on-campus resources refer to the following resources:

Domestic Violence Resources
Family Shelter Service
24 hours a day
630-469-5650

Illinois Coalition Against Domestic Violence
877-863-6338

Crisis Intervention
24 hour telephone emergency and non-emergency psychiatric services
630-627-1700

For employees who may have been a victim of domestic or sexual violence, or who have a family member who has been a victim of domestic or sexual violence, the University fully complies with the Illinois Victims’ Economic Security and Safety Act (VESSA), which gives employees affected by domestic violence certain rights for leaves of absence,
protective measures in the workplace, and reasonable accommodations. More information about the University’s VESSA policy may be obtained from Personnel Resources.

F. **Campus Prevention Awareness and Personal Safety Education**

Community policing encourages the campus community to participate actively in campus crime prevention. Throughout the academic year, the University Police Department, together with the Office of Emergency Preparedness and Student Health Services, provides demonstrations, seminars, informational programming, newsletters and the production and distribution of posters, e-mails and safety brochures on campus crime prevention topics including sexual assault prevention, self-defense, alcohol and drug awareness, on-campus referrals and services, criminal law, and alternatives to drinking initiatives. Additional programming and information is provided on the important subjects of disaster response, evacuations, first aid, CPR, use of AED device, fire safety training, and University Police operations. Crime victims are provided information about resources available from external sources.

G. **Internal University Policies and Procedures**

The following is a list of policies in place in order to prevent, address and resolve issues of violence and safety at Benedictine University:

1. Lisle Campus Annual Safety Report – Clery Act
2. University Key Policy
3. Missing Student Notification Policy
4. Student Code of Conduct Policy
5. Building Access Policy
6. Workplace Violence Prevention
7. Drug Free Workplace Policy
8. Victim’s Economic Security and Safety Act
9. Safety and Health Policy
10. Employee Code of Conduct
11. Drug and Alcohol Policy
12. Prevention of Sexual Assault Policy
13. Sexual Misconduct Policy
14. Sexual Assault Victim Reporting Policy
15. Disciplinary Process Sexual Assault Policy
16. Sexual Harassment Policy
17. Discriminatory Harassment Policy
H. Federal and State Laws and Regulations

1. The Federal Student Right to Know and Campus Security Act (Clery)
5. Family Educational Rights and Privacy Act
6. Federal Safety and Drug Free Schools and Communities Act
8. Uniform Crime Reporting for State and Federal
9. Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender Information)
10. Illinois Fire Sprinkler Dormitory Act
11. Illinois College Student Immunization Act
12. Private College Campus Police Act

7. Approval and Revisions

This Plan has gone through the appropriate approval process and will be reviewed on an annual basis by the Emergency Preparedness Manager.