

2018

Lisle Campus

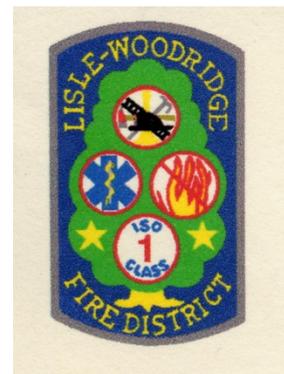
Calendar  
Year:  
January 1 –  
December 31

2015, 2016,  
2017



**Benedictine**  
University  
Lisle

# ANNUAL SECURITY AND FIRE SAFETY REPORTS



## Table of Contents

A Mutual Commitment to a Safe University.....	4
A Guide to Safety at Benedictine University – Lisle Campus.....	5
Procedures for Preparing and Distributing the Annual Security Report .....	5
Distribution and Notification of Annual Security Report.....	5
Term Definitions .....	6
Violence Against Women Act and Title IX .....	7
Annual Fire Safety Report .....	8
Emergency Warning.....	8
Timely Warnings .....	9
Authority and Jurisdiction of Police Department .....	10
Criminal Charges .....	10
Code of Conduct .....	10
Access to Campus Facilities.....	11
Unlawful Entry and Trespassing.....	11
Rules and Policies Regarding Possession, Use and Sale of Alcohol .....	11
Drug and Alcohol Abuse Prevention Program .....	12
Illegal Drugs and Drug Paraphernalia .....	12
Firearms and Dangerous Weapons.....	12
Non-Discrimination Policy.....	12
Hate Crime Policy.....	12
Gender-Based Violence Prevention Programs and State Definitions.....	13
Sexual Misconduct .....	14
Sexual Assault Victim Reporting Policy.....	14
Disciplinary Process Sexual Assault Policy .....	15
Preponderance of the Evidence.....	16
Sanctions.....	16
Non-Sanction Resolutions.....	17
Registered Sex Offender Information.....	17
Sexual Harassment Policy .....	17
Discriminatory Harassment Policy .....	17
Enforcement of Prohibitions.....	18

Violation of Law and University Discipline .....	18
Student Life Conduct Process .....	18
Student Off-Campus Criminal Conduct.....	19
Reporting Criminal Offenses, Emergencies, and Voluntary Confidential Reporting.....	19
Missing Student Notification Policy .....	19
Policy Statement Addressing Counselor Confidentiality .....	20
Security Awareness Programs .....	20
Crime Statistics/Crime Log.....	20
Collection of Statistics.....	20
Campus Security Authorities.....	21
Federal Crime Definitions .....	21
Crime Statistics Reporting Table.....	24

## **Annual Fire Safety Report**

Procedures for Preparing and Distributing the Annual Fire Safety Report .....	26
Distribution and Notification of Annual Fire Safety Report .....	26
Annual Security Report .....	26
Fire Log.....	27
Residence Life – Safety Brochure .....	27
On-Campus Student Housing Fire Safety Systems .....	27
On and Off-Campus Student Housing Facility Addresses .....	27
Number of Fire Drills Held During Calendar Year 2017 .....	27
Policy on Portable Electrical Appliances and Open Flames.....	27
Benedictine University Smoking/Tobacco Policy.....	27
Procedure for Student Housing Evacuation in Case of Fire.....	28
Evacuation Assembly Areas for Campus Buildings .....	29
Evacuation of the Mobility Restricted and Mobility Impaired .....	29
Campus Evacuation.....	29
Policy on Fire Safety Education and Training Programs for Students and Employees.....	30
Future Improvements in Fire Safety .....	30
Definitions.....	30
Statistics and Related Information Regarding Fires in Residential Facilities.....	31

## A Mutual Commitment to a Safe University

Benedictine University (the “University”) is dedicated to providing a safe and secure environment for all members of the University community who study, live, and work at our Lisle main campus, and our branch campus in Mesa, AZ. Each campus has its own department responsible for all safety and security on that property. Benedictine University Police serve the Lisle main campus, a professional law enforcement agency that utilizes State of Illinois-certified police officers as well as Community Service Officers (CSO), contracted dispatch officers and student workers.

To fulfill the Benedictine University Police mission which is to provide resources to ensure a safe campus environment and improve the quality of life within our University community the officers will make themselves available for presentations to classes, student groups and other campus entities as needs arise. Topics may include crime prevention, personal safety, alcohol/drug awareness, violence in the work place, bystander intervention, etc. The Benedictine University Police is a full-service police agency devoted to excellence in service in support of the advancement of knowledge and student-career and life success.

The officers and support personnel are a dedicated, well-trained group of enthusiastic professionals who take pride in their service to the University. The department values the relationship it has with the students, faculty, staff, visitors, and neighbors, and believes that community partnerships are key to ensuring a safe learning environment for all.

Reviewing the information outlined in this report will increase your awareness, and awareness is the precursor to action. The Benedictine University Police are here to keep the University community safe and secure – and, even more, to provide unparalleled, individualized customer service. Regardless of your association with the University, please feel free to contact the Benedictine University Police at 630-829-6122 with any questions, concerns, or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek Ferguson". The signature is fluid and cursive, written in a professional style.

Derek Ferguson  
Chief of University Police  
Benedictine University

## 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 (20 USC § 1092 (f)) (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.

## Procedures for Preparing and Distributing the Annual Security Report

Emergency Preparedness Manager is responsible for preparing and distributing the Annual Security Report to comply with 34 CFR 668.46 of the Clery Act. The Annual Security Report is published annually by October 1 and contains three calendar years of campus crime statistics and certain campus security policy statements in accordance with the Clery Act. This required statistical information is presented in this Annual Security Report. The Annual Security Report also informs individuals how to report crime to University officials or local law enforcement agencies on a voluntary and confidential basis. Security policies include **immediately** reporting crimes and emergencies, security resources, crime awareness and prevention, security of campus facilities and residence halls, and alcohol, drug and weapons violations.

## Distribution and Notification of Annual Security Report

**Annually by October 1**, an e-mail notification is sent to all current students, faculty, and staff

providing the website <http://www.ben.edu/police/> to access to this report. Upon request:

- A written paper copy of the report is also available at the University Police Department (5720 College Road, Lisle, IL 60532); or
- By calling the nonemergency telephone number, (630) 829-6122.

**Newly enrolled students** receive written notification providing the website <http://www.ben.edu/police/> to access this report.

- Notification will be provided to newly enrolled students in their Admitted Student Packet during their initial advising.
- A link has been added on our Admissions <http://www.ben.edu/admissions/undergraduate/freshman/process.cfm> website for students enrolled in the traditional undergraduate programs (for both freshmen and transfer), Lisle Graduate programs, School of Graduate, Adult and Professional Education.
- A link to the reports is available on the Student Life home page under Ensuring Your Safety <http://www.ben.edu/student-life/index.cfm>

**Upon request, prospective students and employees:**

- May obtain a written paper copy of the report at the University Police Department at 5720 College Road, Lisle, IL 60532; or
- By calling the nonemergency telephone number (630) 829-6122; or
- By visiting Benedictine’s University’s web site at: <http://www.ben.edu/police/> or <http://www.ben.edu/about/consumerinfo.cfm>

**Prospective employees** are notified about this report via Benedictine University’s Human Resources jobs website at: <http://www.ben.edu/human-resources/> or <http://www.ben.edu/human-resources/employment-opportunities.cfm>

**New employees** are provided a document containing a link to <http://www.ben.edu/police/> in their new hire training materials during new hire orientation. Each new employee certifies that he or she has knowledge as to where the Annual Security Report is located.

**Prospective students and parents of students** can also read about and reference Clery Act information on the Office of Admissions webpage at <http://www.ben.edu/admissions/>, <http://www.ben.edu/police/> and <http://www.ben.edu/about/consumerinfo.cfm>

**Current Employees** can find the Annual Security Report and Annual Fire Safety Report by clicking the link to University Police: <http://www.ben.edu/student-life/police/index.cfm>.

## Term Definitions

**Awareness programs:** The term awareness programs are defined as community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration.

**Bystander intervention:** The term bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or staking. Bystander intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence (this might include fraternity or sports cultures at some institutions);
- Identifying safe and effective intervention options; and
- Taking action to intervene.

**Discrimination:** The term discrimination refers to conduct that is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a University program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

**Harassment:** The term harassment is based upon an individual's race, color, religion, national origin, creed,

service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

**Ongoing awareness and prevention campaigns:** The term ongoing awareness and prevention campaigns refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sexual assault, domestic violence, dating violence and stalking prevention. These programs will occur at different levels throughout the institution (i.e. faculty, athletics, and incoming students) and will utilize a range of strategies. Ongoing awareness, training and prevention campaigns may include information about what constitutes sexual assault, domestic violence, dating violence, intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

**Preponderance of evidence:** This standard of evidence means that a hearing must determine whether a complaint of sex discrimination is "more likely than not" to have occurred or 51% likely to have occurred. This standard applies for all complaints of sex discrimination, including sexual harassment and violence, because Title IX outlines standards for school disciplinary processes – not criminal complaints, which require the highest standard of evidence, "beyond a reasonable doubt."

**Primary prevention:** The term primary prevention refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to

change behavior and social norms in healthy and safe directions.

**Proceeding:** The term proceeding is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Programs to prevent:** The term programs to prevent refers to comprehensive educational and training programs intended to prevent violence that incorporate diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and consider risk and protective factors as they occur on the individual, relationship, community and societal levels.

**Result:** The term result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act ([20 U.S.C. 1232g](#)), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

**Risk reduction:** The term risk reduction is defined as options designed to:

- Decrease perpetration and bystander inaction;
- Increase empowerment for victims in order to promote safety; and
- Help individuals and communities address conditions that facilitate violence.

For more tips, visit <https://rainn.org/articles/steps-you-can-take-prevent-sexual-assault>.

**Survivor-centered:** The term survivor-centered means a student who has experienced sexual violence, domestic violence, dating violence, or stalking that (i) ensures the compassionate and sensitive delivery of services in a nonjudgmental manner; (ii) ensures an understanding of how trauma affects survivor behavior; (iii) maintains survivor safety, privacy, and, if possible, confidentiality; and (iv) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.

**Trauma-informed response:** The term trauma-informed response means a response involving an understanding

of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

**Unfounded:** The term unfounded refers to where sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a determination that the crime report is false or baseless and therefore “unfounded.”

## Violence Against Women Act and Title IX

The Violence Against Women Reauthorization Act of 2013 (VAWA) amends 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. For all Illinois higher education institutions, a new law Preventing Sexual Violence in Higher Education was enacted August 2016. Sexual violence primary prevention and awareness programming shall be provided for all students who attend one or more class on campus annually. In addition, we require all staff and faculty to complete online training annually. 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 based on 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 is committed to maintaining a positive learning, working and living environment. The University does not discriminate or allow harassment on the basis of race, color, religion, national origin, sex, gender, gender identity, age, marital status, citizenship, mental or physical disability status, sexual orientation, order of protection status, military or veteran status, or any other characteristic protected by law in admission and access to, and treatment and employment in its educational programs and activities.

In pursuit of these goals, the University will not tolerate acts of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation against or by any administrator, staff, faculty

or student as such behavior seriously undermines the University's effectiveness as an educational institution and a workplace.

Complaints may be directed to the University's Title IX Coordinator or Deputy Title IX Coordinators:

Title IX Coordinator  
Dr. Tammy Sarver  
Professor  
5700 College Road, SL228L  
Lisle, IL 60532  
630-829-6473  
[tsarver@ben.edu](mailto:tsarver@ben.edu)

Deputy Title IX Coordinator  
Jon Miller  
Associate Dean, Student Life  
5700 College Road, Krasa Center 178  
Lisle, IL 60532  
630-829-6515  
[jmiller@ben.edu](mailto:jmiller@ben.edu)

Deputy Title IX Coordinator  
Kate Heidkamp  
Associate Director of Athletics  
5700 College Road, Rice Center 236  
Lisle, IL 60532  
630-829-6149  
[kheidkamp@ben.edu](mailto:kheidkamp@ben.edu)

Deputy Title IX Coordinator  
Nancy Stoecker  
Compliance Officer  
5700 College Road, LH  
Lisle, IL 60432  
630-829-6402  
[nstoecker@ben.edu](mailto:nstoecker@ben.edu)

Deputy Title IX Coordinator  
Betsy Rhinesmith  
Director, Human Resources  
5700 College Road, Lownik Hall 104  
Lisle, IL 60532  
630-829-6412  
[brhinesmith@ben.edu](mailto:brhinesmith@ben.edu)

Deputy Title IX Coordinator  
Pam Deely  
Director of Student Health  
5700 College Road, Krasa Center 116  
Lisle, IL 60532  
630-829-6047  
[pdeely@ben.edu](mailto:pdeely@ben.edu)

Deputy Title IX Coordinator  
Dr. Elizabeth Kubek  
Professor  
5700 College Road, KN 216  
Lisle, IL 60532  
630-829-6257  
[ekubek@ben.edu](mailto:ekubek@ben.edu)

The Student Handbook defines types of sexual misconduct and outlines the procedures for resolving complaints through the student disciplinary system. The 2018-2019 Student Handbook is available at <http://www.ben.edu/student-life/student-handbook.cfm>

## Annual Fire Safety Report

### Fire Log:

- A fire log is maintained at the University Police Emergency Dispatch Center and is accessible to the public onsite at the Parking Garage in Room 122 at 5720 College Road, Lisle, IL 60532; or
- A request can be made by calling the nonemergency telephone number (630) 829-6122; or
- A written request can be sent to Benedictine University Police at 5720 College Road, Lisle, IL 60532.

## 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 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 their designees alert and/or notify the campus population and the public of major emergencies through a combination of the following

University Emergency Alerts and Information Notification systems. These systems are:

- AlertWave™ Emergency Notification System - wireless public address, emergency communication, and mass notification system located in common areas of all campus buildings, which use speakers, horns, strobe lights, and all University phones equipped with speakerphone capability.
- BenAlert emergency notifications. These are a series of pre-scripted messages that provide instruction on what to do during a particular emergency and were developed by the Marketing and Communication department.
- Fire alarms in all campus buildings are automatically activated in the event of a fire or can be manually activated by a pull station.
- Broadcast e-mail with the “Importance: High” option (message will appear with a red exclamation point in each user’s inbox) and emergency details to #All Main Campus Adjunct Faculty; #All Main Campus Faculty; #All Main Campus Staff; #All Main Campus Student.
- Broadcast voicemail with emergency details with the “Urgent Delivery” option to all users who have a voicemail account, including all faculty and staff with an assigned private telephone number, and all department or area office telephones. The urgent message is the first one played back when listening to voicemail messages. However, there is no visible or audible signal that differentiates an “urgent” from a regular voicemail until a user logs into their voicemail box. Please note that voicemail broadcasts require more time to distribute. The last user may not receive a message for 10-20 minutes after initializing the process.
- ThorGuard lightning detection system located on top of the Krasa Student Center, Sports Complex and parking garage. The University utilizes the ThorGuard audible alarm that will be activated by the University Police dispatch on the signal from AccuWeather Skyguard system based on the Severe Weather Policy.
- Benedictine University website ([www.ben.edu](http://www.ben.edu)) and Emergency Information Web page (<http://www.ben.edu/emergency/>) with emergency details posted.
- Emergency Information Line at (630) 829-6622 with emergency details recorded.
- The Switchboard operators are provided with, and the switchboard message recorded with, the emergency 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 details.
- Residence Life staff will personally contact each resident student through a variety of means

including letters, posters and notification to Resident Advisors.

- University Police vehicles equipped with a public address system and emergency lights.
- ERRT members will place posters or notices on campus buildings, and for health-related incidents, ERRT will prepare and/or distribute factsheets with definitions, a plan of action, and a description of action steps already taken, including the identification of isolation or quarantine areas.
- 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.
- ERRT members and their designees may provide verbal notification by walking around campus to communicate emergency details.
- The electronic sign and campus TV network.
- Public address announcements via the Kindlon Hall carillon.
- Student campus leaders – Student Senate, Candor and other student groups.
- The Associate Vice President, Marketing and Communications or their 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 who have signed up to receive this information from the ECC at [www.emergencyclosings.com/complete.html](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.

These may be updated hourly or daily as needed as details develop. Details may include general information; warnings or notices to have awareness of particular items; the status of classes, activities, and/or the campus or specific buildings; and for health-related incidents, information about relevant signs and symptoms of a health condition, protection and prevention measures, suspected or confirmed cases, isolation or quarantine, areas, and other pertinent items.

## 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 the University Police, or other University officials, the University will without delay and taking into account the safety of the community determine the content of the notification and initiate the notification system.

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 Department is comprised of the following: seven (7) armed, state-certified police officers with powers of arrest (110 ILCD 1020/1), two (2) Community Service Officers, and three (3) Emergency Dispatchers. 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 fosters 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, through a Memorandum of Understanding, which provides law enforcement and first

responder resources to address serious acts of criminality, emergency fire and medical services, emergency disaster and recovery efforts. The University Police collect crime reports from local law enforcement agencies for Clery Act statistical reporting for all properties, owned, controlled and/or adjacent to the University.

“Active Shooter” training is conducted on campus with the local police department 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 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 (630) 829-6666.**

## Criminal Charges

Criminal charges filed by the University Police are heard in the Circuit Court for the Eighteenth Judicial Circuit in and for DuPage County, located in Wheaton, 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 Lisle ordinance, or University policy also may be a violation of the Student Statement of Responsibilities found in the Benedictine University 2018-2019 Student Handbook. <http://www.ben.edu/student-life/student-handbook.cfm> 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.

For employees' Code of Conduct, please refer to the Compliance webpage:

<http://www.ben.edu/compliance/conduct.cfm>

## Access to Campus Facilities

Buildings (except residence halls) are open to the public when academic classes are in session. After hours, buildings are secured and only persons with authorized access permission can enter or remain in the buildings. Residence halls Jaeger, Ondrak and Neuzil are secured by ID card reader locks and have visitation restrictions. Visitors must be chaperoned at all times by a resident student while in the residence hall. Security measures shall include, but are not limited to; access control measures, security cameras in the hallways, and trained security personnel on evenings and weekends. The campus is well-lit and inspected daily by Facilities Management to ensure facilities and grounds are safely maintained. A map of the campus (Visitors' Guide) may be accessed on the University's website, at:

<http://www.ben.edu/about/location.cfm>.

Security hardware and technology consist of a campus-wide master key system for all lockable doors; exterior building and parking lot lighting; a 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 Facilities Management; written building access and room opening protocol; posted "No Trespassing" signage at all campus property access points; campus-wide interior and exterior public address system; and photo ID cards for faculty, staff, students, contractors and visitors. All systems are controlled and audited by Facilities 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. "No trespassing – official business only" signs are posted at all entrances to the campus and the University Police and/or Residence Life staff 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; and
- 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 having trouble with alcohol or drug use are encouraged to talk with a staff member in

Student Health Services, the Vice President of Student Life, or other members of the University staff. External resources are also available.

Click the full version of the Alcohol and Drug Policy: <http://www.ben.edu/about/upload/Benedictine-University-Alcohol-and-Drug-Policy-2.pdf>

## Drug and Alcohol Abuse Prevention Program

It is the policy of the University that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited by students and employees on University property, as part of its activities or in facilities controlled by the University. The University has a vital interest in maintaining a safe and healthy learning environment for the benefit of all students, employees and guests. This information is in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 and at a minimum is required to be distributed annually in writing to each employee and student. An e-mail notification is sent semiannually by University Police via the Annual Security and Annual Fire Safety Reports notification email sent to all current students and employees providing the web page to access this program. The University provides information for students and employees regarding illicit drug and alcohol abuse, including standards of conduct, health risks, state and federal penalties, and available drug or alcohol counseling and rehabilitation services. This information can be found at: <http://www.ben.edu/about/upload/Drug-and-Alcohol-Abuse-Prevention-Program.pdf>. Printed copies of this information are available at University Police, Lower level of the Parking Garage, 5720 College Road, Lisle, IL 60532.

## 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.

<http://www.ben.edu/about/upload/Benedictine-University-Alcohol-and-Drug-Policy-2.pdf>

Additional information is located in the Benedictine University 2018-2019 Student Handbook at: <http://www.ben.edu/student-life/student-handbook.cfm>

## 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.

## Non-Discrimination Policy

In administering its affairs, the University does not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, age, disability, military or veteran status, marital status, citizenship, or any other characteristic protected by applicable law. The laws applicable to the University include constitutional and statutory protections of the University's rights as a religiously sponsored institution.

To report discrimination or harassment contact Benedictine University's Title IX Coordinator, Dr. Tammy Sarver (630) 829-6473, [tsarver@ben.edu](mailto:tsarver@ben.edu). You may also contact the U.S. Department of Education's Office of Civil Rights (Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, **Tel:** (312) 730-1560, **TDD:** (877) 521-2172, **Email:** [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)).

## 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.

## Gender -Based Violence Prevention Programs and State Definitions

Benedictine University values every member of our community. As such, the University prohibits acts of gender-based violence (sexual assault, domestic violence, dating violence, and stalking) against any student, faculty, staff, or visitor. Reports received of these crimes will be investigated by the Title IX office in accordance with the University Title IX Policy. To view the full policy, visit <http://www.ben.edu/compliance/title-ix.cfm>. It is also the University's policy to comply with all applicable federal and state laws for reporting and publishing statistics on the occurrence of sexual assault, domestic violence, dating violence, and stalking in our annual security report located <http://www.ben.edu/student-life/police/index.cfm>.

In order to prevent future crimes of gender based violence (sexual assault, domestic violence, dating violence, and stalking) the university provides annual training and prevention programming to students, faculty, and staff.

When providing training and programming, Benedictine University considers the unique needs of our campus culture and provides programs that are:

- Culturally appropriate and inclusive of our diverse communities and identities;
- Sustainable, so programs can be provided annually to ensure the University's commitment to violence prevention;

- Responsive to the needs of our community to educate on local services; and
- Informed by research and evaluated for effectiveness.

The training and programming initiatives are available to all students, faculty and staff. Programs conducted during the 2017 calendar year can be found at:

[S:\Projects\DAAPP-CPAPSEP Presentation Logs\CPAPSEP\2017 CPAPSEP Logs\2017 CPAPSEP Presentations Lisle.xlsx](#)

We also consider the risks that may be inherent in our community on and off campus as well as protective factors that come from the safe and supportive environment that we strive to provide.

All of our programs include common themes. One important theme that guides our programming is the University's stance that violence will not be tolerated in our campus community. Some of the other topics that are covered in programming include:

- Definitions of sexual assault, domestic violence, dating violence, and stalking on the federal level which are used in University investigations;
- Definitions of these crimes in Illinois, which are used when they are reported to the University Police or local law enforcement. These definitions are particularly helpful if the victim choose to pursue the criminal justice process against the accused;
- Discuss safe and reasonable options for bystander intervention. We believe that in order to prevent violence, then it is everyone's responsibility to step up and work to ensure a safe community;
- Share information on risk reduction to decrease perpetration on our campus, reduce barriers for getting involved as a bystander, and empower individuals to know their options in situations that may feel unsafe; and
- Give information about the institution's disciplinary process, which can be found in our Title IX Policy found at <http://www.ben.edu/compliance/title-ix.cfm>.

State of Illinois definitions of dating violence, domestic violence, sexual assault, stalking and consent are as follows:

**Dating Violence:** (1) A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or

(2) Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age. (105 ILCS 110/3.10)

**Domestic Violence:** Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law.

Under Illinois law, family or household members are defined as:

- Family members related by blood or marriage;
- People who are married or used to be married;
- People who share or used to share a home, apartment, or other dwelling;
- People who have or say they have a child in common or say they have a blood relation through a child;
- People who are dating or used to date, including same sex couples; and
- People with disabilities and their personal assistants. (750 ILCS 60/103)

**Sexual Assault:** A person commits criminal sexual assault if that person commits an act of sexual penetration and:

1. Uses force or threat of force;
2. Knows the victim lacks capacity to give consent;
3. Is a family member of the victim and the victim is under 18 years old;
4. Is at least 17 years old, holds a position of authority or trust over the victim, and the victim is between 13 and 18 years old. (720 ILCS 5/11-1.20)

**Stalking:** (1) Knowingly engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for his or her safety or the safety of a third person; or
2. Suffer other emotional distress; or
3. Knowingly and without lawful justification following or surveilling another on at least 2 separate occasions and threatening or placing the victim in reasonable apprehension; or
4. Aggravated stalking is stalking in conjunction with causing bodily harm, confining or restraining victim or violating court order or injunction. (720 ILCS 5/12-7.3)

**Consent:** A freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent. A 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 the sexual penetration or sexual conduct. (720 ILCS 5/11-1.70 (a) (c))

## 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, un-coerced 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. Either person may withdraw consent at any time prior to a specific sexual act.

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, age, and fear or coercion.

Additional information is located at

<http://www.ben.edu/compliance/upload/TitleIX-Policy-2018.pdf>

## Sexual Assault Victim Reporting Policy

A person who has been a victim of sexual assault is strongly encouraged to **immediately** report the crime to the [Title IX](#) Coordinator, University Police (630) 829-6666, a residence hall staff member, the Vice President of Student Life, Student Health Services, The Counseling Center, [Campus Security Authority](#) members, or an outside community agency such as the YWCA Rape Hotline at (630) 971-3927. Victims are strongly urged to preserve all physical, trace and serological evidence, to include clothing, bedding and body fluids, associated with the assault, to ensure a successful criminal prosecution, or administrative

sanction against the offender, if desired. The University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the University and in the community. 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 University Police, it is recommended that the individual contact a University or community resource for 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 (630) 829-6046  
Counseling Center Krasa 112 (630) 829-1800

#### **Off-Campus Resources**

YWCA Rape 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 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 occasionally. If you are in an abusive situation, you are urged to seek help. For off-campus resources refer to the following:

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 Human 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 act. However, the 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.

At institutional disciplinary proceedings, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and

both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceedings brought alleging a sex offense.

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.

Additional information is located at <http://www.ben.edu/compliance/upload/TitleIX-Policy-2018.pdf>

## Preponderance of the Evidence

The Student Conduct Process at the University requires a preponderance of the evidence in order for a student or employee to be found in violation of the University policy. This means that a student will be found in violation of a University policy if the evidence demonstrates that it is "more likely than not" that the alleged violation occurred.

## Sanctions

The following sanctions may be imposed upon any student found to have violated the standards as defined in the Benedictine University 2018-2019 Student Handbook. This does not and cannot include all information that may lead to sanctions. Sanctions are defined and imposed as follows:

**A. Warning:** A written statement to the student indicating disapproval of their 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 will be evaluated within the context of their 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; or
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. Residency Probation:** The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.

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

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

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

**J. Suspension:** The student is informed in writing they 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, reside on campus or visit 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. After the suspension, 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 to institutional property, the student or others. Interim suspension may be interpreted to permit all of the stipulations stated above, or may permit students to continue attending classes while they are suspended from representing the University in extracurricular activities, including intercollegiate athletics.

**K. Expulsion:** The student is informed in writing that they are permanently separated from the University.

## Non-Sanction Resolutions

**Interim Intervention:** The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student's continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved or others. Students may also be suspended on an interim basis while undergoing resolution by University or civil authorities.

**Involuntary Withdrawal:** A student may be subject to involuntary withdrawal from the University or from the residence halls if it is determined that the student is suffering from a mental illness and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage; impedes the lawful activities of others; or disrupts the community.

## 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.ben.edu/student-life/police/index.cfm>. This information can also be located through the Illinois State Police (ISP) web site at: <http://www.isp.state.il.us/sor/>. 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

Benedictine University expects its Trustees, officers, faculty, staff and students to cultivate an environment that allows members of the Benedictine University community to enjoy the full benefits of their work or learning experience. It is, therefore, the policy of

Benedictine that no member of the University community may engage in conduct, which discriminates against or harasses another individual or group based on race, color, national or ethnic origin, sex, age, disability, veteran's status or any other criteria protected by applicable law. Benedictine prohibits conduct which constitutes sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking as those terms are defined below, regardless of whether the alleged prohibited conduct occurred on or off of campus and regardless of whether the alleged perpetrator is student, faculty, staff or third party. No oral or written statement that is in conformity with the teaching of the Roman Catholic Church shall be deemed as violating this policy, and no absence of a statement, oral or written, when such silence is again in accord with Catholic teaching, shall be deemed a violation of this 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. The University will also take steps, if and as appropriate, to remedy the effects of the violation for the complainant and the University community as may be necessary, and to prevent recurrence of the violation. Finally, the approved policies of academic freedom shall be respected and are understood to be consistent with the implementation of this policy.

## 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, are not acceptable. The University prohibits harassment based on 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, Director of Human Resources, the Chief Compliance Officer 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 Lisle Police Department also has jurisdiction to make arrests on campus, should the Lisle 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 Director of Human Resources, and to the appropriate senior Vice President.

## Student Life Conduct Process

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 Office of Student Life will consider the following options:

**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 (5) 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 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 University Police to report a medical emergency, criminal act, suspicious person or incident, which should be done immediately, to ensure a rapid response and will aid in a timely investigation. The University Police is located on the ground floor of the parking structure, in the southwest part of the campus. The University Police mailing address is Benedictine University Police Department, 5720 College Road, Lisle, Illinois 60532.

There are 20 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/>

A "Silent Witness" link is found on the University Police web page. You may confidentially report any crime, concern, misdeed or emergency at:

<http://www.ben.edu/student-life/police/forms-reporting.cfm>

You may also report a crime or emergency to any faculty

or staff member, who will contact the appropriate authority. Institutional personnel will assist the student in notifying law enforcement authorities, if the student requests the assistance of these personnel. You may specifically contact **Derek Ferguson, Chief of Police**, 630-829-6122, or **Marco Masini, Vice President of 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 voluntarily identify yourself, if you chose.

Resident student may report criminal acts, or emergencies to the Resident Assistant, Resident Coordinators or **Jon Miller, Associate Dean of Students**, 630-829-6515.

## 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.

## Policy Statement Addressing Counselor Confidentiality

The University encourages its pastoral and professional counselors and appropriate health services staff to inform persons seeking their services of the procedures to report crimes on a voluntary, confidential basis for inclusion in the University's annual disclosure of crime statistics. This process is employed at the discretion of the pastoral and professional counseling and health services staff, as they deem appropriate.

Counselors are defined as:

**Pastoral Counselor** – A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor** – A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

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. The Counseling Center works closely with the Campus Response Evaluation (CARE) team, University Police, Campus Ministry and outside professional agencies, to minimize any threat to one's self and the entire internal and external campus community. Information on CARE can be found at: <http://www.ben.edu/emergency/care.cfm>

## 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 flipchart type document. Each 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: BenAlert; Evacuation; Behavioral Assessment Reporting Guidelines, Fire, Bomb Threats, Workplace/Classroom Violence; Severe Weather; Utility Failure; Hazardous Material Accidents; First Aid; Automated External Defibrillator; Lightning and Tornado procedures.

The Benedictine Emergency Response and Recovery Plan for 2018-2019 can be located at: [http://www.ben.edu/emergency-preparedness/upload/Lisle\\_ERRT\\_18-19.pdf](http://www.ben.edu/emergency-preparedness/upload/Lisle_ERRT_18-19.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 is responsible for the gathering of crime statistics annually from the Lisle and Mesa campuses. In addition, he is responsible for contacting the area municipalities where our off-site class instruction takes place to retrieve any crime

information, which would be part of our Annual Security Report.

## Campus Security Authorities

**Diane Battistella**, Senior Associate Dean, Financial Aid  
**Katie Buell**, Student Activities and Commuter Services Coordinator  
**Karen Campana**, Director, Advising  
**Karl Constant**, Assistant Director Student Development  
**Bridget Cooper**, Human Resources Generalist  
**Pam Deely**, Director, Student Health Services  
**Michi Dubes**, Emergency Preparedness Manager/Safety Specialist  
**Brittney Dvorak**, Academic Advisor  
**Derek Ferguson**, Chief of University Police  
**Colleen Hanna**, Senior Executive Assistant to the Provost and Vice President for Academic Affairs  
**Kate Heidkamp**, Associate Director of Athletics, Business Administration/Head Softball Coach  
**Matt Jones**, Associate Director Athletics  
**Deb Kane**, Manager of Enrollment Events  
**David Kleinberg**, Director, International Program Services  
**Yvette Knox**, Executive Administrative Assistant  
**Maria Lee**, Director of Financial Aid  
**Marco Masini**, Vice President of Student Life  
**Mark McHorney**, Director of Athletics/Associate Dean of Students  
**Jon Miller**, Associate Dean, Student Life  
**Monica Miller**, Assistant Director, Resident Education Community Development  
**Bernadette Muloski**, VAWA Grant Coordinator  
**Paul Nelson**, Assistant Director of Athletics, Internal Operations  
**Betsy Rhinesmith**, Director of Human Resources  
**Carrie Roberts**, Director, Campus Ministry  
**Susan Salerno**, Nurse/Program Coordinator  
**David Sonnenberger**, Associate Provost  
**Chelsea Stephens**, Academic Advisor  
**Karly Tumminello**, Director/Curator, Jurica-Suchy Nature Museum  
**Danny Turano**, Assistant Director Leadership Development  
**Hazel Williams**, National Director of Graduate and Student Service  
**Kelly Zapp**, HRIS Analyst  
**Kristin Clifford**, Faculty  
**Alandra Devall**, Faculty  
**Tim Goines**, Faculty  
**Ricky Holman**, Faculty  
**Elizabeth Kubek**, Faculty  
**Cheryl Mascarenhas**, Faculty  
**Brian Patterson**, Faculty  
**Patrick Polasek**, Faculty  
**Niina Ronkainen**, Faculty  
**Chez Rumpf**, Faculty  
**Jayashree Sarathy**, Faculty

**Tammy Sarver**, Faculty

## Federal Crime Definitions

### Clery Act Crimes Definitions

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

**Manslaughter by Negligence:** the killing of another person through gross negligence.

**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.

**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.

**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.

**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.

**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.)

**Sexual Assault - Rape:** as defined by the Federal Bureau of Investigations (FBI) Uniform Crime Reporting Summary Reporting System: 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 consent of the victim.

**Sexual Assault - Forcible Fondling:** is the touching of the private body parts of another person for the purpose of sexual gratification, 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 because

of his/her youth or because of his/her temporary or permanent mental incapacity.

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

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

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

**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).

**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.**

**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.

### Hate Crimes Definitions

**Hate Crime:** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**Bias:** is a preformed negative opinion or attitude toward a group of persons based on their race, gender identity, religion, disability, sexual orientation, ethnicity and national origin.

**Race:** a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Gender identity:** one's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

**Religion:** a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual orientation:** a preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

**Ethnicity:** the fact or state of belonging to a social group that has a common national or cultural tradition.

**National origin:** broadly as including, but not limited to, the denial of equal employment opportunity because of an individual, or his or her ancestor's, place of origin, or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

**Disability:** a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Larceny-Theft:** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**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.)

**Intimidation:** unlawfully placing another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property:** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **VAWA Act Crimes**

**Dating Violence:** dating violence means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim;
2. Where the existence of such a relationship shall be determined on a consideration of the following factors:
  - a. The length of the relationship,
  - b. The type of relationship,
  - c. The frequency of the interaction between the persons involved in the relationship.

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

**Stalking:** engaging in a course of conduct directed at a specific person but is not limited to following, lying in wait, or harassment, when such conduct:

1. Would cause a reasonable person to feel fear for his or her physical safety or health or that of others, including fear of sexual conduct, unlawful restraint, bodily injury, or death, or would cause a reasonable person to suffer emotional distress; and
2. Serves no legitimate purpose.

Clery Act Crimes	2015					2016					2017				
	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault/Battery	6	3	2	0	0	24	20	0	0	0	9	8	1	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Burglary	15	7	0	0	0	16	8	0	0	0	0	0	2	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Sexual Assault–Rape	1	1	0	0	1	1	1	0	0	0	0	0	5	0	0
Sexual Assault–Forcible Fondling	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Sexual Assault–Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault – Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Drug Law Violations	3	2	3	0	0	9	3	0	0	0	19	12	8	0	0
Liquor Law Violations	7	5	0	0	0	9	6	0	0	0	14	10	1	0	0
<b>Disciplinary Referrals</b>															
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	12	9	0	0	0	23	11	0	0	0	23	23	0	0	0
Liquor Law Violations	63	47	0	0	0	40	29	0	0	0	22	17	0	0	0

The 2015 statistics in the On Campus Student Housing Facilities and On Campus Property columns were revised after an annual review of our processes for calculating these statistics. On September 28, 2017, these statistics were revised to reflect the accurate crime statistics.

Hate Crimes	2015					2016					2017				
	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction Damage Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Act Crimes	2015					2016					2017				
	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded Reports by Police
Domestic Violence	1	1	0	0	0	1	1	0	0	0	2	2	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The 2015 statistics in the On Campus Student Housing Facilities and On Campus Property columns were revised after an annual review of our processes for calculating these statistics. On September 28, 2017, these statistics were revised to reflect the accurate crime statistics.

# Annual Fire Safety Report

The Annual Fire Safety Report is required by (HEOA of 2008) for any Title IV institution that maintains an on campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

## Procedures for Preparing and Distributing the Annual Fire Safety Report

Benedictine University Police Department collects fire statistics, composes the Annual Fire Safety Report and maintains a log of fire statistics. The Annual Fire Safety Report is published annually by October 1 and contains three years of fire statistics in accordance with (HEOA). This is the 2018 Annual Fire Safety Report, which contains the statistics for calendar years 2015-2017.

## Distribution and Notification of Annual Fire Safety Report

**Annually by October 1**, an e-mail notification is sent to all current students, faculty, and staff providing the website <http://www.ben.edu/police/> to access to this report. Upon request:

- A written paper copy of the report is also available at the University Police Department (5720 College Road, Lisle, IL 60532); or
- By calling the nonemergency telephone number, (630) 829-6122.

**Newly enrolled students** receive written notification providing the website <http://www.ben.edu/police/> to access this report.

- Notification will be provided to newly enrolled students in their Admitted Students Packet during their initial advising.
- A link has been added on our Admissions <http://www.ben.edu/admissions/undergraduate/freshman/process.cfm> website for students enrolled in the traditional undergraduate programs (for both freshmen and transfer), Lisle Graduate programs,

School of Graduate, Adult and Professional Education.

- A link to the reports is available on the Student Life home page under Ensuring Your Safety <http://www.ben.edu/student-life/index.cfm>

### Upon request, prospective students and employees:

- May obtain a written paper copy of the report at the University Police Department at 5720 College Road, Lisle, IL 60532; or
- By calling the nonemergency telephone number (630) 829-6122; or
- By visiting Benedictine University's web site at: <http://www.ben.edu/police/> or <http://www.ben.edu/about/consumerinfo.cfm>

**Prospective employees** are notified about this report via Benedictine University's Human Resources jobs website at: <http://www.ben.edu/human-resources/> or <http://www.ben.edu/human-resources/employment-opportunities.cfm>

**New employees** are provided a document containing a link to <http://www.ben.edu/police/> in their new hire training materials during new hire orientation. Each new employee certifies that they have knowledge as to where the Annual Fire Safety Report is located.

**Prospective students and parents of students** can also read about and reference Clery Act information on the Office of Admissions webpage at <http://www.ben.edu/admissions/>, <http://www.ben.edu/police/> and <http://www.ben.edu/about/consumerinfo.cfm>

**Current Employees** can find the Annual Security Report and Annual Fire Safety Report by clicking the link to University Police: <http://www.ben.edu/student-life/police/index.cfm>.

## Annual Security Report

Benedictine University - Lisle Campus has a separate Annual Security Report for Year 2018, which may be viewed at: <http://www.ben.edu/police/>.

## Number of Fire Drills Held During Calendar Year 2017

Unannounced fire drills were conducted at each on-campus student housing facility during the 2017 calendar year.

Announced/ Unannounced	Type	Campus/ Res Hall	Drill/ Exercise	Date
Unannounced	Fire	Campus	Drill	9/1 & 9/2/15
Unannounced	Fire	Res Hall	Drill	10/21/15
Unannounced	Fire	Campus	Drill	8/31 & 9/2/16
Unannounced	Fire	Res Hall	Drill	9/22/16
Unannounced	Fire	Campus	Drill	9/6 & 9/7/17
Unannounced	Fire	Res Hall	Drill	9/25/17

## Fire Log

- A fire log is maintained at the University Police Emergency Dispatch Center and is accessible to the public onsite at the Parking Garage in Room 122 at 5720 College Road, Lisle, IL 60532; or
- A request can be made by calling the nonemergency telephone number (630) 829-6122; or
- A written request can be sent to Benedictine University Police at 5720 College Road, Lisle, IL 60532.

## Residence Life - Safety Brochure

The University provides its students with a brochure entitled [Resident Fire Safety Brochure](#) detailing fire safety tips, which also are addressed in this Report.

## On-campus Student Housing Fire Safety Systems

The on-campus student housing facilities are Jaeger Hall, Neuzil Hall, Ondrak Hall, and Founders' Woods apartments (which consists of Thomas Hall, Valentine Hall, Becker Hall, Anderson Hall, Kucera Hall and Roman Hall). All of these student-housing facilities are equipped with modern, interior fire alarm systems with horns and strobe lights, which are monitored 24 hours per day, 7 days per week. All housing facilities are equipped with automatic full sprinkler and smoke detection systems, fire extinguishers, and evacuation placards. These systems are tested at least once per year.

## On and off-campus Student Housing Facility Addresses

Facility	Address
Jaeger Hall	5540 College Road
Neuzil Hall	5540 College Road
Ondrak Hall	5710 College Road
Thomas Hall	5660 College Road
Valentine Hall	5640 College Road
Becker Hall	5610 College Road
Anderson Hall	5630 College Road
Kucera Hall	5640 College Road
Roman Hall	5620 College Road

## Policy on Portable Electrical Appliances and Open Flames

**Portable Electrical Appliances** - The following items are not allowed in residence halls: space heaters, cooking appliances with heating elements, toaster ovens, outside antennas, halogen lamps, open-coil devices or satellite dishes. Halogen lamps are not permitted in Founders' Woods apartments due to the high risk of room fires.

**Open Flames** – The following items are not allowed: incense and candles.

## Benedictine University Smoking/Tobacco Policy

The Benedictine University Smoking/Tobacco Policy is in consideration of the health risks to community members, environmental impact and community member feedback with the prohibition of tobacco products, smoking and vaping use.

The University prohibits the use of all tobacco products, including cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes on all our campuses. In addition to all buildings, it applies to all outside property and grounds. In a kind and courteous manner, each community member will be responsible to remind individuals of the University policy. This policy will be

enforced like any other student conduct/employee violation. Individuals desiring to smoke may do so in their car.

This policy change reinforces our commitment to preserving and improving the health of our students, faculty, staff and guests. The commitment to a tobacco-free campus is a responsibility we all share together, whether you are a tobacco user or not. In making this decision, we reflected on our Benedictine roots of addressing the common good of the community and also listening to the community.

## Procedure for Student Housing Evacuation in the Case of a Fire

Should you discover a fire, remember **RACE**:

- **R**emove anyone from immediate danger.
- **A**ctivate the fire alarm system by pulling the nearest fire alarm pull station; call 911 and then the University Police at ext. 6666.
- **C**ontain the fire by closing doors.
- **E**vacuate the building.

All buildings are equipped with fire alarm systems, which activate at certain temperature levels or smoke conditions. However, many small fires will require a fire alarm pull station to be manually activated.

Should you be in a building when an alarm is activated, take the following actions:

- Evacuate **IMMEDIATELY** in a calm, orderly manner closing all office and classroom doors.
- Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.
- After evacuating the building, proceed to the preliminary designated assembly area for that particular building. Supervisors, faculty and resident assistants will take a head count at the evacuation area and notify the University Police if anyone is unaccounted for. Be prepared to move to another location if the preliminary designated assembly area is deemed to be too close to the building. Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire.

Remember **PASS**:

- **P**ull the pin from the fire extinguisher.
- **A**im the fire extinguisher at the base of the fire.
- **S**queeze the handles together.
- **S**weep the spray from side to side across the base of the flames

If the first fire extinguisher used does not put out the fire, **EVACUATE** the building. **DO NOT** attempt to use a second fire extinguisher.

## EVACUATION

An "EVACUATION" is a temporary and controlled rapid removal of people from a building, disaster area or campus as a rescue or precautionary measure. If the removal extends to more than a few months or becomes permanent, it is called "relocation."

It is the policy of the University to have defined procedures to protect the life and safety of students, staff and guests should there be a hazard that causes the University to decide to evacuate.

If you hear the direction to "EVACUATE" over the public address (PA) system or classroom telephones, or an administrator announces the evacuation in person or by any other means of communication, you are to follow the procedures provided by the evacuation announcement.

## What to do if outside during a building evacuation:

1. Do not enter any building being evacuated.
2. Get to the Evacuation Assembly Area for the building being evacuated (if you are near a building).
3. Listen for specific directions.
4. An authorized person will announce via campus PA system or bullhorn when the building is safe to reenter.

## Evacuation Assembly Areas for Campus Buildings

- **Birck Hall** – South exit - the far south end of the Kindlon Hall parking lot or the Campus Quad, Northwest exit - the grassy area in front of Jaeger Hall
- **Coal Ben** – Grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building)
- **Founders' Woods** – The west end of the Krasa Center parking lot
- **Goodwin Hall** - The Campus Quad, the grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building).
- **Grounds Garage** – The far west end of the Krasa Center parking lot
- **Jaeger Hall** – The Campus Quad, the grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building)
- **Kindlon Hall** – South exit - the far south end of the Kindlon Hall parking lot or the Campus Quad, North exit - the grassy area in front of Jaeger Hall
- **Krasa Center** – The far west end of the Krasa Center parking lot
- **Lownik Hall** – The north end of the Lownik Hall parking lot
- **Neff Welcome Center** – The north end of the Lownik Hall parking lot
- **Neuzil Hall** – The north end of the parking lot near the Rice Center
- **Ondrak Hall** – The south end of the Kindlon Hall parking lot
- **Parking Garage** – Sidewalk next to Coal Ben/Powerhouse (be prepared to move if need be)
- **Power House** – Near flagpole by parking garage if exiting from second floor south stairwell. If exiting from the west side of building proceed to the Krasa Center parking lot
- **Rice Center** – Grassy area northeast of parking lot
- **Scholl Hall** – Grassy area northeast of Scholl Hall parking lot
- **Sports Complex** – South Entrance – the far south end of the Krasa Center parking lot  
East Entrance – the Rice Center parking lot

## Evacuation of the Mobility Restricted and Mobility Impaired

### Mobility Restricted Individuals

Mobility restricted individuals are those with disabilities which might impede rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to a designated meeting area.

### Mobility Impaired Individuals

Mobility impaired individuals are those with disabilities which require the use of wheelchairs or other mobility devices. To assist those individuals, proceed as follows:

1. Call the University Police at ext. 6666. Provide as much information as possible. Most importantly, provide the individual's location.
2. Move the impaired individual near the stairwell and await assistance if there is no immediate danger within the vicinity of the stairs.
3. If the hazard becomes life threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate by way of the established route. Inform the University Police of the individual's new location.

## Campus Evacuation

Should it become necessary to evacuate the entire campus, the decision to implement these procedures rests with the Chief of University Police. In situations requiring immediate action, the Lisle Police or Fire Department also can order a local area evacuation. When evaluating possible evacuation, consideration will be given to the following:

- Specific threat - Bomb, fire, storm, earthquake, explosion, hazardous materials incident
- Context - Time of day, likelihood
- Recommendations of the first responder officials

In all cases when the decision has been made to evacuate the following basic procedures will be used.

1. The campus will be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat.
2. Other areas may then be evacuated, depending on the nature of the threat.
3. A gradual evacuation is preferable to a total, immediate evacuation, if possible, as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel.
4. In all cases, evacuees would be directed away from the vicinity of the threat.

## Policy on Fire Safety Education and Training Programs for Students and Employees

Fire safety education programs for all students in on-campus housing and all employees that have an association with on-campus housing are held at the beginning of each academic year and throughout the calendar year. The Emergency Preparedness Manager provides a Residence Life Safety brochure, which is distributed, to student residents. The University Police evaluates the effectiveness of the fire evacuation drills, and makes recommendations for improvement to University employees including the Residence Life Staff and Student Resident Assistants. If it is determined additional training of employees is needed, University Police along with the Emergency Preparedness Manager will coordinate the training.

The Lisle-Woodridge Fire District is present during all evacuation drills. The University's Office of Emergency Preparedness, working with the University Police, conducts training sessions, which include fire extinguisher training, evacuation planning and execution, educational materials, informational displays/booths, new employee orientation, publishing and posting of the University's Emergency Response and Recovery Plan annually, investigations, and referrals regarding fire safety issues. Training of Residence Life Staff and student Resident Assistants is conducted each semester for new members. The Lisle-Woodridge Fire District also may provide awareness and educational programming. If a fire occurs, students are instructed to leave hazardous areas via the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so First Responders can determine whether all students have left the building. This information also is provided in the

University's Emergency Response and Recovery Plan, which is updated and published annually.

### Who should students and employees notify in the event of a fire?

- Dial 9-1-1 Lisle-Woodridge Fire District
- Activate fire pull-station
- Dial 630-829-6666, University Police Dispatcher
- Facilities Management 630-829-6420

## Future Improvements in Fire Safety

The University adopted the National Incident Management System (NIMS) and continues to train students, employees and campus first responders in fire/disaster response and recovery. The University plans to continue student and employee training provided by the Federal Emergency Management Agency (FEMA), Illinois Terrorism Tasks Force (ITTF), Illinois Emergency Management Agency (IEMA) and the Illinois Law Enforcement Alarm System (ILEAS) by providing instruction on Campus-Community Emergency Response Training (C-CERT), and emergency/disaster response and recovery. Fire evacuation drills in residence facilities will be enhanced by utilizing Resident Assistants. Live fire extinguisher training has been added to resident student training and awareness.

## Definitions

**Official** - An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

**Fire** - Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Log** - Contains the date the fire was reported; the nature of the fire; the date and time of the fire; and the general location of the fire.

**Public** - Any university student, employee or, any person not associated with the institution.

Residential Facilities	2015						2016						2017					
	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries Requiring Treatment	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries Requiring Treatment	# of Deaths Related to a Fire	Value of Property Damage Caused by	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries Requiring Treatment	# of Deaths Related to a Fire	Value of Property Damage Caused by
Jaeger Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Neuzil Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Ondrak Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Thomas Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Valentine Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Becker Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Anderson Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Kucera Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A
Roman Hall	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A