WHEN IN DOUBT—REPORT!

CAMPUS CRIME REPORTING TRAINING

Do your part to keep ISU’s campus safe and secure.

Training presented by the Illinois State University Police, and the Office of Equal Opportunity, Ethics & Access
KNOW YOUR ROLE

ISU personnel have a responsibility to help maintain the safety and security of the campus. It’s not only the right thing to do, it’s the law!

Illinois law mandates ISU personnel must report suspected child abuse:
• Report to the Illinois Department of Children and Family Services suspected child abuse or neglect any time you have reasonable cause to believe a child known to you in your official capacity may be abused or neglected.

Federal law states selected ISU personnel must:
• Report acts of sexual violence, sexual misconduct, sexual assault domestic violence, dating violence, stalking and sexual harassment so the University can respond and investigate.
• Report certain crimes so that the University can publish crime statistics in the University’s Annual Security Report.

Consequences:
• Failure to report is a violation of law and could lead to university disciplinary action.
## Reporting Quick Reference

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REPORTING SUSPECTED CHILD ABUSE AND NEGLECT
PROTECTIONS FOR CHILDREN

The Illinois Abused and Neglected Child Reporting Act now requires ALL ISU personnel to immediately report cases of suspected child abuse (physical or sexual) or neglect of minors (children under the age of 18) to the Illinois Department of Children and Family Services.

Take action if you…

- Have reasonable cause to believe a child you interact with or encounter in your official or professional capacity may be abused or neglected.

If you are not sure that a situation meets these criteria, call the DCFS Hotline anyway. DCFS will assess the situation.

When in doubt—REPORT!
HOW TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT

Emergency

STEP 1 In an emergency, when there is immediate risk of harm, or when a child has been injured: Dial 9-1-1

STEP 2 Immediately call the DCFS Hotline: 1-800-25ABUSE. The hotline is available 24-hours every day of the year.

STEP 3 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.

Non-Emergency

STEP 1 Immediately call the DCFS Hotline: 1-800-25ABUSE. The hotline is available 24-hours every day of the year.

STEP 2 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.
DEFINITION:
PHYSICAL ABUSE OF MINORS

Physical abuse of a minor child can occur in different ways, including but not limited to:

- **Inflicting or allowing injury to be inflicted on a child.** The intentional injury could cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function. (Examples: bruises, bites, bone fractures, cuts, welts, and burns)

- **Creating a substantial risk of physical injury to a child,** with the impacts described above likely as a result.

- **Deliberately inflicting or allowing cruel or unusual treatment** that results in physical or mental suffering by the child.

- **Exposing a child** to the manufacturing, selling, or use of a controlled substance (e.g. illegal drugs), or giving or allowing a controlled substance to be given to a child under 18 years of age.
DEFINITION: SEXUAL ABUSE OR NEGLECT OF MINORS

Sexual abuse of a minor child occurs when there is sexual penetration, molestation, or exploitation.

Examples include but are not limited to:
- Touching or fondling a child or asking the child to touch herself/himself for the sexual gratification or arousal of the perpetrator or the child, or exposing genitals to a child;
- Child pornography;
- Forcing a child to watch sex acts.

Neglect of a minor child occurs when a parent or responsible caretaker fails to provide minimum requirements for his/her child.

Examples include but are not limited to:
- Inadequate supervision;
- Inadequate medical care/attention, food, clothing;
- Significant delay in providing minimum living/care standards.
ADDITIONAL DCFS RESOURCES AND TRAINING INFORMATION

DCFS mandated reporter resources are available at: https://mr.dcfstraining.org.

The DCFS training is not required but is highly recommended for ISU personnel who regularly interact with minors in the course of their duties. Examples include:

- Lab School personnel
- Child care personnel
- Health care providers
- Counselors
- University Police
- Teacher candidates
- Personnel working in K-12 schools
CRIME AND INCIDENT REPORTING
REPORTING OTHER CRIMES

Many crimes—especially sexual assault, domestic violence, dating violence, and stalking—are often not reported to University Police, but may be witnessed by or shared with an ISU employee.

Federal law requires certain university employees to report other crimes that occur on or near the Illinois State campus. These employees, known as Responsible Employees, are ISU personnel with:

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

Even if you are not a Responsible Employee, it is still your responsibility to help maintain a safe campus.

Remember: When in doubt—REPORT!
REPORTING

In an emergency or when there is immediate risk of harm:
Dial 9-1-1

In a nonemergency:
• 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.

Please note: A Public Incident Report Form is NOT a police report. If you want to file a police report please contact the University Police at (309) 438-8631.
RESPONSIBLE EMPLOYEES

EXAMPLES INCLUDE:

**Academic Affairs & Colleges**
- Deans
- Directors
- Department Heads
- Faculty
- Academic Advisers
- Lab School Personnel
- Supervisors
- Graduate Teaching & Research Assistants
- Undergraduate Teaching Assistants

**Other University Personnel**
- Athletic staff including coaches, trainers, and Study Center personnel
- OEOEA Personnel
- Supervisors

**Finance & Planning, University Advancement**
- Human Resources Staff
- Facility Security Staff, including individuals who monitor access into campus buildings or parking facilities
- Supervisors

**Student Affairs**
- University Police & Additional Security
- Dean of Students Office Staff
- RSO Advisers
- University Housing Staff (including Resident Assistants/Community Assistants)
- Campus Recreation Staff
- Disability Concerns Staff
- Supervisors
- Student Health Services Staff*

*SHS staff should consult their supervisor regarding specific responsibilities.
If in Doubt – Report

• It is important to understand the specific types of crimes and their definitions as outlined on the following slides.

• You are not responsible for determining if reported activity meets these definitions or if the reported activity occurred.

• If you are not sure that a situation meets these criteria, report it anyway. ISU Police will determine if it meets the definition.

• If in Doubt - REPORT!
IDENTIFYING REPORTABLE CRIMES OR INCIDENTS

Reportable crimes/incidents include:

- Murder and/or manslaughter
- Sex offenses including rape, fondling, incest, and statutory offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All liquor, drug, and weapons violations resulting in an arrest
- Sexual harassment
- Domestic violence
- Dating Violence
- Stalking
- Hate crimes based on any of the above offenses, larceny-theft, assault, intimidation, vandalism, and other destruction of property.

For more detailed definitions for federal criminal statistic reporting purposes, the above federal definitions are available at: http://security.illinoisstate.edu.
SEXUAL ASSAULT DEFINITIONS

Sexual Misconduct and Sexual Exploitation - As defined by the Illinois State University Code of Student Conduct

- Engaging in any act that is sexual in nature and which is committed without the full and informed consent of all persons involved. Examples of sexual behaviors include, but are not limited to: any penetration of the mouth, vagina, or anus with any body part or other object; contact with a person’s breasts, buttocks, groin, or genitals; touching another person with one’s own breasts, buttocks, groin, or genitals; any other intentional bodily contact of a sexual nature, or; exposing one’s intimate body parts to another person or persons.

- For the purpose of this policy, informed consent must be freely and actively given through mutually understandable terms or actions. Attending an artistic or educational event or a class in which nudity occurs and for which advanced notice of nudity has been provided qualifies as informed consent. A person is deemed incapable of giving consent when that person is a minor, mentally disabled, mentally incapacitated, physically helpless, incapacitated through the use of alcohol and/or drugs to the point of being unable to make an informed and rational decision, unconscious, or asleep. Informed consent cannot be obtained through physical force, compelling threats, intimidating behavior, or coercion. A person always retains the right to revoke consent at any time during a sexual act. (Alleged violations of this aspect of the policy are processed under Section VIII, E).
SEXUAL ASSAULT DEFINITIONS

Sexual Misconduct and Sexual Exploitation - As defined by the Illinois State University Code of Student Conduct (cont.)

- Engaging in any action that results in one or more persons taking nonconsensual or abusive sexual advantage of another person or persons. Examples of such behavior include, but are not limited to: invasion of sexual privacy; recording or broadcasting sexual activity, including redistribution of pictures, video, or audio; engaging in voyeurism; facilitating or allowing voyeurism without the consent of all parties; knowingly exposing another to a sexually transmitted disease; inducing another person or persons to commit an inappropriate sexual act, or; inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs. (Alleged violations of this aspect of the policy are processed under Section VIII, E).

Sexual Assault – As defined by Illinois Criminal Code

- 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 that the victim is unable to understand the nature of the act or is unable to give knowing consent;
  3) is a family member of the victim, and the victim is under 18 years of age; or
  4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.
CONSENT DEFINITION

• As defined by the Illinois State University Code of Student Conduct: Informed consent must be freely and actively given through mutually understandable terms or actions. Attending an artistic or educational event or a class in which nudity occurs and for which advanced notice of nudity has been provided qualifies as informed consent. A person is deemed incapable of giving consent when that person is a minor, mentally disabled, mentally incapacitated, physically helpless, incapacitated through the use of alcohol and/or drugs to the point of being unable to make an informed and rational decision, unconscious, or asleep. Informed consent cannot be obtained through physical force, compelling threats, intimidating behavior, or coercion. A person always retains the right to revoke consent at any time during a sexual act.

• As defined by Illinois Criminal Code: 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.
DATING AND DOMESTIC VIOLENCE DEFINITIONS

Physical Violence and Threatening and Intimidation - As defined by the Illinois State University Code of Student Conduct

- Intentionally or recklessly causing physical harm, or attempting to cause harm, to another person or persons.
- Intentionally or recklessly endangering the health or safety of any persons by creating a situation where such harm is foreseeable and/or likely.
- Threatening to subject another person to physical harm or unwanted physical contact that causes a reasonable fear of injury to the health or safety of any person or damage to any property.
- Engaging in any action which is unwanted and results in a reasonable fear for imminent bodily harm and/or the emotional/mental disruption of a person’s daily life or educational environment.
- Engaging in any acts of intimidation that unreasonably impairs the security or privacy of another person.
- Following another person in or about a public place or places such that it creates a reasonable fear for a person’s health or safety.

Domestic Violence – As defined by the Illinois Domestic Violence Act:

- Physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.
STALKING DEFINITION

Threatening and Intimidation as defined under the Illinois State University Code of Student Conduct:

• Threatening to subject another person to physical harm or unwanted physical contact that causes a reasonable fear of injury to the health or safety of any person or damage to any property.
• Engaging in any action which is unwanted and results in a reasonable fear for imminent bodily harm and/or the emotional/mental disruption of a person’s daily life or educational environment.
• Engaging in any acts of intimidation that unreasonably impairs the security or privacy of another person.
• Following another person in or about a public place or places such that it creates a reasonable fear for a person’s health or safety.
• For the purpose of his policy, such behavior can be considered threatening and/or intimidating whether this behavior takes place in person, through third parties, or by any remote means, including electronic and online communication.
**Stalking Definition**

*As defined by the Illinois Criminal Code:*

- A person commits stalking when knowingly engaging in a course of conduct directed at a specific person, that knows or should know would cause a reasonable person to:
  - fear for his/her safety or the safety of a third person; or
  - suffer other emotional distress.

- A person commits stalking when he or she, knowingly and without lawful justification, on at least two separate occasions follows another person or places the person under surveillance or any combination thereof and:
  - at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to an individual or their family member; or
  - places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to an individual or their family member.

- A person also commits stalking when he or she has previously been convicted of stalking another person and knowingly does either of the above activities.
**REPORTING: HOW TO**

If someone shares information with you about a reportable crime or incident, you should:

1. **LISTEN** and **OFFER** help and support, but know your limits.
2. **MAKE** the individual aware of your duty to report the information to authorized individuals trained to respond.
3. **REMEMBER** you CANNOT promise confidentiality.
4. **SHARE** with the individual the help provided by various campus offices listed on the Campus Safety & Security website and Title IX website.
   - [www.security.illinoisstate.edu](http://www.security.illinoisstate.edu)
   - [www.titleix.illinoisstate.edu](http://www.titleix.illinoisstate.edu)
5. **GATHER** information about the incident.
6. **REPORT** the information by contacting University Police or completing the University’s online Public Incident Report Form at: [http://security.illinoisstate.edu](http://security.illinoisstate.edu).

You CANNOT promise confidentiality!
Responsible Employees are mandated by law to act on a reportable crime or incident that is made known to them, even if the information is shared in confidence.

BEFORE gathering information for the required report:
- Let the individual know that the incident must be reported to university officials.
- Explain that you cannot promise to maintain the information in confidence.
- Tell the person about confidential reporting resources - Student Counseling Services and Sexual Assault Prevention and Survivor Services.

What to Ask:
- What happened?
- Who was involved?
- When did the incident occur?
- Was bias evident?
- Where did the incident occur?
CONFIDENTIALITY

As a Responsible Employee you are required to report crimes, incidents, and potential sexual harassment, even if the individual:

• Asks you to keep it confidential
• Says they don’t want their name disclosed
• Says they don’t want the university to investigate or take disciplinary action

Tell the individual:

• You are required to report the incident and cannot promise confidentiality.
• He/she can request confidentiality or that the university not to proceed by contacting the Office of Equal Opportunity, Ethics, and Access. The OEOEA will review the request and determine if the request can be granted.
• Where he/she can go to talk to someone confidentially: Student Counseling Services and Sexual Assault Prevention and Survivor Services
WHAT NOT TO DO

Never do the following:

• Try to investigate the crime or incident.
• Try to determine if a crime took place – University police will make this determination.
• Try to determine if a sexual encounter was/wasn’t consensual.
• Try to locate, apprehend, or detain an alleged perpetrator of a crime.
• Push for information an individual is not comfortable sharing.
• Alter or remove the student/employee from work, living, or academic situations
FILING YOUR REPORT

After gathering information, you must contact University Police or complete a Public Incident Report Form, available at: http://security.illinoisstate.edu/.

The form will ask for the following information:

• Your contact information (name, email, phone)
• Time and date of the incident
• Incident description, including details and if you believe bias was involved in the crime
• Names and contact information of anyone who was involved or witnessed the incident or crime
• Specific information about the location of the incident or crime

The University Police department may contact you to request additional information.
SEXUAL HARASSMENT REPORTING

- Sexual Harassment
- Sexual Assault/Misconduct
- Dating/Domestic Violence
- Stalking
REPORTING SEXUAL HARASSMENT

Sexual harassment is a required reportable incident and must be reported by employees who are identified as a Responsible Employee. Sexual harassment is not always a crime, but it may be and Responsible Employees are required to report both crimes and incidents of potential sexual harassment by:

- Calling University Police at (309) 438-8631
- Completing the online Public Incident Report at www.security.illinoisstate.edu

Reports of potential sexual harassment are forwarded to the Office of Equal Opportunity, Ethics, and Access for review and investigation.

Sexual harassment is uninvited and unwelcome physical, verbal, or nonverbal behavior of a sexual nature so severe or pervasive that it creates an intimidating or hostile educational or work environment.

In addition to being a form of sexual harassment; rape, fondling, incest, statutory rape, domestic violence, dating violence, and stalking are all criminal acts. Examples include:

- Sexual assault/rape
- Fondling/sexual abuse
- Sexual violence
- Incest
- Statutory Rape
- Dating Violence
- Domestic Violence
- Stalking
- Sexual advances
- Discussions about sexual activity
- Repeated date requests
- Sexual cartoons or images
- Sexual gestures

For more information visit www.titleix.illinoisstate.edu
HOW TO RESPOND

• Offer your support by letting the individual know where to get confidential help on campus.
  • **For students**: Student Counseling Services and Sexual Assault Prevention and Survivor Services
  • **For employees**: Employee Assistance Program
• Encourage the person to seek medical attention.
• Encourage the person to preserve evidence including any information related to the incident (e.g. text messages, voice mails, social media communications, emails, etc.) and photograph any injuries. Even if the person doesn’t want to participate in a criminal or university investigation now, they are encouraged to preserve evidence in case they change their mind in the future.
• Inform the person of their right to file a criminal complaint and/or seek an order of protection, no contact order, or other similar lawful order.
• Inform the person that the University offers a variety of protective and support measures to assist students and employees. Students and employees can make requests by contacting the Office of Equal Opportunity, Ethics, and Access (OEOEA).
• If an order of protection (or other similar lawful order) exists, encourage the person to provide you or ISU Police with a copy.
RISK FACTORS FOR SEXUAL VIOLENCE

We tend to think of women being assaulted by men, but men are also assaulted – by women and by other men – and women are also assaulted by other women.

Common risk factors include:
- Excessive use of alcohol
- Accepting a drink from someone they do not know
- Becoming isolated and separated from friends and others

Reducing risks and intervening when someone is at risk is critical, as victims of sexual and/or dating/domestic violence are frequently re-victimized. Reducing the potential for violence and empowering individuals helps to ensure their future well-being.
IF YOU SUSPECT A PERSON HAS BEEN HARMED

• Be aware of signs that may indicate a person is experiencing distress and may need professional assistance, including:
  – Exaggerated and/or inappropriate emotional responses;
  – Unusual or changed patterns of interactions or participation in class/attendance at work;
  – Change or deterioration in personal appearance; or
  – Repeated appearance of bruising or reddening of the skin.
• The number and intensity of these signs can indicate the severity of distress.
• Refer the individual to appropriate resources. Employee and Student Quick Resource Guides providing a list of campus and community resources are available at www.titleix.illinoisstate.edu.
IF YOU SEE A PERSON AT RISK

• Ask yourself: If I don’t intervene, who will?
• One simple question or action can deter someone who may believe no one will intervene.
• Intervene when you feel it is safe to do so
  – **Ask**: Is everything okay? Do you need help?
  – **Interrupt**: What is going on? This behavior is unacceptable.
  – **Separate**: Ask to talk with one of the individuals and remove them from the situation.
  – **Enlist others**: Let others know what is happening and enlist their assistance.
  – Help connect students with needed resources.
• If you can’t safely intervene, contact the police
ATTITUDES THAT DETERR INTERVENTION

• It’s really none of my business.
• It’s uncomfortable intervening in a “personal” situation.
• Maybe I am misinterpreting what I am seeing.
• What will they think of me?
• I’m really not sure what to do.

Remember, you do not have to act alone; enlist the assistance of others.

Doing nothing allows the violence to continue.
UNIVERSITY RESPONSE
TO REPORTS OF SEXUAL HARASSMENT

• It is important to know that the University takes any reports or complaints of crimes/incidents very seriously.
• The University offers a variety of protective and supportive measures to assist students and employees. Examples include, but are not limited to:
  • University Contact Restriction
  • Alternate housing placement
  • Academic assistance
  • Transportation information
  • Alternate work situation
  • Retaliation protection

• Individuals should contact the Office of Equal Opportunity, Ethics, and Access (309-438-3383) to request any protective or support services needed.
• After a report is submitted, a University representative may contact you for more information.
• Illinois University Police will follow-up on crime reports.
• Any reports of sexual harassment will be reviewed and investigated according to the University complaint procedures.
COMPLAINT PROCEDURES FOR ALLEGATIONS OF SEXUAL HARASSMENT AGAINST EMPLOYEES

The University is required to follow up on all reported incidents of sexual harassment including sexual assault/misconduct, dating/domestic violence, and stalking to support the University’s efforts to provide a safe and non-discriminatory work environment. The Office of Equal Opportunity, Ethics, & Access will follow up using the following complaint procedures:

• File a complaint
• Provide support, which includes discussing retaliation and whistleblower protections
• Review of allegations
• Investigation or referral
• Report of investigation and recommendations
• Appeal rights
• Sanctions, if appropriate

Human Resources may impose disciplinary action up to and including termination of employment.

For a detailed explanation of the process, see the OEOEA website at http://equalopportunity.illinoisstate.edu.

Please note that University outcomes are separate from outcomes from the criminal process.
The University is required to follow up on all reported incidents of sexual harassment including sexual misconduct, sexual assault, domestic violence, dating violence, and stalking to support the University’s efforts to provide a safe and non-discriminatory learning and living environment. The Office of Equal Opportunity Ethics & Access will follow up using the following complaint procedures:

- Provide student support, which includes discussing retaliation and whistleblower protections
- Review allegations
- Investigate allegations
- File charges if warranted
- Conduct student disciplinary conferences/hearing
- Initiate sanctions/interventions
- Appeal rights

The Dean of Students Office may impose disciplinary action up to and including the removal of the student from the campus community.

For a detailed explanation of the process, visit [www.titleix.illinoisstate.edu](http://www.titleix.illinoisstate.edu).

Please note that University outcomes are separate from outcomes from the criminal process.
Q: If the student or employee reporting the behavior or a witness tells me they already filed a report, do I need to file a report?
A: Yes

Q: Where can I find additional information about sexual harassment and reporting?
A: Additional information is available on the Title IX website at www.titleix.illinoisstate.edu.

Q: Who can individuals talk to confidentially about sexual harassment concerns?
A: Employees: Employee Assistance Program
Students: Student Counseling Services or Sexual Assault Prevention and Survivor Services. Counselors in these offices are not required to report to police or OEOEA.

Q: Where can I learn more about training and educational programs, ongoing prevention and awareness campaigns, or opportunities to get involved?
A: www.titleix.illinoisstate.edu
REPORTING CONTACTS

Report an emergency
Dial 9-1-1

Report suspected child abuse and neglect
Contact the Illinois Department of Children and Family Services hotline at 1-800-25ABUSE or the University Police at (309) 438-8631

Report crimes and incidents to University Police
Contact the University Police at (309) 438-8631 or complete the University’s online Public Incident Reporting Form at www.security.illinoisstate.edu

A Quick Reference Guide listing additional campus and community resources is available at www.titleix.illinoisstate.edu