



# **DOMINICAN UNIVERSITY**

**Main Campus 7900 w. Division  
Priory Campus 7200 w. Division  
River Forest, Illinois 60305**

## **2016 Annual Security and Fire Safety Report**

# 2016 Annual Security Report

This annual safety report summarizes the elements of the campus safety program, which is administered and maintained by the Office of Public Safety. This public disclosure is intended to comply with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) and inform current and prospective students and employees of the safety programs and policies in place at Dominican University, and the institution’s state of readiness to detect and respond appropriately to emergencies.

This report can be viewed online at: [https://www.dom.edu/sites/default/files/2016-asfsraa\\_updated.pdf](https://www.dom.edu/sites/default/files/2016-asfsraa_updated.pdf) . Hard copies of the report are available by calling 708-524-6750 or by visiting the Public Safety Office located in the first floor of the parking garage. The Public Safety office is open from Monday through Friday, 8:00am to 4:00pm excluding holidays.

While Dominican University enjoys a low crime rate, no community is immune from crimes. It is through preparedness that we can help reduce the likelihood of criminal acts. This report is intended to heighten awareness of safety issues and support continued safety at Dominican.

## *Mission Statement*

Dominican University is committed to promoting a safe, secure and value-centered educational environment that is conducive to academic and personal development. We achieve this goal through the effective combination of security policies, educational programs, and the timely reporting and communication of campus crime statistics and incidents. Safety and security is a shared responsibility of the entire university community.

## **Campus Public Safety Officers**

### *Authority of officers*

Dominican University security officers are an unarmed informational force and maintain jurisdiction in all areas of campus. The officers are in direct communication with the police and fire departments of River Forest, IL, who are available whenever assistance is needed. Public Safety officers may enter all university buildings including the residence halls at any time while on duty. Dominican University security officers do not have arrest authority, but call on local police for the detainment of trespassers or persons involved in criminal activities or for the investigation of alleged criminal offenses.

### *Responsibilities of officers*

In an effort to prevent crime, officers regularly check all emergency equipment, lights, doors or windows found ajar or unlocked while on patrol of the campus. They report on overgrown hedges and malfunctioning lighting and monitor areas where construction may pose the risk of injury. More specific duties and responsibilities of campus public safety officers are outlined in the current edition of the campus public safety operations manual. Their duties are primarily limited to the campus and include the authority to assist with emergencies, investigate alleged policy violations and file reports. All professional staff officers in Public Safety are trained and certified in providing CPR, and in the use of an Automatic Electronic Defibrillator (AED). Officers patrol the campus 24 hours a day, 365 days a year. The Department of Public Safety is staffed by 13 full time and 4 part time employees. Allied Barton Security Services provides officers to staff these positions. The department is augmented by a student staff.

## **Campus Public Safety Services**

### *Dispatch*

The dispatch center is located in the 1<sup>st</sup> floor of the Parking Garage and is staffed 24 hours a day/365 days a year and includes services such as public safety dispatch, access control, maintaining life safety systems, CCTV video monitoring and emergency notification systems. Dispatchers work all shifts, weekends, holidays, administrative closure days, and inclement weather days. All calls for non-emergency assistance (lock-outs, unlocks, etc.) are to be directed to the security line 708-524-5999 or ext. **5999**.

### *Student Patrol/Escort Service*

Students employed and supervised by Public Safety patrol both campuses and can escort students upon request. They carry two way security radios and are in direct communication with a supervisor.

### *Enhanced-911 (E-911)*

911 calls are routed by the phone company to the West Suburban Consolidated Dispatch Center at the Village of River Forest Police Department. "Enhanced" means that the 911 operator has call display features which tell them your phone number and the location you are calling from. However, you will still need to verify those things for them. This system allows communications personnel to know from where a call originates, even if the caller cannot speak. If the number you are calling from is unlisted or unpublished, the information will still be displayed. Enhanced 9-1-1 for cellular telephone calls is not yet available so it is very important to make sure to state the location of the emergency, nature of the emergency, who is involved and your cellular telephone number for verification. The dispatchers are provided with the telephone number you are calling from, the address of the cellular tower the call is routing from, and the approximate location of the caller. When calling from a cellular telephone be aware of your surroundings, look for landmarks and when driving stop at a safe place and then place your call to 9-1-1.

### *Campus Telephones*

Telephones are located in many of the common areas of campus buildings and are available to report emergencies or ask for assistance. Emergencies may be reported on any campus phone. Please inform the dispatcher of the nature and location of the emergency.

### *Lost and Found*

Public Safety serves as the University's central depository for recovered items in order to safeguard them while assisting in their return to the rightful owner. Found property can be turned in to Public Safety 24 hours a day, 365 days a year by contacting dispatch at 708-524-5999. Inquiries concerning lost property should be directed to the Office of Public Safety between 8:00am to 4:00pm, Monday through Friday. All property not claimed within 30 days is donated to charity or destroyed.

### *Dominican University Star Card*

Dominican University issues each student, employee and affiliated guest an identification card that includes their name and image, referred to as a Star Card. The Star Card serves as an identification card; an electronic key card controlling access to residence halls and other buildings, the Library, facilities, and staff office buildings; and DU Dollars which can be used to purchase goods and services at select locations on campus.

### *Locker Registration Information*

To obtain a locker on campus:

- Pick up a locker registration card from the Office of Public Safety
- Purchase a lock
- Select a locker
- Complete the registration card
- Put the lock on the locker
- Return the completed registration card to the Office of Public Safety

Locker locations:

- Tan lockers are available in the lower level of the Crown Library.
- Light blue lockers are available outside the fitness center.
- Lockers are first come, first served.

### **Emergency Assistance Call Stations**

Emergency assistance call stations are located in all of the stairwells of the parking garage and emergency rescue stations in the Parmer Hall stairwells. These call stations are for requesting emergency assistance and for alerting Public Safety of a crime or suspicious activity. Call stations allow persons to press a button and immediately contact the University Dispatcher, as do all emergency call boxes, handsets or intercoms in the campus elevators. All call boxes and all elevator handsets and intercoms are tested regularly by trained university personnel, municipal personnel or outside service technicians to ensure these devices are working properly.

### **Procedures for Reporting a Crime**

Dominican encourages individuals to report all crimes or other emergencies that occur on campus to Public Safety in an accurate and prompt manner. Dominican provides different ways to report crimes or other emergencies to Public Safety or obtain help. It is the university's policy that Dominican community members should also contact Public Safety whenever they observe anything suspicious, believe they have discovered or witnessed a crime or come across a hazard which could cause harm to themselves or others. Individuals can privately report a crime or other emergency to Public Safety by dialing 708-524-5999 or ext. 5999. As appropriate, Public Safety will contact the River Forest Police Department or other law enforcement agencies.

### *Contact Information to Report Concerns*

Public Safety and 24-Hour on campus escort..... (708) 524-5999

Public Safety e-mail.....[dusecurity@dom.edu](mailto:dusecurity@dom.edu)

Public Safety Office..... (708)-524-6750

Office of the Dean of Students..... (708) 524-6822  
(8:30 a.m. – 4:30 p.m.)

Office of Residence Life..... (708) 524-6219  
(10:00 a.m. – 3:00 p.m.)

River Forest Police ..... (708) 366-7125  
(Non-emergency and off-campus escort)

Emergency..... 911

Each building elevator is equipped with an emergency phone. Parmer Hall utilizes emergency assistance call stations in its stairwells. The parking garage has a blue light emergency call system. All these systems are monitored by security 24 hours a day.

## Daily Crime and Fire Logs

### *Crime Log*

The University's Public Safety Department maintains a written daily crime log and a fire log. The purpose of the daily crime log is to record all **criminal incidents** and **alleged criminal incidents** that occur either on campus, in or on the University's non-campus buildings or property, or on public property within or immediately adjacent to and accessible from the campus, and that are reported to Public Safety. The log is designed to record and disclose crime information on a timely basis. A crime is entered into the log as soon as it is reported to Public Safety. The crime and fire log, for the most recent 60-day period open to public inspection during business hours. Older portions of the crime log must be made available within 2 days of a request for inspection. This log is available for review in the Office of Public Safety during normal business hours 8:00am-4:00pm Monday through Friday excluding holidays and includes the date and time of the incident, the nature of the incident, the general location, and the disposition of the complaint or report, if known.

Information may be withheld from the daily crime log if there is clear and convincing evidence that the release of the information would either jeopardize an ongoing criminal investigation or the safety of the individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The university will disclose any information withheld from the crime log once it is determined that the adverse effect described above is no longer likely to occur.

### *Fire Log*

This log records, by the date reported, any fire that occurs on University owned property including both Main and Priory Campuses. This log is designed to record and disclose incidents of fire on a timely basis. The fire log includes the date and time of the fire, the date it was reported, the nature of the fire, and the general location of the fire. Both the Crime and Fire Logs have been combined for easier accessibility.

## Campus Security Authorities

Even at institutions with a police or security department on campus, a student who is the victim of a crime may be more inclined to report it to someone other than the police/security. For this reason, the Clery Act requires Dominican University to collect crime reports from a variety of individuals and organizations that the law considers to be "Campus Security Authorities" (CSA). "Employees" are considered CSAs based on the following functions:

- Their official job responsibilities involve significant interaction with students and/or campus activities.
- They serve as informal or unofficial mentors to students, or advise student organizations, projects, and activities.
- They serve as a member in an office or of a committee to whom students are instructed and informed to report and discuss crimes, allegations of crimes, and other troubling situations, and/or
- They have oversight for disciplinary procedures.

### *A CSA's Responsibilities*

- If a CSA becomes aware of crime information and believes it was provided *in good faith*, he/she should document it as a crime report and in a prompt manner (within 24 hours), submit it to safety and security.
  - "*In good faith*" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.
- What CSA's must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic. Personally identifiable information need not be disclosed, unless a danger is present.

## **Police Support**

The Dominican University Office of Public Safety works in cooperation with local police. They are in direct communication with the police and fire departments and call upon their assistance when needed. The university does not have a formalized memorandum of understanding with the River Forest Police Department and has no student organizations that maintain use of off-campus residential property.

## **Campus Safety Education and Prevention**

The security team emphasizes crime prevention by minimizing crime opportunities and by encouraging students and employees to be responsible for their own and others' security.

### *Informational Programs about Crime Prevention and Awareness*

To educate the university community about how to enhance their own security as well as the safety of others, programs are presented regularly on a variety of crime prevention topics. These programs are offered at residence hall sessions, new student orientation, crime awareness and prevention seminars each year, and through special posters and flyers and ongoing educational material. Through the daily crime and fire logs, timely warnings, newspaper articles, web page postings and table top exercises we are able to help better educate the community about crime prevention.

## **Emergency Response Team**

The Emergency Response Team (ERT) is comprised of senior members of various departments within Dominican University who meet regularly to develop and practice the implementation of emergency plans, including disaster response and evacuation. This multidisciplinary approach is an important part of the University's emergency response and business continuity plans.

Members of the Emergency Response Team include (but not limited to):

- Director of Residence Life
- Director of Buildings and Grounds
- Manager of Public Safety
- Security Compliance & Operations Officer
- Business Operations & Risk Manager
- Digital Communications Manager
- Director of Public Information
- Dean of Social Work
- Vice President for Information Technology
- Director of Information Technology

## **Behavioral Concern Team**

The Behavioral Concerns Team (BCT) is an inter-departmental student behavioral response team for community intervention, mediation and risk management. The team's goal is to consider the best interest of each student it reviews, as well as the entire campus community. The BCT meets regularly to review university policy and procedures, consider reported or observed student behaviors, assess threat, and develop interventions to help connect students with the necessary resources and support. The BCT also functions as the Threat Assessment Team (TAT) as necessary.

The Behavioral Concerns Team core membership is made up of representatives from:

- Dean of Students—Chair
- Assistant Dean of Students/Director of Residence Life – Vice-Chair
- Director of University Ministry
- Assistant Dean, Graduate School of Social Work
- Manager of Public Safety
- Assistant Clinical Director of Counseling Services
- Assistant Dean for Academic Success Services

### **Standard BCT Review Procedures**

The Behavioral Concerns Team has established these guidelines for their work, and will update or alter these procedures, as needed:

- The BCT will meet on a regular basis to review possible concerns submitted in person or by way of the online reporting form.
- In addition to the regularly scheduled meeting times, the BCT will meet when a possible threat is identified that requires immediate assessment. After notification, the BCT will assess the behavior reported and act accordingly.
- For each concern, the BCT will assess the potential danger, explore possible outcomes of various approaches to managing the possible concern/threat.
- After the plan is implemented, the team will be responsible for coordinating follow-up to insure that the threat has been appropriately managed.
- Record of all BCT incidents, plans, and follow-ups will be maintained in confidential files.
- The team recognizes and respects that certain members of the University community will have legal and ethical limitations on information that may be shared when discussing a concern. It is the responsibility of each team member to exercise his or her best professional judgment in determining what information may be shared.
- All members of the BCT will maintain confidentiality of all persons involved unless it is necessary to notify or consult with others in which their input would be necessary for the resolution of a specific behavioral concern. Members of the BCT will balance the need to protect the individual and/or group and the safety concerns of the Dominican community. In all cases, safety of the individual and group has priority over confidentiality.
- The BCT meets as needed to review campus issues, and, if needed, revise the policies and procedures under which it operates.
- In situations/cases when a threat is identified, the BCT may alter its membership to include other personnel, both from the university community and outside of it, to help assess threat level and provide resources and direction, as appropriate. At these times, the BCT becomes the Threat Assessment Team.

### **Threat Assessment Team (TAT)**

Dominican University Threat Assessment Team is tasked with accomplishing the following mission.

- Assess and determine the causes of violent behavior.
- Ensure that these policies are communicated to all students, faculty, staff, parents, and administrators of the University at least once per year.

### **Timely Warning Notices**

The Office of Public Safety will issue a timely warning if a Clery Act crime is reported to campus security authorities or local police agencies; and considered by the University to represent an ongoing threat to students and employees. The Office of Public Safety will issue a timely warning for any Clery Act crimes that are reported to campus security authorities or local

police agencies; and considered by the University to represent an ongoing threat to students and employees; and there are enough details known about the crime to provide useful information to the community. These alerts are issued with the consultation of relevant university administration and the local police departments. Identifying information of victims will be withheld from notices. Alerts are routinely posted on the Campus News and the Public Safety web pages. Additionally, alerts may be sent to e-mail accounts, posted in the common area of academic buildings and residential halls, and when appropriate as emergency alerts via email. Emergency text message may also be sent out through an opt-out system.

### **Emergency Notifications**

In the event of an emergency involving an imminent threat to the health or safety of students or employees occurring on campus, Public Safety will confirm that there is a significant emergency or dangerous situation in conjunction with Emergency Response Team and local police departments and will immediately issue a campus-wide notification. The on duty Public Safety supervisor will coordinate with the local police department(s) and the Manager of Public Safety to determine the severity of the reported incident. The Manager and on duty supervisor of Public Safety will coordinate with at least one member of the Emergency Response Team to determine content of the notification and utilize the university's emergency notification system (opt-out emergency alerts via email or text message) to notify the campus community, whether on or off-campus. Dominican University has partnered with Rave Mobile Safety to alert community members of any emergency or extreme circumstances that exist on our campus. Community member's Dominican email address is automatically enrolled, so you will always receive a message should it be necessary. Additionally, Community members may enroll up to two mobile phones to receive text messages. 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, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Students, faculty and staff can register online to receive notifications of these emergency events. These messages are transmitted only during emergencies and are an additional real-time avenue of communication. The university's emergency notification messaging system is tested campus-wide at least once a year. Public Safety, in conjunction with the Emergency Response Team and local emergency responders, are responsible for the planning, coordinating and performing these campus wide tests. These tests may be announced or unannounced and may include all or part of; sending an emergency text, email notifications, activating building loudspeakers or web based notifications.

#### *Informing the larger community*

In addition, special programs, flyers, bulletins, emails, voicemail and student newspaper articles may be used to disseminate emergency information to the larger campus community. Close communication with the River Forest Police Department and other appropriate agencies is maintained regarding any neighborhood security issues.

### **Safety of Buildings and Grounds**

#### *Academic and Administrative Buildings*

Some facilities have individual hours, and the hours vary at different times of the year. Access to Parmer Hall is by card access after normal business hours, and uses varied levels of access. Most academic and administrative buildings do not have a university security officer assigned to them. However, Public Safety officers patrol the academic and administrative building on a regular basis.



### *Residence Halls*

Access to residence halls is restricted to residents, their approved guests, and other approved members of the University community. Residents gain entry by swiping their keycards at the card access readers. Residents are cautioned against permitting strangers to enter the building and are urged to require individuals seeking entry to use their own keycards. Public Safety officers patrol the residence halls on a regular basis.

### *Maintenance of Campus Facilities*

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Public Safety regularly patrols both Main and Priory Campuses and reports malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the University community are encouraged to report equipment problems to Public Safety or Physical Plant. The parking garage and all parking lots throughout campus are well lit and routinely patrolled by the officers. The parking garage and all campus elevators are equipped with a communication system linked to the security dispatcher.

### *Outside Venders/Construction Staff/Contractors*

All outside Vender, Construction Staff and Contractors are required check in and out with Public Safety every work day. They are to have proper Dominican University issued Identification badges visible while on either campus.

## **Video Surveillance**

Video surveillance is conducted in various locations throughout both campuses and recorded 24 hours a day, 365 days a year.

## **Safety in Residence Halls**

The university provides security to help protect students in residence halls. The system includes:

- Trained security personnel
- Locked entrance doors
- Information on how students can maintain their safety
- Policies requiring identification cards with magnetic swipe entry to facilities
- Policies requiring guest registration and guest passes
- Policies requiring students to escort guests at all times
- Required programming efforts in areas of safety and security
- Holding students accountable for the actions of their guests

The university places restrictions on guests, building access, and actions that may have a detrimental effect on student safety. Such restrictions include:

- Entering buildings only through designated entrances
- Prohibiting unauthorized entry
- Prohibiting the practice of propping open doors
- Following security procedures at security checkpoints
- Prohibiting the practice of duplicating or sharing room keys
- Prohibiting activities that endanger the safety of others

If a student is found to violate any of these restrictions, the university may impose fines or other sanctions on the student.

### *Residence hall access/contractor access*

Student residence halls are never open to the public. Outside entrance doors to the residence halls are locked at all times and residents are issued a keycard allowing exclusive access to the residence halls. Locks on room doors and all windows ensure resident safety; malfunctioning security devices are repaired promptly. If a resident key is lost or stolen, the corresponding lock is immediately changed. Non-residents including staff or contractors assigned to tasks in the residence halls must receive and wear special identification badges issued from either security or the director of physical plant operations.

### *Guest procedures and access*

Residents must accompany and register guests in the residence halls in accordance with the visitation hours and policies detailed in the residence life guide. Students who violate the policies are subject to the university conduct code. Non-students may be prosecuted for trespassing. Guests are permitted in campus public buildings during the hours of 8 a.m. to 10 p.m., and during specially announced hours. Faculty, staff and students attending or participating in special programs are provided access to facilities after public building hours.

### *Resident Assistants*

Resident Assistants (RAs) are available on each floor of the residence halls. RAs are students carefully selected for their ability to advise and aid residents in everyday situations. The RA lives with and builds relationships with students living in the residence halls. The RA serves as a role model, assisting students, supporting academic achievement, and building community. RAs are responsible for developing programs for the students, maintaining safety and order in the halls and creating a living-learning environment in the residential community. They are trained extensively on [the university's safety and security policies and procedures?].

## **Emergency Procedures**

### **Building Evacuation**

Campus buildings may be evacuated in order to protect the health and safety of occupants from a possible threat; i.e.; fire, utility failure, flooding, bomb threat, chemical spills, noxious / toxic fumes and campus disorders. Occupants may also be directed to a different location, if that location is more secure.

Building evacuation will occur when an alarm sounds and/or upon notification by Public Safety.

- Leave by the nearest marked exit. Follow the **Emergency Evacuation Procedure/FIRE EXIT** signs and alert others to do the same. If evacuation is for only a part of the building or campus grounds, immediately vacate the side in question and relocate as directed.
- Faculty should clear their classrooms and close the door.
- Assist any disabled persons exiting the building. Remember that elevators are reserved for disabled persons. **DO NOT USE ELEVATORS IN CASE OF FIRE OR EARTHQUAKE.** In the event of a fire or earthquake notify Public Safety to assist a disabled person exiting the building.
- Once outside, proceed to a clear area that is at least 100 feet away from the affected building. Security should keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. (If possible, headcounts should be taken.)
- **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A PUBLIC SAFETY OFFICER OR THE RIVER FOREST FIRE DEPARTMENT.** Security should assist in preventing individuals from returning to the building. (Do not dismiss employees or students unless told to do so by university administrators. In most cases, we will return to the building.)
- If you can hear the fire alarm you should evacuate whether it is in your building or not. This is because when there is a fire you can also have an explosion which can affect surrounding areas very quickly. It is always better to act with caution during any alarm or emergency situation that happens on campus.

## Fire Response

In all cases of fire, Public Safety must be notified **IMMEDIATELY**. Dial 911 or 524-5999 or extension 5999.

- Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them.
- If a minor fire appears controllable, **IMMEDIATELY** activate the building alarm and contact Public Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, activate the building alarm and also report the fire by phone.
- In the case of large fires that do not appear controllable, **IMMEDIATELY** notify the Office of Public Safety, then evacuate all rooms, closing all doors to confine the fire and reduce oxygen — **DO NOT LOCK DOORS!**
- When the building evacuation order is given, follow the Building Evacuation Procedures. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic.

## Emergency Notification System

Notification of an emergency and the response can occur by 2 means; either individually or in conjunction with one another:

- Visual / Audible Fire Alarms
- Telephone with In-Person Check
- When the visual and audio signals of the Fire Alarm Systems sound, all occupants should follow the evacuation procedures as outlined.

Telephone or In-Person notification shall be made by Public Safety if the emergency is minor and affects a very small area.

The University provides students and employees with an Emergency Preparedness Guide, which provides the following guidelines to follow before, during and after specific types of emergencies. While the guide does not cover every conceivable situation, it does supply basic guidelines and direction necessary to cope with most campus emergency situations. This Guide is designed to assist the university staff [and students?] in knowing the proper steps to take when a response is needed to an emergency situation and to coordinate the activities of the Public Safety staff and other staff members in dealing with emergencies.

## Earthquake

During an earthquake remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a hallway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
- After the initial shock, evaluate the situation, and if emergency help is necessary call Public Safety. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to Public Safety and Physical Plant. **NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

When the building evacuation order is given follow the Building Evacuation Procedure.

## **Violent or Criminal Behavior**

Public Safety is located on the first floor of the parking Garage, and provides the campus with 24-hour help and protection. This service is provided 7 days a week and 365 days a year. For on-campus emergencies, dial 911 from any campus phone.

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- If you are a victim or witness to any on-campus offense, **AVOID RISKS**.
- Promptly notify Public Safety at 524-5999 or at extension 5999 as soon as possible and report the incident including the following:
  - Nature of the incident
  - Location of the incident
  - Description of the person(s) involved
  - Description of the property involved
- If you observe a criminal act or you observe a person behaving in a threatening manner on campus, immediately notify Public Safety and report the incident.
- Assist Public Safety staff when they arrive by supplying them with all additional information and ask others to cooperate.
- Should gunfire or discharged explosives be heard on campus, you should take cover immediately. After the disturbance, seek emergency first aid, if necessary.

## **Responding to an Active Shooter on Campus**

An active shooter is a person who is actively threatening lives or is prepared to threaten lives in a populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. These dynamic situations evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Below are guidelines for faculty, staff and students who may be caught in an active shooter situation.

The main goals are to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building:

1. Proceed to a room that can be locked.
2. Close and lock all the windows and doors, and turn off all of the lights.
3. If possible, get everyone down on the floor where no one is visible from outside the room.
4. Have one person in the room call 911, advise the dispatcher of what is taking place and inform the dispatcher of your location.
5. Remain in place until the police, or a campus administrator known to you, gives the “all clear.”

If an active shooter is in the same building with you:

1. If possible, safely exit the building.
2. If escape is not possible, lock the room you are in.
3. Turn off all of the lights.
4. If possible, get everyone down on the floor where no one is visible from outside the room.
5. Have one person in the room call 911, advise the dispatcher of what is taking place, and inform the dispatcher of your location.
6. Remain in place until the police, or a campus administrator known to you, gives the “all clear.”

If an active shooter enters your office or classroom:

1. If possible, get out of the room.
2. If escape is not possible, try to remain calm and seek cover.
3. If possible, dial 911 from any phone and alert police to the shooter’s location. If you can’t speak, leave the line open so the dispatcher can listen to what’s taking place because 911 can often determine a location from the call.

4. If there is absolutely no opportunity to escape or hide, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a last resort, after all other options have been exhausted.
5. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooter situation

1. Do not attempt to carry anything while fleeing.
2. Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
3. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

**IMPORTANT:** Before any emergency occurs, become familiar with the buildings you frequent. Make sure you have an escape route and plan ahead for how you could respond.

### **BOMB THREAT**

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and **IMMEDIATELY** call Public Safety at 524-5999 or at extension 5999.

- Telephone Bomb Threat: Any person receiving a telephone call bomb threat should ask the caller:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following:
  - Time of call.
  - Age and sex of caller.
  - Speech pattern or detectable accent.
  - Emotional state of caller.
  - Background noise.
- Immediately notify Public Safety and report the incident.
- Fire Department personnel and Public Safety Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.  
**NOTE: DO NOT USE THE RADIO COMMUNICATIONS. USE OF RADIOS MAY ACTIVATE SOME TYPES OF EXPLOSIVES.**
- If the building evacuation order is given, follow the evacuation procedure outlined in Building Evacuation Procedure.

### **Tornado Response**

In the Village of River Forest the civil alert siren sounds for severe weather. You should proceed to an interior portion of the building, away from glass or other such debris that could cause injury, and crouch under a sturdy object for safety. If you happen to be in a building with a basement, you should proceed to that location (if the basement is accessible). Depending on the severity of the situation, personnel from Security may or may not be available to assist you in this process. As a general rule, if the weather looks ominous, take it upon yourself to relocate to a safe area and do not wait for university personnel to notify you.

**NOTE:** A Tornado Watch means conditions are favorable for a tornado to exist.

**NOTE:** A Tornado Warning means that a funnel cloud was sighted in the sky or has actually touched down on the ground.

**NOTE:** If the campus sustains damage where occupants are no longer safe, building evacuation procedures as already related will be enacted and followed.

For your information, the Village of River Forest sounds the civil alert siren as a test on the first Tuesday of the month at 10:30 a.m.

### **Utility Failure**

In the event of a major utility failure occurring immediately notify switchboard by dialing "0".

- If there is potential danger to building occupants notify Public Safety at 524-5999 or at extension 5999.
- When the building evacuation order is given, follow the Building Evacuation Procedure.

## **ADDITIONAL INFORMATION AND PROCEDURES**

**Electrical / Light Failure:** At present time there is minimal emergency lighting to provide sufficient illumination in corridors and stairs for safe exiting. Do not evacuate or dismiss employees or students unless told to do so and if no other danger exists. In most cases, power will be restored or classes will be relocated to another section with power.

**Elevator Failure:** If you are trapped in an elevator, press the emergency alarm located on the front panel which will signal for help. **NOTE: REMAIN CALM.**

**Plumbing Failure / Flooding:** Do not use any electrical equipment. Notify Public Safety at 524-5999 or at extension 5999. If necessary, evacuate the area.

**Gas Leak:** Cease all operations. **DO NOT TURN ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical arcing can trigger an explosion. Notify Public Safety immediately.

**Ventilation Problems:** If smoke odors come from the ventilation system, immediately notify Public Safety at 524-5999 or at extension 5999. If necessary, cease all operations and evacuate the area.

**Water Supply Failure:** In the event of water supply failure notify Public Safety immediately at 524-5999 or at extension 5999. Physical Plant should also be notified at 524-6779 or at extension 6779, Monday through Friday, 8:00 a.m. – 4:30 p.m.

## **Chemical / Radiation Spill**

- Any spillage of a hazardous chemical or radioactive material is to be reported IMMEDIATELY to the Office of Public Safety at 524-5999 or at extension 5999.
- When reporting, be specific about the nature of the involved material and the exact location. Public Safety will contact the necessary specialized authorities and medical personnel.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Public Safety personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their name to Public Safety. Required first aid and clean-up by specialized authorities should be started at once.
- If the building evacuation order is given, follow the Building Evacuation Procedures.

## **Explosion or Aircraft Crash**

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desk and other objects, which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the Public Safety Office or the Switchboard. Give your name and the location and nature of the emergency.

When the building evacuation is given, follow the Building Evacuation Procedure.

The Immediate Emergency Procedure guides are posted in classrooms, offices, and near all public access phones around campus.

# IMMEDIATE EMERGENCY PROCEDURES

## EMERGENCY CONTACT PHONE NUMBERS

Public Safety: (708) 524-5999

All Emergencies Needing  
Immediate Response: 911

### WHEN AN ALARM SOUNDS

- Leave via nearest marked exit.
- Alert others to do the same.
- Faculty: clear classrooms and close the door upon exiting.
- Do not use elevators in case of fire or earthquake.
- Assist disabled persons. Call x5999 for help.
- Proceed to a clear area at least 100 feet away. Do not return inside until directed to do so.

### FIRE

- Call 911
- Activate the building alarm.
- Evacuate building using nearest FIRE EXIT.
- Close but do not lock doors to confine the fire.
- Do not re-enter building until given "all clear."

### EARTHQUAKE

- Seek refuge in a hallway or under desk or table.
- Stay away from glass windows, heavy shelves, or equipment.
- After the initial shock, evaluate the situation. Call 911 for help.
- Report damaged facilities to Public Safety at x5999.

### TORNADO

- If tornado sirens are heard, go to the building's basement.
- If no basement, go to lowest floor and an interior portion of the building away from glass.
- Report damaged facilities by calling x5999.

### UTILITY FAILURE

- If failed electric, plumbing, or gas systems create an unsafe situation, call x5999 immediately. If lights fail without clear danger, do not evacuate unless directed.
- Report non-emergency utility failures to Public Safety at x5999.

#### Plumbing Failure/Flooding

- Do not use electronic equipment in area. Report incident by calling x5999.

#### Suspected Gas Leak

- Stop operations. Evacuate.
- DO NOT turn on lights or any other electric equipment as this may cause an explosion.

### CHEMICAL/HAZARDOUS SPILL

- Report potentially hazardous spills by calling 911.
- Vacate the affected area.
- Report location details.
- Avoid contact with others if you have been contaminated.

### VIOLENT OR CRIMINAL BEHAVIOR

- If you witness violent or criminal behavior, move to a safe area and then call 911.
- If possible, report the nature and location of the incident and describe the persons involved.
- Report gunfire or explosive sounds by calling 911.
- If someone is behaving in a threatening manner, call 911.

### BOMB THREAT

- If you observe a potential bomb, DO NOT HANDLE IT. Clear the area and call 911.
- If you receive a bomb threat by phone, ask the caller when the bomb will explode, where it is located, what it looks like, and why they placed it.
- Keep them talking and record the age, emotional state, accent and gender of the caller.
- Immediately call 911.
- Evacuate the building.

### ACTIVE SHOOTER

- If possible, evacuate building; have an escape route and plan in mind.
- Hide in an area out of shooter's view.
- Lock or block doors to prevent entry, and turn off lights.
- Assign one person to call 911, advise operator of shooter's location and description, silence all other cell phones.
- As a last resort, and only when your life is in imminent danger, attempt to incapacitate shooter.
- Remain in place until police give you the "all clear".

### NON EMERGENCY NUMBERS

- Public Safety: (708) 524-6300
- Wellness Center: (708) 524-6229
- River Forest Police Department: (708) 366-7125
- River Forest Fire Department: (708) 366-7629
- Illinois Poison Center: (312) 906-6136

For more helpful information, visit the **Public Safety website accessible from Campus News.**





## **Students Governed by Student Code of Conduct**

Students are governed by Dominican University's Student Code of Conduct, which contains policies affecting security on campus. Such policies include those that regulate:

- Entry into campus buildings
- Removal, possession of or use of property
- Responsibility for the acts of guests
- Physical abuse
- Harassment
- Hazing
- Possession and use of weapons
- Alcohol or illegal substances

Students can obtain a hard copy of the student handbook from the Dean of Student's Office, or go to [http://www.thezonelive.com/SchoolStructure/IL\\_DominicanUniversity-RiverForest/handbook.pdf](http://www.thezonelive.com/SchoolStructure/IL_DominicanUniversity-RiverForest/handbook.pdf) for an on-line copy. The university reserves the right to discipline students for violations of the Student Code of Conduct that occur both on-and off-campus, up to and including expulsion.

## **Off-Campus Housing**

The university does not rent apartments off campus for undergraduate or graduate resident students.

## **Fraternity and Sorority Houses**

The university does not sponsor social fraternities or sororities and no fraternity or sorority houses are available.

## **Public Safety for Separate Campus Location**

### **Priory Campus**

Dominican University's Priory Campus is located .8 miles east from the Main Campus and is considered a separate campus. It is used for housing, dining, parking, classrooms and campus events. This location has on-site security that patrols the campus and local police that assist with patrolling the surrounding vicinities. All Dominican University policies and procedures apply to both campuses. Statistics for this campus are reported, separately, below. Crimes on public property surrounding the Priory Campus are also reported, below, as the Priory Campus borders a public park.

### **Public Property**

River Forest police monitors and records criminal activity on public property and works cooperatively with university security and the dean of students to address problems as they arise.

### **Public Safety for Satellite Locations and Occasional Instructional Sites**

Dominican University has no satellite locations. Occasionally, non-campus locations controlled by other organizations are used. The security and police departments serving their respective communities police them.

## **Missing Student Policy & Procedure**

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the Dominican University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Public Safety which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. This information is maintained confidentially, will be accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If a missing student is under the age of 18 years of age and is not an emancipated individual, the Dean of Students is required to notify the parent or guardian of the missing student, as well as any additional contact person designated by the student, no later than 24 hours after the determination by Public Safety that the student is missing. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated individual, Public Safety will notify the River Forest Police no later than 24 hours after it determines that any student is missing. The Dean of Students shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.

### *Procedure*

Any report of a missing student, from whatever source, should immediately be directed to the Public Safety.

When a student is reported missing Public Safety shall:

- Initiate an investigation to determine the validity of the missing person report.
- Contact the Dean of Students.
- Make a determination as to the status of the missing student.
- Notify the individual identified by the missing student as the emergency contact within 24 hours of making a determination that the student is missing.
- If the missing student is under the age of 18 and is not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- Notify the River Forest Police within 24 hours after determining that the student is missing.

The Dean of Students notifies the Director of Residence Life and the President of the University. The Dean of Students shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

## **Alcohol, Drug and Weapons Policies**

### **Alcoholic Beverages**

#### *Legal alcohol consumption*

The university observes and upholds local, state and federal drug and alcohol laws as they pertain on campus. Possession, use and sale of alcohol is permitted for students who are 21 years of age or older. Consumption is limited to that student's residence hall room or the room of another student who is also at least 21 years of age. Alcohol may be served at some special events on campus with approval from the Dean of Students.

#### *Approval system*

The approval system will ensure that proper alcohol-serving guidelines are followed. Students found in violation of any aspect of the alcohol policy are subject to university conduct action.

## **Drugs**

The university observes and upholds local, state and federal drug laws as they pertain on campus. The purchase, sale, growing, manufacturing, use, possession or distribution without prescription of any controlled substance, drugs or narcotics, sedative-hypnotic drugs such as barbiturates; psychedelic drugs such as LSD; sympathy mimetic drugs such as amphetamine and codeine; marijuana and paraphernalia, on university property, in university-owned vehicles or at off-campus university-sponsored events is strictly prohibited. Misuse or abuse of prescription medications is also prohibited.

## **Education and Prevention**

Dominican University provides drug and alcohol-abuse education programs and prevention services for the entire university community. These services include:

- Option to live on alcohol-free residence hall floor
- Drug and alcohol information and educational materials from Dominican's Wellness Center
- Alcohol and drug abuse prevention materials, along with awareness and education displays are posted throughout the residence halls
- Programs on drug and alcohol topics are provided to students each year

Dominican's Wellness Center offers assessment, treatment, aftercare and referral services. Students may access complete information regarding alcohol, tobacco and drug abuse from the Wellness Center website [https://jicsweb1.dom.edu/jics/Resources/Student\\_Services/Wellness\\_Center/](https://jicsweb1.dom.edu/jics/Resources/Student_Services/Wellness_Center/). More detail is provided in the university's biennial report prepared in compliance with the Drug Free Schools and Communities Act. That report is available from the Dean of Students office.

## **Weapons**

Dominican University is a gun free Zone. The **Gun-Free School Zones Act** is a federal United States law that prohibits any unauthorized individual from knowingly possessing a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone as defined by 18 U.S.C. § 921(a)(25).

Public Safety officers do not carry firearms or any other weapon in their official capacity. Outside law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. No other persons are permitted to possess weapons on University property.

Weapons and ammunition are potential safety hazards. The purchase, sale, manufacturing, use, possession or distribution of fireworks, firearms, ammunition, weapons or explosive devices is strictly prohibited.

Definitions of Weapons and Ammunition: A weapon is defined as: an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

## **Violation**

Any employee, faculty, staff, student, or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process.

Any member of the public who violates this policy shall be notified of the violation and asked to comply. If the public member will not comply, the individual shall be removed from campus and subject to all legal penalties, including the criminal trespass from University property.

## **Weapons:**

Defined as any weapon as described in the Illinois Criminal Code. This definition also refers to any weapon described in other provisions of the Illinois Criminal Code of 2012, including but not limited to the following:

- any gun, bow, crossbow or other weapon designed or intended to propel a missile or projectile of any kind, including any pistol, revolver, rifle, musket, long gun or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material;
- any air gun, air pistol, spring gun, spring pistol, B-B gun, paint ball gun, pellet gun or any implement that is not a firearm which impels a breakable paint ball containing washable marking colors or, a pellet constructed of hard plastic, steel, lead or other hard materials with a force that reasonably is expected to cause bodily harm.
- any stun weapon, including any device that emits a momentary or pulsed output, which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person;
- any knife, including any dirk, bowie knife, switchblade knife, ballistic knife, machete or razor, except a pocket knife having a folding metal blade of less than three inches;
- any slingshot, spring stick, metal knucks or blackjack;
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken or fighting chain;
- any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;
- any frame, receiver, muffler, silencer, missile, projectile or ammunition designed for use with a dangerous weapon, including any cartridge, pellet, ball, missile or projectile adapted for use in a firearm;
- any explosive substance or explosive device, if such substance or device is intended to be used as a weapon;
- any tear gas, mustard gas, phosgene gas or other noxious or nauseating gases or mixtures of chemicals designed to, and capable of, producing vile, injurious or nauseating odors or gases, if such gas or chemical is intended to be used as a weapon; and
- any weapon of like kind as those stated.

#### Procedures:

- Dominican University employees, students, visitors, independent contractors and vendors are prohibited from bringing or harboring firearms or dangerous weapons of any kind on the property.
- Authorized individuals of law enforcement agencies of local, state or federal government may maintain personal weapons in their possession while on the property only in the course of official business. Such weapons may not be used or un-holstered except in extreme cases where public safety or human life may be endangered.
- Security Officers who observe individual(s) with a firearm or dangerous weapons shall call 911

## **For a More Just and Humane Campus**

### **Affirmation of Community Values:**

Dominican University's mission of "preparing students to pursue truth, to give compassionate service, and to participate in the creation of a more just and humane world" can only be fully enacted within a learning community that embodies, engages, and values the spiritual, racial, cultural, economic, and educational diversity of contemporary America and the world. Translating Dominican's twin values of veritas and caritas into practice requires that each person who studies, teaches, works, or lives within the university community, as well as all those with whom we interact, be respected and cared for as a unique individual, within an environment that affirms our shared humanity and pursues the common good.

- Our Catholic and Sinsinawa Dominican identity, mission, and legacy all affirm the inherent dignity, value, and equality of each human person.
- Our Dominican pursuit of truth, service, and social justice is firmly grounded in our shared values and aspirations as a Catholic community—that is, we are a community defined by a spirit of inclusion, mutual respect, civility, empathy, hospitality, and caring.
- We all learn and achieve more by engaging our multiplicity of human perspectives and differences with authentic empathy. These differences include, but are not limited to: race, ethnicity, nationality, language, religion, gender, sexual identity and orientation, age, socio-economic status, military status, physical and intellectual abilities, and ways of knowing.
- We acknowledge that our Dominican community does not and should not exist in isolation from the multiple communities that surround us; we are deeply implicated in the spiritual, social, economic, and cultural dynamics of the world we inhabit and aspire to change.
- Our institutional mission, vision, and values must always consciously be translated into specific actions, behaviors, procedures, and patterns of mutual accountability—not merely assumed.

The policies, procedures, and protocols articulated here, then, not only ensure the University's compliance with various federal, state, and local laws, but are deeply grounded in Dominican's identity and culture of commitment to social justice and the common good.

### **Bias-Motivated Offensive Conduct, Discrimination, and Hate Crimes**

The University is committed to fostering a work and educational environment free of racial harassment, discrimination and hateful conduct, and marked by the truth, compassion and justice to which we are called by our mission. Therefore, Dominican University categorically rejects all forms of racial and/or ethnic harassment, discrimination, hate and violence. The University prohibits any member of the community, including faculty, staff, administration, student body, or visitors to campus, whether they are guests, patrons, independent contractors, or clients, from discriminating against any other such person or member of the University community in violation of this policy.

All members of the university community should be aware that the issue of whether conduct constitutes harassment or discriminatory conduct may depend, in part, on how that conduct is viewed by the person who is subject to the conduct. Any person who initiates or persists in this type of prohibited conduct assumes the risk that the person who is the object of the conduct may view such behavior as unwelcome or offensive. Thus, a person who initiates or persists in this type of conduct could be subject to discipline even if such behavior might not have been intended to be offensive if the conduct meets the definitions of prohibited discrimination or harassment as defined in these policies.

## Definitions

Racial and/or ethnic harassment, including hate crimes and racial/ethnic discrimination, is conduct directed against any person or group of persons based on race, ethnicity, color or national origin that harms or creates an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Harassment may be oral, written and/or physical conduct. Such conduct includes but is not limited to objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

Hate Crimes are criminal offenses that are motivated in whole or in part by the offender's bias toward the victim's actual or perceived race, religion, disability, sexual orientation, nationality, gender or ethnicity. Hate crimes are not limited to actual crimes but may also be threatened or attempted crimes; and may include assault and battery, vandalism, or other destruction of property, or verbal threats of physical harm. Harassment or intimidation may also be a hate crime when intended to deprive or interfere with a person's civil rights. Thus, a person who initiates or persists in this type of conduct could be subject not only to disciplinary proceeding of the university, but also to criminal prosecution.

Racial and/or ethnic discrimination is conduct that serves to limit the social, political, economic, employment or educational opportunities of particular groups or individuals solely on the basis of their race and/or ethnicity.

Racial and/or ethnic harassment is further defined as conduct that:

1. Is directed at an identifiable person or persons, and insults or demeans the person or persons to whom the conduct is directed, or abuses a power or authority relationship with that person on the basis of race, color, ethnicity, or national origin by the use of slurs, epithets, hate words, demeaning jokes, derogatory stereotypes and similar action; and/or
2. Is intended to inflict direct injury on that person or persons to whom the conduct is directed; and/or
3. Is sufficiently abusive or demeaning so severe or pervasive as to create a hostile environment; and/or
4. Occurs in any context or location such that an intent to inflict direct injury may reasonably be inferred; and/or
5. Is intended to affect negatively the work or educational environment in a way that makes the treatment of the affected party unequal with respect to his or her proper functioning, opportunities for promotion and development because of his or her race, color, ethnicity, or national origin; and/or
6. Is intended to damage or destroy, or damages or destroys private property of any member of the University community or guest because of that person's race or ethnicity with the purpose of making the educational, work or living environment hostile for the person whose property was damaged or destroyed.

The following examples illustrate but do not exhaust the types of conduct referred to:

1. A person would be in violation if causing bodily harm to an individual because of that person's race and/or ethnicity.
2. A person would be in violation by making a demeaning remark based on a person's race or ethnicity, or by using racial slurs or "jokes", and those remarks created a hostile work, educational or living environment for a person or persons hearing the remark, or for a person to whom the demeaning remark may have been specifically addressed.
3. A person would be in violation if intentionally placing visual or written material demeaning the race and/or ethnicity of an individual in that person's work, study or living area; and such material made the work, educational, or living environment hostile for the person in whose work or study area the material was placed.
4. A person would be in violation when that person's conduct resulted in making hostile the work, educational or living environment for a person subject to such conduct.

5. A person would be in violation if misusing grades, evaluations or promotion procedures to adversely affect a person on the basis of race or ethnicity.
6. A person would be in violation if intentionally not hiring a person on the basis of race or ethnicity.

### **Gender-Based and Sexual Misconduct Policy**

Dominican University's mission is to "prepare students to pursue truth, to give compassionate service, and to participate in the creation of a more just and humane world." Translating Dominican's twin values of veritas and caritas into practice requires that each person who studies, teaches, works, or lives within the university community, as well as all those with whom we interact, be respected and cared for as a unique individual, within an environment that affirms our shared humanity and pursues the common good.

This requirement includes creating and maintaining an environment that is free of gender-based and sexual misconduct. We are committed to supporting the dignity of every human person and the development of a community marked by truth, love and justice. Gender-based and sexual misconduct compromise the integrity of human relationships and threaten the security and well-being of all individuals. Not only are gender-based and sexual misconduct unlawful but they also undermine the atmosphere of trust and respect that is essential to creating an authentic, supportive community. Dominican University strives to eliminate all forms of gender-based and sexual misconduct as well as prevent their recurrence, and address their effects on individuals and our entire community.

- Members of the university community, guests and visitors have the right to be free from all forms of gender based and sexual misconduct. This includes the right to be free from discrimination and harassment based on gender identity and expression.
- In order to foster a campus environment that is safe space for all, Dominican University has a responsibility to investigate and resolve allegations of gender-based and sexual misconduct. When an allegation of such behavior emerges from the community or from any individual making a complaint, the University will take prompt action to maintain the safety of its community members and will act to protect all parties. If an investigation, outlined in the section titled One Process, reveals policy violations the University will impose sanctions and/or other corrective actions to address the violation and prevent its recurrence.

### **Definitions and Dimensions of Gender-Based Misconduct**

Gender-based misconduct is the umbrella term for a wide range of behaviors we identify as inappropriate. We use the terms sexual misconduct, too, as an umbrella when actions are gender-based, but manifest themselves in sexual actions.

#### *a. Gender-Based Discrimination*

is defined as actions that other members of the community of educational or employment access, benefits or opportunities on the basis of gender.

#### *b. Gender identity*

is defined as a person's identification with masculine, feminine, or other gender characteristics. These characteristics need not correspond to the sex assigned to that person at birth. A person's expression of gender identity may include manners of dress, styles and tones of speech, or physical gestures.

#### *c. Gender identity discrimination*

is defined as denying access to University educational programs, services or employment opportunities, determining opportunities for advancement and pay increases, or creating a hostile institutional environment for someone because of that person's gender identity.

## Definitions and Dimensions of Consent

The expectations of our community regarding sexual misconduct can be summarized as follows:

*In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity.*

For purposes of this policy, *consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct.*

Consent must be all of the following:

- **Knowing:** Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- **Voluntary:** Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- **Present and ongoing:** Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (generally 17 in Illinois), physical condition, or disability that impairs the individual’s ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring.

Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance)
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction)
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words)



A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, community members should assume that the other person does not have the capacity to give consent. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being

#### *Coercion and Force*

Consent must happen without force or coercion. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Proving the use of physical force is not necessary to show that sexual activity was coerced or non-consensual. Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

## **Definitions and Dimensions of Sexual Misconduct**

Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual violence—in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX. Title IX prohibits all types of sex discrimination, including sexual assault and other forms of sexual misconduct.

Dominican University prohibits all forms of sexual misconduct. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members. Therefore, the University prohibits the actions listed below. An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy. An act may violate one or more parts of this policy. Community members may also be held responsible for the misconduct of their visitors and guests.

### **A. Sexual Assault**

1. *Sexual Penetration without Consent (e.g., rape):* Any penetration of the sex organs or anus of another person when consent is not present, or any penetration of the mouth of another person with a sex organ when consent is not present.

This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.

2. *Sexual Contact without Consent (e.g., fondling):* Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts or buttocks, when consent is not present.

This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

3. *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state<sup>1</sup> in which the incident occurred.
4. *Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.

**B. Sexual Exploitation:** Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present.

This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
- Distributing sexual information, images, or recordings about another person without that person's consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

**C. Stalking:** A course of conduct directed at a specific person that is unwelcome and that would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress.

Conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means), including but not limited to:

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person's property, residence, or place of employment;
- Monitoring, observing or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person's property (including pets); or
- Engaging in other unwelcome contact.

**D. Dating/Domestic Violence:** Intimidation, harassment, physical abuse, sexual abuse, or interference with personal liberty of any person by someone in an intimate relationship, as described below. These actions may include, but are not limited to:

- Physical abuse: hitting, slapping, shoving, grabbing, pinching, biting, or hair pulling.
- Sexual abuse: marital rape, attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent.

- Psychological or emotional abuse: a pattern of behavior undermining an individual's sense of self-worth or self-esteem, constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with one's children.

Individuals encompassed in the definition of *Dating Violence* include, but are not limited to:

- Persons who have or have had a dating relationship
- Persons who have or have had a social relationship of a romantic or intimate nature

Individuals encompassed in *Domestic Violence* include, but are not limited to:

- Current and former spouses
- Current and former domestic partners
- Intimate partners or dating partners who share or formerly shared a common dwelling
- Persons who otherwise have a child in common or share a relationship through a child

**E. Sexual Harassment:** Sexual harassment is any unwelcome conduct of a sexual nature where: sexual favors are used or threatened to be used as a basis for academic or employment decisions (*quid pro quo* harassment); where the conduct creates a hostile, intimidating or offensive academic or working environment; where the conduct has the effect of unreasonably interfering with an individual's work performance; or where other verbal, nonverbal, or physical conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity.

Some examples of sexual harassment may include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome sexual advances
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for or forced sexual activity
- Unnecessary references to parts of the body
- Remarks about a person's gender, nonconformity with gender stereotypes, or sexual orientation
- Sexual innuendoes or humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Stalking or cyberbullying that is based on gender or sex
- E-mail, texting ("sexting") and Internet use that violates this policy
- Sexual assault or violence

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

## **Resource of Relevant Terms and Definitions in Illinois**

Because some of the offenses in this Policy are also crimes under State law, the University provides this summary of relevant Illinois terms and definitions as a resource. Community members who are involved in legal action related to a sexual crime or offense under Illinois law should consider speaking with an attorney for specific information about relevant State law and legal advice.

**Consent:** Under Illinois law, consent is defined as “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.” 720 ILCS § 5/11-1.70. The law continues by stating that “[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 that sexual penetration or sexual conduct.” *See:* 720 ILCS § 5/11-1.70.

**Domestic Violence:** The complete Illinois Domestic Violence Act can be found at 750 ILCS § 60/101, *et seq.* Under that law, “domestic violence” is defined as “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.” 750 ILCS § 60/103. Prohibited domestic violence directed at a “family or household member” includes “spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.” *See:* 750 ILCS § 60/103.

**Dating Violence:** In Illinois, the Illinois Domestic Violence Act prohibits “physical abuse, harassment ... interference with personal liberty or willful deprivation” directed toward “persons who have or have had a dating or engagement relationship.” 750 ILCS § 60/103. “[N]either a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.” *See:* 750 ILCS § 60/103.

**Criminal Sexual Assault:** In Illinois, 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 relations to the victim, and the victim is at least 13 years of age but under 18 years of age.” 720 ILCS § 5/11-1.20.<sup>1</sup>

**Criminal Sexual Abuse:** Under Illinois law, a person commits “criminal sexual abuse” by sexual touching (short of penetration) by force or threat of force, or knowing that the victim is unable to consent to or understand the act. A person also commits sexual abuse by engaging in any sexual activity (including sexual penetration): (A) with a person over the age of nine, but under 17 years old, when the defendant is under the age of 17,

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<sup>1</sup> Please also see the Illinois Abused and Neglected Child Reporting Act at 325 ILCS § 5/1, *et seq.*; criminal sexual abuse at 720 ILCS § 5/11-1.50; aggravated criminal sexual assault at 720 ILCS § 5/11-1.30; and aggravated criminal sexual abuse at 720 ILCS § 5/11-1.60

or (B) with a person over the age of 13, but under 17 years old, when the defendant is at least five years older. *See*: 720 ILCS § 5/11-1.50.

**Aggravated Criminal Sexual Assault and Sexual Abuse:** Sexual assault and sexual abuse may be punished more severely in Illinois if (A) the defendant: uses, threatens, displays, or is armed with a weapon; causes bodily harm or injury; endangers or threatens the victim's or someone else's life; gives the victim a controlled substance without the victim's consent; or (B) the crime is committed during the course of another felony; or (C) the victim is over 60 years old, physically handicapped, or severely mentally disabled. Depending on the age of the defendant and the victim, the relationship between the victim and the defendant, and whether the defendant uses forces, sexual abuse and sexual assault may also be aggravated if the victim is a child under the age of 18. *See*: 720 ILCS 5/11-1.30, 720 ILCS 5/11-1.60.

**Stalking:** In Illinois, a person commits the criminal offense of "stalking" when "he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person; or (2) suffer other emotional distress." 720 ILCS § 5/12-7.3(a).<sup>2</sup>

## **One Process: Procedures for Ensuring a Just and Humane Campus**

Dominican University is committed to ensuring a just and humane campus wherein all community members have the capacity to thrive (Affirmation of Community Values). It is understood that the behavior of some community members may, at times, challenge the well-being of others. As such, the University has established a set of policies that identify the types of behaviors that are unacceptable and will not be tolerated. These policies address issues related to Title IX and gender, ADA and disability, race and bias, and other conduct. To improve the university's ability to foster a just and humane campus for all, the university community is asked to report incidents that violate university anti-discrimination and misconduct policies so that efforts can be made to end discriminatory and harassing conduct based on a protected characteristic, prevent its reoccurrence, and address its effects.

### **Investigations of Bias-Related Policy Violations are based on a Civil Rights Model**

Dominican University has chosen to utilize a model based on procedures for investigating alleged violations of civil rights. Civil Rights violations are highly sensitive and emotional, and require sound and thorough investigations to properly and effectively address them. Any investigation of civil rights violations must be responsive to specific contexts and individual circumstances and must maintain rigorous standards. A civil rights model is based on an active gathering of information by trained investigators. In the civil rights investigation model, it is not the job of the parties to prove whether a policy was violated. It is the job of Dominican University to determine whether there is a preponderance of evidence that a policy was violated by engaging in an active accumulation of information from all possible sources. Investigators must objectively and impartially collect relevant information, confirm its veracity, and analyze this information to understand violations, their causes and effects, and to identify their perpetrators. The duration and scope of investigations can vary, as well as the content of their final reports. However, all investigations produce recommendations on ways to rectify violations for complainants, promote accountability for perpetrators found to have violated University policy, stop ongoing abuses, and prevent their reoccurrence.

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<sup>2</sup> The terms "stalking" is further defined in subsections 720 ILCS § 5/12-7.3(a-3) and (a-5); the definition for "aggravated stalking" can be found at 720 ILCS § 5/12-7.4; and the definition of "cyberstalking" can be found at 720 ILCS § 5/12-7.5

The standard used to determine whether University anti-discrimination and gender-based and sexual misconduct policy has been violated is whether it is more likely than not that the respondent violated the policy. This is often referred to as a preponderance of the evidence standard.

### **Overview of the Investigation Process**

There are four stages to the process: Receipt of Incident Reports and Engagement in Interim Remedial Actions, including an option for mediation when appropriate (Stage 1), Investigation (Stage 2), Review Board (Stage 3), and Right to Further Review (Stage 4). The complainant and respondent have equal rights in the investigation and resolution process (see Appendix A for a statement of rights).

In general, the investigation and initial resolution of any alleged violation of University anti-discrimination and/or Gender-based and Sexual Misconduct policy (Stages 1 and 2) will be completed within 60 days of the filing of a complaint or the date on which the University becomes aware of a suspected violation of policy unless the University determines in its discretion that more time is required to complete the investigation.

### **Community Based Process**

Members of the Dominican University community (faculty/staff/student) are trained to implement this process for just and humane campus and to offer support. Confidential Victim Advocates, Mediators, Investigators, and Investigation Advocates may be any of the following members of the community: faculty, staff, and students appointed and trained by the Chief Diversity Officer and the Committee on Climate, Equity, and Inclusion. Each of these roles are specialized, members of the Dominican University community should serve in only one capacity during an academic year.

**Confidential Victim Advocates:** Confidential Victim Advocates from the Dominican University community (faculty/staff/student) are trained to offer resources and support, explain how the Dominican's grievance and disciplinary system works, and help navigate the reporting process.

**Mediators:** Mediation is a resolution process by which both parties agree to meet with an impartial trained mediator. Impartial and trained mediators from the Dominican University community (faculty/staff/student) develop a resolution process to discuss the incident and attempt to resolve it amicably.

**Investigators:** Trained investigators from the Dominican University community (faculty/staff/student) will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for the interviews. One investigator will be the note taker and one will be the interviewer. It is the responsibility of the investigators to determine the outcome of the investigation.

**Investigation Advocates:** A trained investigation advocate from the Dominican University community (faculty/staff/student) can be present for the investigation and/or resolution process. Investigation advocates are trained in investigation protocols, advise the complainant or respondent on the proceedings, and communicate expectations about the process of investigation. Both parties are entitled to bring an investigation advocate of their choice to any meeting or interview in connection with the resolution of a report of a violation of this Policy, provided that the involvement of the advisor does not result in undue delay of the meeting or interview.

### **Confidentiality**

As part of a just and humane procedure for mediating and investigating violations of university policy, the University values confidentiality. Although the University will record and report publicly information about the types of incidents that are reported, the types of resolution processes and outcomes that occur, and related timelines, no identifying information will be reported to the community (i.e., name, relationship to the University, and particular details about the incident) unless the University determines

that disclosure of such information is legally required or necessary to address a threat to the campus community.

The University will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, or audio recordings, etc.). To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of University policy will be observed, provided that it does not interfere with the University's ability to conduct an investigation and take any corrective action deemed appropriate by the University.

In no event will the complainant be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

### **Prohibition against Retaliation**

No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Retaliation exists when action is taken against a complainant or participant in the complaint process that (1) adversely affects the individual's opportunity to access or benefit from the University's programs or activities; and (2) is motivated in whole or in part by the individual's participation in the complaint process. Any acts of retaliation, as defined here, shall be grounds for disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

### **Rights of Complainants and Respondents**

The University shall provide any individual suspected or accused of violating this policy with the opportunity to review a written explanation of the suspected or alleged violations of University policy.

Complainants and respondents have equal rights, including:

- The opportunity to speak on their own behalf.
- The opportunity to request interim measures which may include but are not limited to removing a student or employee from campus; modifying course schedules; changing housing assignments; issuing a "no contract" order; providing medical, mental health or academic support services; and when requested by the complainant. Any such interim steps will be taken in a manner that minimizes the burden on the complainant and respondent to the extent possible.
- In the investigation of sexual misconduct, the prior sexual history of the complainant or the respondent will not be relevant. However, the sexual history between the complainant and respondent is relevant and within the scope of the investigation.
- The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- The opportunity to submit other information on their behalf.
- The opportunity to have a trained investigation advocate from the Dominican University community (faculty/staff/student) or other advisor of the individual's choice present for any meeting or proceeding held in connection with the investigation and/or resolution process. The investigation advocate from the Dominican University community will be trained in investigation protocols, advise the complainant or respondent on the proceedings, and communicate expectations about the process of investigation.
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law).
- The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
- The opportunity to appeal the outcome of the investigation.

## How do I Report an Incident?

The purpose of reporting an incident is to maintain a healthy, safe campus for all. Reporting enables Dominican University to provide its community members with assistance and support, to collect information to assess the climate of the campus, and to remediate incidents and prevent their reoccurrence.

You can also make a report the following ways:

- In person to: any DU employee, or to [Dr. Sheila Radford-Hill](#), Chief Diversity Officer, Crown Link 102, (708) 524-6380
- Or to:
  - [Norah Collins](#) Associate Dean of Students, [ncollins@dom.edu](mailto:ncollins@dom.edu), 708-524-6279, Lewis 132
  - [John DeCostanza](#) Director University Ministry, [jdecostanza@dom.edu](mailto:jdecostanza@dom.edu), 708-524-6685, Lewis 216
  - [Trudi Goggin](#) Dean of Students, [tgoggin@dom.edu](mailto:tgoggin@dom.edu), 708-524-6824, Lewis 132
  - [Roberta McMahon](#) Director Human Resources, [rmcmahon@dom.edu](mailto:rmcmahon@dom.edu), 708-524-6790, Lewis Annex 1B
  - Public Safety, 708-524-5999
  - River Forest Police Department
    - Non-Emergency 708-366-7125
    - Emergency 911

All those to whom incidents are reported are expected to document them in the online incident reporting system to ensure that all incident reports are addressed and progress toward resolution is tracked (<http://www.dom.edu/about/diversity/bias-related-complaints/reporting-options>). An exception is made for: professional counselors and health care professionals in the Wellness Center who offer near complete confidentiality for students, non-counseling and non-medical staff in the Wellness Center who can keep confidentiality but are required to fill out an anonymous report for students, and Confidential Victim Advocates who serve the whole Dominican community and can keep confidentiality but are also required to fill out an anonymous report.

In addition, any individual can report an alleged violation of the University's policy anonymously through the University's online system:

<https://secure.ethicspoint.com/domain/media/en/gui/42022/index.html>

## Reporting and Confidentially Disclosing Misconduct: Know the Options

The purpose of reporting an incident is to maintain a healthy, safe campus for all. Reporting enables Dominican University to provide its community members with assistance and support, to collect information to assess the climate of the campus, and to remediate incidents and prevent their reoccurrence.

### I. Can I talk over my options without triggering an investigation?

Different employees on campus have different abilities to maintain a complainant's confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." For Students Only: professional counselors and health care professionals in the Wellness Center can offer near complete confidentiality.
- Confidential Victim Advocates may talk to a complainant in confidence, but are also required to fill out an anonymous university report that keeps identities private. No personally identifying information is released. Disclosures to these employees will not trigger a university investigation against the complainant's wishes. All members of the Dominican community can talk to a Confidential Victim Advocate.



- All other Dominican employees – including faculty and student workers - are required to report all the details of an incident (including the identities of both the complainant and respondent) to the CDO/Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the University – and generally obligates Dominican University to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students, faculty, and staff aware of the various reporting and confidential disclosure options available to them – so they can make informed choices. Dominican University encourages anyone who experiences any kind of misconduct or discrimination to talk to someone identified in one or more of these groups.

## II. Privileged & Confidential Communications

*Professional Counselors.* Professional, licensed counselors who provide mental-health counseling to members of the Dominican community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the CDO/Title IX Coordinator without a complainant’s permission.

- Following is the contact information for these individuals:  
Elizabeth Ritzman, *Director Wellness Center*.....708 524-6550
- Robin Shinall, *Assistant Director of Health Services*, Wellness Center.....708-524-6230
- Katie Rauh, *Registered Nurse*, Wellness Center.....708-524-6508
- Michael Purcell, *Assistant Clinical Director of Counseling Services*, Wellness Center.....708-524-6946
- Joyce Mojica, *Counselor*, Wellness Center.....708-524-6916
- Minerva Bonadonna, *Office Manager*, Wellness Center.....708-488-5233

*Confidential Advisor.* Under Illinois Law, a confidential advisor is a person who provides emergency and ongoing support to student survivors of sexual violence. Confidential advisors have privileged and confidential communications with survivors. They are required to receive 40 hours of training on sexual violence and attend a minimum of 6 hours of ongoing education and training annually on issues related to sexual violence.

*Confidential Resource.* Confidential Resources may talk to a complainant in confidence, but are also required to fill out an anonymous university report that keeps identities private. While maintaining a complainant’s confidentiality, Confidential Resources must report the nature, date, time, and general location of an incident to the CDO/Title IX Coordinator in an anonymous online report. No personally identifying information is released. This limited report – which includes no information that would directly or indirectly identify the complainant – helps keep the CDO/Title IX Coordinator informed of the general extent and nature of discrimination and misconduct on and off campus so the Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the CDO/Title IX Coordinator, these individuals will consult with the complainant to ensure that no personally identifying details are shared with the CDO/Title IX Coordinator. Disclosures to these employees will not trigger a university investigation against the complainant’s wishes. All members of the Dominican community can talk to a Confidential Victim Advocate.

Confidential Resources are available to serve during their normal working hours during the work week. You can contact a confidential victim advocate by phone, email or by appointment. Contact information for the Confidential Victim Advocates who serve the Dominican University community (faculty/staff/student):

[Dr. Jodi Cressman](#) Professor of English, [jcressman@dom.edu](mailto:jcressman@dom.edu), 708-488-5263, Parmer 115

[Ann Hillman](#) University Ministry, [ahillman@dom.edu](mailto:ahillman@dom.edu), 708-524-6684 Lewis 216

[Douglas Keberlein-Gutiérrez](#) Chair History, [keberle@dom.edu](mailto:keberle@dom.edu), 708-524-6967 Lewis Annex 3B

[Michael Lango](#) Director Student Involvement, [mlango@dom.edu](mailto:mlango@dom.edu), 708-524-6037 Coughlin 034  
[Dr. Janice Monti](#) Chair Sociology & Criminology, [janicemb@dom.edu](mailto:janicemb@dom.edu), 708-524-6771 Fine Arts 124-B  
[Dr. Chad Rohman](#) Professor English, [crohman@dom.edu](mailto:crohman@dom.edu), 708-524-6839 Lewis 304  
[Dr. Penny Silvers](#) Associate Professor School of Education, [psilvers@dom.edu](mailto:psilvers@dom.edu), 708-524-6895 Parmer 423

#### *Maintaining Confidentiality*

Complainants have the right to maintain confidentiality as described above. When deciding how they want to proceed, complainants must weigh the fact that maintaining confidentiality can impact the university's ability to adequately investigate a particular incident or to pursue appropriate action against the respondent.

Even so, these counselors and advocates will still assist the complainant in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

A complainant who at first requests confidentiality may later decide to file a complaint with the university or report the incident to local law enforcement, and thus have the incident fully investigated. Counselors and advocates will provide the complainant with assistance if the complainant wishes to do so.

- NOTE: While these professional and non-professional counselors and advocates may maintain a complainant's confidentiality vis-à-vis Dominican University, they may have reporting or other obligations under state law.

ALSO NOTE: If the University determines that the alleged respondents(s) pose a serious and immediate threat to the university community the Title IX Coordinator, Dean of Students or Public Safety may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the complainant to the extent permitted by the law.

#### *Confidentiality within the Roman Catholic Sacrament of Reconciliation and Penance*

As a Catholic, Dominican institution, Dominican University believes that the dignity of the human person and her or his restoration of right relationship with God and others is central to the profession and practice of any faith. In Roman Catholicism, the Sacrament of Reconciliation or Penance is a moment of sacred grace through healing. For Roman Catholic faculty, staff and students Reconciliation is made available by request or through general pastoral offerings of the University Ministry Center. For baptized Roman Catholics, the information shared within the confessional space of the Sacrament is completely confidential and remain under what the Church calls the sacramental seal. The seal prevents the confessor from sharing any information because it is "sacred, and cannot be violated under any pretext" (Catechism of the Catholic Church 2490). As such, a Roman Catholic priest in good standing serving as a confessor on Dominican University's campus shall not be required to report any information disclosed in the confessional space.

### III. Reporting to "Responsible Employees."

All Dominican University employees, including faculty and student employees, are considered "responsible employees" and must formally report the incident.

When a complainant tells a Dominican employee about an incident of misconduct, the complainant has the right to expect the university to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Dominican University employees must report to the CDO/Title IX Coordinator all relevant details about the alleged incident shared by the complainant and the university will need to determine what happened –

including the names of the complainant and respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Dominican University employee will be shared only with people responsible for handling the university's response to the report. Dominican University employees should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to a Dominican University employee, the employee should ensure that the complainant understands the employee's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to the Confidential Victim Advocates or, in the case of students only, to confidential resources.

If the complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant that the university will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the CDO/Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.

*Dominican University employees will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including a University investigation of an incident. By the same token, Dominican University employees will not pressure a complainant to make a full report if the complainant is not ready to do so.*

## **Mandatory Reporting**

*Gender-Based & Sexual Misconduct, Bias-Motivated Offensive Conduct, Discrimination, Hate Crimes, and Discrimination against Individuals on the Basis of Physical or Mental Disability*

The purpose of reporting an incident is to maintain a healthy, safe campus for all. Reporting enables Dominican University to provide its community members with assistance and support, to collect information to assess the climate of the campus, and to remediate incidents and prevent their reoccurrence.

All Dominican University employees, including faculty and student employees, are considered "responsible employees" and must formally report incidents of bias, discrimination, and sexual misconduct.

When a complainant tells a Dominican employee about an incident of bias, discrimination, or sexual misconduct, the complainant has the right to expect the university to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Dominican University employees must report to the Title IX Coordinator all relevant details about the alleged incident shared by the complainant and the university will need to determine what happened – including the names of the complainant and respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Dominican University employee will be shared only with people responsible for handling the university's response to the report. Dominican University employees should not share information with law enforcement without the complainant's consent.

Before a complainant reveals any information to a Dominican University employee, the employee should ensure that the complainant understands the employee's reporting obligations – and, if the complainant

wants to maintain confidentiality, direct the complainant to the Confidential Victim Advocates or, in the case of students only, to the Professional Counselors in the Wellness Center.

If the complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant that the university will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.

Dominican University employees will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including a University investigation of an incident. By the same token, Dominican University employees will not pressure a complainant to make a full report if the complainant is not ready to do so.

Report an incident through the online system.

You can also make a report the following ways:

- By email: [make-a-report@dom.edu](mailto:make-a-report@dom.edu)
- By phone: 708-488-5300
- Or in person to: any DU employee, or to Dr. Sheila Radford-Hill, Chief Diversity Officer/Title IX Coordinator  
*email: [sradforhill@dom.edu](mailto:sradforhill@dom.edu) phone: 708-488-5300 or 708-524-6380 in person: Crown Link 102*
- Or to:
  - Trudi Goggin, represents students (708) 524-6824
  - Jeffrey Breese, represents faculty (708) 524-6813
  - Roberta McMahon, represents staff (708) 524 – 6790
  - Paul Simpson, represents DU community at off-campus sites (708) 524-6670

#### IV. Requesting Confidentiality from the University

*How Dominican University Will Weigh the Request and Respond.* If a complainant discloses an incident to an employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Dominican University must weigh that request against the university's obligation to provide a safe, non-discriminatory environment for all.

If Dominican University honors the request for confidentiality, a complainant must understand that the university's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited.

Although rare, there are times when Dominican may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

Dominican University has designated the following individual to evaluate requests for confidentiality once an employee is on notice of alleged misconduct:

Dr. Sheila Radford-Hill, Chief Diversity Officer/Title IX Coordinator

When weighing a complainant's request for confidentiality or request that no investigation or discipline be pursued, the CDO/Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;

- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators;
- whether violence was perpetrated with a weapon;
- whether the complainant is a minor;
- whether the university possesses other means to obtain relevant evidence of the violence (e.g., security cameras or personnel, physical evidence);
- whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the university will likely respect the complainant's request for confidentiality.

If the University determines that it cannot maintain a complainant's confidentiality, the University will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

Dominican University will remain mindful of the complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant will not be tolerated.

Dominican University will also:

- assist the complainant in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to campus or local law enforcement (or not to do so) – and provide the complainant with assistance if the complainant wishes to do so. Dominican University may not require a complainant to participate in any investigation or disciplinary proceeding.

#### V. Reporting of an incident can be done in two ways:

1. through the Dominican University <http://dom.ethicspoint.com/> or contact Dr. Sheila Radford-Hill, Chief Diversity Officer/Title IX Coordinator  
*email:* [make-a-report@dom.edu](mailto:make-a-report@dom.edu) or [sradfordhil@dom.edu](mailto:sradfordhil@dom.edu)  
*phone:* 708-488-5300 or 708-524-6380  
*in person:* Crown Link 102
2. by contacting any Dominican University employee. All those to whom incidents are reported are expected to report them to Dr. Sheila Radford-Hill, to ensure that all incident reports are addressed and progress toward resolution is tracked. Notice to them is official notice to the institution.

Complainants have the right and can expect to have incidents of alleged misconduct taken seriously by Dominican University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the respondents. Reports can be made anonymously but the University's ability to investigate such reports may be limited.

## **VI. Immunity:**

To encourage reporting, the University pursues a policy of offering witnesses and individuals who wish to report incidents limited immunity from being charged for policy violations. While violations cannot be completely overlooked, the University will provide educational rather than punitive responses in such cases. The seriousness of discrimination and/or sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of discrimination and/or sexual misconduct.

## **VII. Clery Act/Federal Statistical Reporting Obligations:**

Information about all cases will be reported into the Dominican University Anonymous Reporting System for institutional and federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along through the online reporting system in order to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. This reporting protects the identity of the complainant and may be done anonymously.

## **VIII. Clery Act/Federal Timely Warning Reporting Obligations:**

Victims of some types of misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of harm or danger to members of the campus community. The University will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

## **Confidential Reporting Options**

### **Confidentiality within the Roman Catholic Sacrament of Reconciliation and Penance**

As a Catholic, Dominican institution, Dominican University believes that the dignity of the human person and her or his restoration of right relationship with God and others is central to the profession and practice of any faith. In Roman Catholicism, the Sacrament of Reconciliation or Penance is a moment of sacred grace through healing. For Roman Catholic faculty, staff and students Reconciliation is made available by request or through general pastoral offerings of the University Ministry Center. For baptized Roman Catholics, the information shared within the confessional space of the Sacrament is completely confidential and remains under what the Church calls the sacramental seal. The seal prevents the confessor from sharing any information because it is "sacred, and cannot be violated under any pretext" (Catechism of the Catholic Church 2490). As such, a Roman Catholic priest in good standing serving as a confessor on Dominican University's campus shall not be required to report any information disclosed in the confessional space.

### **Medical Assistance**

The University also encourages all individuals who feel they have been victims of sexual assault, sexual misconduct, dating violence, domestic violence, or stalking to seek immediate assistance from a medical provider for emergency services, including treatment of any injury, and to collect and preserve physical and other forms of evidence. Seeking medical attention helps preserve the full range of options, including the options of working through the College's Investigation and Resolution Procedures and/or filing criminal complaints. Medical personnel may be covered by federal and/or state privacy laws, such as the Health Insurance Portability and Accountability Act. Under Illinois law, medical personnel are required to alert police when it reasonably appears that the individual requesting the treatment has received an injury sustained as a victim of a criminal offense, including sexual violence. However, it is the individual's choice whether they want to speak to the police.

Even if an individual has not been physically hurt, a timely medical examination is recommended so that forensic evidence can be collected and preserved. An individual may choose to allow the collection of evidence by medical personnel even if they choose not to make a report to the police. In order to best preserve forensic evidence, it is suggested that an individual not shower, bathe, douche, smoke, or change

clothes or bedding before seeking medical attention, and that medical attention be sought as soon as possible. If the individual decides to change clothes, they can bring them unwashed to the hospital or medical facility in a paper bag.

Under Illinois law, forensic medical examinations (i.e., evidence collection) sought subsequent to instances of sexual violence are free of charge to the patient. Victims can obtain a free forensic medical examination at

### **Rush Oak Park Hospital**

520 S. Maple Ave.

Oak Park, IL 60304

708-383-9300

<https://www.roph.org/clinical-services/emergency-department>

### **Gottlieb Hospital**

701 W. North Ave

Melrose Park, IL 60160

708-681-3200

<http://www.gottliebhospital.org/emergency-department-trauma-center>

### **Loyola Medicine**

2160 S. First Ave

Maywood, IL 60153

888-584-7888

<https://www.loyolamedicine.org/emergency-medicine-trauma>

Individuals who have experienced sexual assault, sexual misconduct, domestic violence, dating violence, or stalking are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents.

### **Amnesty**

The seriousness of discrimination and/or sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of discrimination and/or sexual misconduct. Therefore, to encourage reporting of complaints of discrimination or sexual misconduct, the University offers witnesses and individuals who report such incidents limited immunity from being charged for violations of its Code of Conduct, including [drug and alcohol violations]. The University will typically provide educational rather than punitive responses in such cases.

## **What Will Happen After I Report an Incident?**

What follows are the procedures for a four-stage process that is intended comply with federal, state, and local laws, and is deeply grounded in Dominican's identity and culture of commitment to social justice and the common good. The University's intention, at every stage of the process, is to promote a more just and humane campus by effectively investigating and resolving violations of University policy, while also providing support and affirming the rights and humanity of complainants and respondent. The University is committed to the prompt, fair, impartial, and equitable resolution of all alleged or suspected violations of the Policy about which the University knows or reasonably should know.

### **Stage 1: Receipt of Incident Reports and Engagement in Interim Remedial Actions**

The Chief Diversity Officer/Title IX Coordinator will receive incident reports and share them with the responsible Deputy Coordinator(s) and if appropriate the ADA Coordinator. The Deputy Coordinators represent the various constituencies within the University. When a case involves a constituency overseen by only one Deputy Coordinator, another Deputy Coordinator will be appointed on a rotating basis by the CDO resulting in each case being review by at least three people.



- The Provost represents faculty members.
- The Director of Human Resources represents staff.
- The Dean of Students represents students.
- The Director of Academic Enrichment represents students, faculty and staff in off-campus sites and forms of experiential learning (e.g., community-based learning, internships, student teaching, service trips).

Upon receiving a complaint or report of an incident of sexual assault, dating violence, domestic violence or stalking, the University will provide the parties with a written statement of their rights and options under the University's Policy.

Additionally, upon receipt of a complaint or report alleging a violation of its policy, the University will implement any appropriate interim measures the University deems appropriate to protect the safety of the parties and the campus community. Such interim measures and remedies may be requested by or provided to either party and may include, but are not limited, to removing a student or employee from campus; modifying academic, living, dining, transportation and campus work situations; obtaining and enforcing campus orders of "no contact"; honoring an order of protection or no-contact order entered by a State civil or criminal court; counseling services, providing medical, mental health or academic support services; provision of escorts. . Interim measures will be maintained as confidential, to the extent that maintaining such confidentiality would not impair the university's ability to provide the accommodations or interim measures. Any such interim steps will be taken in a manner that minimizes the burden on the complainant and respondent to the extent possible.

The CDO and/or the ADA Coordinator, in cooperation with the appropriate Deputy Coordinator(s), will provide the complainant and respondent with a list of campus and community resources, including information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims from the University in the community. The University will also provide reporting parties with information about their options for, and available assistance in, changing academic, living, transportation, and working situations if requested and reasonably available, regardless of whether the reporting party chooses to report the crime to campus security or to local law enforcement. The University will facilitate such changes if the reporting party requests them and if they are reasonably available, regardless of whether the reporting party chooses to report the crime to campus security or local law enforcement.

### **Option for Mediation**

Mediation is a resolution process by which both parties agree to meet with an impartial trained mediator. Mediators may be any of the following members of the community: faculty, staff, and students appointed and trained by the Chief Diversity Officer and the Committee on Climate, Equity, and Inclusion. The complainant and respondent have the right to know the identity of the mediators, in advance, and to request that a change in mediator or investigator should he or she perceive a conflict of interest.

Mediation is about restoration and reconciliation of relationships. Mediation is a resolution process by which both parties agree to meet with an impartial trained mediator to discuss the incident and attempt to resolve it amicably. In mediation, the complainant and the respondent will not be required to deal directly with one another without the University's involvement.

Mediation is successful when the parties have reached a consensus about the details of the incident and how it will be resolved.

Any party may request that mediation be terminated at any time, in which case an Investigation would commence. The University may also commence an Investigation process at any time. In addition, any party can request an Investigation if he or she is dissatisfied with the mediation resolution.



In accordance with the values of Dominican University and its commitment to creating a just and humane campus, certain allegations may not be resolved through mediation. Allegations of sexual assault, domestic and dating violence, and stalking, and allegations of other kinds of violence may not be resolved using mediation. The University reserves the right to investigate any case it deems appropriate. However, other alleged violations of University policy, including some allegations of sexual harassment, may be resolved using mediation if (1) the University determines, in its discretion, that such a process would be appropriate, and (2) all parties agree to participate.

### **Stage Two: Investigation**

The Investigation process applies (1) when mediation is not successful, (2) when any party so requests it during mediation, and (3) to all matters involving alleged sexual assault or violence.

The University may also elect to use the Investigation process when the University deems it appropriate.

The CDO and/or the ADA Coordinator, in cooperation with the appropriate Deputy Coordinator(s), will assign a minimum of two trained investigators to conduct the investigation. The CDO and Deputy Coordinator(s) will also determine a timeline for the investigation. It is the role of the Deputy Coordinator to keep the CDO updated on the investigation process.

Investigators will be selected from a pool of faculty, staff, and students who have been appointed and trained by the Chief Diversity Officer and the Committee on Climate, Equity, and Inclusion, and trained to serve in this capacity. Investigators assigned to investigate complaints of sexual assault, dating violence, domestic violence or stalking shall receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation that protects the safety of the parties and promotes institutional accountability. Investigator(s) shall not have a conflict of interest or bias for or against any parties involved in the potential Policy violation they are investigating.

Both parties may have their advisors or support persons present with them during interviews and meetings conducted during the investigation. Timely notice will be provided to both parties of all interviews/meetings at which they may/must be present, and both parties will be provided with timely and equal access to information.

The investigators will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for the interviews. Interviews may be recorded with the consent of the interviewee. The investigators may also request for review any relevant records.

To help ensure a prompt and thorough investigation, complainants are encouraged to provide as much information as possible when they report an incident, such as:

- The name and relationship to the institution (e.g., faculty, staff, student, guest) of the person or persons allegedly causing the prohibited discrimination, harassment, or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effects of the incident(s) on the complainant's opportunity to study, work, or fully engage in their life on campus.
- The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation.
- Although it is not required, any steps the complainant has taken to try to stop the discrimination, harassment, or retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.
- The remedy sought by the complainant.

In campus investigations, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but the University never assumes a respondent is in violation of university policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

It is the responsibility of the investigators to determine the outcome of the investigation based on the preponderance of the evidence. There are two possible outcomes:

- **Finding of Responsibility** – the respondent is found to have violated University policy
- **Finding of Not Responsible** – the respondent individual is found to have not violated University policy

The investigators will share the outcome of the investigation (i.e., whether a violation of University policy has occurred and any proposed sanctions or other corrective actions) with the Deputy Coordinator and with the complainant and the respondent within seven (7) business days of the conclusion of the investigation unless the University determines that additional time is required. This notice shall be issued contemporaneously/simultaneously to all parties to the extent practicable.

### **Timeline for Stages 1 & 2**

The investigation and initial resolution of any alleged violation of University policy will be completed within 60 days of the filing of a complaint or the date on which the University becomes aware of a suspected violation of policy unless the University determines in its discretion that more time is required to complete the investigation and notifies the complainant and respondent contemporaneously/simultaneously.

### **Sanctioning**

If there is a Finding of Responsibility, the investigators will make a recommendation to the Deputy Coordinator(s) on sanctions and other corrective action. In determining sanctions and other corrective actions, a history of the respondent’s conduct/policy violations will be taken into account. The range of potential sanctions or corrective actions that may be imposed against a student, faculty or staff person includes but is not limited to:

- |  |   |
|--|---|
| • <i>Verbal warning</i>  | • <i>supervisory responsibility</i>                     |
| • <i>Written warning</i>   | • <i>Probation</i>                                      |
| • <i>Advisory letter</i>   | • <i>Demotion</i>                                       |
| • <i>Monitoring</i>  | • <i>Loss of pay increase</i>                           |
| • <i>Disciplinary hold on academic and/or financial records</i>              | • <i>Transfer (employment)</i>                          |
| • <i>Performance improvement/management process</i>                          | • <i>Revocation of offer (employment or admissions)</i> |
| • <i>Required counseling or therapy</i>                                      | • <i>Disciplinary suspension</i>                        |
| • <i>Required training or education</i>                                      | • <i>Suspension with pay</i>                            |
| • <i>Campus access restrictions</i>  | • <i>Suspension without pay</i>                         |
| • <i>No trespass order issued by NUPD (with respect to campus locations)</i> | • <i>Exclusion</i>                                      |
| • <i>No contact directive (with respect to an individual)</i>                | • <i>Expulsion</i>                                      |
| • <i>Loss of privileges</i>  | • <i>Degree revocation</i>                              |
| • <i>Loss of oversight, teaching or</i>                                      | • <i>Termination of employment</i>                      |
|  | • <i>Revocation of tenure</i>                           |
|  | • <i>Termination of contract (for contractors)</i>      |

Employees are advised to consult any relevant handbooks for additional information regarding disciplinary action. Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the University, which may include removal from the University and termination of any applicable contractual or other arrangements. Sanctions will take into account the severity of the incident and, previous disciplinary violations, as appropriate.

Both parties will be notified simultaneously, in writing, of both the finding and the sanction imposed. If the complainant and the respondent both accept the finding and proposed sanctions or other corrective action, the violation is referred to the Deputy Coordinator for the implementation of the sanctions or other corrective actions. If the complainant or the respondent do not accept the finding or do not accept the sanctions and seek further review, they may request that the case be referred to a Review Board. This request must be made to the CDO or designee in writing (letter, email, etc.) within fourteen (14) business days of being notified of the outcome.

### **Stage 3: Review Board**

The Review Board will be comprised of a minimum of three (3) trained investigators from the community who were not involved in the investigation described above in Stage 2. The Review Board will assess the validity of the request for a review by evaluating the existing evidence and the investigators' recommendations (from Stage 2). Upon review of the evidence, the Review Board will determine by majority vote whether there is support for additional review of the outcomes. This determination will be made within seven (7) business days following evidence review unless extenuating circumstances are communicated to all parties. If there is no support, the investigators' recommendations (from Stage 2) of sanctions and other corrective action will be implemented. If there is support, the Board will schedule a hearing. During the hearing, the investigators (from Stage 2) will present their findings to the Board. The Board may call any or all witnesses or relevant persons identified by the investigators. The Board shall determine all matters of procedure, evidence, relevance and admissibility it deems helpful and fair in the total decision process.

The Board will share the outcome of the hearing (i.e., whether a violation of University policy has occurred and any proposed sanctions or other corrective actions) in writing with the complainant and the respondent within seven (7) business days of the conclusion of the hearing unless the University determines that additional time is required. This written notice, including notification regarding appeal rights and procedures, shall be issued contemporaneously/simultaneously to all parties. The University may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order).

### **Stage 4: Right to Appeal**

The complainant and the respondent have the right to request further review of the Board's finding and proposed sanctions or other corrective action on the condition that:

1. there was a procedural error,
2. that there is new information that would substantially change the outcome of the finding, or
3. the sanction is disproportionate with the violation of the policy.

This request must be made in writing within fourteen (14) business days of being notified of the outcome and must set forth the grounds upon which the request for further review is based. Further review will be conducted by the President and/or designee(s) who will review the Board's decision.

### **Sexual Harassment Prevention**

Every employee, student and faculty member has the right to work and/or study in an environment that is free from discrimination and sexual, ethnic, racial, or sexual orientation-related harassment, slurs or epithets. The university does not condone actions and words that a reasonable person would regard as harassing or abusive. Any student, faculty member, or employee who engages in such prohibited conduct is subject to appropriate conduct action, up to and including termination or separation.

Following is a partial listing of conduct that is prohibited by the university:

- Offering an academic or employment benefit such as grade or promotion in exchange for sexual favors, or establishing or continuing a personal relationship with the expectation or implication of an academic or employment benefit in exchange for granting sexual favors.

- Reducing or threatening to reduce employment or academic benefits or otherwise penalize another in retaliation for rejection of a sexual advance or request for personal relationship.
- Creating a hostile environment on the basis of sex or gender.

Academic treatment or discussion of sexual, ethnic, religious or medical materials in a professional, classroom setting or in assigned materials, that are considered relevant to the subject matter of the course and are consistent with the goals of the university, are generally considered appropriate and do not constitute sexual harassment under the guidelines established by the U.S. Department of Education.

Whether conduct constitutes sexual harassment or discrimination may depend on how that conduct is perceived by the recipient of the action or conduct. Anyone who initiates or persists in offensive conduct assumes the risk that the person who is the object of the conduct may view the behavior as unwelcome. Thus, any employee, student or faculty member who initiates or persists in prohibited conduct is subject to discipline even if such behavior might not have been intended to offend.

Dominican University has a long-standing commitment to upholding the rights and responsibilities of all members of its community and ensuring the ability to study, work and live in an environment free of harassment, physical or psychological harm. All forms of sexual assault are taken very seriously and are strictly prohibited.

### **School Event Calendar for the 2015 Year:**

#### **Monthly D.A.S.H Meetings—Domestic Abuse Stops Here**

Will vary on a monthly basis.

#### **January – Resolution: Will You? Dynamic one-day leadership**

3rd Annual resolution Leadership Conference. This year's program will focus on leadership, with emphasizes on social justice and action. Participants will be asked the questions "will you" in an effort to get them to see themselves as active leaders.

#### **February – Civic Engagement Day**

This is also a great way to get involved on campus and get hands on experience if you are majoring/minoring in Sociology, Criminology, Study of Women & Gender, Social Justice and Civic Engagement, or just have a passion to be an advocate! We are a student organization working to educate on domestic and sexual violence. We empower and encourage men and women to give voice to this issue and make change in the community. We strive to make collaborative efforts with other campus organizations to promote interactive, empowering, and diverse educational programs.

#### **February – Understanding Self and Others: Personal Growth and Healthy Relationships-**

Learn how to create your own flower crowns with DASH. We will teach the importance of self-love and self-esteem along with healthy relationship tips. First come first serve!

#### **February – Real Love Doesn't Hurt-**

Come join DASH to celebrate Valentine's day and learn about healthy relationship tips. We will have a hand painted pledge to show solidarity for healthy love, give always and much more!

#### **February – Transgender Activism with Malcom Ribot-**

These tables will promote awareness for different types of abuse that those who identify as transgender may be more likely to experience. We hope that this will raise awareness for those who identify as transgender, and make students more aware of transgender issues.

#### **February – Black Women Against Violence**

A talk with speaker Sabrina Hampton, hosted by Dr. Michelle VanNatta.

**February** – In Her Shoes: Workshop on Domestic Abuse  
Hosted by Michelle VanNatta and the Department of Criminology.

**February** – *Pause*: A Week of Contemplation in Community  
You are invited to listen, breathe, rest, reflect, pray through contemplative practices and experiences.

**February**--Flower Crown Making sponsored by D.A.S.H.  
Learn how to create your own flower crowns with DASH. We will teach the importance of self-love and self-esteem along with healthy relationship tips. First come, first serve!

**February**-- Impact Self-Defense Workshop  
This event will be co-sponsored by Wellness Center, DASH, and Residence Life. The event is a workshop about self-defense. A speaker will present information about self-defense, yet have an active relationship with the audience. Wellness center will also provide information about campus resources.

**February** -- Aikido demonstration  
Aikido is a Japanese martial art developed by Morihei Ueshiba as a synthesis of his martial studies, philosophy, and religious beliefs. Aikido is often translated as "the Way of unifying life energy" or as "the Way of harmonious spirit." Ueshiba's goal was to create an art that practitioners could use to defend themselves while also protecting their attacker from injury. In this 30-minute session, Costanzo Sensei will explore the true essence of Aikido, which is not to kill the enemy, but rather to be without enemies. In short to discover a peaceful way of being in the world. Led by Dianne Costanzo, Lecturer, LAS Seminars.

**March**—She's the Man! Movie & Discussion on Feminism & Sexism  
We will be watching the romantic comedy She's the Man and discussing the issues of sexism and feminism that is shown within the film!

**March**—Transgender Abuse Awareness Information Table  
These tables will promote awareness for different types of abuse that those who identify as transgender may be more likely to experience. We hope that this will raise awareness for those who identify as transgender, and make students more aware of transgender issues.

**April** – Take Back the Night  
-Information Table  
DASH will table to advertise the various events taking place to raise awareness about Sexual Assault Awareness Month.

-Catharsis Productions Flash Mob

-Speak Out and March  
Come join us rally in support of Sexual Assault Awareness Month. The DU community is invited to march in solidarity for awareness and support and will also listen to survivors share their stories and hold an open mic.

-Night of Noise  
Dominican University students, staff and faculty have partnered to bring the community together to Take Back the Night and support the end of sexual violence.

**April – Justice Week: Sex Trafficking**

Justice Week is a week dedicated to raising awareness about the concerning sex trafficking that is taken place in today.

-Domestic Violence Information Table

Information table about Sex Trafficking in Lewis Link from 11:15AM-2PM

-*End It*: Shine a Light on Slavery

End It movement with activity in Lewis Link

-Justice Week: Movie and Conversation

Video and clips about sex trafficking followed by discussion in Social Hall

-Petition Signing

Information table for students to sign petition in Lewis Link

-Justice Week: Speaker and Discussion

Speaker about Sex Trafficking, including discussion and prayer in Lewis

**April – Day of Silence**

Common Ground will be celebrating Day of Silence, a day where people bring awareness to bullying and harassment that is committed against members of the LGBTQIA community. We will be passing out information on what Day of Silence means, and encourage students to stand in solidarity with those who are victims of harassment and bullying.

**April – Sexual Violence and Consent**

Come join us rally in support of Sexual Assault Awareness Month. The DU community is invited to march in solidarity for awareness and support and will also listen to survivors share their stories and hold an open mic.

**April – Interviews, Resumes, and Criminal Backgrounds in Job Hunting**

The Power of Connecting, Come learn how making connections will help with careers! Contact Leadership@dom.edu if you have any questions.

**September– Dash Meetings: Domestic Abuse Stops Here**

At this meeting we will be discussing the Transgender Abuse Awareness tables, as well as budgeting the logistics for the blanket making event. Please bring your availability!

**September—The Safe Zone**

There will be informing students about what a safe zone is, sexual identity, gender labels, and more about LGBTQ. There will be interactive activities like BINGAY and Gender Bread Man! We want to create an understanding and welcoming environment for the Dominican Community in relation to gender identity and sexuality.

**September—Bea-U-tiful:**

This program is geared toward what beauty is to us as individuals. It focuses on showing what beauty means to other cultures/groups and being accepting of the different ways that this is expressed. Thoughts and discussion are encouraged and snacks will be provided.

**September – International Day of Peace: Pledging**

Join Amnesty International and University Ministry for a chance to participate and learn more about the International Day of Peace! We will be having a table where you can make paper cranes and make a pledge commitment to peace!

**October– Dash Meetings: Domestic Abuse Stops Here**

DASH meeting where we will discuss upcoming events, and ways for students to get involved with the organization. Please bring any ideas you might have for events, tables, or anything else you would be interested in seeing from DASH!

**October – National Coming Out Day**

Join Dominican University in participating with civil awareness of members of the LGBTQIA community. National Coming Out day brings awareness to the difficulties that are sometimes faced when one discloses their sexuality, gender, and/or romantic orientation.

**October – Dash Info Table: Transgender Abuse Awareness**

At this meeting we will be discussing the Transgender Abuse Awareness tables, as well as budgeting the logistics for the blanket making event. Please bring your availability!

**November – The Hunger Banquet**

November 15 is Dominican University is having its annual Hunger Banquet from 5-7pm in the Parmer Atrium on Main Campus. This year's theme explores how low-wage work causes hunger throughout the world. There will be different simulation activities, speakers, and experiences of fellow Chicagoans. This is a great event to go to if you are passionate about social justice or want to learn how you are able to help out our local community.

**December – Dodgeball Against Domestic Violence**

We will be having a movie night that correlates with the Dodgeball Tournament and DASH. The movie is “Enough” and this movie relates to Domestic Violence. It will be in CCMPR. We will have snacks, trivia, raffle and more!

**December – NAMES Project: Memorial Quilt Speaker**

A speaker from the NAMES Project will speak about the importance and significance of the Memorial Quilt that is currently being displayed in the library. We will discuss the importance of World AIDS Day and understanding the losses and learning that the LGBTQIA and larger community have experienced and how the Memorial Quilt fits into that.

**December – Breaking Down Stereotypes**

In collaboration with the Diversity Dialogues hosted by Michael Lango, Residence Life will facilitate an activity about stereotypes. All are welcome to this safe space to discuss the positives, negatives, and ways of addressing stereotypes.

**December – Diversity Dialogue**

Join members of the Dominican Community in an open dialogue to discuss diversity issues impacting the many communities in which we live. Together we will learn, grow, challenge each other, and strengthen our community. Food & drink will be served.

Dominican University's Sexual Misconduct Policy can be found online at:

<http://www.dom.edu/about/diversity/bias-related-complaints/title-ix>

*Please note: Emergency room staff are required to contact police and report all incidents of assault. It is the decision of the person assaulted whether to file charges. Under the Illinois Crime Victim Compensation Act, the state pays the cost of medical care provided at the emergency room.*

**The Federal Campus Sex Crimes Prevention Act**

The Federal Campus Sex Crimes Prevention Act, which became effective October 28, 2002, requires Dominican University to inform the campus community where to find information on registered sex offenders. Illinois law requires sex offenders to register with their local police or sheriff, which places the names in a statewide database. The State of Illinois Registered Sex Offenders database can be accessed at <http://www.isp.state.il.us/sor/sor.cfm>. For more information, contact the River Forest Police Department at 708-366-7125 or on-line at <http://vrf.us/contact-us>. You may also contact the Dominican University Office of Public Safety at (708) 524-6750 or email at [DUsecurity@dom.edu](mailto:DUsecurity@dom.edu).

**Illinois Mandated Reporting of Child Abuse or Neglect**

All states, including Illinois, have laws that require people who witness or know about child abuse or neglect to report it to the authorities. The Illinois Department of Children and Family Services has amended the Illinois Abused and Neglected Child Reporting Act (ANCRA) to expressly make all “personnel of institutions of higher education” mandated reporters. As a result, all Dominican University faculty, staff, student employees, and other personnel must immediately make a report to the Illinois Department of Children and Family Services (DCFS) if they have reason to believe that a child known to them in their professional or official capacity may be abused or neglected.

**Abuse** occurs when a parent or person responsible for the child’s welfare:

- Inflicts, causes to be inflicted, allows to be inflicted, or creates a substantial risk of, physical injury by other than accidental means, which causes or would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any body function;
- Commits or allows to be committed a sex offense against such child;
- Commits or allows to be committed an act of torture upon such child;
- Inflicts excessive corporal punishment; or
- Causes illegal controlled substances to be sold, transferred or given to a child under age 18.

**Neglect** occurs when a parent or person responsible for the child’s welfare fails to provide the child with necessary nourishment, clothing, shelter, medical treatment, or adequate supervision.

A **child** is defined as any person under 18 years of age.

It is essential that all University personnel understand their obligations as mandated reporters of child abuse and neglect, which are briefly summarized below.

ANCRA requires that all Dominican personnel who have reason to suspect abuse or neglect of any person under the age of 18 must immediately make a report to DCFS by telephone to the DCFS hotline (1-800-25-ABUSE) or in person, followed by a written report within 48 hours. This duty to report is absolute, and it rests with the individual identifying the suspected abuse or neglect.

Mandated reporters are required to report both suspected physical abuse and sexual abuse, which occurs when any person responsible for the child’s welfare sexually exploits or molests the child, engages in sexual penetration with the child, or transfers a sexually transmitted disease to the child. This definition would therefore include sex with a child by a person over the age of 18 if that person over the age of 18 is responsible for the child’s welfare or comes to know the child through an official capacity or position of trust, including health care professionals, educational personnel, recreational supervisors, members of the clergy, and volunteers or support personnel.

The Act also does not distinguish between current or past abuse. Thus, if a University employee suspects that a child was abused in the past, he or she must report that suspicion.

DCFS recommends that, if a mandated reporter is in doubt about whether to report, the reporter should report the suspected abuse. DCFS hotline staff members are trained on what constitutes grounds for an investigation and can assess a mandated reporter’s concerns to determine if a report should be taken and referred for investigation.

Willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a class 4 felony (second or subsequent violation). In addition, an employee who fails to make a report may face disciplinary action by the university. State law protects the identity of all mandated reporters, who are provided with immunity from legal liability as a result of reports made in good faith.

If you see, hear about, or know about possible child abuse or neglect in connection with your duties as a Dominican employee, you must take the following three steps:



1. Immediately report the suspected abuse or neglect to DCFS by calling 1-800-25ABUSE (1-800-252-2873).
2. Submit a follow-up written report to DCFS within 48 hours of the verbal report.  
<http://www.illinois.gov/dcfs/Pages/default.asp>
3. Notify Human Resources of the report.

In order to increase your understanding of the mandated reporting requirements and acknowledge your mandated reporter status, please complete the online training listed below and return the Certification and Acknowledgment of Mandated Reporter Status form to Human Resources by November 1, 2014.

- Online Training - <http://mr.dcfstraining.org>. Click "Register for an account" to begin the training process. Please note: in order to register, and for verification purposes, you will need your employee ID number. Your employee ID number is the last three to six digits of the number located on your Dominican University ID card. If you do not have an ID card, and do not know your ID number, login to MyDU and click on Personal Info, then Biographical Info.

#### Other Helpful Links

- The Illinois DCFS Mandated Reporter Manual: <https://mr.dcfstraining.org/public/pdf/en/Mandated-Reporter-Manual.pdf>
- Abused and Neglected Child Reporting Act: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1460&ChapterID=32>

All employees are required to complete the online training and sign an "Acknowledgement of Mandated Reporter Status" form, a copy of which can be found at <http://www.state.il.us/DCFS/docs/cants22.pdf> or in the Human Resources office. **All employees must submit their ANCRA acknowledgement form by November 1, 2014.** Employees hired after November 1, 2014, must complete the training and Acknowledgement of Mandated Reporter Status form within 30 days of beginning employment.

For further information on the requirements of ANCRA and how they apply to the University, please contact Amanda Zigterman in Human Resources at 708-524-6784 or [azigterman@dom.edu](mailto:azigterman@dom.edu).

# University Resource Contact Information

<p><i>Trudi Goggin</i> Dean of Students Deputy Title IX Coordinator (708) 524-6822 <a href="mailto:tgoggin@dom.edu">tgoggin@dom.edu</a></p>	<p><i>Norah Collins</i> Associate Dean of Students (708) 524-6279 <a href="mailto:ncollins@dom.edu">ncollins@dom.edu</a></p>
<p><i>Dr. Sheila Radford-Hill</i> Chief Diversity Officer/Title IX Coordinator phone: 708-524-6380 <a href="mailto:sradforhill@dom.edu">sradforhill@dom.edu</a></p>	<p><i>John Tsouchlos</i> Manager, Public Safety (708) 524-6752 <a href="mailto:jtsouchlos@dom.edu">jtsouchlos@dom.edu</a></p>
<p>Joel Nayder Security Compliance &amp; Operations Officer Office of Public Safety (708) 524-6751 <a href="mailto:jnayder@dom.edu">jnayder@dom.edu</a></p>	<p><i>John DeCostanza</i> Director, University Ministry (708) 524-6685 <a href="mailto:jdecostanza@dom.edu">jdecostanza@dom.edu</a></p>
<p><i>Robert Babcock</i> Assistant Dean of Students/Director of Residence Life (708) 524-6218 <a href="mailto:rbabcock@dom.edu">rbabcock@dom.edu</a></p>	<p><i>Elizabeth Ritzman</i> Director, Wellness Center (708) 524-6520 <a href="mailto:eritzman@dom.edu">eritzman@dom.edu</a></p>

## Whistle Blower Policy

Dominican University is committed to maintaining the highest standards of ethical, moral and legal business conduct. In line with this commitment, Dominican University's Whistle Blower Policy and Anonymous Hotline aims to provide an avenue for employees to raise concerns and have reassurance that they will be protected from retaliation, harassment, reprisals or victimization for whistle blowing in good faith. Please see the Faculty and Staff Handbooks for information on submitting reports.

### Important Information

This hotline is **NOT** a substitute for routine communications between staff and faculty and their supervisors and dean. Please follow the University's standard practices for all reports or issues not requiring anonymity. ***Most importantly, any employment-related concerns should continue to be reported through normal channels such as the supervisor, the director of Human Resource, the department chair or dean. Also further note that this service does not replace the university's grievance policy.*** In order to handle grievances effectively and timely, employees should follow the policy stated in the employee handbooks.

This hotline is an additional communication tool for specific types of situations and is provided because we believe it is good business practice. Reports may cover but are not limited to topics or situations that may lead to incorrect financial reporting, are unlawful or serious misconduct, or are not in compliance with university policy. Examples include:

Ethical violations	Internal Controls
Unsafe Working Conditions	Harassment (sexual or otherwise)
Vandalism and Sabotage	Discrimination
Threats	Bribery and Kickbacks
Alcohol and Substance Abuse	Improper Conduct
Fraud	Behavioral Concerns
Conflict of Interest	Misuse of University Brand
Theft and Embezzlement	Disclosure of Confidential Information
Violation of the Law	Falsification of Contract/Reports/Records
Violation or Misuse of University Property or Resources	

Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law. While every effort will be taken to protect your anonymity, your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to designated employees of Dominican for investigation according to university policies. In cases where report submission requires anonymity, Lighthouse acts as an intermediary between the employee and Dominican.

## How to Report Violations

**Effective since February 1, 2011** we have engaged Lighthouse Services to provide an anonymous ethics and compliance hotline for all full-time, part-time, and temporary employees of Dominican University.

Lighthouse Services' toll free number and other methods of reporting are available 24 hours a day, 7 days a week for use by employees and staff.

- **Telephone:**
  - English speaking USA and Canada: 877 -373-6920
  - Spanish speaking North America: 800- 216-1288
- **E-mail:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (*must include Dominican's name and location with report*)
- **Website (Username:Dominican-RiverForest and Password:Duhotline2011)**
  - Lighthouse Homepage: <http://www.lighthouse-services.com> (click - submit a report)
  - Direct: <http://www.lighthouse-services.com/dom> (direct to login page)
- **Fax:** (215) 689-3885 (*must include Dominican's name and location with report*)

## **Campus Service Units**

The following campus and community units address issues of personal health, safety and empowerment; substance abuse prevention, assessment and treatment; and legal assistance:

- Public Safety/24-hour on campus escort.....(708) 524-5999  
Email.....[dusecurity@dom.edu](mailto:dusecurity@dom.edu)  
Office of Public Safety..... (708) 524-6750  
(8:00 a.m. – 4:00 p.m. M-F)
- Office of the Dean of Students.....(708) 524-6822  
(8:30 a.m. – 4:30 p.m. M-F)
- Office of Residence Life.....(708) 524-6219  
(10:00 a.m. – 3:00 p.m. M-F)
- Wellness Center.....(708) 524-6229  
(9:00 a.m. – 5:00 p.m. M-F)
- Dominican University Title IX Coordinator.....(708) 524-6693
- Chicago Rape Victim Advocacy.....(312) 663-6303  
Email .....[info@rapevictimadvocates.org](mailto:info@rapevictimadvocates.org)  
Website.....<http://www.rapevictimadvocates.org>
- Chicago Rape Crisis (toll free).....(888) 293-2080  
(24 hour hotline)
- RAINN Hotline\*\*.....(800) 656-HOPE  
Email.....[info@rainn.org](mailto:info@rainn.org)  
Website.....<http://www.rainn.org>

*\*\*This is a national hotline available 24 hours a day, seven days a week that will connect a caller to the nearest rape crisis hotline or rape crisis center anywhere in the United States.*

# Definitions of Reportable Crimes

## **Murder and Non-negligent**

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

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or 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 acts.

**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.

**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.)

**Rape:** is defined as the 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 the consent of the victim.

**Fondling:** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** is defined as sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence:** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating Violence:** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Stalking:** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Drug Law Violations:** Violations of state and local laws relating to the unlawful 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); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** 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; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; illegal aliens who possess deadly weapons; and all attempts to commit any of the aforementioned acts.

## **Clery Act Hate Crime Definitions**

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity, national origin, gender identity or disability.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

**Destruction/Damage/Vandalism of Property (Except "Arson"):** 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.

## **Main Campus Crime Statistics**

The data presented in the following table summarizes the reportable crimes that occurred from 2013-2015. The Dominican University Office of Public Safety, university officials with responsibility for overseeing student activities, and representatives of relevant police agencies compiled the following crime statistics. Joel Nayder, Security Compliance & Operations Officer, Public Safety is chiefly responsible for the compilation of the statistics below, and of this report. He assesses repeat offenses, patterns, and the possibility of double-counted reports to assure the accuracy of the information contained in this report.

All crime statistics for murder, non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are classified using the definitions of those crimes from the FBI's *Uniform Crime Reporting (UCR)* Program. Crime statistics for fondling, incest, and statutory rape are classified using the definitions of those crimes from the *National Incident –Based Reporting System (NIBRS)* User Manual from the FBI's UCR program. Crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are classified using the definitions provided in the *UCR's Hate Crime Data Collection Guidelines and Training Guide*.

<b>Offense (Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities*</b>	<b>Unfounded Crimes</b>
Murder/Non Negligent Manslaughter	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Rape	2013	0	0	0	0	0	0
	2014	1	0	0	1	1	0
	2015	0	0	0	0	0	0
Fondling	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Incest	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Statutory Rape	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Robbery	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Aggravated Assault	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	1	0	0	1	1	0
Burglary	2013	3	0	0	3	2	0
	2014	0	0	0	0	0	0
	2015	1	0	0	1	0	0
Larceny	2013	12	0	0	12	4	0
	2014	16	0	0	16	5	0
	2015	19	0	0	19	8	0
Motor Vehicle Theft	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Liquor Law Arrests	2013	1	0	0	1	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Drug Law Arrests	2013	2	0	0	2	2	0
	2014	1	0	0	1	1	0
	2015	1	0	0	1	0	0
Weapons Law Arrests	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0

Liquor Law Violations Referred for Disciplinary Action	2013	37	0	0	37	36	0
	2014	34	0	0	34	33	0
	2015	37	0	0	37	37	0
Drug Law Violations Referred for Disciplinary Action	2013	14	0	0	14	13	0
	2014	18	0	0	18	12	0
	2015	9	0	0	9	3	0
Weapons Law Violations Referred for Disciplinary Action	2013	3	0	0	3	3	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
<b>Offense (Crimes Not Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities*</b>	<b>Unfounded Crimes</b>
Arson	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Domestic Violence	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	1	0	0	1	1	0
Dating Violence	2013	3	0	0	3	2	0
	2014	1	0	0	1	1	0
	2015	2	0	0	2	1	0
Stalking	2013	4	0	0	4	3	0
	2014	3	0	0	3	1	0
	2015	1	0	0	1	0	0

*\*Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

## Reported Hate Crimes

Criminal Offense	2015 Total	Category of Bias for crimes reported in 2015					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0



<b>Criminal Offense</b>	2014 Total	Category of Bias for crimes reported in 2014					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	1 <sup>3</sup>	0	0	0	1	0	0

<sup>3</sup>The 2014 statistic was reported to have occurred in an on campus residence hall.

<b>Criminal Offense</b>	2013 Total	Category of Bias for crimes reported in 2013					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	1 <sup>4</sup>	1	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0

<sup>4</sup>The 2013 statistic crime was reported to have occurred in an on campus residence hall.

## **Priory Campus Crime Statistics**

The data presented in the following table summarizes the reportable crimes on the Priory Campus from 2013-2015. The Dominican University Office of Public Safety, university officials with responsibility for overseeing student activities, and representatives of relevant police agencies compiled the following crime statistics. Joel Nayder, Security Compliance & Operations Officer, Public Safety is chiefly responsible for the compilation of the statistics below, and of this report. He assesses repeat offenses, patterns, and the possibility of double-counted reports to assure the accuracy of the information contained in this report.

All crime statistics for murder, non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are classified using the definitions of those crimes from the FBI's *Uniform Crime Reporting (UCR)* Program. Crime statistics for fondling, incest, and statutory rape are classified using the definitions of those crimes from the *National Incident –Based Reporting System (NIBRS)* User Manual from the FBI's UCR program. Crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are classified using the definitions provided in the *UCR's Hate Crime Data Collection Guidelines and Training Guide*.

<b>Offense (Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities*</b>	<b>Unfounded Crimes</b>
Murder/Non Negligent Manslaughter	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Rape	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Fondling	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Incest	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Statutory Rape	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Robbery	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Aggravated Assault	2013	1	0	0	1	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Burglary	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	1	0	0	1	0	0
Larceny	2013	0	0	0	0	0	0
	2014	1	0	0	1	1	0
	2015	2	0	0	2	0	0
Motor Vehicle Theft	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Liquor Law Arrests	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Drug Law Arrests	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Weapons Law Arrests	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Liquor Law Violations Referred for Disciplinary Action	2013	1	0	0	1	1	0
	2014	1	0	0	1	1	0
	2015	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	1	0	0	1	1	0
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Arson	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Domestic Violence	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Dating Violence	2013	1	0	0	1	1	0
	2014	0	0	0	0	0	0
	2015	2	0	0	2	0	0
Stalking	2013	2	0	0	2	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0

*\*Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

## Reported Hate Crimes

Criminal Offense	2015 Total	Category of Bias for crimes reported in 2015					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0

<b>Criminal Offense</b>	2014 Total	Category of Bias for crimes reported in 2014					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0

<b>Criminal Offense</b>	2013 Total	Category of Bias for crimes reported in 2013					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0

# 2016 Annual Fire Safety Report

This annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by the Office of Public Safety. This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at Dominican University, and the institution's state of readiness to detect and respond appropriately to fire related emergencies.

This report can be viewed online at: [https://www.dom.edu/sites/default/files/2016-asfsraa\\_updated.pdf](https://www.dom.edu/sites/default/files/2016-asfsraa_updated.pdf) . Hard copies of the report are available for public review by calling 708-524-6750 or by visiting the Office of Public Safety located on the first floor of the Parking Garage. The Public Safety Office is open from Monday through Friday, 8:00am to 4:00pm excluding holidays.

The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate actions before such conditions result in a fire emergency.

This goal is accomplished by:

- Conducting periodic review and update of fire prevention policies
- Conducting regularly scheduled fire drills in the residence halls
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards
- Performing plan reviews and code consultation related to current improvement and remodeling projects

## **Future Improvements in Fire Safety**

The Office of Buildings and Grounds has identified the need to and have plans to upgrade the fire system in the Fine Arts Building during the 2017/2018 school year. The upgraded system will be fully integrated with the current Main Campus fire system.

## **Fire Safety**

Each building on campus has its own fire alarm panel. All buildings contain smoke, heat or beam detectors to detect smoke/fire, pull stations to sound the alarm, and strobe light/audible horns to alert that an alarm has been activated. Emergency lighting is provided in all buildings. The lighting will activate automatically in a power failure and will last at least 20 minutes. Illuminated exit signs are provided throughout the buildings. Some office/classroom buildings contain a speaker alert system. The fire alarm system is continuously monitored and supervised by Public Safety in the dispatch center. Multi-purpose ABC dry chemical fire extinguishers are installed on each floor as well as throughout the common and mechanical areas of each building. Smoke detectors are installed in each resident's room.

Any and all fires should be immediately reported by calling 911. All fire incidents must be reported to Joel Nayder, Dominican University Public Safety, Security Compliance & Operations Officer [jnayder@dom.edu](mailto:jnayder@dom.edu).

## **Fire Safety: Residence Halls**

All resident buildings are protected by a wet pipe sprinkler system that is integrated with the fire alarm system. All resident buildings: Coughlin, Mazzuchelli, Murray and Power Halls are monitored by Public Safety through the same fire panel system. The resident halls contain smoke or heat detectors to detect smoke and/or fire, pull stations to sound the alarm, and strobe light/audible horns to alert that an alarm has been activated. Emergency lighting is provided in all buildings. The lighting will activate automatically in a power failure and will last at least 20 minutes. Illuminated exit signs are provided throughout the buildings. Some office/classroom buildings contain a speaker alert system.

For additional fire safety tips, contact the Office of the Illinois State Fire Marshal  
<http://www.sfm.illinois.gov/>.

If a member of the Dominican Community finds evidence that a fire occurred and has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, he/she should not touch the trashcan and should report the incident to Public Safety immediately and wait for an officer's response. The officer will document the incident prior to removing the trash can from the area.

### **Fire Safety Facts**

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are **CLOSED** for them to work. Additionally, if a door has a device that automatically closes the door, it should **NOT** be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. **DO NOT** obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.

In case of a fire alarm:

- 1) Look for the nearest exit. Whenever you enter a large building, make a mental note of the nearest exit. Consult evacuation charts in classrooms and/or hallways. Know more than one way out of the building.
- 2) Do not use an elevator as an exit. The elevator may stop on a floor with a fire. In newer buildings, elevators are tied into the fire alarm system and will not operate.
- 3) If you see a fire or heavy smoke:
  - a) Dial 911 and/or pull the fire alarm while exiting the building. Do not try to fight the fire.  
**Sounding the alarm and safely exiting the building are priorities.**
  - b) Exit the building completely and keep a safe distance. Help make sure everyone gets out and assist those in need.
  - c) Shut all windows and doors. Because a fire needs oxygen, you can help contain the fire by closing windows and doors as you exit.
- 4) Before exiting room check door for heat.
  - a) If door is **hot** to the touch **do not** open door as a fire could be outside. Retreat back into room, call **911** right away.
  - b) Keep the door closed and await assistance from the fire department.
  - c) If smoke is entering around the door, stuff the crack under the door with sheets, clothes or blankets.
  - d) To aid breathing and to reduce smoke inhalation, cover your mouth with a wet cloth.
  - e) If possible, open the window and wave a brightly colored garment or towel from your window- the fire department will be looking for this sign.
- 5) If the door is cool, open it, leave and close it behind you. Proceed to the nearest exit.
- 6) If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near to the floor.
- 7) If you hear an alarm:
  - a) Make sure everyone gets out and assist those in need.
  - b) Exit the building completely and keep a safe distance (at least 100 feet).
  - c) Shut windows and doors behind you if you feel time permits.
  - d) Wait for an "all clear" signal from security or the fire department before entering the building.

## Building Access

Exterior and interior doors are locked for your protection. Doors leading into the residence halls are always locked. All exterior exits to a resident hall facility are equipped with an alarmed door. These doors are exit only and will trip an alarm separate from the fire alarm system if opened. If a false alarm is sounded or a door is used inappropriately, every resident is subject to a fine of at least \$25 unless the individual(s) responsible come forward. Students must show Dominican University ID upon entering the residence halls. Failure to do so may result in a referral to the Dominican University conduct process. The exit and entry point for all the residence halls is the Coughlin Commons.

## Employees and students who want to quit smoking

If you smoke and want to quit, or know someone who wants to quit, call the Illinois Tobacco Quit Line toll-free at ((866) QUIT-YES (866-784-8937), which is operated by the American Lung Association in collaboration with the Illinois Department of Public Health. This free telephone service provides smokers and people who want to help them quit with information and advice about how to quit successfully. For additional resources on how to quit smoking, employees are also encouraged to contact the university's employee assistance program at 1(800) 316-2796.

## Building Evacuation

Building evacuation will occur when an alarm sounds and/or upon notification by Public Safety.

- Leave by the nearest marked exit. Follow the **Emergency Evacuation Procedure/FIRE EXIT** signs and alert others to do the same. If evacuation is for only a part of the building or campus grounds, immediately vacate the side in question and relocate as directed.
- Faculty members should clear their classrooms and close the door.
- Assist individuals with disabilities who may need help in exiting the building. Remember that elevators are reserved for individuals with disabilities. **DO NOT USE ELEVATORS IN CASE OF FIRE OR EARTHQUAKE.** In the event of a fire or earthquake notify Public Safety to assist an individual with a disability in exiting the building.
- Once outside, proceed to a clear area that is at least 100 feet away from the affected building. Security should keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. (If possible, headcounts should be taken.)
- **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A PUBLIC SAFETY OFFICER OR THE RIVER FOREST FIRE DEPARTMENT.** Security should assist in preventing individuals from returning to the building. (Do not dismiss employees or students unless told to do so by university administrators. In most cases, we will return to the building.)
- If you can hear the fire alarm you should evacuate whether it is in your building or not. This is because when there is a fire you can also have an explosion which can affect surrounding areas very quickly. It is always better to act with caution during any alarm or emergency situation that happens on campus.

*University staff may go room-to-room during an alarm to ensure compliance with the evacuation policy.*

Emergency evacuation procedures for students and employees inhabiting other campus buildings can be found in the Dominican University emergency preparedness guide. The emergency preparedness guides are posted in classrooms, offices, near all public access phones around campus.

## **Egress**

All hallways and stairwells must be kept free and clear and allow for the smooth flow of occupants at all times. Property may not be stored or placed in these areas. Any item found in these areas may be confiscated.

## **Tampering with Fire Protection Equipment**

Students who are found tampering with fire protection equipment (e.g. fire extinguishers including cabinets and signage, fire alarms, smoke and heat detectors, pull stations, and sprinkler heads) resulting in violation of the Student Code of Conduct may be subject to fines and additional sanctions or charges for the cost of equipment or damage repair, depending on the circumstances, as a result of the conduct process. Failure to exit during a fire alarm or causing a false alarm may result in a significant fine. False alarms will result in a \$25 charge per resident if the person(s) responsible do not come forward. Charges may be differentiated by building if warranted.

Additional anti-tampering policies include:

- Smoke detectors and sprinkler heads are fire safety equipment, and residents are strictly prohibited from:
  - Disconnecting a detector
  - Tampering with the detector or its operation
  - Purposely causing an alarm to occur
  - Hanging objects from or otherwise obstructing the sprinkler head cover-plates and pipes.
- Disconnecting a smoke detector, failure to report its malfunctioning (including failure to observe that the light is on or not flashing), or other negligence subjects residents of that room not only to conduct charges but also to civil charges and, in the event of fire, payment for related damages to the building and the persons and property of others.
- Propping fire-rated door assemblies is strictly prohibited. Fire-rated door assemblies are designed to self-close to prevent the passage of fire and smoke. Examples of fire-rated doors include: student room doors, stairwell doors, separation doors between sleeping and commons areas, utility room doors (e.g. janitor closets, mechanical rooms, laundry rooms, pressing rooms, sprinkler closets, elevator machine rooms, storage rooms, and many corridor doors).

## **Inspecting, Testing, and Maintenance of Fire Protection Equipment**

The Public Safety administers this aspect of the campus fire safety program with support from the Physical Plant, Residence Life and fire protection contractors. All fire protection equipment in the residence halls is tested, inspected and maintained in accordance with applicable NFPA standards.

## **Residence Hall Fire Drills**

Unannounced and planned fire drills are conducted each semester in each residence facility. The local fire department is invited, and frequently participates in these drills. All rooms are searched to ensure full evacuation. Anyone who does not promptly evacuate is referred to the Dean of Students for possible conduct action.

## **Appliances and Electrical Equipment**

Students may not cook in residence hall rooms. Electric skillets, broilers, hot plates, toasters and other equipment normally used to cook food are not allowed. Cooking is not permitted in students' rooms; kitchenettes are provided in Power and Murray Halls for this purpose. For safety reasons, halogen lamps, space heaters, candle warmers, electric blankets, electric sheets or mattress pads, soldering tools and sun lamps cannot be used in student rooms. Students are held financially responsible for damages caused. Other small electric appliances, such as coffee makers and popcorn poppers, can be used if the heating element is completely enclosed. Incandescent and fluorescent study lights are allowed. Small refrigerators and small microwaves are allowed. The electrical requirement limits are 120 volts, 60 hertz, and 2.5 amps.



No antennas of any type are to be attached to the outside of the residence halls. This includes CB antennas and satellite dishes outside windows of student rooms.

Air conditioners are not allowed in the public areas or private rooms of residents. The buildings are not equipped to handle the electrical needs of such items. The dean of student's office will consider any documented, confirmed medical need for an accommodation.

### **Prohibited Items**

Any open flame or any substance like incense or candles (i.e. incense burners, potpourri pots, hookahs or scented oil warmers) are **not** allowed in the residence halls. The manufacturing, possession, use or sale of fireworks is illegal and against university policy. Any fuel, including but not limited to kerosene, gasoline, propane and charcoal lighter fluid is strictly prohibited in any University residence hall. Items that are prohibited from the residence halls and deemed to be a fire hazard may be confiscated by Residence Life Staff or Public Safety.

## **SMOKING POLICY**

### **Dominican University Tobacco-Free Campus Policy**

#### **Scope**

Dominican University is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, sisters and campus guests.

#### **Purpose**

Dominican University recognizes that environmental tobacco smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. Due to the risks associated with tobacco smoke exposure, the university has adopted a tobacco-free campus policy in order to minimize health risks, improve the quality of air and enhance the campus environment.

#### **Individuals Covered**

This policy affects all persons who at any time are physically located on Dominican's Main or Priory campus.

#### **Policy**

The use of tobacco products is prohibited at all times while on Dominican University property.

- Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).
- Use of tobacco product is defined as follows: The inhaling, exhaling, burning, or carrying of any lighted smoking material on campus property, including but not limited to all outside property or grounds owned or wholly leased, sidewalks, parking lots, outdoor seating areas, stadium seating and all landscaped and recreational areas and all university vehicles and moving equipment.
- Smoking materials must be extinguished and disposed of prior to entering upon Dominican University property\*, or exiting your vehicle. Improper disposal includes but is not limited to: littering (i.e. discarded cigarette butts and/or throwing cigarette butts out of windows).

\* The Priory Campus main entrance is accessed through property owned by the Village of River Forest:

ORDINANCE 111201: AN ORDINANCE REGULATING USE OF THE PARKS OF RIVER FOREST, COOK COUNTY, ILLINOIS states that the smoking of cigarettes, cigars, or pipe tobacco is prohibited inside or within 25 feet of any building, facility or structure, or within 100' of any organized activity within the Park System.

#### **History**

Approved by President's Cabinet January 8, 2016. Effective date of policy per President's Cabinet August 15, 2016.

## Fire Safety Statistics

The data presented in the following table summarizes the reported fires that occurred in housing facilities from 2013 through 2015. Please note that the housing facilities presented in the following table are located on campus property. Joel Nayder Security Compliance & Operations Officer, Public Safety is chiefly responsible for the compilation of the statistics below, and of this report. Off campus housing includes buildings that are not owned and operated by Dominican University and, therefore, fire statistics from off campus housing is not included in this report. All fires that occur in campus housing facilities are reported to the Office of Public Safety.

## Summary of 2015 Fire Statistics

[illegible]

## Summary of 2014 Fire Statistics

[illegible]

## Summary of 2013 Fire Statistics

[illegible]

## **Description of On-campus Student Housing Fire Safety Systems**

<b>Residence Halls*</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Full Sprinkler System<sup>1</sup></b>	<b>Partial Sprinkler System<sup>2</sup></b>	<b>Fire Extinguisher</b>	<b>2015 Evacuation Drills Conducted</b>	<b>Evacuation Plans/ Flipcharts</b>
Coughlin Hall	Yes	Yes	X		Yes	1 Spring 1 Fall	Yes
Mazzuchelli Hall	Yes	Yes	X		Yes	1 Spring 1 Fall	Yes
Murray** Hall	Yes	Yes	X		Yes	1 Spring 1 Fall	Yes
Power Hall	Yes	Yes	X		Yes	1 Spring 1 Fall	Yes
Priory Campus	Yes	Yes		X	Yes	1 Spring 1 Fall	Yes

\*Coughlin Hall.....7900 w. Division, River Forest, Illinois 60305

Mazzuchelli Hall...7900 w. Division, River Forest, Illinois 60305

Murray\*\* Hall.....7900 w. Division, River Forest, Illinois 60305

Power Hall.....7900 w. Division, River Forest, Illinois 60305

Priory Campus.....7200 w. Division, River Forest, Illinois 60305

\*\*Centennial Hall was renamed Murray Hall Spring of 2012

<sup>1</sup>*Full Sprinkler System* is defined as having sprinklers in both the common areas and individual rooms of entire building.

<sup>2</sup>*Partial Sprinkler System* is defined as having sprinklers in both the common areas and individual rooms of residential areas.

# **Dominican University**

## **Drug-Free Schools and Campuses Regulations [EDGAR Part 86]**

### **Alcohol and Other Drug Prevention Certification**

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes –

**1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:**

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

**2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:**

- Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed
- Ensure that its disciplinary sanctions are consistently enforced.

Dominican University  
7900 w. Division  
River Forest, IL 60305

\_\_\_\_\_  
Typed Name of Chief Executive Officer

\_\_\_\_\_  
Signature of the Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
e-mail address

**Drug-Free Schools and Colleges [EDGAR Part 86]**  
**Illinois Higher Education Center for Alcohol, Other Drug, and Violence Prevention**  
**Feb 2017**

**Federal Drug-Free Schools and Campuses Regulations [Edgar Part 86]**

**DOMINICAN UNIVERSITY**  
**DRUG AND ALCOHOL EDUCATION AND PREVENTION REVIEW**

As a requirement of these regulations, Dominican University is to disseminate and ensure receipt of the below policy/information to all students, staff, and faculty on an annual basis. This process is formally conducted by email, communicated in the Fire and Safety report and cited in the online student handbook. Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to the Dean of Students at [deanofstudents@dom.edu](mailto:deanofstudents@dom.edu), 708-524-6824.

**Polices – Alcohol and Drugs**

As an academic community, Dominican University is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the University environment, as well as the individual potential of our students and staff. The University enforces state laws and related University policies, including those prohibiting the following activities on campus:

- A. Providing alcoholic beverages to individuals under 21, possession, or consumption of alcoholic beverages by individuals under 21.
- B. Distribution, possession, or use of illegal drugs or controlled substances.
- C. Possession of firearms or other dangerous weapons.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Student Code of Conduct. The University can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances, state, and federal laws. A separate policy addresses violations by University staff.

The University strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary referral, which might result in their separation from the institution.

The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Conduct Code or staff expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on campus and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. Dominican University Wellness Center (708-524-6629), Lincoln financial group employee assistance program at <https://www.lfg.com/public/individual>, and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities. The Dean of Students and Human Resources provides educational and awareness programming, information, and assistance.

## **POLICIES AND PROCEDURES**

All students are supplied with a Student Handbook. It is understood that those who enroll in the university accept the terms and conditions stated in the Student Handbook. Students must also follow all policies and procedures in other university publications when applicable. The university reserves the right to suspend or dismiss any student at any time when, in the judgment of university authorities, the general welfare demands such action. All policies, practices, procedures and regulations listed in university publications are subject to change. Every effort will be made to provide appropriate supplements and announcements indicating major alterations in current policies, practices, procedures and regulations. To receive more information about university policies and procedures, contact the Office of the Dean of Students at (708) 524-6822.

### **ALCOHOL POLICY**

Any event sponsored by a university department, organization or group at which alcohol will be served or consumed must be registered with the office of the Dean of Students. A checklist assuring all standards have been adhered to will be filled out by the hosting/sponsoring department or division and approved by the office of the Dean of Students.

The hosting/sponsoring department or division of the event is responsible for all aspects of the event including, but not limited to, the following standards:

- Registering and purchasing all liquor licenses in compliance with local, state and federal laws.
- Hiring of sufficient security personnel.
- Supervision of underage persons to ensure there is not underage consumption of alcohol (i.e., carding).
- No one under the age of 21 is allowed to serve, possess or consume alcohol.
- Completing and submitting all facilities reservation and set-up forms.
- Removal and disposal of all unused alcohol.
- Any and all costs for insurance or damage to university property.

No kegs, beer bong, party balls or other common containers of alcohol are allowed, unless advance written notice is made by the appropriate university official and approved by the Dean of Students. Excessive drinking and intoxication will not be tolerated. Members of the community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of state law, university regulations or the rights of others. Any violation of state laws regarding alcohol will be considered grounds for university disciplinary action.

Student organizations that would like to serve alcohol at their sponsored on-campus or off-campus events must follow all policies and procedures as outlined by the Dean of Students. Please contact the Dean of Students office for more information at (708) 524-6824.

Consumption of alcohol for students is limited to the room of a resident student who is at least 21 years of age. Both residents and visitors in the room where alcohol is consumed must be 21 years of age.

### **ILLINOIS LAW ON ALCOHOL**

On January 1, 1995, a law was signed into effect stating that any driver under 21 years of age with any trace of alcohol in his/her system will lose his/her driving privileges. Persons under 21 years of age can also be charged with Driving Under the Influence (DUI) if they have a breath alcohol content (BAC) of .08, any illegal drugs in their system or other indications of impaired driving.

### **DRUG POLICY**

The unlawful possession, use and/or distribution of illicit drugs are strictly prohibited at Dominican University. Drugs, especially when taken incorrectly, taken in the wrong dosage or mixed indiscriminately with other drugs, can cause disability or death. Dominican University is committed to providing a safe, healthy and comfortable living environment for all. Students, who illegally use, sell,

create, possess, distribute or provide controlled substances will be subject to disciplinary action as outlined in the student code of conduct. Any drug or drug paraphernalia will be confiscated from the student and NOT returned. This includes, but is not limited to, roach clips, scales, bowls, baggies, hookahs, bong, etc. When adjudicating any case involving drugs, physical evidence of drug use is not required for a finding of responsibility in a case. Scent or smell of drug use, or other behaviors and/or observations made by students and/or university officials and personnel, may be used in determining the outcome.

## **STATEMENT ON A DRUG-FREE CAMPUS/WORKPLACE**

The Drug-Free Schools and Communities Act mandates that institutions of higher education adopt and implement a policy designed to prevent the unlawful possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees and provide certification to the Department of Education that such a policy is in place. The university has developed this policy not only in response to this federal anti-drug legislation, but also to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within the university community.

Any faculty, staff or student who violates this policy or does not cooperate with the university in its attempts to maintain a drug-free environment will face disciplinary action up to and including expulsion or dismissal from the university. Such persons also may be required, as a condition of continuing their relationship with the university, to enroll at their own expense in substance-abuse counseling and/or a treatment program. Individuals violating any town ordinances, state criminal laws or federal laws relating to alcohol or drug use also risk fines and imprisonment.

Faculty, staff and students are encouraged to familiarize themselves with resources available in the area for substance-abuse counseling and treatment. In addition, the counseling services in the Wellness Center are available to assist students with substance-related problems. In emergency situations, faculty and staff may also request their assistance in the identification of referral services. The Wellness Center respects the confidential nature of information shared by participants in its programs. If questions arise related to any of these guidelines or policies, please direct them to the appropriate university department.

This statement includes faculty, staff and student employees of Dominican University.

1. In compliance with the Drug-Free Workplace Act of 1988, Dominican University is committed to the maintenance of a drug-free workplace and is committed to rigorous enforcement of applicable laws and policies to support those trying to cope with drug-related problems.
2. Dominican University is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on university premises. Violation of this policy may result in the imposition of employment discipline as defined for specific employment categories in the Dominican University student employee, staff and faculty handbooks.
3. The illegal or improper use of controlled substances can: seriously injure the health of others; adversely impair the performance of responsibilities; and endanger the safety and well-being of fellow employees, students and members of the general public. It is therefore the policy of Dominican University to discourage the use of controlled substances by its employees at any time. Anyone who is employed at Dominican University who has a drug problem is invited to contact the director of human resources to obtain information about available assistance. All discussion will be kept confidential.
4. An employee of Dominican University will notify his/her supervisor if he/she is convicted of a criminal drug offense involving the workplace within five days of conviction (this includes student workers). Such conviction will be grounds for mandatory evaluation and possible treatment for a substance abuse disorder, and for disciplinary action up to and including termination. In the event any such conviction involves an employee working on a federal contract or grant, the University will notify the granting or contracting federal agency within 10 days of receiving notice of a conviction. A copy of this statement will be given to all employees.

5. This statement and its requirements are promulgated in accordance with the requirements of the Drug-Free Workplace Act of 1988 enacted by the U.S. Congress. The university will continue its effort to maintain a drug-free environment by adhering to the above policy and by providing on-going drug awareness programs.
6. Failure to comply with the foregoing rules will be grounds for disciplinary action up to and including termination. The terms of this policy statement are conditions of employment at the university.

### **University Drug & Alcohol Policy Statement**

It is a condition of employment that all University staff members refrain from reporting to work or working while being under the influence alcohol. Under the influence means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that a staff member is impaired because of alcohol use. Staff members are to refrain from using, possessing or being under the influence of alcohol while at work. This includes operating any University vehicle or conducting University-related business off campus. Staff members are allowed to consume alcohol during University-approved special events. However, staff must exercise restraint and remain fit for duty and free of any adverse effects from alcohol served at the events.

Staff members with lawful possession of prescribed medications must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Staff members should not, however, disclose underlying medical conditions unless directed to do so. Medication must be carried in a container labeled by a licensed pharmacist.

## **SMOKING POLICY**

### **Dominican University Tobacco-Free Campus Policy**

#### **Scope**

Dominican University is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, sisters and campus guests.

#### **Purpose**

Dominican University recognizes that environmental tobacco smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. Due to the risks associated with tobacco smoke exposure, the university has adopted a tobacco-free campus policy in order to minimize health risks, improve the quality of air and enhance the campus environment.

#### **Individuals Covered**

This policy affects all persons who at any time are physically located on Dominican's Main or Priory campus.

#### **Policy**

The use of tobacco products is prohibited at all times while on Dominican University property.

- Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).
- Use of tobacco product is defined as follows: The inhaling, exhaling, burning, or carrying of any lighted smoking material on campus property, including but not limited to all outside property or grounds owned or wholly leased, sidewalks, parking lots, outdoor seating areas, stadium seating and all landscaped and recreational areas and all university vehicles and moving equipment.
- Smoking materials must be extinguished and disposed of prior to entering upon Dominican University property\*, or exiting your vehicle. Improper disposal includes but is not limited to: littering (i.e. discarded cigarette butts and/or throwing cigarette butts out of windows).



\* The Priory Campus main entrance is accessed through property owned by the Village of River Forest: ORDINANCE 111201: AN ORDINANCE REGULATING USE OF THE PARKS OF RIVER FOREST, COOK COUNTY, ILLINOIS states that the smoking of cigarettes, cigars, or pipe tobacco is prohibited inside or within 25 feet of any building, facility or structure, or within 100' of any organized activity within the Park System.

### **History**

**Approved by President's Cabinet January 8, 2016**

**Effective date of policy per President's Cabinet August 15, 2016**

## **RESIDENCE LIFE POLICIES**

### **Alcohol**

Consumption of alcohol is permissible for students of legal drinking age. Any alcohol brought into the residence halls must be placed in a bag or covered. Buying or supplying alcohol to anyone under 21 years of age is against state law and university policy. No alcoholic beverages can be brewed, created, and/or distributed anywhere on campus. The consumption or possession of alcoholic beverages and containers is not permitted in common areas. In addition, the possession/distribution of alcohol from common source containers (kegs, alcohol bonges, etc.) is not permitted. Any common source containers will be confiscated and will NOT be returned to the student under any circumstances. All empty and full containers that are holding or have previously held alcohol may be confiscated upon documentation of a policy violation. Students may not display empty containers, including but not limited to, shot glasses, empty alcohol containers, etc. and/or alcohol logos/advertisements in any way.

**Under 21:** If all assigned residents to a residence hall room are under 21, the possession or consumption of alcohol is prohibited within that room at all times regardless of the age of any guest. Further, any person (student or guest) under 21 may not be present in a room where alcohol is being consumed, unless it is the student's place of residence.

**Over 21:** If only one of the assigned residents of a room is of legal drinking age, that resident must be present if others of legal drinking age are drinking in the room. If underage drinking is taking place while an assigned resident of legal drinking age is present, that resident will be held responsible for university policy regarding buying or supplying alcohol to anyone under 21 years of age.

### **Illegal Drugs**

Dominican University is committed to providing a safe, healthy and comfortable living environment for all residents. Students, who illegally use, sell, create, possess, distribute or provide controlled substances will be subject to disciplinary action as outlined in the student code of conduct. Any drug or drug paraphernalia will be confiscated from the student and NOT returned. This includes, but is not limited to, roach clips, scales, bowls, baggies, hookahs, bonges, etc. When adjudicating any case involving drugs, physical evidence of drug use is not required for a finding of responsibility in a case. Scent or smell of drug use, or other behaviors and/or observations made by students and/or university officials and personnel, may be used in determining the outcome.

## **STUDENT CODE OF CONDUCT**

Dominican University students experience an environment that encourages intellectual growth through free inquiry. We recognize that freedom to teach and learn depends upon truthful and caring conditions in the classroom, on the campus and in the larger community. The maintenance of these traditions of truth and caring demands a high standard of respect for the rights and dignity of others and for adherence to the necessary policies established to give order to our daily lives. Dominican University expects responsible social conduct of students, which reflects well on themselves and the university.

Dominican University is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, thoughtful study and discourse. A community exists on the basis of shared values and principles. At Dominican University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*. These standards are embodied within a set of core values that include *integrity, fairness, respect, community* and *responsibility*. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the *Student Code of Conduct*.

Ultimately, each member of the Dominican University community is expected to assume responsibility for his/her conduct and to assume reasonable responsibility for the behavior of others. On occasion, this will involve kind and courteous admonition when one member observes another in inappropriate conduct. At other times it will involve cooperation when the authorities are investigating instances of alleged misconduct.

The student conduct process at Dominican University is not intended to punish students. Rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our standards. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in this community. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Fair process, within these procedures, assures written notice and a hearing before an objective decision is made. It assures that no student will be found in violation of university policy without information showing that it is more likely than not that a policy violation occurred, and that any sanction will be proportionate to the severity of the violation.

### **Student Sanctions – Alcohol and Drugs**

Students who are found in violation of the university alcohol and drug policies will face disciplinary sanctions up to and including,

### **POSSIBLE SANCTIONS**

Following is a list of possible sanctions. Sanctions not on this list may be given for violation of the Code of Conduct.

**Warning/Reprimand:** Documented warning that the behavior is in violation of policy with notification that further violations will result in more serious sanctions.

**Educational/Creative Project(s):** These sanctions are directly related to the incident or behavior and are designed to help educate the student about the consequences of his/her actions. These might include video or book review, planning a program and/or assisting university staff.

**Community Service:** Student participation in an activity designed to assist the university or surrounding community, i.e., volunteer activities at local churches, hospitals, agencies, campus projects or facilities.

**Restitution/Fines:** Repayment of damages resulting from the student's actions, i.e., damage to university property, damages to individual's property, imposed fines, etc.

**Visitation Privilege Loss:** A student may have his/her visitation privileges to the residence halls suspended or revoked indefinitely.

**Probation(s):** Supervision of the student's conduct for a designated period of time during which a subsequent infraction of any university regulation or any standard will result in more serious judicial action. Terms of probation are to be decided by the judicial body and can include but are not limited to: a) inability to represent the university in an official capacity such as student leadership positions, athletics, etc. and b) inability to participate in university activities or designated events.

**No-Trespass Order:** The student will not be allowed to enter university buildings or other university property as defined in the sanction.

**Relocation of Housing:** The student's room assignment may be changed to an alternate room or building.

**Removal From Residence:** Separation of the student from the residence hall for a definite or indefinite period of time.

**Suspension:** Separation of the student from the university for a definite or indefinite amount of time. The student may possibly re-enroll in the future upon successful completion of conditions determined by the university.

**Termination of Scholarship:** Removal/termination of any scholarship provided by Dominican University.

**Expulsion:** Permanent separation of the student from the university. The student will not be allowed to re-enroll in the university.

**AEP:** Mandated Alcohol Education Program

## **CONDUCT VIOLATIONS**

26 Drug and/or alcohol violations

<b>TERM</b>	<b># Alcohol Violation</b>	<b># Drug Violations</b>
<b>Fall 2015</b>	2	3
<b>Spring 2016</b>	15	2
<b>Summer 2016</b>	0	0
<b>Fall 2016</b>	1	3

Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by the University up to and including expulsion.

As members of the University community, students are also subject to city ordinances and to state and federal law. Arrest and prosecution for alleged violations of criminal law or city ordinances may result from the same incident for which the University imposes disciplinary sanctions.

## **Employee Sanctions**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees on University premises, or while conducting University business off University premises, is absolutely prohibited.

Violations of this prohibition by employees may result in the application of sanctions, including possible required participation in an approved drug abuse assistance or rehabilitation program, and disciplinary action up to and including termination of employment under applicable University policies, statutes, employment contracts, or collective bargaining agreements.

## **Illinois Sanctions for Violation of Alcohol Control Statutes**

235 Illinois Compiled Statutes 5/6-20

- A. Class A Misdemeanor - unlawful use of a identification card
- B. Class 4 Felony - fictitious or unlawfully altered identification card
- C. Class 4 Felony - fraudulent identification card
- D. Class B Misdemeanor to possess or sell alcohol if you are under 21.\*
- E. Class A Misdemeanor to sell, give, or deliver alcohol to individuals under 21 years of age. Local ordinances may also be enforced.

Class A Misdemeanors are punishable with a fine of \$1 to \$2,500 and up to 1 year in the county jail.

Class B Misdemeanors are punishable with a fine of \$1 to \$1,500 and up to 6 months in the county jail.

- These violations may also result in one's driver's license being administratively revoked or suspended by the Illinois Secretary of State's office.

## **Illinois Sanctions for Driving Under the Influence**

625 Illinois Compiled Statutes 5/11-501

- A. Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof
  - a. First Conviction
    - i. Minimum of one-year loss of full driving privileges
    - ii. Possible imprisonment for up to one year
    - iii. Maximum fine of \$2,500
  - b. Second Conviction
    - i. Minimum five-year loss of full driving privileges for a second conviction in a 20-year period
    - ii. Mandatory five days imprisonment or 240 hours of community service
    - iii. Possible imprisonment for up to one year
    - iv. Maximum fine of \$2,500
  - c. Third Conviction – Class 2 Felony
    - i. Minimum ten-year loss of full driving privileges
    - ii. Mandatory 18-30 month periodic imprisonment
    - iii. Possible imprisonment for up to seven years
    - iv. Maximum fine of \$25,000
  - d. Aggravated DUI – Class 4 Felony (following a crash resulting in great bodily harm or permanent disfigurement)
    - i. Minimum of one-year loss of full driving privileges
    - ii. Mandatory ten days imprisonment or 480 hours of community service
    - iii. Possible imprisonment for up to twelve years
    - iv. Maximum fine of \$25,000
- B. Other alcohol offenses
  - a. Providing alcohol to a person under age 21
    - i. Possible imprisonment for up to one year
    - ii. Maximum fine of \$2,500
  - b. Illegal transportation of an alcoholic beverage
    - i. Maximum fine of \$1,000
    - ii. Point-assigned violation will be entered on driver's record
    - iii. Driver's license suspension for a second conviction in a 12 month period
  - c. Knowingly permitting a driver under the influence to operate a vehicle
    - i. Possible imprisonment for up to one year

- ii. Maximum fine of \$2,500
- d. Summary Suspension
  - i. First offense
    - 1. A chemical test indication a BAC of .08 or greater results in a mandatory six-month driver's license suspension
    - 2. Refusal to submit to a chemical test(s) results in a twelve-month suspension
  - ii. Subsequent offenses
    - 1. A chemical test indicating a BAC of .08 or greater results in a mandatory one-year driver's license suspension
    - 2. Refusal to submit to a chemical test(s) results in a three-year license suspension

## **Illinois Penalties for Drinking and Driving Under Age 21**

- A. Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof
  - a. First Conviction
    - i. Minimum of two-year loss of full driving privileges
    - ii. Possible imprisonment for up to one year
    - iii. Maximum fine of \$2,500
  - b. Second Conviction
    - i. Minimum five-year loss of full driving privileges for a second conviction in a 20-year period
    - ii. Mandatory five days imprisonment or 240 hours of community service
    - iii. Possible imprisonment for up to one year
    - iv. Maximum fine of \$2,5000
  - c. Third Conviction – Class 2 Felony
    - i. Minimum ten-year loss of full driving privileges
    - ii. Mandatory 18-30 month periodic imprisonment
    - iii. Possible imprisonment for up to seven years
    - iv. Maximum fine of \$25,000
  - d. Aggravated DUI – Class 4 Felony (following a crash resulting in great bodily harm or permanent disfigurement)
    - i. Minimum of one-year loss of full driving privileges
    - ii. Possible imprisonment for up to twelve years
    - iii. Maximum fine of \$25,000
- B. Other alcohol offenses
  - e. Illegal transportation of an alcoholic beverage
    - i. Maximum fine of \$1,000
    - ii. Driver's license suspended for first conviction
    - iii. Driver's license revoked for a second conviction
  - f. Summary Suspension
    - i. First offense
      - 1. A chemical test indication a BAC of .08 or greater results in a mandatory six-month driver's license suspension
      - 2. Refusal to submit to a chemical test(s) results in a twelve-month suspension
    - ii. Subsequent offenses
      - 1. A chemical test indicating a BAC of .08 or greater results in a mandatory one-year driver's license suspension
      - 2. Refusal to submit to a chemical test(s) results in a three-year license suspension

- C. The Zero Tolerance Law provides that minors can have their driving privileges suspended even if they're not intoxicated at the .08 level. The following table shows the length of time your driving privileges may be suspended under the Zero Tolerance Law (for BAC of .01 or greater) and DUI Laws (for BAC of .08 or greater). The loss of driving privileges is greater if you refuse to take a sobriety test.

	Under Zero Tolerance Law		Under DUI Laws	
		If test refused		If test refused
1 <sup>st</sup> violation	3 months	6 months	6 months	12 months
2 <sup>nd</sup> violation	1 year	2 years	1 year	3 years

### Effect on Driving Record

- Zero tolerance (BAC of .01 or greater) – except during suspension period, not on public driving record as long as there is no subsequent suspension.
  - DUI conviction (BAC of .08 or greater) – Permanently on public driving record
- \*Under certain conditions, you may be charged with DUI even though your BAC is below .08.

Except during suspension period, violation is not on public driving record as long as there is no subsequent suspension permanently on public driving record.

### State of Illinois Statutory Provisions for Illegal Drugs Manufacture or Delivery

	Manufacture or Delivery (720 Illinois Compiled Statutes 570/401)				Possession (720 ILCS 570/402)	
Illegal Drugs	Class X Felony	Class 1 Felony	Class 2 Felony	Class 3 Felony	Class 1 Felony	Class 4 Felony
	not more than \$500,000 fine	not more than \$250,000 fine	not more than \$200,000 fine	not more than \$150,000 fine	not more than \$20,000 fine	not more than \$15,000 fine
	Min. 6 years	4 to 15 years	3 to 7 years	2 to 5 years	4 to 15 years	1 to 4 years
<b>Heroin</b>	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
<b>Cocaine</b>	15 grams or more	1-14 grams	1 gram or less		15 grams or more	less than 15 grams
<b>Morphine</b>	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
<b>Peyote</b>	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
<b>Barbiturates</b>	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
<b>Amphetamines</b>	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
<b>Lysergic Acid (LSD)</b>	15 grams or more	5 to 14 grams or hits		5 grams or less	15 grams or more	less than 15 grams

<b>Petazocine</b>	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
<b>Methaqualone</b>	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
<b>Phencyclidine</b>	30 grams or more	10 to 29 grams		30 grams or less	30 grams or more	less than 30 grams
<b>Ketamine</b>	30 grams or more	11 to 30 grams		less than 10 grams	30 grams or more	less than 30 grams
<b>GHB</b>	200 grams or more	50 to 200 grams		less than 50 grams	200 grams or more	less than 200 grams
<b>Ecstasy</b>	200 grams or more	50 to 199 grams		50 grams or less	200 grams or more	less than 200 grams

Note: Second Offense, double jail sentence and fine. This chart gives examples of the penalties which may be imposed on individuals convicted of drug possession, manufacturing, or delivery. ***The circumstances of the case and other factors affect whether or not these are the actual penalties imposed.***

#### **Marijuana Sale or Delivery (720 Illinois Compiled Statutes 550/5)**

Class B Misdemeanor: 2.5 grams or less, \$500 fine and/or six months in jail

Class A Misdemeanor: 2.5-10 grams or less, \$1,000 fine and/or one year in jail

Class 4 Felony: between 10-30 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: between 30-500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

Class 2 Felony: 500 or more grams, 3-7 years in jail and/or fine not to exceed \$100,000

#### **Possession (720 Illinois compiled Statutes 550/4)**

Class C Misdemeanor: 2.5 grams or less, \$500 fine and/or thirty days in jail

Class B Misdemeanor: between 2.5-10 grams, \$500 fine and/or six months in jail

Class A Misdemeanor: between 10-30 grams, \$1,000 fine and/or one year in jail

Class 4 Felony: between 30-500 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: over 500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

#### **Federal Drug Laws**

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

### **Denial of Federal Aid (20 USC 1091)**

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs may have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

### **Forfeiture of Personal Property and Real Estate (21 USC 853)**

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

### **Federal Drug Trafficking Penalties (21 USC 841)**

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

<b>Drug/Substance</b>	<b>Amount</b>	<b>Penalty - 1st Conviction</b>
Barbiturates	Any amount	Up to 5 years prison. Fine up to \$250,000
Cocaine	5 kgs. or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	Less than 100 grams	10-63 months prison. Fine up to \$1 million
Crack Cocaine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	5-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	5 grams or less	10-63 months prison. Fine up to \$1 million
Ecstasy	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
GHB	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
Hashish	10-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	10 kg or less	Up to 5 years imprisonment. Fine up to \$250,000



Hash Oil	1-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	1 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Heroin	1 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	100 grams or less	10-63 months prison. Fine up to \$1 million
Ketamine	Any amount	Up to 5 years imprisonment. Fine up to \$250,000. 2 years supervised release
LSD	10 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	1-10 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
Marijuana	1000 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 kg	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	50-99 kg	Up to 20 years imprisonment. Fine up to \$1 million
	50 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Methamphetamine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
PCP	100 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-99 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
Rohypnol	1 gram or more	Up to 20 years imprisonment. Fine up to \$1 million
	less than 30 mgs	Up to 5 years imprisonment. Fine up to \$250,000

### **Federal Drug Possession Penalties (21 USC 844)**

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

### **Counseling and Treatment**

Short term alcohol and other drug counseling is available on campus to students through **the Dominican University Wellness Center, 708-524-6629**. Students may be referred through the Counseling Center to other treatment programs for more intensive treatment. Through **Dominican's** Human Resources department, the **Lincoln Financial Group EAP** offers employees additional education and counseling, as well as appropriate referrals. Visit [GuidanceResources.com](http://GuidanceResources.com).

**Thrive Counseling Center:** [www.ThriveCC.org](http://www.ThriveCC.org). Free screening for alcohol and drug abuse on Thursdays through Rosecrance (708) 383-7500

**Rosecrance:** <http://www.rosecrance.org/> Multi-site services focused on recovery. 40 locations in Chicago and Northern Illinois, Wisconsin and Iowa, Rosecrance offers comprehensive addiction services for adolescents and adults, including prevention, intervention, detoxification, inpatient and outpatient treatment, experiential therapies, dual-diagnosis care and family education. Rosecrance also offers high-quality, efficient and effective outpatient mental health services for children, adults and families through a variety of programs.

**Alexian Brothers Dual Diagnosis Unit:** <http://www.alexianbrothershealth.org/abbhh/center-addiction-medicine/treatment-approach> Alexian Brothers is another partner that focuses on the addiction continuum from prevention education and screening through recovery. They are specialists in dual diagnosis and process addictions (gambling, etc). They offer free evaluations.

Young people's 12 step AA/Alanon/Alateen <https://www.chicagoaa.org/find-a-meeting-search-return>. These groups meet on campus and off campus. We post regularly the locations and times for these meetings.

Interested individuals are encouraged to contact each agency for additional information regarding specific services and costs.

### **Prevention and Education**

Individual, group and community educational programs and interventions designed to prevent and reduce alcohol and other drug use/abuse are offered to the Dominican University Community.

### **University Wide Mandatory Education - Campus Clarity**

**Think About It** is an online training tool on the topics of sexual assault, sexual harassment, bystander intervention and healthy relationships, which includes modules on alcohol and other drug education and prevention. Dominican University requires three different versions of the training for different student populations.

Think About It: Part 1 – for new undergraduate students

Think About It: Graduate Students – for new graduate students

Think About It: Part II – for continuing students (undergraduate and graduate)

COMPLETION RATES FOR CAMPUS CLARITY THINK ABOUT IT ONLINE TRAINING			
	Think About It: Part 1	Think About It: Graduate Students	Think About It: Part II
2014 - 2015	50%	30%	N/A
2015 - 2016	65%	59%	N/A
2016 - 2017	93%	79%	45%

### Lectures and Training

April 20, 2016 – Sarah Panzau – Alcohol / Drug Awareness the danger of Driving under the influence.

### Residence Life Programming and RA Training

Residence Life spends roughly six+ hours in RA training covering confrontation and crisis/emergency response. Some, but certainly not all, is devoted to training staff how to deal with individuals who have consumed, possessed, and/or are under the influence of substances.

We also teach the alcohol education program to first time alcohol offenders. This class is taught roughly six times a year, for 90 minutes each time, with 3-5 participants each time

### Wellness Center Programming

Lower Level Coughlin Hall. [wellness@dom.edu](mailto:wellness@dom.edu) 708-524-6229 Academic Year 2015-2016

Elizabeth Ritzman, LCPC, Director

Alcohol and Drug Prevention Screening and Intervention Packet:

The DU Wellness accepts referrals from all departments to help students with education, prevention, screening and treatment for additions of all types. Here are some of our tools and resources.

### Tools:

MAST: <http://counselingresource.com/quizzes/drug-testing/alcohol-mast/>

SASSI: <https://www.sassi.com/sassi-4-announcement/> Substance Abuse Subtle Screening Inventory is a psychological exam used to detect alcohol, drugs or Rx drug abuse, to distinguish between that and other psychological disorders and to evaluate severity.

Clinical Exam: CADC (Certified Drug and Alcohol Counselor) Psychologist administers these instruments as well as a thorough clinical interview. During that exam alcohol education and prevention messages are provided to students at all levels of severity and risk.

Treatment Protocols: The Wellness Center partners with many community partners in caring for students who need inpatient detox, Intensive Outpatient intervention, combination and other recovery and mental health services.

## HEALTH AND WELLNESS EDUCATION

Date	Topic	# Expected	Count-Students
8/18/2016	Mental Health Overview	30	19
8/19/2016	Behind Closed Doors consult	30	30
8/25/2016	Wellness Center Overview/Referral	7	6
9/8/2016	Wellness Center Overview	18	18
10/15/2016	Root Beer Pong		
8/28/2016	Smoke Reach Campus Outreach		
8/27/2016	common College Freak-outs		70
8/26/2016	parenting college students- Spanish		20
8/26/2016	sexual Assault presentation	12	12
10/3/2016	interviewing students about mental health		7
10/3/2016	video and tabling		30
10/20/2016	RA presentation		170 views 20 tabling
10/25/2016	dance showcase OLA		40
10/27/2016	if you love me		25
11/1/2016	bresha Meadows tabling		15 tabling
11/5/2016	diversity dialogue Hispanic Heritage		6
11/4/2017	Erasing The Distance		4
11/10/2016	End of Semester- Stress Management event		75+
11/24/2016	Presentation to OLA		20
1/10/2016	Sexual Assault presentation at Resolution Conf		35
12/5/2016	End of Semester Holiday Blues		6
11/22/2016	Sexual Assault and Domestic violence	4	4
1/8/2016	Intro to Peer Ed	4	4
8/25/2016	Peer Ed Process and Planning	4	4
2/13/16	Love, Sex and Chocolate		
(TBD)	Sexual Assault		
4/3/17	Flash Mob Dance-TBNT		
4/4/2017	Tabling TBNT		
4/6/2017	Take Back the Night March		

## ONLINE EDUCATIONAL NEWSLETTER

Dominican University Student Health 101

Alcohol & Drug PE Academic Year 16-17

Article	Responses	Links	
The new smoking scene: what does it mean for you?	106	<a href="http://dom.readsh101.com/new-smoking-scene/">http://dom.readsh101.com/new-smoking-scene/</a>	Nov-15
Drinking? The science of the buzz and how you can control it	4	<a href="http://dom.readsh101.com/the-science-of-drinking/">http://dom.readsh101.com/the-science-of-drinking/</a>	Oct-16
Drinking? 7 ways to get what you want from it	2	<a href="http://dom.readsh101.com/drinking-7-ways-get-want/">http://dom.readsh101.com/drinking-7-ways-get-want/</a>	Nov-16
The power of placebo: Is it the alcohol - or is it partly in your head?	115	<a href="http://dom.readsh101.com/power-of-placebo/">http://dom.readsh101.com/power-of-placebo/</a>	Apr-16
When is marijuana use a problem? (And why that's hard to answer)	70	<a href="http://dom.readsh101.com/marijuana-use/">http://dom.readsh101.com/marijuana-use/</a>	Jan-17
Vaping: What we know so far - & what we don't	80	<a href="http://dom.readsh101.com/vaping/">http://dom.readsh101.com/vaping/</a>	Nov-16
The student guide to going out	103	<a href="http://dom.readsh101.com/guide-to-going-out/">http://dom.readsh101.com/guide-to-going-out/</a>	Sep-16
Are you a social engineer? 4 ways to use your powers for good	157	<a href="http://dom.readsh101.com/social-engineer/">http://dom.readsh101.com/social-engineer/</a>	Oct-15
<a href="http://dom.readsh101.com/category/overcome-substance-use/">http://dom.readsh101.com/category/overcome-substance-use/</a>			

## Health Risks of Commonly Abused Substances

Substance	Nicknames/Slang Terms	Short Term Effects	Long Term Effects
Alcohol		slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts,	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines	uppers, speed, meth, crack, crystal, ice, pep pills	increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	slurred speech, muscle relaxation, dizziness, decreased motor control	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence

Cocaine	coke, cracks, snow, powder, blow, rock	loss of appetite increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility Increased rate of breathing, muscle spasms and convulsions. dilated pupils disturbed sleep,	depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, georgia homeboy, grievous bodily harm	euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence
Heroin	H, junk, smack, horse, skag	euphoria, flushing of the skin, dry mouth, “heavy” arms and legs, slowed breathing, muscular weakness	constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine	K, super K, special K	dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity , increased confusion, increased depression, physical dependence, psychological dependence
LSD	acid, stamps, dots, blotter, A-bombs	dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence

MDMA	ecstasy, XTC, adam, X, rolls, pills	impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence
Marijuana/Cannabis	pot, grass, dope, weed, joint, bud, reefer, doobie, roach	sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety	bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some
Mescaline	peyote cactus	nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature,	lasting physical and mental trauma, intensified existing psychosis, psychological dependence
Morphine/Opiates	M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff	euphoria, increased body temperature, dry mouth, "heavy" feeling in arms and legs	constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence
PCP	crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, wack, ozone	shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence
Psilocybin	mushrooms, magic mushrooms, shrooms, caps, psilocybin & psilocyn	nausea, distorted perceptions, nervousness, paranoia,	confusion, memory loss, shortened attention span, flashbacks may intensify existing psychosis,

Steroids	roids, juice	increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization or women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence
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## ON-CAMPUS RESOURCES/INFORMATION

<b>Dominican University Athletic Department</b>	708-524-6232 <a href="http://www.dustars.com/">http://www.dustars.com/</a>
<b>Dominican University Athletics Trainer</b>	708-524-6226 <a href="http://www.dustars.com/sports/2010/6/1/GEN_0601100423.aspx?path=general">http://www.dustars.com/sports/2010/6/1/GEN_0601100423.aspx?path=general</a>
<b>Dominican University Dean Of Students</b>	708/524-6824, <a href="https://jicsweb1.dom.edu/ICS/Campus_Life/Dean_of_Students_Office/Dean_of_Students_Staff.jnz">https://jicsweb1.dom.edu/ICS/Campus_Life/Dean_of_Students_Office/Dean_of_Students_Staff.jnz</a> .
<b>Dominican University Employee Assistance Program</b>	<a href="https://www.lfg.com/public/individual">https://www.lfg.com/public/individual</a>
<b>Dominican University Residence Life</b>	708-524-6218 <a href="http://dushare.dom.edu/reslife/SitePages/Home.aspx">http://dushare.dom.edu/reslife/SitePages/Home.aspx</a>
<b>River Forest Police Department</b>	708-366-7125 <a href="https://www.policeone.com/police-departments/river-forest-police-dept-river-forest-il/">https://www.policeone.com/police-departments/river-forest-police-dept-river-forest-il/</a>
<b>Dominican University Public Safety</b>	708-524-6300, <a href="https://jicsweb1.dom.edu/ICS/Resources/Offices_-_Departments/Campus_Safety_and_Security">https://jicsweb1.dom.edu/ICS/Resources/Offices_-_Departments/Campus_Safety_and_Security</a>
<b>Dominican University Wellness Center</b>	708-524-6229 <a href="https://jicsweb1.dom.edu/ics/Resources/Student_Services/Wellness_Center/">https://jicsweb1.dom.edu/ics/Resources/Student_Services/Wellness_Center/</a>



## OFF-CAMPUS RESOURCES/INFORMATION

<p><b>Alexian Brothers Dual Diagnosis Unit</b>  Alexian Brothers is another partner that focuses on the addiction continuum from prevention education and screening through recovery. They are specialists in dual diagnosis and process addictions (gambling, etc) They offer free evaluations.</p>	<p>Phone</p> <p><a href="http://www.alexianbrothershealth.org/ab/bhh/center-addiction-medicine/treatment-approach">http://www.alexianbrothershealth.org/ab/bhh/center-addiction-medicine/treatment-approach</a></p>
<p><b>Rosecrance</b> Multi-site services focused on recovery. 40 locations in Chicago and Northern Illinois, Wisconsin and Iowa, Rosecrance offers comprehensive addiction services for adolescents and adults, including prevention, intervention, detoxification, inpatient and outpatient treatment, experiential therapies, dual-diagnosis care and family education. Rosecrance also offers high-quality, efficient and effective outpatient mental health services for children, adults and families through a variety of programs.</p>	<p>Phone:</p> <p><a href="http://www.rosecrance.org/">http://www.rosecrance.org/</a></p>
<p><b>Thrive Counseling Center</b> Free screening for alcohol and drug abuse on Thursdays through Rosecrance</p>	<p>Phone 708-383-7500</p> <p><a href="http://www.ThriveCC.org">www.ThriveCC.org</a></p>
<p>River Forest Police Department – Emergency</p>	<p>911</p>
<p>River Forest Police Department – Non - Emergency</p>	<p>708-366-7125</p> <p><a href="https://www.policeone.com/police-departments/river-forest-police-dept-river-forest-il/">https://www.policeone.com/police-departments/river-forest-police-dept-river-forest-il/</a></p>
<p>County Sheriff’s Office – Emergency</p>	<p>911</p>
<p>County Sheriff’s Office – Non-Emergency</p>	<p>Main Phone Number  (773) 674-CCSO  <a href="http://www.cookcountysheriff.org/">http://www.cookcountysheriff.org/</a></p>
<p>Cook County State’s Attorney’s Office</p>	<p>(312) 603-1880  <a href="http://www.statesattorney.org/">http://www.statesattorney.org/</a></p>