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Bellwood Learning Center Campus

Annual Security Report

**Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime
Statistics Act (Clery Act)**

Calendar Year Jan. 1 - Dec. 31, 2014

Table of Contents

A Guide to Safety at Benedictine University – Bellwood Learning Center Campus	4
Campus SaVE Act and Title IX	4
Annual Reporting and the Disclosure of Crime Statistics.....	5
Annual Fire Safety Report	6
Emergency Warning	6
Timely Warnings	7
Authority and Jurisdiction of Police Department	7
Criminal Charges.....	8
Code of Conduct	8
Access to Campus Facilities	8
Unlawful Entry and Trespassing.....	8
Rules and Policies Regarding Possession, Use and Sale of Alcohol.....	9
Illegal Drugs and Drug Paraphernalia	9
Firearms and Dangerous Weapons	10
Discrimination Prohibited	10
Hate Crime Policy.....	10
Prevention of Sexual Assault Policy	10
Sexual Misconduct	11
Sexual Assault Victim Reporting Policy	11
Disciplinary Process Sexual Assault Policy	12
Sanctions	13
Registered Sex Offender Information.....	14
Sexual Harassment Policy.....	14
Discriminatory Harassment Policy	14
Enforcement of Prohibitions.....	15
Violation of Law and University Discipline	15
Student Life Conduct Process – Conflict Resolution Procedure.....	15
Student Off-Campus Criminal Conduct.....	16
Reporting Criminal Offenses, Emergencies, and Voluntary Confidential Reporting	16
Crime Prevention Awareness and Personal Safety Education	17
Missing Student Notification Policy	17

Policy Statement Addressing Counselor Confidentiality.....	17
Security Awareness Programs	18
Crime Statistics/Crime Log	18
Collection of Statistics	18
Campus Security Authorities	19
Crime Definitions	20
Crime Statistics Reporting Table	22

**Benedictine University
Bellwood Learning Center Campus
Annual Security Report - Clery Act
Calendar Year Jan. 1 - Dec. 31, 2014**

Benedictine University – Bellwood Learning Center Campus Annual Security Report - Clery Act

A printable version of this Report (PDF document) is accessible at (add web page). A hard copy printout of this Report may also be requested by contacting the University Police Department.

A Guide to Safety at Benedictine University – Bellwood Learning Center 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.

Campus SaVE Act and Title IX

The Campus Sexual Violence Elimination Act (Campus SaVE) refers to the recent Violence Against Women Act (VAWA) amendments to the Clery Act. This is an update to the Clery Act, expanding the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. In addition, a new training requirement has been established for all incoming students and employees. Benedictine University (the “University”) is taking it one step further and is requiring all students, faculty and staff to complete the training. We have contracted with an outside vendor to provide us with online training.

Title IX of the Education Amendments of 1972 (Title IX) is a federal civil law that prohibits discrimination on the basis of sex in education programs and activities. Under, Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assaults, sexual battery, and sexual coercion.

The University prohibits sex discrimination in any form and provides resources for support and complaint resolutions.

Complaints may be directed to the University’s Title IX Coordinator:

Title IX Coordinator
Vice President for Student Life
5700 College Road, Lownik Hall 120
Lisle, IL 60532
630-829-6006
mmasini@ben.edu

Deputy Title IX Coordinator
Associate Dean, Student Success Center
5700 College Road, Krasa Center 109
Lisle, IL 60532
630-829-6515
jmiller@ben.edu

Deputy Title IX Coordinator
Associate Director of Athletics
5700 College Road, Rice Center 236
Lisle, IL 60532
630-829-6149
kheidkamp@ben.edu

Deputy Title IX Coordinator
Vice President of Compliance and Mesa Operations
5700 College Road, Lownik Hall 201
Lisle, IL 60532
630-829-6402
nstoecker@ben.edu

Deputy Title IX Coordinator
Associate Director, Personnel Resources
5700 College Road, Lownik Hall 025
Lisle, IL 60532
630-829-6412
brhinesmith@ben.edu

Deputy Title IX Coordinator
Associate Dean of Student Development
5700 College Road, Lownik Hall 152
Lisle, IL 60532
630-829-6123
lowens@ben.edu

The Student Handbook defines types of sexual misconduct and outlines the procedures for resolving complaints through the student disciplinary system. The Student Handbook is available at <http://ben.edu/studentlife/upload/Student-Handbook.pdf>.

Annual Reporting and the Disclosure of Crime Statistics

The Benedictine University Police Department (the “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 Bellwood 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 may also be obtained at the University Police (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.

Annual Fire Safety Report

The Bellwood Learning Center Campus does not currently maintain any on-campus student housing facilities and does not prepare an Annual Fire Safety Report.

Emergency Warning

The safety of all faculty, staff, students and visitors to our campus is important to the University. The Emergency Response and Recovery Team ("ERRT") developed the Emergency Response and Recovery Plan ("ERRP") for the purpose of preparing the University community for an emergency event or disaster. The University community's adherence to the ERRP guidelines will enable the University to communicate in a timely manner in the event of an emergency or disaster, save lives and reduce potential for additional injury and property damage, meet basic human needs, and restore essential operations and priority services.

The ERRT is assembled and the Emergency Operations Center ("EOC") is activated upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, employees or guests on campus.

The ERRT members or designees alert and/or notify the campus population and the general public of major emergencies through a combination of the following University Emergency Alerts and Information Notification systems. These systems are:

- Fire alarms in the building are automatically activated in the event of a fire or can be activated by a pull station.
- BenAlert emergency notification system.
- Broadcast email with the "Importance: High" option (message will appear with a red exclamation point in each user's inbox) and emergency situation details to #All Adjunct Faculty; #All Main Campus Faculty; #All Main Campus Staff; #All Main Campus Student.
- Benedictine University website Special Announcement (www.ben.edu) and Emergency Information Web page (<http://www.ben.edu/emergency/>) with emergency situation details posted.
- Emergency Information Line at (630) 829-6622 with emergency situation details recorded.
- The Switchboard operators are provided with, and the switchboard message recorded with, the emergency situation details.
- The University's Emergency Notification Phone Tree. Each University office is responsible for creating and maintaining a phone tree to ensure effective communication of emergency situation details.
- The President may issue an email to the internal community and a letter to current and prospective Benedictine parents, alumni and friends of the University.
- The Executive Director of Marketing and Communications or designee will update the Emergency Closing Center (ECC) (which is then automatically broadcast to all Chicago area radio and TV stations, the ECC website and email notification system for those that have signed up to receive this information from the ECC at <http://www.emergencyclosings.com/complete.html>).
- Cancellations.com, similar to the ECC (above).
- The Office of Marketing and Communications and/or Student Life will post updates to Facebook and Twitter.

Timely Warnings

When a crime that poses a serious or continuing threat to members of the campus community occurs on campus and is reported to law enforcement, the University Police, or other University officials, the ERRT will activate the University's Emergency Alerts and Information Notification systems as described above.

Information regarding minor crimes or non-life threatening incidents (i.e., incidents that do not pose a direct threat to the campus community) will be disseminated at the discretion of the University Police in the form of e-mail alerts, reports to the student newspaper and notices posted on exterior doors and bulletin boards. In addition to timely warnings of campus crimes, University Police will provide prevention strategies to inform the campus community of actions to take, to ensure a safe environment.

Authority and Jurisdiction of Police Department

The University Police is legally authorized by the Illinois Private College Campus Police Act, a statute which grants legal authority under state law for private colleges and universities to create their own police departments, with the jurisdiction and powers that are listed in the statute:

Members of the campus police department shall have the powers of municipal peace officers and county sheriffs, including the power to make arrests under the circumstances prescribed in Section 107-2 of the Code of Criminal Procedure of 1963, as amended, for violations of state statutes or municipal or county ordinances, including the ability to control and regulate traffic on the public way contiguous to the college or university property, for the protection of students, employees, visitors and their property, and the property branches, and interests of the college or university, in the county where the college or university is located.

Chapter 110, Illinois Compiled Statutes Sec. 1020/1

As of the date of this Report, the University Police consists of 14 armed, state-certified police officers, with the powers of arrest, 2 Community Officers, 7 security officers and 4 student aides. Campus security is maintained through vehicle, bicycle and foot patrols, and a 24-hour Emergency Dispatch Center, which monitors electronic security and safety equipment, emergency and non-emergency telephone requests for service and radio communications. Services are provided 24/7, including special events, athletic competitions and large gatherings. Operating on the concept of Community-Oriented policing, the University Police foster a positive relationship with the community, providing personal and workplace safety, security training, fire prevention, drug and alcohol awareness, and training for Residence Life staff. All officers are certified in CPR/AED and first aid and maintain on-going State-certified law enforcement training and development, including domestic violence and conflict resolution strategies.

The University Police is augmented by area law enforcement agencies, emergency fire and 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. The University Police maintain a page on the University's website which provides information on services, registered sex offenders, anonymous reporting, residence hall safety, Clery Act crime statistics, a monthly newsletter, alternatives to drinking, and traffic enforcement initiatives.

The Chief of Police serves on several University committees that have a direct impact on campus safety, security and violence prevention. University Police officers enforce all state criminal statutes as well as the University's Student Code of Conduct, and provide referrals for reports of off-campus crime.

The University Police office is located on the ground level of the Parking Garage in the southwest part of the Lisle campus. The Department's office hours are Monday – Friday, 8:00 a.m. - 4:00 p.m. Police Officers are on campus 24 hours a day, seven days a week. The University Police can be contacted at (630) 829-6122. **For emergencies, call 9-1-1 Bellwood Police Department and the University Police (630) 829-6666.**

Criminal Charges

Criminal charges filed by the University Police are heard in the Fifth District Judicial Circuit in and for Cook County, located in Maywood, Illinois. Failure to appear for designated court dates may result in the Court issuing a warrant for Criminal Failure to Appear and/or the revocation of bond.

Code of Conduct

Violations of an Illinois state statute, Village of Bellwood ordinance, or University policy also may be a violation of the University's Student Code of Conduct. The University Police may refer violators to the Vice President of Student Life for student disciplinary proceedings, in addition to, or in lieu of, criminal charges. If referred for disciplinary proceedings, the violator must comply with notices to appear to the Vice President or his designated representative. Failure to comply with notices to appear will result in sanctions and/or the pursuit of criminal charges.

Access to Campus Facilities

The Bellwood Learning Center is open to the public during normal operating hours, Monday through Thursday, 9:00 a.m. – 10:00 p.m., Friday, 9:00 a.m. – 5:00 p.m. and closed Saturdays and Sundays. After hours, buildings are secured and only persons with authorized access permission can enter or remain in the buildings. The campus is well-lit and inspected daily by the Bellwood Police to ensure facilities and grounds are safely maintained.

Security hardware and technology consist of a campus-wide master key system for all lockable doors; exterior building and parking lot lighting; fire alarm system; intrusion detection; CCTV, written building access and room opening protocol, photo ID cards for faculty, staff, students, contractors and visitors. All systems are controlled and audited by property management and the University Police.

Unlawful Entry and Trespassing

Persons making or attempting to make unauthorized entry into property owned or controlled by the University or University events are subject to arrest. The University Police may issue "no trespass" notices verbally or in writing, delivered in-person or via postal mail. The following conduct is prohibited:

- Unauthorized possession or use of campus keys, access cards or identification cards.
- Violation of published University regulations including those relating to entry and use of University facilities, and any other regulations, which may from time to time be enacted.
- Violation of rules applicable to residence halls and apartments.
- Violation of local, state, or federal laws pertaining to unlawful entry and trespassing.

Rules and Policies Regarding Possession, Use, and Sale of Alcohol

The University seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the University has established the following policy governing the possession, sale and consumption of alcohol beverages by members of the University community which conform to the laws of the State of Illinois. The University's alcohol policy and programs are intended to encourage its members to make responsible decisions about the use of alcoholic beverages, and promote safe, legal and healthy patterns of social interaction. The University prohibits the following on property owned or controlled by the University or as part of any on-campus or off-campus University activity:

- Possession and/or consumption of alcoholic beverages by persons less than 21 years of age;
- Selling, distributing or otherwise providing alcoholic beverages to and/or by anyone less than 21 years of age.
- Driving under the influence of alcohol.
- Consumption of alcoholic beverages by persons 21 years of age or older in any public area or outside of designated areas at authorized University events:
- Public intoxication of any person, regardless of age;
- Possession of containers that previously contained alcoholic beverages.
- Possession of common source containers, of alcohol, whether full or empty, such as kegs, beer balls, or boxed wine.

The University permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older). Alcohol education programs are conducted routinely at the University. Students experiencing difficulties with alcohol or drug use are encouraged to talk with a staff member in Health Services, the Vice President of Student Life, or other members of the University staff.

The full version of the Benedictine University Alcohol and Drug Policy is located at:
<http://www.ben.edu/about/upload/Benedictine-University-Alcohol-and-Drug-Policy-040414.pdf>.

Illegal Drugs and Drug Paraphernalia

The University prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by any of its students, employees in its workplace, on its premises, or as any part of its activities. The use, possession or distribution of any drug, including marijuana, or drug paraphernalia on any University property or as part of a University-sponsored activity, in violation of the law, is strictly forbidden. Anyone violating the law may be turned over to civil authorities for prosecution and will be subject to all of the University's disciplinary procedures. Students should not be in a room where drugs or drug paraphernalia are present. Both Illinois and federal law prohibit the possession and/or distribution of illicit drugs and any student suspected of breaking the law will be subject to University discipline and sanction. Criminal penalties include fines, imprisonment and, in certain cases, the seizure and forfeiture of the violator's property. In addition, federal and other forms of financial aid may be forfeited.

The Benedictine University Alcohol and Drug Policy is located at:
<http://www.ben.edu/about/upload/Benedictine-University-Alcohol-and-Drug-Policy-040414.pdf> and additional information is located in the Benedictine University 2014- 2015 Student Handbook at:
<http://ben.edu/studentlife/upload/Student-Handbook.pdf>

Firearms and Dangerous Weapons

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 Illinois law 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.

Discrimination Prohibited

The University does not discriminate in its admission policies, programs or activities, educational policies, scholarship and loan programs, athletic and other University-administered programs, or employment practices and programs on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic. The University fully complies with its non-discrimination obligations under federal and state laws.

The University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of difference in economic status, ethnic background, political views or other personal characteristics and beliefs.

Hate Crime Policy

A hate crime is classified by law as a felony offense and is in direct violation of the University's non-discriminatory policies. Therefore the University, in addition to processing hate crimes in accordance with the law, may simultaneously proceed with internal investigatory and disciplinary processes as defined by the Student Handbook. A person commits (a) hate crime(s) when by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability or natural origin of another individual or group of individuals, he commits assault, battery, aggravated assault, misdemeanor or criminal damage to property, criminal trespass to property, mob action or disorderly conduct, and/or harassment by telephone.

A person who has been a victim of a hate crime may report the crime to the University Police (630) 829-6666, a residence hall staff member, the Vice President of Student Life, health/counseling office or an outside community agency. Those who report a hate crime will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Hate crimes will be reported to University Police. The University will provide support services for persons who have been victims of hate crimes. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, and counseling assistance.

Prevention of Sexual Assault Policy

It is the intent of the University to provide a safe and secure environment for University employees, students and visitors, by establishing preventative measures to avoid or reduce campus violence.

The 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, whether direct, indirect, implied, or actual conduct by any person, including faculty, staff, students and members of the public. The University will respond promptly and decisively to resolve disruptive or destructive behavior, by means of awareness and educational programming, enforcing University policies, discipline or sanctions of employees and students, and criminal prosecution.

Community policing encourages the campus community to participate actively in campus crime prevention. Throughout the academic year, the University Police, 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.

Sexual Misconduct

The University defines “sexual misconduct” as any attempted or actual act of non-consensual or forcible sexual touching.

“Consent” requires speech or conduct indicating a freely given, uncoerced agreement to engage in sexual contact. Consent may not be inferred from silence or passivity alone and a current or previous relationship is not sufficient to constitute consent. Consent may be withdrawn at any time prior to a specific sexual act by either person.

To be valid, the person giving consent must be physically and mentally able to:

- understand the circumstances and implication of the sexual act;
- able to make a reasoned decision concerning the sexual act; and
- able to communicate that decision in an unambiguous manner.

There are a number of factors which may limit or negate a person’s ability to consent to a sexual act. These include impairment due to the influence of alcohol or drugs (illegal or prescription), a person’s mental or physical impairment of which the other person is aware or should reasonably have been aware, unconsciousness, and fear or coercion.

Sexual Assault Victim Reporting Policy

A person who has been a victim of sexual assault is strongly encouraged to report the crime to the Bellwood Police Department at 9-1-1, the University Police (630) 829-6666, for non-in progress crimes, any staff or faculty member, the Vice President of Student Life, the Health Services Counseling Center, or an outside community agency such as YMCA Metropolitan Chicago Hotline at (888) 293-2080. The 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.

Even if a victim decides not to file a criminal complaint with the University Police, 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:

Lisle On-Campus Resources

Student Health Services Krasa 116 (630) 829-6046

Off-Campus Resources

Northwest Center Against Sexual Assault, (888) 802-8890
415 W. Golf Road, Ste 45
Arlington Heights, Illinois 60005

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 related 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

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.

Disciplinary Process Sexual Assault Policy

Students accused of sexual misconduct will be subject to disciplinary action in accordance with The University's policies and procedures for student misconduct. At the discretion of the University, persons accused of sexual misconduct may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the University.

In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, the University may choose or may be required to provide information and records related to its disciplinary proceeding involving the same conduct. However, University's student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not determine the University's student conduct proceedings.

Similarly, the University's decisions with respect to the continued employment of any employee (faculty or staff) accused of sexual misconduct will be made independently of the filing or disposition of any criminal charges involving the same conduct.

Sanctions

The following sanctions may be imposed upon any student found to have violated the standards as defined in the Benedictine University 2014 - 2015 Student Handbook. The sanctions are as follows:

A. Warning: A written statement to the student indicating disapproval of his/her conduct or violation of regulations, and stipulating that continuation or repetition of such action may be cause for more severe judicial action.

B. Restitution: Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair damages and may be combined with another type of sanction.

C. Monetary Fine: Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents.

D. Disciplinary Probation: The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period of time will be evaluated within the context of his/her probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:

1. May not become an officer or student representative in any University organization or committee.
2. May not represent the University at any public function, including intercollegiate or co-curricular activities.
3. May not be eligible for scholastic honors or distinctions.

E. Counseling or Psychological Treatment Mandate: If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.

F. Community Service: The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to report to.

G. Behavioral Contract: A contract between the student and the University that limits student's activities and spells out specific consequences for violation of the contract may be issued.

H. Special Projects: An assignment relating to the offense may be issued as a possible sanction.

I. Suspension: The student is informed in writing that he/she must leave the University community temporarily. Suspension shall be interpreted to include any or all of the following stipulations: the student may not attend classes, contact faculty, or visit the residence halls, frequent campus facilities, and participate in campus activities or exercise student privileges. Suspension may be specified as follows:

1. **Terms:** suspension may be stipulated for a specified period of time after which the student is automatically eligible for readmission.
2. **Conditional:** suspension may be stipulated for an indefinite period of time premised on the student's accomplishment of certain specified conditions.
3. **Interim:** the University reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student's continued presence on the campus constitutes an unreasonable danger of harm, danger to institutional property, to the student involved or to others. Interim suspension may be interpreted to permit all of the stipulations stated above, or it may be interpreted to permit students to continue attending classes while they are suspended from representing the University in extracurricular activities, including intercollegiate athletics.

J. Expulsion: The student is informed in writing that he/she is permanently separated from the University.

Registered Sex Offender Information

A link to the Illinois Sex Offender Registry can be found on the University Police pages of the University web site at: <http://www.isp.state.il.us/sor/> . This information can also be located through the Illinois State Police (ISP) web site. All registered sex offenders must register themselves with the University Police if they intend on becoming a student. The University Police frequently search the ISP web site for registered sex offenders living off campus, in the general vicinity of the University and as a matter of preemptive intelligence gathering.

Sexual Harassment Policy

Students are strongly encouraged to report all incidents of sexual harassment. The University will conduct an appropriate and discreet investigation of all reports of sexual harassment. The details of the investigation will be kept as confidential as feasible, consistent with University policies and applicable federal, state and local laws.

- Complaints of sexual harassment by a University executive, faculty member, staff member, or teaching assistant are reported to and investigated by the employee's immediate supervisor, or the Associate Director of Personnel Resources, the Vice President for Compliance and Mesa Operations or any other senior University official. (If any person to whom the report would be directed is involved in or associated in any way with the alleged conduct, the report must be directed to another senior official who is not involved.)
- Complaints of sexual harassment by a student are reported to and investigated by the Vice President of Student Life. (If any person to whom the report would be directed is involved in or associated in any way with the alleged conduct, the report must be directed to another senior official who is not involved.)
- An appropriate and timely response to each complaint will be provided.
- No individual who makes a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report.

Discriminatory Harassment Policy

The University is responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior that seems acceptable to you may be offensive to others. Any harassment or false accusations of harassment, of or by employees or students, is not acceptable. The University prohibits harassment on the basis of sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group, or any characteristic, protected by law, including the following behaviors:

- Unsolicited remarks, gestures, or physical contact; display or circulation of written material or pictures negative or offensive to gender or to racial, ethnic, religious or other groups, or to any characteristic, protected by law;
- Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic advancement or status, or the basis for employment-related decisions affecting the employee or decisions affecting the individual's academic advancement or status; or
- Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Enforcement of Prohibitions

Harassment of any sort is a serious breach of University policy. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment (or a violation of the University's Equal Employment Opportunity policy), report the alleged conduct immediately to the Vice President of Student Life, Associate Director of Personnel Resources, the Vice President for Compliance and Mesa Operations, or any other senior University official. The University prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Violation of Law and University Discipline

The University Police seek to maintain a safe and secure campus environment. The University Police has authority to enforce state and local criminal and traffic laws, as well as University policies.

At the discretion of the University Police Officer, based on the seriousness of the offense, violations of the law may result in custodial arrest and criminal charges brought against any student, faculty, staff, guest or visitor. The Bellwood Police Department also has jurisdiction to make arrests on campus, should the Bellwood Police become aware of a criminal offense.

University Police may also issue administrative citations for violations of Illinois law or for violations of the Student Code of Conduct including but not limited to those violations involving the use or possession of drugs and alcohol. The same violations may be brought to the attention of the Associate Dean of Students or the Vice President of Student Life. Faculty and staff conduct violations are brought to the attention of the Associate Director of Personnel Resources, and to the appropriate senior Vice President.

Student Life Conduct Process - Conflict Resolution Procedure

Failure to abide by your responsibilities and any University policies and procedures will be resolved through the Student Life Conduct Process. Many times misconduct can be resolved informally, but situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. If University action is warranted, a student will receive a phone call and/or email to their student email account notifying them that a conversation is required. The following options will be considered by the Office of Student Life:

Mediation - Incidents may be resolved through mediation – a voluntary, private and informal process.

Hearings - Two kinds of hearings are possible: an administrative hearing (appointed University officials) and panel hearing (representatives of the student body, faculty and administration act as panel hearing members). The purpose of the hearings is to come to an understanding of the misconduct by the student(s), determine responsibility and remedies. Hearings can be used to resolve minor disciplinary matters or more serious matters (not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs and repetitious misconduct) that may result in a student being suspended or dismissed from the University or residence halls. Hearings may be conducted by a designated hearing officer or board depending on the incident as determined by the Office of Student Life.

Hearing Process - Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process, and parties will have the opportunity to present any facts to substantiate the claim, including witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement and who does not attend the hearing. No parent, guardian, legal counsel or person outside of the University community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request that community members assist and participate in the investigation and hearing process. Students, faculty or staff who agree to assist and/or attend the hearing with the party but do not speak at the hearing shall provide such assistance. In the event a party is unable to locate someone to act in this capacity, they may request the assistance from the Office of Student Life. The administrator or Hearing Panel will be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or University policy has taken place. Consideration of a student's entire disciplinary record at the University will be taken into account when designing an appropriate sanction.

Appeal Process - A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five days of notification of a decision. To do so, the student must deliver a written explanation on the grounds upon which the appeal is made to the Office of Student Life. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The responsibility of making a final decision will rest with the Office of Student Life.

Student Off-Campus Criminal Conduct

A student attending a University-sponsored function off campus is subject to the same standards of conduct as those expected on campus. Because the University is located within a community, any University student who has violated criminal laws also may be subject to University judicial proceedings. Violations of local, state or federal laws on campus may also result in the filing of criminal charges.

Reporting of Criminal Offenses, Emergencies, and Voluntary Confidential Reporting

For a life threatening event, dial **9-1-1**, for the Bellwood Police/Fire Departments. The Bellwood Police Department is located at 3200 Washington Blvd. Bellwood, Illinois 60104.

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

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/>

A "Silent Witness" link is found on the web pages of the University Police. You may confidentially report any crime, concern, misdeed or emergency at: 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 **Michael Salatino, Chief of Police**, 630/829-6122, or **Marco Masini, Vice President of Student Life**, 630/829-6006, for non-in progress crimes. You may report a crime or concern in-person, via e-mail, telephone call, or US Mail. You may report anonymously, request anonymity, or voluntarily identify yourself, if you chose.

Crime 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, 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.

Missing Student Notification Policy

This policy contains the official notification procedures for the University concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the University community through compliance with HEOA requirements. This policy is mandatory and must be adhered to by all University faculty, staff, and students.

1. In the event that a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she shall immediately notify the University Police at **630-829-6666**. The University Police will generate a missing person report and initiate an investigation. In addition, the University Police will report the missing person to appropriate staff on campus.
2. During the course of the investigation, staff will determine if the student has been missing more than 24 hours. In such event, the University Police will confer with the surrounding law enforcement agency and the student's emergency contact no later than 24 hours after the student is determined to be missing for more than 24 hours. If the missing student is under the age of 18 and is not an emancipated individual, staff will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.
3. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University will notify that person no later than 24 hours after the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.
4. This policy is effective from the date of issuance and will be made available to all members of the campus community. The policy is located at:
<http://www.ben.edu/aboutus/upload/Notification-Policy-for-Missing-Students.pdf>

Policy Statement Addressing Counselor Confidentiality

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 Early Alert team ("EAT") (Information on EAT can be found at: http://www.ben.edu/campus_resources/early-alert-team.cfm), University Police, Campus Ministry and outside professional agencies, to minimize any threat to one's self and the entire internal and external campus community.

Security Awareness Programs

Emergency Response and Recovery Team is responsible for numerous campus safety and violence prevention programming, to include the development and maintenance of the Emergency Response and Recovery Plan, the Emergency Operation and Business Continuity Plan, Campus Violence and Prevention Plan, mass emergency communications initiatives, and 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 disaster. Through consistent promotion, educational training, and awareness campaigns, the ERRT hopes to save lives, reduce injuries, minimize property damage, and assure and facilitate the restoration of essential operational and priority services. The keys to an effective Emergency Operations Plan are to communicate in a timely manner when an emergency or disaster is identified, and to train as many community members as feasible in the procedures for emergencies and disasters, and recovery.

The ERRP is presented in an easily recognized document, the first page of which has approximately 19 horizontal strips in different bright colors. Each colored strip is the first page of a separate section of the ERRP and the strip identifies the subject of each section. The ERRP is displayed throughout every campus building, posted on the University website, 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; Behavioral Assessment Reporting Guidelines, Fire, Bomb Threats, Workplace/Classroom Violence; Severe Weather; Utility Failure; Hazardous Material Accidents; First Aid; Release of Information; Automated External Defibrillator; Lightening and Tornado procedures

The Benedictine Emergency Response and Recovery Plan for 2014-2015 can be located at:
http://www.ben.edu/emergency/upload/Bellwood_ERRT_14-15_final.pdf

Crime Statistics/Crime Log

The University Police, in accordance with the Clery Act, maintains a daily Crime Log, and prepares and distributes statistics annually on all reported occurrences of the offenses below. The Clery Act requires the annual publication of crime statistics for the previous three calendar years.

Pursuant to the Clery Act, the crime statistics include reports of arrests for, and disciplinary actions arising from selected crimes. Crime that occur on campus (including in residence halls), areas contiguous to University property (including on the public way), and hate crimes are included. Alcohol and drug incidents, and sexual assaults, also can be located in the report.

Collection of Statistics

The Chief of the University Police directs and is responsible for the gathering of crime statistics annually from the University Police and Bellwood Police Department crime and incident reports.

Campus Security Authorities

Mark McHorney, Director of Athletics
Paul Nelson, Assistant Director of Athletics, Internal Operations
Kate Heidkamp, Associate Director of Athletics, Business Administration
Jon Miller, Associate Dean, Student Success Center
Joan Henehan, Director of Student Engagement and Leadership Development
Kari Gibbons, Vice President of Enrollment Services
Anthony Scola, Director, Undergraduate Enrollment
Jean White, Office Assistant, Enrollment
Diane Battistella, Senior Associate Dean, Financial Aid
Maria Lee, Director of Financial Aid
Deb Kane, Student Services Manager
Diane Karmis, Service Desk Manager
Rudy Dardy, Instructional Technology Coordinator
Anne Hector, Access Services Assistant, Library
Amy Weidner, Digital Resources Librarian
Michelle Kopptiz, Vice President, Adult and Professional Programs
Terry Sak, Associate Dean, Adult and Professional Programs
Hazel Williams, Adult Services Advocate
Marco Masini, Vice President of Student Life
Linda Owens, Associate Dean for Student Development
Hope Keber, Parent Liaison
Karen Campana, Director, New Student Advising
Melissa Lopez, Transfer Credit Evaluator/Academic Advisor
Lindsey Brach, Academic Advisor
Katie Buell, Student Activities and Commuter Services Coordinator
Danny Turano, Coordinator of Student Involvement
Yvette Knox, Executive Administrative Assistant
Colleen Hanna, Senior Executive Assistant to the Provost and Vice President for Academic Affairs
Liz Hill, Executive Assistant to the President
Pam Deely, Director, Student Health Services
Susan Salerno, Nurse/Program Coordinator
Mike Salatino, Chief of University Police
Paul Creekmore, Deputy Chief University Police
Michi Dubes, Emergency Preparedness Manager
Karl Constant, Assistant Director, Residence Life
Monica Miller, Area Coordinator, Residence Life
Betsy Rhinesmith, Associate Director of Personnel Resources
Bridget Cooper, Personnel Resources Generalist
Theresa Oldham, HRIS Manager

Crime Definitions

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary for an injury to result when a gun, knife or other weapon is used in the commission of the crime.

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.

Disciplinary Referrals: Incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Drug Law Violation: Violations of State and local laws related to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone(s)); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes: A hate crime is classified by law as a felony offense and is in direct violation of the University's non-discriminatory policies. A person commits (a) hate crime(s) when by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability or natural origin of another individual or group of individuals, he commits assault, battery, aggravated assault, misdemeanor or criminal damage to property, criminal trespass to property, mob action or disorderly conduct, and/or harassment by telephone.

Liquor Law Violation: 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; or any attempts to commit any of the foregoing violations. **Note: this list does not include public drunkenness and driving under the influence.**

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.)

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

Negligent Manslaughter: The killing of another person through gross negligence.

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.

Sex Offense Forcible (F): Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent: forcible rape; forcible sodomy; sexual assault with an object; and forcible fondling.

Sex Offense Non Forcible (N): Unlawful, non-forcible sexual intercourse: incest; statutory rape.

Simple Assault: Assaults and attempted assaults where no weapon was used and which did not result in a serious or aggravated injury to the victim. (Currently, this crime category only applies to hate crimes.)

Weapon Law Violation: The violation of laws or ordinances regulating weapons.

Crime Statistics Reporting Table					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
Murder / Non-Negligent	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Sex Offenses, Forcible	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Sex Offenses, Non-Forcible	2011	0	0	0	0
	2012	0	0	0	0
Sex Offenses, Non-Forcible Domestic Violence	2013	0	0	0	0
Dating Violence		0	0	0	0
Stalking		0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	3
	2013	0	0	0	0
Aggravated Assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

Burglary	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Motor Vehicle Theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0

	2013	0	0	0	0
Other Hate Crimes Involving Bodily Injury	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

