

ILLINOIS STATE UNIVERSITY



CAMPUS VIOLENCE PREVENTION PLAN

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Approval

Each year the Campus Violence Prevention Committee will update the Campus Violence Prevention Plan to reflect any necessary changes. The plan will then be forwarded to the University President for final approval. On an annual basis the campus community will be trained on the Campus Violence Prevention Plan. All previous editions are to be replaced with the most current edition.

EFFECTIVE DATE OF THIS EDITION:

Date: July 1, 2015

ANNUAL UPDATE REVIEWERS

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Record of Changes

Change Number	Date of Change	Affected Section	Summary of Changes
A	7/1/15	Throughout	Remunerates paragraphs throughout as required by below-listed changes
1	7/1/15	Approval	Updates effective date, titles, and names
2	7/1/15	Distribution List	Updates web address for electronically available version
3	7/1/15	Paragraph II(D)(3)	Updates weapons definition to correspond with University Conceal Carry Policy
4	7/1/15	Paragraph III	Establishes reporting procedures for emergency, non-emergency, child abuse/neglect, and sexual abuse, relationship violence, and stalking
5	7/1/15	Paragraph V	Updates response team names and memberships
6	7/1/15	Paragraph V(A)(3)(f)	Deletes Administrative Withdrawal Team description
7	7/1/15	Paragraph VI	Updates web address
8	7/1/15	Old Paragraph V	Deletes Confidentiality paragraph; covered elsewhere
9	7/1/15	Paragraph VII	False Reports rewritten as Retaliation to correspond with OEOEA existing policies
10	7/1/15	Paragraph VIII	Updates team names and members
11	7/1/15	Paragraph IX	Changes Campus Crime Alert references to Campus Crime Advisory
12	7/1/15	Paragraph IX(A)(8)	Adds information on campus security guards
13	7/1/15	Paragraph IX(B)(1)	Strikes EHS responsible for departmental response efforts and adds Paragraph IX(B)(2) University Incident Management Team
14	7/1/15	Paragraph IX(B)(3)	Removes outdated campus boundary description
15	7/1/15	Paragraph IX(C)	Adds relationship violence and stalking
16	7/1/15	Paragraph IX(D)	Adds Health Promotion & Wellness prevention activities

*** changes continued on next page ***

Change Number	Date of Change	Affected Section	Summary of Changes
17	7/1/15	Paragraph IX(E)	Adds description of OEOEA responsibilities for prevention, education, and investigations
18	7/1/15	Paragraph IX(F)(1)	Adds relationship violence
19	7/1/15	Paragraph IX(F)(1)	Updates CIRT members
20	7/1/15	Paragraph IX(F)(1)	Changes references to Community Rights and Responsibilities to Student Conduct and Conflict Resolution
21	7/1/15	Paragraph IX(G)(1)	Changes Night Services to 24 Hour Desk Services
22	7/1/15	Paragraph IX(G)(2)	Adds bystander responsibilities to training
23	7/1/15	Paragraph IX(G)(3)	Adds harassment to training
24	7/1/15	Paragraph IX(H)(1)	Updates Crisis Intervention Services to reflect new 24-hour operations
25	7/1/15	Paragraph IX(H)(2)	Updates EAP availability
26	7/1/15	Paragraph IX(I)(1)&(2)	Clarifies when night transportation services are available
27	7/1/15	Paragraph IX(J)(3)	Changes process for approval of new surveillance cameras
28	7/1/15	Paragraph IX(J)(4)	Changes references to ADT to designated alarm company
29	7/1/15	Paragraph IX(K)	Updates list of related University policies
30	7/1/15	Old Paragraph IX(J)	Deletes redundant list of Federal and State Laws

ILLINOIS STATE UNIVERSITY

CAMPUS VIOLENCE PREVENTION PLAN

I. Introduction.

The safety and security of the Illinois State University campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. Unfortunately, violence can occur. To educate and empower all members of the University community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. The University also offers workshops to assist departments and individuals in detecting indicators for concern and resources to protect themselves and their environments. Safety is everyone's responsibility.

II. University Violence Policy, 5.1.19.

A. Violence Not Tolerated. Illinois State University is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on University controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Illinois State University and will not be tolerated. Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the University.

B. Responsibility. The entire university community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to supervisors or other appropriate campus administrators immediately. In their absence or in the case of emergency, the University Police (911) should be contacted.

C. Application. This policy covers all persons:

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

D. Definitions.

1. **Violence.** Violence is the use of physical force or activity that causes harm, damage, or abuse of an individual or property. This includes physical force and/or activity which causes mental anguish.

2. Threat or Threatening Behavior. A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or University property. Examples of threats include, but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic or conventional mail.

3. Weapon. Weapons are prohibited on University controlled property unless otherwise specifically permitted by the University Concealed Carry Policy 5.1.1

III. Emergency Reporting.

Students, Faculty, Staff, and visitors should address emergencies by calling 911, whether they are on central campus or on other University property.

After calling 911, cases of suspected child abuse and neglect should all be reported to DCFS by calling 1-800-25ABUSE. The hotline is available 24-hours every day of the year.

IV. Non-Emergency Reporting.

A. Child Abuse/Neglect: To report suspected child abuse or neglect in a non-emergency, **immediately call the DCFS Hotline: 1-800-25ABUSE.** The hotline is available 24-hours every day of the year.

After you have called the DCFS hotline, contact the Illinois State University Police at (309) 438-8631 or complete the Public Incident Report Form at the Campus Safety & Security website, available at <http://Security.IllinoisState.edu>.

B. Sexual Assault, Dating/Domestic Violence, Stalking, and/or Sexual Harassment: Complete the University's online Public Incident Report Form available at the Campus Safety & Security website: <http://Security.IllinoisState.edu>; or contact University Police at (309) 438-8631.

For all other non-emergency concerns of violence, the students, employees, and visitors should notify the University Police at (309) 438-8631. The Police Department is the central location for tracking concerns of violence – it is important that the Police Department is made aware of concerns of violence even if they occur on property outside of central campus.

The University has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the University community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

V. Threat Management.

The Redbird Care Team and Faculty Staff Care Team are administrative groups formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, intimidation, or property damage. In addition, the teams, which are part of the University Incident Management Team and Campus Violence Prevention Committee, may assist University Police and other departments to assess situations involving the potential for violence.

The chairs of the respective teams communicate with each other regularly and collaborate when there is an issue involving an individual not affiliated with the University and when a particular concern about a student, faculty, or staff member has implications for the campus community.

A. Redbird Care Team (RCT).

1. Purpose. To identify, monitor, and, when deemed necessary, recommend appropriate behavioral interventions for Illinois State University students who display unhealthy and/or dangerous patterns of behavior. Such behaviors include, but are not limited to:

- creating disruptions in class, residence halls, offices or other campus locations
- intimidating faculty, students, and/or staff
- stalking
- acting in frightening or threatening manner
- communicating in manner that indicates loss of touch with reality
- suggesting intent to harm self or others
- evidence of repeated alcohol or drug abuse

2. Team Membership.

- Office of General Counsel
- University Police Chief
- Associate Director of U College
- Director, Student Counseling Services
- Director, University Housing Services
- Assistant Vice President for Student Affairs/Dean of Students
- Medical Director, Student Health Services
- Psychiatrist, Student Health Services

3. Team Responsibilities.

a. The Assistant Vice President for Student Affairs/Dean of Students or his/her designee convenes the Redbird Care Team (RCT) and facilitate discussions. RCT meets weekly during the fall and spring semesters with additional meetings as necessary.

b. RCT members are expected to share information, within limits under federal and state law, about students who display unhealthy and/or dangerous behavior. Often these students act out in various ways and areas of the University. The RCT attempts to intervene and assist a student before a regular pattern of behavior develops and the level of concern about behaviors exhibited reaches crisis level.

c. Intervention by the RCT does not preclude referral to Student Conduct and Conflict Resolution (student discipline), Student Counseling Services (mental health assessment), Student Health Services, Disability Concerns (reasonable accommodations), and other University and community services nor shall it interfere with processes of addressing the behavior already in progress.

d. The RCT tracks and monitors students who display unhealthy and/or dangerous behavior. Such information is shared with other members of the Team within limits under federal and state law. Student privacy is protected as appropriate for the circumstances and in compliance with federal and state law.

e. Actions that are alleged violations of the Code of Student Conduct are referred to Student Conduct and Conflict Resolution for consideration of disciplinary charges and potential disciplinary action. This work is done in close collaboration with the Assistant Vice President of Student Affairs/Dean of Students.

4. Protocol.

- a. Report submitted (online, by phone, or in person) to RCT chair or his/her designee.
- b. Chair or his/her designee follows up on report, if needed, to get the most accurate and complete information.
- c. Chair or his/her designee assesses report to determine classification/status.
 - **Monitor** - Cry for attention or help; overwhelmed; situational stressors
 - **Support/intervene** - Emotionally or psychologically imbalanced; disruptive behavior; erratic behavior; potential threat to life and/or safety of self and/or others
 - **Act** - Immediate threat to life and/or safety of self and/or other
- d. Chair or his/her designee makes decision to immediately convene RCT or wait until next scheduled meeting to discuss the report.

B. Faculty Staff Care Team (FSCT).

1. Purpose: To identify, monitor, and, when deemed necessary, recommend appropriate interventions for Illinois State University faculty and staff who display unhealthy, threatening, and/or dangerous patterns of behavior. Such behaviors include, but not limited to:

- suggesting intent to harm self or others
- creating disruptions in the work environment
- intimidating other faculty, staff, and/or students
- stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity, acting in frightening or threatening manner

2. Team Membership.

- a. Faculty and AP Positions
 - Assistant Vice President for HR, Chair
 - Director of Labor/Employee Relations
 - University Chief of Police
 - Associate Vice President, Academic Admin.
 - Supervisory personnel as appropriate
- b. **Civil Service Positions.**
 - Assistant Vice President for HR, Chair
 - Director of Labor/Employee Relations
 - University Chief of Police
 - Labor Relations Specialist(s)
 - Supervisory personnel as appropriate

3. Team Responsibilities.

- a. Due to the infrequency of faculty and staff issues, the FSCT meets on an as needed basis. Team members may request a meeting whenever a new issue is brought to his/her attention.
- b. Meetings will be convened and facilitated by the Associate Vice President for Human Resources or designee. FSCT members are expected to share information, within limits under federal and state law, about faculty and staff who display unhealthy, threatening, and/or dangerous behavior.

c. Intervention by the FSCT does not preclude referral to Human Resources (discipline and/or employee accommodations), Employee Assistance through group insurance providers (mental health), and/or other University or community services.

d. FSCT shall not interfere with processes already in progress to address concerning behaviors.

e. The FSCT tracks and monitors faculty and staff who display unhealthy, threatening, and/or potentially dangerous behavior. Such information is shared with other members of the Team within limits under federal and state law. Faculty and staff privacy is protected as appropriate for the circumstances and in compliance with federal and state law.

C. Protocol.

1. Issue/concern is identified by or reported to FSCT member by email, phone or in person.
2. FSCT member contacts Chair or his/her designee for appropriate investigation and follow up to get the most accurate and complete information.
3. Chair or his/her designee assesses report to determine behaviors of concern.
4. Unless immediate action is required, the report is added to FSCT database, maintained by the FSCT Chair or his/her designee.
5. Chair or his/her designee initiates a meeting if necessary. Chair or his/her designee contacts and extends a meeting invitation to the supervisor or major area administrator depending on the circumstances.
6. FSCT meets or otherwise consults with one another to discuss the issues and recommends a response or action to address these issues (i.e. monitor situation, discipline, discharge, medical leave of absence, treatment, etc.). Normal processes are followed to implement FSCT recommendation(s).
7. Meeting outcome/response is recorded in the FSCT database.
8. Point person is identified to monitor the situation.
9. Point person provides regular updates to FSCT chair or designee until the issue is resolved.
10. Return to Step 3 until the issue is resolved

VI. Notification and Preparedness.

Illinois State University, as part of its annual communication on safety, will inform individuals of this plan and its related procedures and resources. The plan will be made available online and as part of the Annual Campus Crime and Security Report (www.Security.IllinoisState.edu). Notifications of the plan and testing will occur annually.

VII. Non-Retaliation.

Retaliation against any person making an allegation of harassment, discrimination, or exercising his or her legal right to have the allegation investigated is also prohibited. Allegations of retaliation initiated by an individual participating in the complaint investigation process will be investigated as a separate and distinct violation of this policy.

VIII. Campus Violence Prevention Committee.

A. Committee. A Campus Violence Prevention Committee was formed as an additional resource to provide support, assistance, research, and policy review in regard to violence prevention on campus. The Committee is chaired by the Chief of Police or his designee and membership of the committee shall include representatives from the Student Behavioral Intervention Team, the Faculty Staff Care Team, and other departments or units when deemed appropriate.

B. Mission. As a part of this plan, the committee shall be responsible for the following:

1. Incorporate violence prevention strategies into related policies and/or procedures;
2. Encourage zero tolerance policy statements that reaffirm violence prevention strategies;
3. Integrate existing campus programs and policies that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention);
4. Evaluate physical facilities and grounds and make recommendations to improve safety and further the goal of violence prevention.
5. Implement the Campus Violence Prevention Plan throughout campus.
6. On an annual basis the committee shall ensure that an exercise of the Campus Violence Prevention Plan is designed and implemented.

C. Strategies. The committee shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the University community with regard to violence prevention, safety measures and environmental security enhancement of University property.

D. Policies. The committee operates under the policies of the University and its own internal procedures in order to fulfill its purpose.

E. Members. Members of the Campus Violence Prevention committee include, but are not limited to:

- University Police
- McLean County Emergency Management Agency
- Environmental Health and Safety
- University Housing
- Student Counseling Services
- Dean of Students Office
- Office of General Counsel
- Office of the Provost
- Office of Equal Opportunity, Ethics, and Access
- Office of Human Resources
- Office of Energy Management
- Facilities Management
- Athletics
- Health Promotion and Wellness
- Laboratory Schools-College of Education
- Student Health Services
- International Studies
- Administrative Technologies

- Risk Management

IX. Resources

A. University Police.

- 1.** Illinois State University maintains a full time law enforcement agency (“University Police Department”) on campus in order to protect and serve the campus community on a 24 hour basis. The University Police is staffed with 28 full time sworn police officers who are responsible for providing law enforcement services to the campus community.
- 2.** University Police is a 911 Public Safety Answering Point (PSAP). It is responsible for dispatching all emergency agencies; fire, ambulance, police, rescue to the campus community. University Police communicates regularly with other law enforcement agencies and emergency responders in order to more effectively and efficiently respond to incidents on campus. The Department uses radio systems and portable radios which provide for a wider range of communication with other agencies and responders.
- 3.** The University Police is responsible for the issuance of a Campus Crime Advisory when a crime is reported to, or brought to the attention of the University Police, and that crime represents a serious or on-going threat to the safety of the members of the campus community. Information for Advisories may also come from other law enforcement agencies. Every attempt is made to distribute the Advisory promptly; however, the release is subject to the availability of accurate facts concerning the incident. Advisories are created and distributed by the University Police after approval from the Vice President for Student Affairs or his/her designee.
- 4.** All members of the University Police have completed National Incident Management System (NIMS) and Incident Command System training which outlines established organizational structures, operational protocols, and common terminology designed to maximize interoperability amongst all responding agencies when dealing with an emergency.
- 5.** The University Police maintains Mutual Aid Agreements and Memorandums of Understanding with local police agencies. The agreements provide for assistance in major cases, interoperable communications, and emergency response during critical incidents. In addition to the local aid agreements, the department remains part of the statewide mutual aid system, Illinois Law Enforcement Alarm System (ILEAS).
- 6.** The University Police offers regular crime prevention-related programs and presentations to the University community in order to create awareness and education on how to prevent violence and promote safety. These programs are offered to students and employees, and supplemented by educational materials. University police are also certified in Crime Prevention through the Florida Crime Prevention Institute. This program allows University Police to review security procedures and infrastructure to address crime prevention throughout the campus.
- 7.** The University Police serves as advisors for the Students on Patrol (STOP) Program. STOP is a student volunteer program that assists the University Police by providing late night walking escorts, the detection of criminal or suspicious activity, and the reporting of crimes or university violations to the police department.
- 8.** The University Police supervises a staff of unarmed security guards who walk the campus 24/7 to monitor facilities and report crime and safety issues.

B. Environmental Health and Safety.

1. Emergency Management Plan. Illinois State University has developed a campus Emergency Management Plan that details how the campus community will respond to major emergencies in conjunction with local emergency response agencies and references the role that campus departments will have in supporting the overall emergency response. Environmental Health and Safety (EHS) is responsible for the development and updating of the Emergency Management Plan, and associated training, drills, exercises, etc. as well as overseeing campus preparedness measures which will support an all-hazards approach to emergency response.

In addition to a campus-wide response protocol, each department is responsible for establishing Departmental Emergency Response Plans that detail how personnel are to respond to a series of natural and human-caused incidents. Templates for these action plans have been provided by EHS.

2. Incident Management Team (IMT).

The University IMT is responsible for the coordinating the response to and recovery from major emergencies and disasters. This all-hazards team operates within the University Emergency Operations Center and works to ensure the safety of persons, property and the environment; coordinates the collection and dissemination of information; coordinate departmental and team response efforts; supports Incident Command; liaises with the Policy Group; coordinate mutual aid support (personnel, teams, contractors, equipment, supplies, etc.); coordinate continuity and recovery efforts.

Should a significant act of violence occur within the scope defined in this plan, the University IMT would convene to coordinate the response and recovery efforts. This team is led by the University Emergency Manager, who is part of the Environmental Health & Safety team.

3. Emergency Notification System. Illinois State University incorporates an emergency notification system entitled '*ISU Emergency Alert*'. ISU Emergency Alert notifies the University community via a number of channels. A current listing is maintained at http://security.illinoisstate.edu/emergency_alert/

4. Fire Alarm Systems. ISU provides fire detection and occupant notification in all buildings on campus. This includes residence halls, administrative buildings and buildings where instruction is conducted. The fire alarm systems are monitored and report to two locations staffed 24/7. EHS provides and maintains fire extinguishers in all buildings on campus in accordance with accepted standards.

C. Sexual Assault, Relationship Violence, and Stalking Prevention and Survivor Services.

1. Illinois State University is committed to maintaining an environment conducive to the continued intellectual and social development of its students. A campus community of mutual respect and concern is established through the active efforts of all its members. Illinois State University maintains a proactive stance in the prevention of sexual assault/abuse, relationship violence, and stalking, and imposes strict sanctions against those found responsible for committing such acts. Sexual assault/abuse, relationship violence, and stalking will not be tolerated. Victims of sexual assault/abuse, relationship violence, and stalking will be provided the active support and intervention needed to support their continued progress on academic and career goals.

2. The University is committed to:

- Providing educational programs which promote awareness of sexual assault/abuse, relationship violence and stalking, and target prevention of such acts.
- Informing students of available services both within the University and surrounding community and facilitating their decision-making in regards to recovery needs.
- Maintaining the position of Sexual Assault Prevention and Survivor Services Coordinator within Student Counseling Services to coordinate University prevention programming and, assist survivors in their recovery efforts and in accessing needed services.
- Encouraging and assisting in the reporting of sexual assault/abuse, relationship violence, and stalking to the appropriate law enforcement authority, filing a university complaint with Student Conduct and Conflict Resolution and/or the Office of Equal Opportunity, Ethics, and Access (OEOEA), obtaining an order of protection, civil no contact order, restraining order, or other similar lawful orders issued by a criminal, civil, or tribal court, staff, or faculty member.
- The University offers a variety of protective and support measures to assist students and employees including academic accommodations, alternate housing, alternate working situations, transportation information, and University contact restrictions. Students and employees can make requests by contacting the Office of Equal Opportunity, Ethics, and Access (OEOEA).
- Ensuring the confidentiality of an individual's status as a survivor of sexual assault/abuse.

D. Health Promotion and Wellness.

1. Required Training: Consent and Respect. Consent and Respect is an online training course that addresses the issues associated with sexual consent, sexual assault, domestic/relationship violence, and stalking. All students are expected to complete the course at the beginning of each academic year that they attend Illinois State University. The purpose is to inform all students about what constitutes sexual violence, how to report incidents and help victims, the concerns associated with potential sexual victimization, the traits of healthy relationships, violence prevention and safety strategies, and resources available on campus as well as in the community.

2. Alcohol Education Class. A two-hour class that is based on the research of Scott T. Walters and John S. Baer in utilizing motivational strategies to reduce alcohol abuse and problems. The class is primarily designed for students who are mandated to attend due to an alcohol violation with the purpose being to:

- Provide research-based information about alcohol.
- Identify ways to reduce the risk for alcohol related problems.
- Discuss the desired role of alcohol in a person's life and the things they want to avoid.
- Encourage the sharing of opinions, beliefs and experiences related to alcohol use.
- Identify intervention strategies to use to help others in situations that cause concern.
- Share resources and information that are helpful in addressing alcohol issues.

3. Bystander Intervention Training. Redbird Respect is an hour long program that educates students to be proactive in helping others, and makes them more aware of why they sometimes don't help. As a result they are more likely to help in the future. It is our intention that the training will help students learn strategies and techniques to intervene directly or indirectly in both emergency and non-emergency situations. The trainings discuss real-life situations/scenarios. The goal is to generate open, honest and non-judgmental discussions. The training is not meant to cover all possible scenarios or variables, nor is it meant to train students as counselors.

Bystander Intervention training is delivered by request to Registered Student Organizations, LINC classes, academic courses, Residence Hall floors, student employee groups, and also as a sanctioned class.

4. Ongoing awareness and education campaigns. Restroom messaging communications are utilized as a mechanism to share vital information to the campus community. The intent of these messages is to educate the campus community. Messages span a broad range of prevention topics including but not limited to bystander intervention, sexual violence, campus safety, high risk alcohol use, emotional abuse, sexual assault awareness, domestic/dating violence, and stalking.

5. Student Health 101 Online Magazine. The magazine is published monthly during the academic year and disseminated to students. The publication covers a broad range of health and wellness topics and also dedicates one article each month that addresses topics related to sexual violence, domestic/dating violence and stalking.

E. Office of Equal Opportunity, Ethics, and Access.

1. The University is committed to:

- Providing educational programs which promote awareness of anti-harassment and non-discrimination, sexual assault, dating/domestic violence, and/or stalking and target prevention of such acts.
- Informing students and employees of available services both within the University and surrounding community and facilitating their decision-making in regards to recovery needs.
- Encouraging and assisting in the reporting of discrimination, harassment, sexual assault, dating/domestic violence, and/or stalking to the appropriate law enforcement authority and filing a complaint with the Office of Equal Opportunity, Ethics, and Access/, in those cases where a University student or employee is alleged to have perpetrated the incident.
- Timely investigations of allegations of policy violations and misconduct including violations of the Code of Student Conduct and/or the Equal Opportunity / Anti-Harassment and Non-Discrimination Policy.
- Reviewing, upon request, available options for interim actions designed to protect students (e.g. no contact order, modifying academic and/or living environments and implementing modifications if such modifications are reasonably available)
- Ensuring that individual conducting investigations or making any decisions regarding violations of this policy shall receive annual training on related issues including but not limited to sexual harassment, domestic violence, dating violence, sexual assault, and stalking.

2. Illinois State University takes all student complaints of harassment and discrimination seriously and has a coordinated process for responding to complaints in a timely manner. The Office of Equal Opportunity, Ethics, and Access (OEOEA) is charged with responding to and investigating complaints of harassment and discrimination by conducting a thorough and timely investigation of all complaints. The OEOEA works in partnership with the Student Conduct and Conflict Resolution Office or the Office of Human Resources for adjudication, sanctions, and/or disciplinary action resulting from an OEOEA investigation.

3. The OEOEA provides crime reporting training to all new hires upon commencement of employment and continuing employees on an annual basis. The OEOEA provides customized training to campus groups and units pertaining to topics such as sexual assault, dating/domestic violence, stalking, sexual harassment, diversity, as well as harassment and discrimination.

F. Dean of Students Office.

1. **Critical Incident Response Team.** Illinois State University, as stated in Educating Illinois, has a values based commitment to creating an optimal learning environment for all Illinois State students. These values include providing a supportive environment of a small-college experience with large-university opportunities. The University recognizes that critical incidents affecting students will occur and can have a significant effect on individual students, their families, and the university community. To respond to these situations, the Division of Student Affairs developed the Critical Incident Response Team (CIRT) and designated the Dean of Students Office as the facilitator of this program.

Purpose:

- To serve as a coordinating entity in responding to critical incidents affecting students.
- To assist local emergency agencies with their response to critical incidents affecting students.
- To assist students to return to normal following a critical incident
- To assist other Illinois State University entities in responding to incidents that affect students as promulgated in the Illinois State University Incident Management Plan.
- To appropriately share information about critical incidents affecting students with key areas of the Division of Student Affairs and Illinois State University.

Goals:

The Critical Incident Response Team pays special attention to the safety and security needs of members of the Illinois State community

The Critical Incident Response Team offers consultation, guidance, referrals and appropriate support to members of the Illinois State community, their families and University caregivers responding to the incident.

Definition of a Critical Incident:

A critical incident is an adverse event that causes or has the potential to cause harm to an individual student, group of students, or the university and requires immediate response from the Division of Student Affairs.

The Division of Student Affairs has defined the critical incidents to which the Critical Incident Response Team may respond to include:

- Death of a student (on or off campus)
- Fire/explosion or significant damage to property affecting students

- Communicable disease
- Life threatening injury or illness of a student
- Missing person (student)
- Sexual assault and/or relationship violence (student)
- Riot/campus disruption
- Natural disaster affecting students

Illinois State University recognizes that the above list may not cover all situations that warrant Critical Incident Response Team (CIRT) intervention. Therefore, the determination of whether or not a situation needs CIRT attention will be decided by the CIRT On-Call Person, the Assistant Vice President and Dean of Students or the Vice President for Student Affairs.

2. Student Conduct and Conflict Resolution. Student Conduct and Conflict Resolution, a unit of the Dean of Students Office, provides services, solutions and support to aid students' understanding of responsibility and citizenship within the Illinois State University and Bloomington-Normal communities.

G. University Housing Services.

1. University Housing Services 24 Hour Desk Services. Desk Managers provide access control and security for all residence halls 24 hours a day, 7 days a week. Residents must use their student identification to gain access to the building's electronic access control. Once inside, students are required to show their ID and building key to desk managers upon request. All non-resident guests are required to provide identification and be signed in by a resident of the building 24 hours a day.

2. Resident Education. Education is provided to all residents through floor meetings, community notices, poster campaigns, and special programming events. Topics include: alcohol awareness, emergency procedures, sexual assault awareness, conflict management, bystander responsibilities, and other areas aimed to promote wellness and safety among the residents.

3. Staff Violence Prevention Training. Violence prevention training is provided to the Residence Hall Staff and Resident Assistants/Community Assistants on topics, ranging from crime prevention, interpersonal violence prevention, identity theft, Verbal Judo, and other related programs. Residence Hall Staff attend annual training at which time multiple topics are covered, including: safety, violence prevention, drug and alcohol abuse, information on sexual assault counseling services, harassment, policies, and emergency procedures.

H. Mental Health.

1. Student Counseling Services. Student Counseling Services (SCS) is the primary mental health provider to students at ISU. SCS is staffed by licensed psychologists, counselors, and social workers as well as advanced trainees in psychology and counseling. The mission of SCS is to assist students with personal, academic and career-related concerns by providing counseling, outreach and consultation services, helping students be more successful in life.

- **Counseling.** SCS offers individual, group, and couples counseling to currently enrolled students of the university. Violence prevention aspects of this work include assessments of risk of self harm (suicide) as well as harm to others.

- **Outreach.** Several aspects of SCS programming and outreach specifically address concerns of violence prevention. Notable examples include the QPR (Question, Persuade, Refer) Suicide Prevention Program, Sexual Assault Prevention and Survivor Services, depression awareness programming, and workshops and programs on stress management.
- **Self assessment/Self help.** Anonymous self assessment screening tools are available to students on the SCS website. These tools screen for alcohol abuse, eating disorders, depression, and anxiety, and provide links to local services as well as additional information about these concerns. In addition, a comprehensive self help section of the website presents information on a range of topics, including information for returning Veterans, information about anger management, sexual assault and other topics relevant to violence prevention.
- **Crisis intervention services.** Student Counseling Services offers 24 hour crisis intervention services. A counselor is available for consultation upon request from ISU Police, University Housing staff members, parents, students or others through a daytime emergency system during office hours. Evenings and weekends are covered through a combination of ProtoCall, a contracted national service providing immediate access to mental health professionals in times of crisis, and SCS staff members able to come to campus to intervene on-site. ProtoCall can be reached by calling 1-855-256-2188, and responds based on instructions specific to Illinois State University policies and procedures.

2. Employee Assistance Program (EAP). The Illinois State University Employee Assistance Program (EAP) provides resources to faculty and staff who are experiencing personal problems that can negatively affect their ability to function optimally at work or at home. Participation in the EAP is strictly confidential.

- The State of Illinois EAP is available 24 hours a day, seven days a week, by calling toll-free (866) 659-3848, or through the Magellan Web site.
- Illinois State University employees who are eligible to participate in the State Group Insurance Program, are entitled to three visits per year, at no charge, with a mental health professional through Magellan. Dependent coverage is available as well, but the dependent must be enrolled in the group insurance program to access these services. If further care is needed after these three visits, individuals must receive services through their insurance provider.
- PATH Crisis Center is also available 24 hours a day, 7 days a week at (309) 827-4005, or 2-1-1.

3. Other Local Services.

- Center for Human Services, Bloomington
- Advocate Bromenn Medical Center, Normal
- PATH Crisis Center
- Stepping Stones Sexual Assault Program, YWCA, Bloomington

I. Transportation.

1. NiteRide. NiteRide provides transportation from 7:00 p.m. to 1:00 a.m., seven days a week during fall and spring semesters, around campus and to other locations within the community when classes are in session. The program is offered to students, faculty and staff at no cost, providing they have a valid ID.

2. Late NiteRide. Late NiteRide is a shuttle program between campus and the Bloomington-Normal downtowns during the fall and spring semesters. The shuttle runs from 8:55pm to 12:55am on Thursday nights and 8:55pm to 2:25am on Friday and Saturday nights when classes are in session. The program is offered to students, faculty and staff at no cost, providing they have a valid ID.

J. Facilities/Infrastructure.

1. Emergency Call Boxes (Blue Lights). The University installs and maintains Emergency Call Box phones throughout the campus in order to provide a means of communication directly to the University Police in the event of an emergency or for assistance.

2. Access Control. The University typically secures buildings Monday through Friday one hour after the last class or other scheduled program of the day. Persons authorized to hold keys which provide access to a building may enter the building, or remain in the building, to carry out University business after the building has been secured. Any authorized person who enters or remains in the building after it has been secured has the responsibility to make sure that the door is secured after entering or leaving. Unauthorized persons are required to leave the building at closing time.

Academic and administrative units of the University, which are housed in a particular facility, may request that the time of closing of that building be extended for the benefit of programs and other responsibilities of the occupying departments. Such requests for extension of the closing time should include a statement of rationale and need for extension of the closing time. The request should be made through the College Dean or other appropriate administrative channels to the University Provost. Extension of the closing time beyond midnight ordinarily will not be permitted.

Building Key Services is a unit within Facilities Management that provides keys and building access to university faculty, staff, and graduate students. Electronic access control is an alternative to standard key control in specified locations on the campus.

3. Surveillance Cameras. Illinois State University uses Closed Circuit Television in security sensitive areas on campus. Such areas may include: Residence Halls, Bone Student Center, Student Accounts, Milner Library, and the Science Lab Building. Additional locations must be approved by the President, General Counsel, and the Chief of Police.

4. Intrusion/Burglary Alarms. The University allows individual departments on campus to contract through a designated local provider for intrusion/burglary alarm monitoring. The systems are monitored 24 hours a day by the designated alarm company and should an alarm signal be received, the University Police are notified and dispatched to the location. The University Police maintains an alarm coordinator that serves as a liaison between the University and designated alarm company.

5. Trespass Notices. The University reserves the right to issue trespass notices to those who jeopardize the safety of others, disturb the educational environment on campus, or for repeated violations of state statutes or University policies. The notices are maintained and enforced by the University Police.

K. Internal University Policies and Procedures. University policies can be accessed online at <http://policy.illinoisstate.edu>. The following policies are in place in order to prevent, address, and resolve issues of violence and safety at Illinois State University:

1. Employee Conduct, Accountability, and Ethics in the Workplace

2. State Officials and Employee Ethics Act Policy
3. University Violence Policy
4. Anti-Harassment and Non-Discrimination Policy
5. Fitness for Duty Policy and Procedure
6. Fitness for Duty Policy from State University Civil Service System Statutes and Rules (80 Illinois Administrative Code CH. VI. SEC. 250.110)
7. Drug Free Workplace Policy
8. Helping Students Get Help (Dean of Students Office)
9. Involuntary University Withdrawal Policy
10. Administrative Withdrawal Policy
11. Types of Withdrawals and How They Reduce Course Fees
12. Workplace Violence Prevention
13. Health and Safety Policy
14. University Key Policy
15. Building Security Policy
16. Proper Operation of University In Case of Disruptive Activity
17. Missing Person Policy
18. Reporting of Crimes In Progress, Fire and Medical Emergencies Policy
19. Police Reports - How and When to File Policy
20. Faculty Code of Ethics Policy
21. Code of Student Conduct
22. Timely Warning Policy
23. Emergency Response and Evacuation Procedures
24. Concealed Carry and Prohibited Weapons Policy
25. Customer Service & Professional Conduct Expectations for Civil Service Employees Policy

X. Approval and Revisions.

This Plan has been approved by the highest executive official at Illinois State University on behalf of the Board of Trustees of Illinois State University in accordance with the University's approval and notification policies and procedures.

Procedures for Supporting a Violence Free Campus

As part of the University's Violence Policy, the University has initiated the following programs and resources that students, employees, and visitors may use to prevent and address acts of violence, threats, and intimidation.

Stop Immediate Threat or Harm – Report It

You should call 911 for emergencies. Please do not ignore or disregard violence or threats against you or others – the University needs your assistance to make our campus safe.

If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local enforcement as soon as you are able. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

The central location for tracking reported concerns of violence is the University Police. In all cases, it is important that the University Police is informed of the concern either through you or local law enforcement personnel. You can reach the University Police Department by calling (309) 438-8631.

Other Complaints

Federal law requires certain university employees to report other crimes that occur on or near the Illinois State campus. These employees, known as Required Reporting Parties (RRPs), are ISU personnel with:

- Significant responsibility for student and campus activities;
- Responsibility for campus security.

Even if you are not a Required Reporting Party, it is still your responsibility to help maintain a safe campus.

As a member of the University community, you are also encouraged to report other behavior that is unusual or threatening even if you do not perceive the risk as immediately dangerous or imminent. To report other concerns that may not pose immediate threats, complete the University's online Public Incident Report Form available at the Campus Safety & Security website: <http://Security.IllinoisState.edu> or call University Police (309) 438-8631.

If you have concerns over the conduct of a student, employee or visitor on campus, you may also inform the following persons in addition to notifying University Police:

- your supervisor, if the concern is about a student, employee or visitor
- the Assistant Vice President for Human Resources, if the concern is about an employee
- the Dean of Students Office, if the concern is about a student or visit;
<http://studentaffairs.illinoisstate.edu/who/safety/help.php>

In all cases, be sure to communicate that you feel the behavior involves violence or a violation of the University Violence Policy. You may be asked to provide your complaint in writing.

If a supervisor receives a complaint that the University Violence Policy has been violated, the supervisor is responsible for informing the University Police. The supervisor should also coordinate with Human Resources or the Dean of Students as appropriate to make sure the complaint is addressed. If disciplinary action against the accused is required, such action shall be taken in accordance with the applicable contract, policy, or handbook for that person's classification.

Preparedness: How You Can Help Prevent and Mitigate Violent Situations

Do not ignore a potentially violent situation. On the other hand, do not unnecessarily put yourself at risk of danger – call 911.

The Illinois State University Police Department can offer you, your group, or your department education on how to avoid finding yourself in a violent situation and what to do should a violent situation arise. Some of the programs offered cover sexual assault, workplace safety, and travel safety. More information regarding educational training programs can be found at www.Police.IllinoisState.edu.

Management of Concerns

The Redbird Care Team (RCT) and the Faculty-Staff Care Team (FSCT) are administrative groups formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, or intimidation. In addition, the RCT and FSCT, may assist the University Police and other departments to assess the potential for violence and to recommend interventions to de-escalate and prevent such situations where that is possible. RCT and FSCT are confidential bodies, so while it may be working to address a situation, they may not be able to publicly disclose the assessments, plans, or actions.

Similarly, while the University, including the University Police, will work with the complainant to keep him or her informed of the investigation and procedures, please understand that not all action taken against an accused can be revealed if it is confidential. If you have questions about a complaint you have made, you may contact the University Police to see if there is any information that can be released.

Recovery from Violent Situation

After a violent situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As situations are assessed, the ISU Incident Management Team (IMT) can facilitate group discussions or debriefing sessions as needed for the affected area to provide some understanding of and closure to the situation. The affected students or employees could also seek assistance from IMT in the recovery process. Please also know that the Employee Assistance Program and the Student Counseling Center are available as a resource.

Protective Orders/Restraining Orders Issued by a Court

If you have an order of protection or restraining order that covers you while are on campus, you should provide a copy of the order to the University Police.

- The University Police will work with the affected individual and assess any safety concerns.
- As warranted, the University Police may assist in creating a safety plan.
- As warranted, University Police will contact the appropriate departments for a coordinated campus response.

Sexual Assault Prevention and Survivor Services can assist students obtaining an order of protection, civil no contact order, restraining order, or other similar lawful orders issued by a criminal, civil, or tribal court.

Interim Measure/Restrictions

In some cases, it may be reasonable for the University to take interim measures or impose restrictions on contact with persons who may be subject to a threat of violence. In addition, the University may also revoke permission of persons violating this policy from remaining on campus.

The University offers a variety of protective and support measures to assist students and employees including academic accommodations, alternate housing, alternate working situations, transportation information, and University contact restrictions. Students and employees can make requests by contacting the Office of Equal Opportunity, Ethics, and Access (OEOEA).