



# **DOMINICAN UNIVERSITY**

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

## **2019 Annual Security and Fire Safety Report**

# 2019 Annual Security Report

This annual safety report summarizes the elements of the campus safety program, which is administered and maintained by the Office of Campus 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://mydu.dom.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=9cae7589-a328-4644-a5a9-2eff94045a93](https://mydu.dom.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=9cae7589-a328-4644-a5a9-2eff94045a93). Hard copies of the report are available by calling 708-524-6751 or by visiting the Campus Safety Compliance Office located in Lower Level Coughlin 030. The Campus Safety Compliance Office is open from Monday through Friday, 8:00am to 3:00pm 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 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. Campus 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, malfunctioning lighting, and monitor areas where construction may pose the risk of injury. More specific duties and responsibilities of campus safety officers are outlined in the current edition of the campus 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 Campus 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 Campus Safety is staffed by 21 full time employees. The department is augmented by a student staff.

## **Campus 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 Campus 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 (lockouts, 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 Campus 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*

Campus 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 Campus 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 Campus Safety Dispatch 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*

Use of Dominican lockers is a privilege. Lockers will only be issued to STAR Card holders.

Applications for lockers can be filled out by visiting the on line support center at <https://support.dom.edu/TDClient/Requests/ServiceCatalog?CategoryID=7987> and clicking on the Request a Locker tab and follow pages to complete your application.

Dominican University cannot be held responsible for lost, stolen or damaged personal property.

By signing the Locker Use Agreement, applicants agree to abide by the terms and conditions set forth by Campus Safety outlined below:

1. All lockers are the property of Dominican University.
2. Use of a locker by a person other than to whom it is assigned is forbidden. Misuse of a locker may lead to termination of locker privileges.
3. Campus Safety reserves the right to open a locker without the consent of the applicant to whom the locker is registered in instances where locker procedures are being abused, or in the case of an emergency situation.
4. Flammable materials, dangerous chemicals, explosives or weapons of any kind are strictly prohibited inside the lockers.
5. Perishable items, illegal or controlled substances such as drugs or alcohol are also strictly prohibited inside the lockers.
6. Users are not permitted to affix anything to the interior or exterior of their lockers.
7. Upon assignment and during use, users are responsible for reporting any damage or needed repairs to Campus Safety. Users will assume the cost of any unreported damages.
8. All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.
9. Every user must renew their agreement at the end of the designated period. Lockers not renewed will be cleaned out and all contents will be disposed of.
10. Locker users will be held to all standards as aligned in the Student Code of Conduct and in the Employee handbook.

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 Campus 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 or intercoms in the campus elevators. All call boxes and all elevator 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 Campus Safety in an accurate and prompt manner. Dominican provides different ways to report crimes or other emergencies to Campus Safety or obtain help. It is the university's policy that Dominican community members should also contact Campus 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 Campus Safety by dialing 708-524-5999 or ext. 5999. As appropriate, Campus Safety will contact the River Forest Police Department or other law enforcement agencies.

### Contact Information to Report Concerns

Campus Safety and 24-Hour on campus escort.....	(708) 524-5999
Email.....	<a href="mailto:safety@dom.edu">safety@dom.edu</a>
Office of the Dean of Students.....	(708) 524-6822
Email.....	<a href="mailto:deanofstudents@dom.edu">deanofstudents@dom.edu</a>
Student Life.....	(708) 524-6527
Email.....	<a href="mailto:reslife@dom.edu">reslife@dom.edu</a>
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 Campus 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 Campus 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 Campus 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 at the Campus Safety Compliance Office during normal business hours 8:00am-3:00pm 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 Campus Safety.
  - “*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 Campus 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 tabletop exercises we are able to help better educate the community about crime prevention.

## **Incident Management Assessment Team (IMAT)**

IMAT is comprised of senior members of various departments within Dominican University who meet at the onset of an emergency to discuss how to respond and actions to be taken. The team also meets regularly to develop and implement emergency plans through tabletop and university wide trainings.

Members of IMAT include (but not limited to):

- Vice President of Student Success and Engagement, Chair
- Vice President for Information Technology and Operations
- Director of Campus Safety & Risk
- Dean of Students
- Director of Public Information
- Chief Diversity Officer

Others as needed such as the Executive Director of Human Resources, Campus Safety Operations Officer and Campus Safety Compliance Officer.

The IMAT is the previous Emergency Planning Team and Emergency Response Teams combined. The IMAT is the umbrella over the ACT (formerly Behavioral Concern Team) and the Threat Assessment Team.

## **Assessment and Care Team**

The Assessment and Care Team (ACT) is an interdepartmental team that meets weekly to review, assess and respond to student cases regarding behavior that is concerning, disruptive or dangerous to themselves, members of the University community, or the community. The ACT strives for early identification with a focus that is preventative and educational in nature. The goal of the team is to consider the best interest of the student and the campus community.

The ACT will:

- Educate and empower the campus community to recognize and report concerning behaviors;
- Gather information to assess situations involving students who display concerning or disruptive behaviors;
- Determine appropriate intervention and support strategies;
- Refer students to appropriate campus or community resources; and
- Monitor ongoing behavior of students that have displayed disruptive or dangerous behavior.

## **Membership:**

Dean of Students, Chair

Student Life: Assistant Dean of Students/Director of Student Life

Wellness Center: Assistant Clinical Director of Counseling Services

Risk Management: Director of Campus Safety and Risk

Campus Safety: Senior Supervisor

SSE: Student Intervention Specialist

University Ministry: Director of University Ministry

## **Standard Operating Procedure for review of concerns**

1. When a report is submitted an email is sent to all ACT members. Each member is expected to review reports to determine level of risk and urgency.
  - a. Is immediate action needed? May contact 911 or Campus Safety.
  - b. Convene (in person or by phone) immediately if concern seems urgent. Any team member can determine a concern to be urgent and should contact the Chair of ACT.
  - c. If the report is not urgent and not in need of immediate response, the report will be discussed at next scheduled meeting.
2. Team members gather information to complete the Student Concern Assessment Worksheet (e.g., academic standing, conduct records, incident reports, etc.).
3. The ACT Chair or designated team member will follow up with the submitter to thank them for the referral/report and clarify submission and/or obtain additional information prior to the team meeting. [Document the follow up.]
4. During the ACT meeting, the team will review existing information about the concern and the student(s) involved, assessing for credibility and level of risk.
5. Team completes an initial gross assessment (i.e., level of threat/distress) using NaBITA Assessment Tool<sup>1</sup> and Student Concern Assessment worksheet. [Document initial assessment.]
6. Decide what additional information is needed and assign to team member(s). Document plan for gathering additional information; that is, who will seek data from whom or what source and by when.
7. As information is gathered, update the Student Concern Assessment worksheet. Review and revise assessment of the concern using NaBITA Assessment Tool. [Document.]
8. Considering the assessment and other contextual factors, create an intervention plan if deemed necessary. Determine when the team will assess the intervention plan. [Document.]
  - a. Intervention plan could mean any number of options, including simply coaching the submitter on how to direct a distressed student to on campus resources. The team might consider the least directive or intrusive intervention that might help the student better navigate or address their stress. Alternatively, the more urgent, acute, or complex a situation is, the more directive or intrusive the intervention plan.
9. Follow up on intervention plan at regular time intervals to assess for effectiveness using the same sources of information used at the initial assessment. Modify intervention plan as needed. [Document.]
10. If assessment suggests that concern is abated, team to consider closing the concern. [Document.]

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<sup>1</sup> NaBITA Assessment Tool <https://cdn.nabita.org/website-media/nabita.org/wordpress/wp-content/uploads/2012/04/NaBITA-Updated-Threat-Assessment-Tool-2014-trifold.pdf>

## **Standard Meeting Agenda**

1. Review newly submitted concerns
  - a. Initial assessment of concern
  - b. What additional information do we need? (Assign tasks)
  - c. Consider intervention options
2. Review open cases
  - a. New information?
  - b. Revised assessment?
  - c. Create intervention plan
  - d. Revise current intervention plan?
  - e. Close case vs. set timeline for follow up
3. ACT operations (as needed)
  - a. Education/outreach planning across campus
  - b. Additional training/consultation for team members
  - c. Additions/revisions to ACT policies and procedures

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

Dominican University TAT's role is to assess threats which are reported to the IMAT, and/or the ACT which are delegated to the TAT and determine whether action needs to be taken and if so, take action.

In addition to emergency threat response, the committee meets once each semester to have plans ready for different situations which may arise against the Dominican community at large or individual members of the community.

Members of the TAT include (but not limited to):

- Director of Campus Safety & Risk, Chair
- Dean of Students
- Director of University Ministry
- Assistant Clinical Director of Counseling Services
- Assistant Dean of Students/Director Student Life
- Director of Student Intervention
- Faculty Representation

Others as needed/regulated such as the Executive Director of Human Resources, Legal Counsel, RFPD (local police), Campus Safety Operations Officer and Campus Safety Compliance Officer.

## Timely Warning Notices

The Office of Campus 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 Campus 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 Campus 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, Campus Safety will confirm that there is a significant emergency or dangerous situation in conjunction with Emergency Planning Team and local police departments and will immediately issue a campus-wide notification. The on duty Campus Safety supervisor will coordinate with the local police department(s) and the Interim Director of Campus Safety to determine the severity of the reported incident. Campus Safety will coordinate with at least one member of the Emergency Planning 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.

In conjunction with the RAVE Mobile Safety, the University has begun installation of the Alertus Alert Beacons and Speakers as an additional means of emergency notification. The Alert Beacon attracts attention with an audible alarm and flashing strobes. The wall mounted device has a large text display which informs building occupants of the emergency and instructs them how to respond. The units are in high visibility areas of the residence halls, such as hallways and stairwells and in the classroom and office areas of Fine Arts. Alert Beacons are programmable to enable safety officials to notify specific areas, buildings, and corridors.



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. Campus Safety, in conjunction with the Emergency Planning 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 the Fine Arts Building, Lewis, Power and Parmer Hall are 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, Campus 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. Campus Safety officers patrol the residence halls on a regular basis and assist with the staffing of the Coughlin Commons front desk.

#### *Maintenance of Campus Facilities*

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus 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 Campus 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 Vendors/Construction Staff/Contractors*

All outside Vendor, Construction Staff and Contractors are required check in and out with Campus 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 policies detailed in the 2019-2020 Student Handbook. 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.

# 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 Campus 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 Campus 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 CAMPUS 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, Campus 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 Campus 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 Campus 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.

Campus Safety shall make telephone or In-Person notification 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 emergencies. 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 Campus 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 Campus Safety. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to Campus 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**

Campus 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 Campus 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 Campus Safety and report the incident.
- Assist Campus 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 cannot speak, leave the line open so the dispatcher can listen to what is 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 near 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 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 Campus 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 Campus Safety and report the incident.

- Law enforcement personnel and Campus 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 Campus 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 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 Campus Safety at 524-5999 or at extension 5999.

- If there is potential danger to building occupants notify Campus 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 Campus 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 Campus Safety immediately.

**Ventilation Problems:** If smoke odors come from the ventilation system, immediately notify Campus 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 Campus Safety immediately at 524-5999 or at extension 5999.

### **Chemical / Radiation Spill**

- Any spillage of a hazardous chemical or radioactive material is to be reported IMMEDIATELY to the Office of Campus Safety at 524-5999 or at extension 5999.
- When reporting, be specific about the nature of the involved material and the exact location. Campus 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 Campus 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 Campus 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 Campus Safety Office. 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

Campus 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 Campus 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 Campus 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

- Campus Safety: (708) 524-5999
- 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 [Campus 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 an electronic copy of the student handbook from the Dean of Student's website [https://mydu.dom.edu/ICS/Campus\\_Life/Dean\\_of\\_Students\\_Office/2019-2020\\_Student\\_Handbook.jnz](https://mydu.dom.edu/ICS/Campus_Life/Dean_of_Students_Office/2019-2020_Student_Handbook.jnz). 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.

## **Campus 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 primarily for 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.

### **Campus 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 they are absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus 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. If a specific Missing Person contact is not identified, the University will contact the Emergency Contact. 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 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 Campus 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, Campus 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 Campus Safety.

When a student is reported missing Campus 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 Missing Person contact, or Emergency Contact if a Missing Person contact is not identified, 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 will notify the Incident Management and Assessment Team (IMAT). The IMAT and 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://mydu.dom.edu/ics/Resources/Student\\_Services/Wellness\\_Center/](https://mydu.dom.edu/ics/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).

Campus Safety officers are issued flashlights that do have strobe light capabilities. They do not carry 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

# **One Process: Dominican University Policy and Procedures for Ensuring a Just and Humane Campus 2019-2020**

Office of Diversity, Equity and Inclusion

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

## **1.0. Philosophy of One Process**

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. These policies ensure the University's compliance with various federal, state and local laws and are grounded in Dominican identity and culture of commitment to social justice and the common good.

### **1.1. Introduction**

Dominican University is committed to ensuring a campus where all community members can thrive. The Office of Diversity, Equity and Inclusion (ODEI) works in partnership with community stakeholders to support the culture of equity and inclusion that is critical to the University's mission and identity. When the behavior of some community members challenge the well-being of others, the ODEI determines, to the extent possible, whether the University's policies related to Title IX and gender-based misconduct, ADA and disability, race discrimination, bias, and other forms of sexual harassing conduct were violated. In addition, the OEDI ensures university compliance with federal, state, and local laws covering discrimination and gender-based misconduct. The Chief Diversity Officer administers the Office of Diversity, Equity and Inclusion.

To ensure the University's ability to foster a just and humane campus for all, violations of these policies will not be tolerated. As such, the University community is asked to report incidents that may violate University non-discrimination and sexual misconduct policies so that efforts can be made to end sexual misconduct and discriminatory or harassing conduct, prevent its reoccurrence, and, where possible, address its effects. The University takes these reports seriously and is committed to following up on reports of sexual assault, sexual harassment, and discrimination. All employees are required to complete training on sexual misconduct, bias and discrimination.

Dominican University prohibits violations of this policy by any member of the Dominican community whether on its campus, on non-campus property owned or controlled by the University, at University-sponsored events and programs either on or off campus, including internships, practicums, volunteer opportunities and university sponsored study abroad programs.

### **1.2. Investigations of Sexual Misconduct and Bias-Related Policy Violations involve an administrative resolution process or a hearing board**

Dominican University has chosen to utilize a hybrid model to investigate alleged violations of civil rights and complaints of sexual misconduct. Complaints may be resolved by administrative resolution or by a Title IX Hearing Board. The mechanism for resolving a specific complaint depends on the alleged conduct violation, and the relationship of the complaining and the responding party to the University (See Appendix A. Administrative or Hearing Board Resolution Process to determine which resolution process applies to specific policy violations). The administrative resolution process involves an investigative team assigned to each case with the team determining the finding and recommending a sanction to the Title IX Coordinator and the team. The Hearing Panel resolution involves allegations of prohibited conduct under Title IX and the Clery Act as well as bias related cases not involving allegations of discrimination involving pay and benefits, job assignments, promotions and/or reasonable accommodations or discipline and discharge. Allegations involving

such prohibited conduct will be resolved through the administrative resolution process. Each resolution process is managed through the Office of Diversity, Equity and Inclusion and is designed to provide a fair, impartial and timely investigation and resolution of the complaint.

Civil Rights violations are highly sensitive and emotional and require sound and thorough investigations to properly and effectively address them. Investigations are conducted by trained investigators and respond to specific contexts and individual circumstances while maintaining rigorous standards and actively gathering information from all relevant sources. The duration and scope of investigations can vary, as well as the content of the investigative reports; however, all findings determine the extent to which the parties are responsible for violating University policy. Investigators must objectively and impartially collect the pertinent information, confirm its veracity, and analyze the information to understand violations, their causes and effects, and, when required, to recommend sanctions or corrective action. Investigators have the discretion to determine whether an offered witness or documentary evidence would be relevant or helpful to a determination or finding. Findings may include recommendations on ways to rectify violations for complainants, promote accountability for respondents found to have violated University policy, stop ongoing abuses, and prevent their reoccurrence. Findings may also include recommendations to the university to address issues found to have contributed to a policy violation. The standard used to determine whether the University's 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 evidentiary standard is often referred to as a preponderance of the evidence. It is the responsibility of Dominican University to determine whether there is a preponderance of evidence that a University policy was violated.

### **1.3. Preliminary Assessment of the Complaint and Determination of Next Steps in the Process**

When necessary, a preliminary assessment is completed by the CDO to determine whether the complaint alleging prohibited conduct under Title IX and/or the Clery Act requires action by the University. To assist in this determination, the One Process/Title IX Coordinator may convene an Intake Panel and/or to conduct a preliminary assessment with the support of qualified personnel. The preliminary assessment considers the nature of the report; the safety of all parties and of the campus community, and the complainant's expressed preference for resolution. As part of a preliminary assessment, the CDO may contact the reporting party to clarify details related to the reported incident(s). The preliminary assessment is designed to determine the following:

- 1) Whether the facts in the case are clear and there is possible evidence that the responding party engaged in prohibited conduct.
- 2) Whether the alleged conduct falls under the scope and jurisdiction of this policy
- 3) Whether the university should take immediate steps to provide supportive measures or to refer the case for a threat assessment.
- 4) Whether the complaint might be resolved without a full investigation.
- 5) Whether the case would likely involve an administrative or hearing resolution.
- 6) Whether the case could involve alternative dispute resolution including mediation.

The CDO consults with Deputy Coordinators, determines the appropriate next steps in the process and informs the parties either through the Notice of Investigation issued by the Deputy Coordinators, or through a Notice of Concern. A Notice of Concern (NOC) is issued in response to a discrimination or sexual misconduct complaint that is not scheduled for investigation. A Notice of Concern summarizes the complaint and offers the respondent the opportunity to respond to the allegations in

writing. A Notice of Concern is sent to both parties. A NOC may trigger an investigation if either the complainant or the respondent makes such a request.

If a Hearing Panel is required to resolve the complaint, the Title IX Coordinator in conjunction with the Dean of Students will commence an investigation and convene a Hearing Panel composed of three university employees trained in investigations of these complaints. The Hearing Process will be convened for alleged violations involving; sexual misconduct, sexual harassment, interpersonal violence, and stalking where both parties are students. In cases of sexual misconduct, sexual harassment, interpersonal violence, domestic violence, gender-based violence, and stalking where one or both parties are faculty or staff, the University will conduct a full administrative investigation. If the Title IX Coordinator determines that no further action should be taken, the reporting party will be notified, and the case will be closed.

#### **1.4. Overview of the Investigative Process**

The investigative process begins with the receipt of a report alleging prohibited conduct. The CDO/Title IX Coordinator is responsible to assess whether a formal investigation will be conducted under this policy. One Process reports are subject to a review by an In Take panel, if necessary, to determine what the University can do to resolve a complaint including a determination of Interim measures or supportive services needed and an option for mediation or other alternative methods for resolving the dispute resolution (ADR). When the complainant is anonymous, witnessed by a reporting party not directly involved in the conduct alleged in the complaint or by a complainant that does not want an investigation or who does not wish to cooperate with an investigation, a notice of a One Process Concern (NOC) is issued to the respondent to notify them of the concern. Alternatively, a Notice of Investigation (NOI) is issued when a full investigation is warranted. In cases where a full investigation occurs, Deputy Coordinators manage the case and investigators complete the investigative report, the CDO/Title IX Coordinator issues letters of findings to relevant parties. The CDO/Title IX Coordinator will issue Letters of Findings after the Hearing Panel completes its deliberations. Once a finding is issued, the complainant may request an appeal. A Review of a Request for Appeal is completed by the CDO/Title IX Coordinator. If approved, the One Process/Title IX Coordinator convenes a Review Board. If either party does not agree with the findings of the Review Board, an appeal, if approved by the CDO/Title IX Coordinator will result in Further Review by the President or her designee. In any full investigation, the allegations in the complaint and a written notice of the complainant's and respondent's rights in the investigation and resolution process are provided to each party (see Appendix B. for a statement of rights).

In general, investigations, initial resolutions and findings of any alleged violation of University anti-discrimination and/or Gender-based and Sexual Misconduct policies will be completed as soon as possible.

#### **1.5. Overview of the Hearing Board Resolution Process**

1. A Title IX Hearing Panel is an adjudicatory committee comprised of individuals trained or experienced in sexual misconduct. Individual on the Hearing Panel will be appointed for three-year terms and selected by the Title IX Coordinator and the Dean of Students. An investigator assigned by the Title IX Coordinator will investigate cases resolved by hearing resolution. The investigator will provide the Investigative report to the Title IX Coordinator for review, the preliminary report will be submitted to the parties who will have 7 days to review and respond prior to the issuance of the final report. Parties may submit corrections related to errors of fact or provide additional information to relevant to the finding. The final report and any additional information considered relevant as determined by the Title IX Coordinator will be submitted to the panel.
2. Once the final report is submitted, the complainant and the respondent will be notified of the Hearing date. The Title IX Coordinator will be present at the hearing to answer any questions

about the investigative report. After reviewing the investigative report, the Hearing Panel may request additional information about the incident from the parties or witnesses involved. Each party can submit questions that the Hearing Panel may use in questioning witnesses. Only members of the Hearing Panel may question the parties. The Panel may revise or remove submitted questions for clarity or efficiency. If the reporting or responding parties do not attend, the meeting will occur in their absence, but the Title IX Coordinator will notify the parties that they may attend via phone/or teleconference.

3. Decisions of finding will be determined by a Hearing panel. The findings of the Panel will depend on the investigative findings, the nature of the prohibited conduct, the alleged violation(s) of university policy, the disciplinary history of the responding party, and evidence related to the case. The Panel's finding of responsibility, no responsibility or no finding will be shared with the parties involved. Title IX Coordinator will issue the Letter of Finding no later than 7 working days after the conclusion of any hearing unless the University determines that additional time is needed. If additional time is needed, the Title IX Coordinator will notify both parties and provide a reason for the delay.
4. All hearings are closed to everyone except the complainant and respondent, one advisor for each party, the Title IX Coordinator and any witnesses who have knowledge of the circumstances of the case while they are being questioned. The parties to the complaint have the right to attend the entire hearing, except for the deliberation phase. No recording devices are allowed in the hearing.
5. When there are multiple allegations of sexual misconduct or when sexual misconduct may be a possible secondary cause for related conduct violations, each allegation will be investigated by one Hearing panel composed of members of the Conduct Board and the Title IX Hearing panel. This practice ensures that no one is subject to multiple processes to resolve related complaints. It also allows the University to maintain the appropriate level of due process for all parties.

## **1.6. One Process Stakeholders**

One Process Stakeholders are members of the Dominican University community (faculty and staff) trained to implement this process for a just and humane campus and to offer support to parties involved in the process. Confidential Resources, Mediators, Investigators, and Investigation Advocates may be faculty and staff members of the community trained by the Chief Diversity Officer. Outside investigators can be hired in cases where impartiality or timeliness require additional personnel. Each of the roles within the One Process system is specialized and members of the Dominican University community generally serve in only one capacity during an academic year. The roles of One Process stakeholders are defined below:

**Senior Deputy Coordinator (SDC):** Senior Deputy Coordinator is responsible to review the policy and ensure that procedures and practices are consistent with policy and comply with relevant federal, state, and local laws. The SDC conducts investigations and reviews investigative reports.

**Deputy Coordinators: (DC)** Deputy Coordinators are responsible to ensure due process for both parties under the One Process system. The CDO/Title IX Coordinator assigns Deputy Coordinators based on their responsibilities, expertise, and availability. The Deputy coordinators review and recommend changes to policies, procedures, and services, as needed. The Senior Deputy Coordinator conducts investigations and reviews One Process policy to ensure compliance.

**Investigators:** Trained investigators from the Dominican University community will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for the interviews. Investigators are trained members of the community including faculty, staff, and external investigators who are appointed and trained by the Chief Diversity

Officer. Two investigators will be assigned to each case requiring administrative resolution. In fact-finding investigations for the Hearing Board, one investigator may be assigned to the case depending on the circumstances surrounding the case and the number of witnesses to be interviewed. The University, at its discretion, can contract with external investigators to ensure timely and impartial completion of investigations. It is the responsibility of the investigators to actively gather information about the facts of the situation under investigation.

**Confidential Resources (CR):** A Confidential Resource is a member of the Dominican University community who is trained to offer resources and support, explain how the Dominican's grievance and disciplinary system works, and help navigate the reporting process. Confidential Resources may talk to a victim/survivor but is required to report the details of an incident to the Title IX Coordinator without initially including the reporter's identifying information. In the interest of public safety, the Title IX Coordinator may ask a Confidential Resources to provide additional information regarding a reporting party.

**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 develop a resolution process to discuss the incident and attempt to resolve it amicably.

**Investigation Advocates:** A trained investigation advocate from the Dominican University community can be present for the investigation interviews and the hearing. Investigation advocates are trained in investigation protocols and may advise the complainant or respondent on the proceedings.

**Other Advisors:** Each party has the right to choose and consult with an advisor; the advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. While advisors may provide support at any meeting or proceeding, they may not speak on behalf of the parties or otherwise participate in or in any manner disrupt such meetings and proceedings. An external advisor may not function as legal counsel or represent a complainant or respondent in a hearing or conduct process. Investigators may terminate interviews when advisors violate these terms and conditions for participation in the interviews or proceedings.

**Confidential Advisors:** A Confidential Advisor is a person who has received 40 hours of training in sexual assault response and completes a minimum of 3 hours of training updates annually. The Confidential Advisor is trained in sexual assault counseling and may have privileged communications with students related to sexual assault. Confidential Advisors are exempt from full disclosure.

**Responsible employees:** Responsible employees are University employees who have the authority to redress sexual violence or who otherwise have the duty to report such incidents. A report to a responsible employee constitutes a report to the University and generally obligates Dominican University to document the incident and take appropriate steps to address the situation. Most Dominican employees are responsible to report acts of gender-based and dating violence, all sexual misconduct; including sexual assault, harassment, stalking, domestic violence, interpersonal violence and allegations of discrimination based on race, ethnicity, gender, nationality, religion, gender identity and expression, and disability. The following groups of student employees are designated as responsible employees: Social Justice Advocates, Resource Desk Assistants, Resident Advisors, Student Security, Welcome Desk Workers, Circulation Desk Attendants, Peer Advisors, and University Ministry student staff. Reporting parties should carefully consider whether they should disclose personally identifiable details that involve prohibited conduct to responsible employees because, once disclosed, the information must be reported to the Title IX Coordinator. (See Section 2.0 on Confidentiality). If the reporting party does not wish for this information to be shared, they can

either discuss the situation with a Confidential Advisor or other professional staff in the Wellness Center. The reporting party may also discuss the situation with a Confidential Resource person on campus. Confidential Resources must report the incident to the Title IX Coordinator, but they do not initially need to disclose the identity of the reporting party or the responding party. If the reporting party does not want any form of resolution to be pursued, they may request confidentiality from the Title IX Coordinator who will respond to the request in writing. (See Section 2.2.1. Requesting Confidentiality from the University).

Licensed health or mental health professionals, non-licensed Wellness Center staff, and confidential advisors are not responsible to report alleged policy violations to the Title IX Coordinator.

**Mandatory Reporters:** All University employees, contracted staff, designated student employees, and Trustees are required to report concerning behaviors, including threats or crimes by employees. In addition, state law requires the reporting of suspected cases of child abuse and neglect. When an employee or trustee becomes aware of an alleged employee crime, child abuse or neglect, the employee must promptly contact Campus Safety and Security. In cases of child abuse or neglect, the employee must contact the Title IX Coordinator and the Department of Children and Family Services hotline. If child abuse or neglect is suspected or disclosed, the reporter should not delay a call to the hotline, even if all the information about the victim or the incident is not readily available. The Illinois Child Abuse Hotline is 1-800-25-ABUSE or 1-800-252-2873.

When reporting abuse or neglect, reporters should be prepared to provide a phone number where they can be reached in case the Hotline needs to contact the reporter for additional information.

## 1.7. 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 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.

Because discussions about the details of investigation can adversely affect its outcome, complainants, respondents and witnesses are asked not to disclose information about an ongoing investigation.

## 1.8. Prohibition against Retaliation

Dominican University strictly prohibits any adverse action against any individual for reporting, providing information, or exercising their rights under non-discrimination or sexual misconduct policies. No individual who makes a complaint alleging a violation of these policies 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 employment or their

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. Retaliatory actions include threats or actual violence against a person or that person's property, inciting adverse education and or employment consequences. Retaliation may also involve ridicule, intimidation, bullying, colluding with others to embarrass or punish an individual who brought a complaint forward or against an individual who participated in an investigation or a hearing.

Any acts of retaliation, as defined above, shall be grounds for disciplinary action, up to and including expulsion for students and termination of employment for faculty and staff.

## **1.9. Interim and Supportive Measures**

When the University receives notice of an allegation, the Title IX coordinator in conjunction with the Dean of Students may impose interim or safety measures that will generally remain in effect during the Title IX investigation but may remain in place if recommended in the Letter of Finding. Interim and/or supportive measures are designed to stop the prohibited conduct, prevent its recurrence and remedy its effect. Interim and Supportive measures may include but are not limited to:

- Class reassignment
- Resident Hall reassignment
- Interim leave from the college
- Limitation of college activities
- Campus access restrictions
- Administrative leave with or without pay
- Counseling
- No Contact Orders
- Training
- Appropriate Contact Orders
- Safety Escorts

Faculty and staff may request additional measures including protective measures such as suspension, an order to avoid or restrict contact between the parties, change in work schedules, administrative leave with or without pay. Interim measures may be implemented at any time during the investigation. Although the University cannot pursue disciplinary action against a respondent who is unaffiliated with the University, the University can assist the complainant in accessing appropriate medical care and supportive services.

## **1.10. Free Expression and Academic Freedom**

Dominican University is firmly committed to free expression and academic freedom. We are also committed to creating and maintaining a safe, healthy and harassment free environment for all members of our community. These are both legitimate interests but discrimination, intimidation, harassment, and retaliation against members of the community are not protected expression. The University will investigate any alleged retaliation that involves individual statements or speech.

## **1.11. Immunity**

To encourage reporting, the University offers 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.

## 1.12. Clery Act/Federal Statistical Reporting Obligations

All information related to violations of this policy will be considered confidential to the greatest extent possible. For federal reporting purposes, all personally identifiable information will be kept confidential, but statistical information must be reported to the relevant authorities. Such reporting does not disclose the identity of the complainant or respondent.

## 1.13. Other Grievances

The University community provides formal and informal procedures to resolve complaints and concerns about the policies and procedures that govern the institution. All grievances not involving discrimination and/or gender-based misconduct will be addressed through academic procedures in the Faculty Handbook, employee policies in the Employee Handbook or student conduct procedures in the Student Code of Conduct. These policies are governed by the Office of the Provost, Human Resources, the Dean of Students, and the Faculty Senate.

## 2.1. Reporting Options and Levels of Confidentiality

Dominican University encourages anyone who experiences any kind of misconduct or discrimination to talk to someone identified in one or more of these groups but to be aware that different employees on campus have different abilities to maintain a complainant's confidentiality.

## 2.2. Who must Report and What Information Must Be Disclosed?

Dominican's One Process policy makes students, faculty, and staff aware of the various reporting and confidential disclosure options available to them so that they can make informed choices.

- **Licensed mental health professionals** and employees functioning within the scope of their employment who are supervised by University employees with a professional license cannot disclose confidential information. These employees can maintain near complete confidentiality regarding sexual assault; talking to them is sometimes called a "privileged communication."
- **Confidential Advisors** may or may not be a licensed mental health professional, but they must have 40 hours of training and 3 hours of updates each year in sexual assault counseling. Confidential Advisors may have confidential communications with students related to sexual assault. They can also help the complainant access 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.
- **Confidential Resources** may advise a complainant or respondent in confidence but are also required to fill out an anonymous university report that initially keeps identities private. Disclosures to these employees will not trigger a university investigation against the complainant's wishes. Any member of the Dominican community can talk to a Confidential Resource. For Students Only: Non-counseling and non-medical staff in the Wellness Center can also talk to a complainant in confidence.
- **All other Dominican employees** are responsible to report incidents of sexual misconduct and discrimination.

### **2.3. Confidentiality Requests**

Complainants have the right to request confidentiality. 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.

A complainant who requests confidentiality may later decide to file a complaint with the University or report the incident to local law enforcement to have the incident fully investigated. The Title IX Coordinator will assist either party who decides to file a complaint.

### **2.3. Requesting Confidentiality from the University**

If a complainant discloses an incident to an employee but wishes to maintain confidentiality or requests that no investigation be conducted or disciplinary action taken, Dominican University must balance that request with 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 institution's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited.

Dominican University has designated the CDO/Title IX Coordinator to evaluate requests for confidentiality. When weighing a 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 increased risk that the respondent will commit additional acts of sexual or other violence and other factors such as:

- whether there have been other sexual violence complaints about the same respondent;
- whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
- whether the respondent threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple respondents;
- whether violence was perpetrated with a weapon;
- whether the complainant or respondent 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 inappropriate conduct (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 become the complainant, investigate the allegation 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.

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;
- 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;
- 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.

## **2.4. Community Alerts**

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 Campus Safety and Security 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. Dominican University may have other reporting obligations under state, federal or local laws. Complainants will be notified whenever these reporting obligations apply to the complaint.

## **2.5. Maintaining a Healthy, Safe Campus**

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. Anyone who experiences or becomes aware of an incident of prohibited conduct is encouraged to report the incident to the University.

Reporting an incident can be done in three ways: (1) by contacting Dr. Sheila Radford-Hill, Chief Diversity Officer, Lewis Hall, 213 at (708) 524-6380, in person at Lewis Hall 213 or (2) by contacting Confidential Resource persons, or any representative of the campus (e.g., the Dean of Students Office, Campus Safety and Security, Residence Life, Human Resources, the Provost's Office, University Ministry, a faculty member or a staff member) or by reporting on line through the incident management system at <https://www.dom.edu/diversity>. Click on the File a One Process Report navigation bar.

A complainant may choose to make a report to the University and may also choose to make a report to law enforcement. A Complainant may pursue either or both options at the same time.

Alternatively, any individual can report an incident anonymously.

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 effect 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.

## **2.6. 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 are 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. Pastoral counselors when functioning within the scope of their university employment are exempt from the reporting requirements as a responsible employee.

## **2.7. Reporting to “Responsible Employees.”**

All Dominican University employees, including faculty and designated student employees - including, Diversity Advocates, Circulation Desk Attendants, Peer Advisors, Resource Desk Assistants, Resident Advisors, Student Security, Welcome Desk Workers, and University Ministry student staff are considered “responsible employees” and must formally report the incident. Including the details of the incident and the names of the complainant or the person who discloses 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, 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 Advisor.

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 inform the Coordinator of the complainant's request for confidentiality.

Dominican University employees will honor and support the complainant's wishes, to the extent possible. Dominican University employees will not pressure a complainant to make a full report if the complainant is not ready to do so.

## **2.8. Procedures Related to Complaint Resolution under One Process**

An overview of One Process procedures is intended to comply with federal, state, and local laws, and to be exemplify 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 effectively investigate and resolve violations of University policy while also providing support and affirming the rights of complainants and respondents. The University reserves the right to investigate any case it deems appropriate. However, alleged violations of this policy may be resolved using mediation; if all parties agree to participate. In its discretion, the University can decide not to commence an investigation, if it determines that its ability to determine violations of University policy is hampered by requests for confidentiality, or if the reporter chooses to remain anonymous or refuses to cooperate with the investigation or if one or more parties involved in the case are not students of the university.

## **2.9. Receipt of Incident Reports, In-Take, Engagement in Interim Remedial Actions, Determinations Regarding Mediation or Alternative Dispute Resolution**

The Chief Diversity Officer/Title IX Coordinator will receive incident reports, conduct an intake or preliminary investigation, as appropriate, consult with the Dean of Students and the Department of Campus Safety and Security in cases where threats to individual or campus safety are concerned, consult with the ADA Coordinator, when appropriate, and assign designated Deputy Coordinator(s) or dispute resolution personnel. The CDO/Title IX Coordinators will assign Deputy Coordinators and investigators on a rotating basis. When a Title IX Hearing is required, the CDO/Title IX Coordinator will consult with the Dean of Students to convene the Hearing Board.

Parties to the complaint have the right to request interim measures pending the disposition of the complaint. The University also reserves the right to take interim measures the University deems appropriate to protect the complainant, the respondent and other members of the community that may be adversely affected. Interim measures or support services available to both parties are listed in **Appendix \_\_**. To the extent possible, any such interim steps will be taken in a manner that minimizes the burden on the complainant and respondent.

Campus Safety and Security, Residence Life, the Title IX coordinator and designated Deputy Coordinator(s), will provide the complainant and respondent with a list of campus and community resources.

The CDO/Title IX Coordinator and/or the Intake Panel or Senior Deputy Coordinator(s) will gather information to understand the circumstances of the incident and assess whether resolution is only possible through a full investigation or whether mediation or other alternative dispute resolution options may be offered to resolve the dispute. If mediation or an alternative way of resolving the complaint is an option and if both the complainant and respondent agree to mediation or to an alternative dispute resolution process, or if the respondent agrees to a settlement; these approaches will be initiated in lieu of a full investigation, if an investigation is underway and the parties agree

to mediation, the investigation can be halted or suspended pending the outcome of the mediation. Alternative methods of resolution include combinations of interventions that may involve professional development, educational programming, workplace modifications, a settlement agreement or restorative justice measures; such as, peace or racial healing circles, or actions by the respondent that are tailored to achieve the goals of the policy and the needs of the parties to the dispute.

## 2.10. Intake Panel

The College will act on all reports of alleged discrimination and harassment. Complaints will be investigated unless the intake process determines that the following conditions apply: 1) alleged conduct is not a violation under One Process, 2) another adjudicatory process has jurisdiction over the alleged conduct, 3) the case could be resolved through mediation, 3) there is not enough information to proceed with the case, 4) there are extenuating circumstances that might affect the need for a full investigation of the case. In the case of an anonymous report, if the allegations may violate community standards or institutional norms, or affect the campus climate or safety of the community, the University may act as the complainant in the case.

- The Intake Panel consists of a Deputy Coordinator and a mediator or Investigation Advocate. The Panel will be designated from the individuals serving through the One Process system and appointed by the CDO to a renewable term not to exceed 3 years.
- The Intake Panel: 1) determines whether the complaint is a One Process concern (jurisdiction), and whether the complainant should proceed to investigation or be resolved informally; meaning without a formal investigation. Efforts to resolve the complaint may include **mediation, referral to another adjudicatory process, issuing a Notice of One Process Concern or alternative dispute resolution**.
- The intake panel determines whether there is enough information to proceed to investigation, in cases where more information is needed, the complainant will be asked to provide the information within seven (7) days of the original complaint. The panel may request an *initial threat assessment* to assess the threat and determine if interim measures or other support needs to be provided or if referrals need to be made based on concerns about harm to self or others.
- If a report is anonymous, the Intake Panel may recommend no immediate action but advise the CDO/Title IX Coordinator to monitor the complaint. If monitoring results in a pattern of discrimination or bias, the CDO/Title IX Coordinator can initiate an investigation of the conduct.
- In third party reports, the intake panel must attempt to contact the individual on whose behalf the complaint is filed to ensure that the named individual subject to the conduct wishes to pursue allegations raised on his/her behalf. If the person subject to the conduct does not wish to pursue allegations, the file will be noted, the allegation will be shared with the respondent, and the case closed.

## 2.11. Mediation and Alternative Resolution

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 not appropriate for allegations of domestic and dating violence, stalking, and allegations of non-consensual sexual penetration or other kinds of sexual violence. Mediation is

successful when the parties have reached a consensus about the details of the incident and how it will be resolved. Mediation is about restoration and reconciliation of relationships. Any party may request that mediation be terminated at any time, in which case an Investigation would commence or proceed. In addition, any party can request an Investigation if he or she is dissatisfied with the mediation resolution.

If appropriate, restorative justice practices can be used to solve problems in ways that allow complainants to reconcile the complaint, respondents to take responsibility for their actions and the community to practice healing and support for parties to the dispute. A Settlement agreement allows for the resolution of a complaint that does not involve issuing a letter of finding. Settlement agreements are negotiated in lieu of a complete investigation. Settlement agreements may be offered at any stage of the process prior to the issuance of a formal letter of finding. The Settlement option is offered to the respondent with the terms of the settlement governed by the facts of the case. If the respondent agrees to a settlement, the complainant will be offered five (5) working days to review the agreement and consider its terms. If the complainant agrees to the terms of the settlement, the investigation is halted; if the respondent fails to comply with the settlement agreement; an investigation of the initial complaint will commence or continue.

### **3.0. Investigation**

The CDO/Title IX Coordinator will assign investigators to conduct the investigation. Investigators will be selected from a pool of faculty, staff, and external investigators who have been trained to serve in this capacity. The CDO and Deputy Coordinator(s) will also determine a preliminary timeline for the investigation. In the investigation process, it is the role of the Title IX office to keep the parties to the investigation and the CDO updated on the investigation process. It is the responsibility of the investigators to determine the facts of the situation under investigation and to decide the number and the order of witness interviews.

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 review any relevant records; including documents, electronic texts, social media, and other information relevant to understanding the facts of the case. Investigators will gather and evaluate the evidence and assess the credibility of each party. The investigator must assess the demeanor, motive, and veracity of the claims made by each party and seek corroboration of the underlying evidence. (See Appendix: For a sample protocol for investigations)

Although, in campus investigations, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, the University never assumes a respondent is in violation of university policy. The investigation and subsequent hearings and appeals are conducted to consider 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 three possible outcomes:

- **Finding of Responsibility** – the respondent is found to have violated University policy
- **Finding of Not Responsible** – the respondent individual is found to not have violated University policy
- **No Finding**—there is insufficient evidence to determine whether or not the respondent violated University policy

In the administrative model, the investigators will share the outcome of the investigation (i.e., whether a violation of University policy has occurred and any proposed recommendations or other

corrective actions) with the CDO/Title IX Coordinator. In the hearing model, investigators conduct fact-finding investigations required by the Hearing Board to determine one of the three possible outcomes. The Hearing Board recommends sanctions and/or corrective action. Corrective action includes changes to policies, procedures or practices uncovered during the investigation that may have a disproportionate impact on any group and therefore pose a risk to the University. Regardless of the investigation model used, the CDO will issue a letter of finding to the complainant and the respondent explaining the outcome of the investigation, the rationale for the findings, the sanctions or recommendations involved, and the right to appeal. The Letter of Finding should be issued no later than ten business days after the final report is issued or after the hearing is completed. If the University determines that additional time is required to complete the report, a notice of extension should be issued to the complainant and the respondent.

### **3.1. Timeline for Investigation**

The investigation and initial resolution of any alleged violation of University policy will be completed as soon as possible upon issuance of a Notice of Investigation. The Title IX Coordinator is responsible to keep the parties informed about the progress of the investigation and, if appropriate the date of the Title IX Hearing.

### **3.2. Investigative Report**

The investigators will submit a draft investigative report to the investigative team, e.g. Deputy Coordinators and investigators. The team will review the report and request clarification. *A preliminary report is then made available to the complainant and the respondent.* Any statements of fact that need to be addressed in the final investigative report will be discussed with the team prior to the final report being issued.

### **3.3 Letters of Finding**

Letters of finding are statements regarding outcome of the investigation and sanctions as appropriate. Findings consider the following situations and circumstances:

- Incidents known to have occurred
- Incidents that are more likely than not to have occurred
- Incidents that are not likely to have occurred
- Incidents that are alleged but could not be substantiated
- False or malicious allegations

### **3.4. Sanctioning**

In the administrative model, if there is a finding of responsibility; the investigators will make recommendations regarding sanctions and other corrective action to the Chief Diversity Officer/Title IX Coordinator. In making the final determination on sanctions and other corrective actions, a history of the respondent's conduct/policy violations may be considered. The range of potential sanctions or corrective actions that may be imposed against a student, faculty or staff person is listed in Appendix F. of this policy. In the hearing model, investigators conduct fact-finding investigations that are used by the Hearing Board in making recommendations regarding sanctions and other corrective action. The final determination of the sanction will be sent to both parties in a Letter of Finding released by the Title IX Office. 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 as deemed appropriate by the University, which may include removal from the University and termination of any applicable contractual or other arrangements.

### **3.5. Appeal**

If the complainant and the respondent both accept the finding of responsibility and proposed sanctions or other corrective action, the violation is referred to the Dean of Students or the Director of HR who are responsible to implement or monitor the implementation of sanctions or other corrective actions. If the complainant or the respondent do not accept a finding, a request for appeal must be made to the CDO/Title IX Coordinator in writing (letter, email, etc.) within seven (7) business days of the letter of finding. The CDO/ Title IX Coordinator will review the appeal and convene a Review Board if the appeal is approved. The grounds on which a complainant or respondent may appeal the decision and/or sanctions are as follows:

- 1) the student believes a procedural error occurred that affected the outcome of the case;
- 2) the student has substantive new evidence that was not available at the time of the hearing and that may change the outcome of the decision
- 3) the student feels that the severity of the sanction is inappropriate given the details of the case.

In making a decision on a student's written appeal, the CDO/Title IX Coordinator will review all materials from the hearing, the Panel's resolution, the investigative reports, the underlying evidence and the written appeal submitted by the student. Only appeals made directly by the parties involved will be reviewed.

### **3.6. Review Board and Response to Appeal**

The Review Board will be comprised of a minimum of three (3) trained investigators from the community who were not involved in the investigation. The Review Board shall determine all matters of procedure, evidence, relevance and admissibility it deems helpful and fair in the total decision process. The Review Board will evaluate the existing evidence and the investigators' recommendations. Upon review of the evidence, the Review Board will determine by majority vote whether to conduct a hearing in the case. During the hearing, the investigators will present their findings to the Board. The Board may call the complainant, the respondent, and any or all witnesses or other persons relevant to the investigation.

The Review 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. If additional time is needed, the CDO/Title IX Coordinator will notify both parties. Once the Response to the Appeal is completed it shall be issued simultaneously to both parties.

### **3.7. Stage 4: Right to Further Review**

The complainant and the respondent have the right to request further review of the Board's finding and proposed sanctions or other corrective action, if the following conditions apply:

- (1) there was a significant procedural error during the investigation or during the initial appeal;
- (2) that there is new information that would substantially change the outcome of the finding, or
- (3) the sanction is disproportionate to 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). The decision of the President and/or their designee is final.

## 4.0 Gender-Based and Sexual Misconduct Policy

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. 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. The Dominican community expects that interpersonal relationships and interactions will be grounded in mutual respect, open communication, and clear consent. Through these policies, the 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.
- Harassment or discrimination against LGBTQ or gender non-conforming students or employees is prohibited under this policy.
- Illinois law prohibits schools from discriminating against students based on sexual orientation, gender identity or expression; Dominican treats transgender students according to their gender identity.

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 reveals violations of the gender-based and sexual misconduct policy, the University will impose sanctions and/or other corrective actions to address the violation and prevent its recurrence.

### 4.1. Definitions and Dimensions of Gender-Based Misconduct

Gender-based misconduct is the umbrella term for a wide range of behaviors that violate community standards and are therefore, inappropriate. We use the term sexual misconduct when actions are gender-based but manifest themselves in sexual conduct.

### 4.2. Gender-Based Discrimination

Gender-Based Discrimination is defined as actions that deprive members of the community of educational or employment access, benefits or opportunities on the basis of gender.

### 4.3. Gender identity

*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, tones of speech, or physical gestures.

#### **4.4. Gender identity discrimination**

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.

#### **5.0. 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.*

Consent, which is required for any sexual activity, is a voluntary, positive agreement between participants to engage in specific sexual activity. Consent is clear, knowing, voluntary, present and ongoing. Any person can withdraw consent at any time, at any point in a sexual interaction. Once consent has been withdrawn, the other person must stop the sexual activity. If someone stops responding or communicating, they may be withdrawing consent.

The individual initiating sexual activity is required to ensure that consent is present before acting and is present during the sexual activity. The absence of no is not consent; this means there are many ways someone may refuse sexual contact besides simply saying "no" verbally. Just because someone doesn't say no doesn't mean they are saying "yes."

#### **5.1. What is Consent?**

- Consent is clear. Active consent must be clearly understood in words or actions that reveal agreement to engage in a specific sexual activity.
- Consent is knowing. Consent demonstrates that all individuals understand, are aware of, and agree to the sexual activity.
- Consent is voluntary. Consent must be freely given and not the result of force, threats, intimidation, coercion or fraud.
- Consent is present and ongoing. Consent must exist at the time of the activity.
- Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Possession, use, distribution or administration to another of any substance that removes a person's capacity for conscious decision-making about sex; including, but not limited to, Rohypnol, Ketamine, or GHB is a violation of this policy.
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity does not affect whether an individual is protected by this policy.
- Involved parties need to understand all of the potential risks in order to consent. These risks may include but are not limited to sexually transmitted infections and unwanted pregnancy.
- Failure to inform a partner of a known STI or actively lying about one constitutes a breach of informed consent, false statements or deception about the presence or nature of birth control is also a violation of consent.

## **5.2. Communicating Consent**

While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. A person who is passive, unresponsive or actively resists is demonstrating defective or withdrawn consent.

## **5.3. Persons who are unable to give consent:**

- Persons who are asleep or unconscious
- Persons who are incapacitated due to the influence of drugs, alcohol or medication
- Persons who are unable to communicate consent due to mental or physical conditions
- Persons who have not reached the age of consent. The age of consent in Illinois is 17 but rises to 18 if the accused is a family member or holds a position of trust, authority or supervision in relation to the victim/survivor

## **5.4. 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 is sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether 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.

Examples of coercion include but are not limited to:

- threatening to "out" someone based on sexual orientation, gender identity, or gender expression
- threatening to harm oneself if the other party does not engage in the sexual activity
- threatening to harm the person who does not engage in the sexual activity
- threatening to tell others private or intimate information one has shared, or information about sexual activities, if one does not engage in certain sexual behaviors

## **5.5. 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 and the Violence Against Women Act (VAWA) prohibits all types of sex discrimination, including sexual assault and other forms of sexual misconduct.

Sexual Misconduct includes, but is not limited to:

- Sexual Harassment
- Sexual Assault which can be divided into two different categories:

- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Penetration (or attempts to commit same)
- Sexual Exploitation
- Relationship Violence including Domestic Violence and Relationship Violence (Intimate Partner or Dating Violence)
- Physical Assault
- Threats, Intimidation or Coercion
- Stalking
- Retaliation

## 5.6. Sexual Harassment

Sexual Harassment involves making unwelcome sexual advances, requests for sexual favors or other verbal or physical contact or communication that is sexual in nature. A person engages in sexual harassment if they engage in verbal abuse, threats, unwelcome messages, and conduct that threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of harm and is objectively offensive. The conduct must be persistent, severe or pervasive. Sexually harassing behaviors differ in type and severity and can range from subtle verbal harassment to unwelcome physical contact. Although there are a wide range of behaviors that fall within the general definition of sexual harassment, such harassment does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents. The key determining factors of a violation under this policy involve whether the behavior is unwelcome, is gender-based, is sexual in nature, and is perceived as offensive and objectionable by the target and, if known, could be perceived as offensive by others.

Sexual Harassment is unwelcome, sexual, verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities. Sexual harassment is also defined as:

- harassment based on power differentials or involving a quid pro quo; meaning that a person in a position of authority links the receipt of some employment or educational benefit to another person's submission to unwanted sexual advances.
- harassment by the creation of a hostile environment or by retaliating against a person for reporting an incident.

Whether conduct constitutes sexual harassment may depend on how the conduct is viewed by the person who is subject to the conduct – the subjective view of the victim is important to determining the offense regardless of the intent of the accused.

A single, isolated incident of sexual harassment alone may create a hostile environment. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Sexual harassment can take many forms. For example, sexual harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships; harassment can occur in any context.

- May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.
- May occur in the classroom, in the workplace, in residential settings, over electronic media (including the internet, telephone, and text), or in any other setting.
- May be a one-time event or part of a pattern of behavior.
- May be committed in the presence of others or when the parties are alone.
- May be communication-based involving sexually graphic, threatening or vulgar images, text messages, videos or social media posts.
- May affect the complainant and/or third parties who witness or observe harassment.

## **5.7. Sexual Assault**

The term "sexual assault" covers behavior from unwanted touching to non-consensual penetration/rape. These definitions are gender neutral because sexual assault can happen to any gender. Dominican University defines both non-consensual sexual contact and non-consensual sexual penetration as sexual assault. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object that is without consent and/or by force. Sexual Contact includes, but is not limited to: Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch him- or herself with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Penetration is any sexual penetration, however slight, with any object that is without consent and/or by force. Penetration includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

## **5.8. Sexual Exploitation**

Sexual Exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for purposes including, but not limited to: sexual gratification, financial gain, personal benefit or advantage. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another individual;
- Non-consensual video or audio-taping of genitals, sexual activity or nudity;
- Engaging in voyeurism without consent from all parties involved;
- Knowingly transmitting an STI or HIV to another;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Possession, use, distribution or administration to another of substances that diminish or remove a person's capacity for conscious decision-making about sex. For example, the use of drugs including Rohypnol, Ketamine, GHB, Burundanga, etc. to incapacitate a person.
- Sexually based stalking and/or bullying may also be forms of sexual exploitation.

## **5.9. Relationship Violence**

Relationship violence occurs when one partner attempts to dominate or exploit another, including but not limited to physical, psychological, financial, and sexual domination. Relationship violence can encompass a broad range of behavior, including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse. Intimate partner violence may take the form of threats, assault, property damage, or violence or threat of violence to one's self, one's sexual or romantic partner, friends or acquaintances of a sexual or romantic partner, family members or pets of the sexual or romantic partner. Relationship violence includes multiple dimensions such as domestic violence, intimate partner and dating violence. Relationship violence, domestic violence and intimate partner violence affects individuals of all genders, gender identities, gender expressions, sexual orientations, races, ethnicities, religions, ages, and social and economic backgrounds.

Domestic violence occurs when a family member, household member, partner or ex-partner attempts to dominate or exploit another. Domestic violence often refers to violence between spouses, or spousal abuse but can also include cohabitants and non-married intimate partners. Domestic violence occurs in all cultures; people of all races, ethnicities, religions, sexes, and classes can be perpetrators of domestic violence. Child abuse and elder abuse can also be considered domestic violence.

Intimate partner violence is also referred to as dating violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person.

## **5.10. Physical Assault**

Physical assault is purposeful action meant to hurt another person, which includes, but is not limited to, threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person. Examples of physical assault include, but are not exclusive to kicking, punching, hitting with or throwing an object, or biting. When these acts occur in the context of intimate partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Gender-Based and Sexual Misconduct Policy.

## **5.11. Stalking**

Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family or members of the community. Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority and under circumstances that demonstrate either of the following:

- Placing the person in fear of bodily injury; or
- Causing substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion. Examples of stalking include:

- Unwelcome and repeated visual or physical proximity to a person;
- Repeated oral or written threats;
- Extortion of money or valuables;
- Unwelcome/unsolicited written communication, including notes, letters, cards, gifts, emails, instant messages, and social media;

- Unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- Sending/posting unwelcome/unsolicited messages with another username;
- Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.

### **5.12. Retaliation**

Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of an alleged violation of this policy. Retaliatory actions include threats or actual violence against a person or that person's property or threats on social media. Retaliation may involve engaging in ridicule, intimidation, bullying, inciting adverse educational or employment consequences or colluding with others to embarrass or punish an individual who filed a complaint against an individual or who participated in an investigation or a hearing. Retaliation is not limited to the complainant or respondent; any individual or group of individuals involved in an investigation can engage in retaliation.

### **5.13. Other Misconduct Offenses (Fall under This Policy When Sex or Gender-Based)**

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy).
- Bullying means written, verbal or physical conduct that adversely affects the ability of one or more members of the community to participate in or benefit from the school's education programs or activities. Such conduct places an individual in reasonable fear of physical harm.
- Workplace bullying is repeated mistreatment of one or more persons by one or more individuals. The conduct is abusive because it threatens, humiliates, intimidates, interferes with or sabotages an individual's work. Workplace bullying results in stress-related, physical, emotional, economic or psychological harm. Bullying in violation of the University's non-discrimination policy means that the harassing conduct is based on an individual's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression.

## **6.0. Introduction: Bias-Motivated Offensive Conduct, Discrimination, Racial and Ethnic Harassment and Hate Crimes**

The University is committed to fostering a work and educational environment free of bias motivated offensive conduct, discrimination, racial harassment, and hateful conduct. The University prohibits any member of the community, including faculty, staff, administration, students or visitors to campus whether they are guests, patrons, independent contractors or clients, from discriminating against another person or member of the University community. The policy of non-discrimination aligns with federal and state laws including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, and the Illinois Human Rights Act.

The University's non-discrimination policy covers employees, students, vendors and outside guests applies equally to all members of our community regardless of sex, gender, sexual orientation, gender identity, race, ethnicity, nationality, disability or age of any of the individuals involved.

## **6.1. Bias Motivated Conduct**

Bias motivated conduct is a verbal or physical action committed against or directed toward a person or a person's property because of characteristics that are legally protected. Bias motivated conduct is unfair, unjustified, or inappropriate conduct against an individual or group of individuals based on their perceived or actual personal characteristics. Bias related conduct is motivated by the responding party's conscious or unconscious bias or attitude against an individual or group actions that lead to discriminatory behavior against an individual or group of individuals. Bias motivated conduct applies to bias related activity such as acts of bigotry, harassment or intimidation that is directed toward an individual or group based on their protected status. Bias motivated offensive conduct effectively denies access to University-sponsored educational programs, services or employment opportunities to the person or person(s) subject to such conduct.

All members of the university community should be aware that whether any conduct constitutes harassment or bias motivated 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, provided that the conduct meets the definitions of prohibited discrimination, harassment or bias motivated conduct as defined in these policies.

## **6.2. Definitions: Discrimination, Racial and Ethnic Harassment and Hate Crimes**

Discrimination is any distinction that confers advantage or disadvantage to an individual compared to other similarly situated individuals where such distinctions are based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, immigration status, religion or sexual orientation. Under this policy, discrimination is conduct that has a negative effect on the reporting party and is so severe, persistent or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the university's educational program, activities or work obligations.

Discrimination may also involve a supervisor or person in authority making employment decisions related to hiring, firing, transferring, promoting, demoting, changing benefits, compensation or other terms and conditions of employment because of an employees' protected class status.

Racial and/or ethnic harassment 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 that interferes with a person's civil rights. 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.

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 based on their race and/or ethnicity.

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

- 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

- Is intended to inflict direct injury on that person or persons to whom the conduct is directed; and/or
- Is sufficiently abusive or demeaning so severe or pervasive as to create a hostile environment; and/or
- Occurs in any context or location such that an intent to inflict direct injury may reasonably be inferred; and/or
- 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
- 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:

- A person would be in violation if causing bodily harm to an individual because of that person's race and/or ethnicity.
- 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.
- 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.
- 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.
- A person would be in violation if they misuse grades, evaluations or promotion procedures to adversely affect a person on the basis of race or ethnicity.
- A person would be in violation if intentionally not hiring a person on the basis of race or ethnicity.

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. 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.

## **7.0. Students with Disabilities: Reasonable Accommodations for People with Disabilities**

The American with Disabilities Act, as amended and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination based on ability. Dominican University strives to create an environment that is accessible to its entire community and does not discriminate against individuals based on a

physical or mental disability. Accessibility is not limited to physical spaces but includes the following basic rights:

- access to services, programs, and any events and activities organized by Dominican University
- access to information from Dominican University as readily as others are able to access it
- the expectation of the same level and quality of service from Dominican University that others receive

To ensure equal access, and realizing that equal does not always mean the same, the University is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the University's policies and procedures, to qualified individuals with disabilities. Accommodations will be provided unless providing such accommodations would result in an undue burden on the respondent or would fundamentally alter the nature or the benefit of the relevant program or activity.

## **8.0 Coordination with Law Enforcement**

When necessary and appropriate, the University may contact any law enforcement agency that is conducting its own investigation to inform them that a University investigation is also in progress. The CDO/Title IX coordinator may seek to ascertain the status of the criminal investigation and to ascertain the extent to which any evidence collected by law enforcement may be available to the University in its investigation.

Any individual who believes that they have been subjected to sexual misconduct is strongly urged (but not required to) report such conduct immediately to the Office of Campus Safety and/or to the local police. An individual may choose to participate in both the university disciplinary process and an outside law enforcement process, the University process only, the outside law enforcement process only, none of the above.

## **9.0 Role of Advisors**

The complainant and the respondent have the right to an advisor of their choosing who can assist or accompany them during the disciplinary process. The University has trained advisors/advocates that can be assigned to support the parties during the investigation. The choice of whether or not to invite an advisor is solely that of the complainant or respondent involved. An advisor serves to guide the individual through the disciplinary process. The One Process/Title IX investigation process is not a criminal or civil court proceeding; therefore, an Advisor may not function as legal counsel or represent a complainant or respondent in a hearing or conduct process. The advisor may give advice to the individual whom they are assisting; however, they may not speak for the individual or direct questions to investigators or Hearing officers. In order to protect the student's privacy under Family Educational Rights and Privacy Act (FERPA, all communication regarding One Process cases is focused on and directed to the student, regardless of representation. The University may remove or dismiss an advisor who is not able to abide by the restrictions on their participation.

## **10.0. Violation of No Contact Order**

Any party found to have violated a no contact order is subject to a disciplinary hearing under the Student Code of Conduct.

### **11.0. Participating in a One Process Investigation as a Witness**

An investigation is part of an internal process that the University uses to determine whether a respondent has violated University policy. When a witness shares information with an investigator, they are participating in the fact-gathering phase of the investigation. While the University cannot guarantee confidentiality or anonymity to anyone that participates in the resolution process, information about the identity of the witnesses and the content of their statements are generally shared only with those individuals involved in the investigation and the resolution of a complaint. Whether one should act as a witness is an individual decision, but any investigation relies on the willingness of individuals to participate. Individuals who have concerns about how the information will affect their personal or professional relationships are encouraged to contact the Title IX Coordinator who can help a witness participate in the investigation by arranging for appropriate and reasonable supportive services.

### **12.0 The Violence Against Women and Clery Act**

Dominican University complies with the federal Violence Against Women Act (VAWA) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. The university is required to investigate and respond to reports of sexual assault, stalking and dating or domestic violence. In accordance with these laws, the University will publish its policies and procedures and report the statistics about the way reports were resolved.

### **13.0. Filing, Record Keeping and Storage**

The CDO/Title IX Coordinator will maintain complaint files, electronic files and a case log. Reports will be maintained electronically and in a locked filed cabinet for a period not to exceed three years. Periodic reports will be issued to One Process stakeholders and the President's Cabinet. Summary reports will also be filed to comply with state, local and federal laws. All interview notes will be treated as evidence and returned to the Title IX coordinator who will maintain a clear record of all steps taken in the investigation.

### **14.0. Periodic Review of One Process Policy**

To ensure that enforcement of university standards governing discrimination and sexual misconduct are fair, reasonable, available to all members of the community and in compliance with relevant federal, state, and local laws, these policies will be reviewed annually by the CDO. The policy will also be reviewed every three years by the Climate, Equity Inclusion Committee, the Staff Committee on Inclusion and the Policy Review Team. Changes to the policy must be reviewed and approved by the President's Cabinet.

## Appendix A: Administrative or Hearing Board Resolution Process

<b>Alleged Policy Violations</b>	<b>Complainant</b>	<b>Respondent</b>	<b>Resolution Process</b>
Sexual Harassment	Student	Student	Hearing Board
Sexual Assault	Student	Student	Hearing Board
Sexual Exploitation	Student	Student	Hearing Board
Relationship Violence (Dating violence)	Student	Student	Hearing Board
Physical Assault	Student	Student	Administrative Resolution
Gender-based violence	Student	Student	Administrative Resolution
Stalking			
Retaliation	Student	Student	Hearing Board
Intimidation	Student	Student	Hearing Board
Bullying (when gender-based)	Student	Student	Hearing Board
Hazing	Student	Student	Hearing Board
Coercion or Force	Student	Student	Administrative Resolution
Gender-based discrimination (gender identity)	Student	Student	Administrative Resolution
Discrimination Title VI.	Student	Student	Administrative Resolution
Bias Incident	Student	Student	Hearing Board
Discrimination Title VII. Employment discrimination	Student	Student	Hearing Board
Violations of ADA or reasonable accommodations	Student	Student	Hearing Board
Clery Act: Domestic Violence	Student	Student	Administrative Resolution

Administrative Resolution will be used to resolve alleged policy violations when both the complainant and the respondent are faculty or staff. Alleged policy violations reported by students but involving faculty or staff will be resolved by Administrative Resolution.

## **Appendix B: Rights of Complainants and Respondents**

One Process seeks to balance the rights, needs and privacy of those who may have been victimized as well as those who have been accused. 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 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; providing medical, mental health or academic support services; issuing a “no contact” or an “appropriate” contact order; and notifying area Police, when requested by the complainant .
- To the extent possible, any such interim steps will be taken in a manner that minimizes the burden on the complainant and respondent.
- The right to be informed about and request services available on campus and in the community.
- The right to request information about the case and the right to be kept informed about the status of an on-going process.
- In an 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 present for 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 documentation 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.

## **Appendix C: Interview Protocol for the Investigation**

### **Interview of Complainant**

- Describe the purpose of the investigation and interview.
- Review University policy(s).
- Explain the process for the investigation.
- Do not promise confidentiality.
- Ask the complainant for their account of the incident. Ask questions for clarification and further detail as necessary. In cases where complainant is unavailable for an interview. The investigators can ask for a written statement, signed and dated.
- Ask for any witnesses from the complainant.
- Ask the complainant of the desired outcome, but do not promise any specific outcome.
- Request that the complainant refrain from sharing details of the interview with others.
- Inform the complainant that they will be kept up to date on the progress of the investigation.
- Thank the complainant for coming forward.
- The written summary of their interview should be shared with the complainant for verification and editing.

### **Interview of Respondent**

- Describe the purpose of the investigation and interview.
- Review University policy(s).
- Describe the alleged behaviors and by whom.
- Ask if the described behaviors happened as a direct question. Provide a copy of the complaint to the respondent for review, redacting any names/identifying information that are not necessary, or from whom written permission to share information has not been obtained.
- Ask the respondent for any additional witnesses.
- Review the Retaliation and Privacy Policies.
- The written summary of their interview should be shared with the respondent for verification and editing.

### **Interview of Witnesses**

- Ask the witnesses whether they had been contacted by the complainant or respondent, and what, if anything, was discussed.
- Only share with witnesses the details of the complaint needed in order to provide information.
- Ask the witnesses to share information related to the report.
- Ask the witnesses for any additional witnesses.
- If a witness cannot be interviewed; allow the witnesses to provide answers to written questions; have the witness sign and date their statement.
- Review the Retaliation and Privacy Policies.

### **Other Reminders**

- Complainants, respondents and witnesses are asked not to discuss the details of an ongoing investigation as such discussion may adversely affect the outcome of the investigation.

## **Appendix D: One Process Stakeholders**

### **Confidential Advisor**

Kathleen Janosky

### **Confidential Resources**

Michael Lango

### **Deputy Coordinators**

Matt Hlinak

Roberta McMahon

Meagan Mitchell

Carol Seley

### **Investigators**

Julie Bach

Sheila Bauer-Gatsos

Sr. Jane Boland

Kate Costigan

Dan Domin

Dennis Kirchen

John Madigan

Steven Plane

### **Professional Counselors**

Jeanna Carlson

Michael Purcell

Joyce Mojica

Elizabeth Ritzman

### **Investigation Advocates**

Gill Cook

Keli Wojciechowski

Jill Bambenek

### **Mediators**

Tracy Caldwell

Catherine Galarza-Espino

Monica Halloran

Debbie Morsovillo

Tina Taylor-Ritzler

### **Intake Panel**

Debbie Morsovillo

Matt Hlinak

## **Appendix E. Intake Procedural Guidance**

### Procedural Guidance

Resolution of complaints through the Intake process. The CDO convenes or notifies the Intake panel. A satisfactory informal resolution that does not involve a full investigation should, to the extent possible, adequately address the needs of the complainant, the respondent, and the University. At any point in the proceedings, the University or the parties involved may terminate any informal proceeding. The University reserves the right to act as the complainant and initiate a formal complaint.

Notice of the Complaint. Both parties will be notified regarding the complaint. The notice will summarize the allegations and provide an opportunity for the respondent to issue a response. A second complaint provides notice to both parties, the Department chair/program director/Dean as determined by the Intake Panel according to the facts of the case.

### Protocol

Under One Process, the following protocol is considered to determine if the allegations are relevant to the policy. These questions should be asked in conversation with the Complainant. The purpose is to determine whether the behavior experienced by the Complainant violates the One Process.

The Intake panel will use the following questions to determine if a full investigation is warranted.

### Title VI.

- What is the reason for your claim of discrimination?
- What acts occurred that you consider discriminatory?
- Why do you believe the treatment you received was discriminatory?
- Can you describe someone who was in the same or similar situation as you and how they were treated?
- What material harm did you suffer as the result of the conduct?
- Have you sought assistance with this situation from a supervisor, faculty, staff, security, etc.?
- What is your idea of a just resolution of the complaint?

### Title VII

- What is the reason for your claim of discrimination?; i.e., age, race, color, ethnicity, disability, religion, national origin, retaliation, sex, sexual orientation, gender, pregnancy,
- What happened that you believe was discriminatory? Why?
- What reasons were given to you for the acts that you consider discriminatory, By whom?
- Are there any witnesses to the alleged discriminatory incidents?
- Describe who was in the same of a similar situation as you and how they were treated?
- Describe a situation where a person in the same or similar situation as you were treated better than you?
- Describe a situation where a person in the same or similar situation as you were treated worse than you?

### ADA

- What does your disability prevent or limit you from doing?
- Do you use medications, medical equipment or anything else to lessen or eliminate the symptoms of your disability; if so, what do you use?
- What is the disability that you believe is the reason for the adverse action taken against you?
- Did you ask your supervisor for any changes or assistance to do your job because of your disability?
- Are there any witnesses to the alleged discriminatory incidents?

## **Appendix F. Resources**

### **DU Campus Security**

708-524-5999 (non-emergency)

911 (emergency)

### **Pillars 24-hour hotline**

Domestic Violence Hotline 708-485-5354

Sexual Violence Hotline: 708-482-9600

### **DU On-Campus Confidential Advisors**

DU Wellness Center

Students Only: Professional Counselors and health care professionals in the Wellness Center can offer services confidentially.

Employees Only: For eligible employees, *EmployeeConnect Services* offers confidential guidance and resources for you or an immediate household family member.

[www.Lincoln4Benefits.com](http://www.Lincoln4Benefits.com) or 888-628-4824.

### **Confidential Resources**

Confidential Resources are available to talk to any member of the Dominican community. Confidential Resources provide support for individuals who are unsure about whether to report prohibited conduct or are seeking information about the process without making a report to the University. Confidential Resources are listed on our website.

### **Title IX Deputy Coordinators**

Matthew Hlinak, Assistant Provost

Norah Collins Pienta, Dean of Students

Roberta McMahon, Director of Human Resources

Carol Seley, Director of Campus Safety and Risk

## **Appendix G. Sanctions on One Process Violations**

- Verbal warning
- Written warning
- Monitoring
- Disciplinary hold on academic and/or financial records
- Campus access restrictions
- Required counseling, therapy or classes
- No contact directive
- Loss of privileges
- Probation
- Demotion
- Loss of pay increase
- Transfer
- Revocation of offer (for employment or admissions)
- Disciplinary suspension
- Suspension with pay
- Suspension without pay
- Expulsion
- Exclusion (out of school exclusion or suspension)
- Degree revocation
- Termination of employment
- Revocation of Tenure
- Termination of contract

# School Event Calendar for 2018

## **Monthly Come to the Table – Service Opportunity**

*Sponsored by University Ministry*

Come to the Table is a service opportunity done in collaboration with the Quinn Community Center in the neighboring community of Maywood. Students build relationships with our neighbors by service dinner to families in the community. We worked to build community by engaging in conversation, sittings and eating with the people we meet.

## **Monthly Stars in Action Meeting –**

The group covers different service opportunities as well as learn about ways to serve our local and broader community.

## **January – Staff Professional Development (Half Day Workshop)**

*Sponsored by: Commitment to Empowerment, Exposure, and Diversity (CEED)*

This training will equip staff members to apply a common framework and lens in identifying the many ways racism and other forms of oppression manifest within organizations and across society. Through presentation, materials and discussion, the group will acquire practical tools and strategies for implementing organizational equity. Training topics include: Laying a foundation for Racial Justice Mission, Vision Values, and Conversations that Define Racial Justice.

## **January- Women's March Chicago-Connect. Protect. Activate**

*Sponsored by: Commitment to Empowerment, Exposure, and Diversity (CEED)*

On January 20, 2018 women and allies will come together in downtown Chicago to celebrate the spirit of the resistance efforts over the past year and unite to focus on the 2018 elections and beyond. Registered groups and individuals to join March to the Polls now. The fight for women's rights and social justice through political engagement continues.

## **February – Rhymes & Reasons - Discussing Rev. Otis Moss III's podcast interview**

*Sponsored by: Commitment to Empowerment, Exposure, and Diversity (CEED)*

The stories of hip-hop, of rap music, are the stories of a million MCs who inside them the words are coming, the words they need to make sense of the world around them. The words are witty and blunt, abstract, linear and sober. And when we decode that torrent of words by which I mean really listen to them with our minds and hearts open we can understand their world better. And ours too. It's the same world. [Paraphrased from Decoded by Jay-Z] Rev. Moss is currently Senior Pastor of Trinity United Church of Christ in Chicago, IL. A native of Cleveland, OH, and honors graduate of Morehouse College, Yale Divinity School, and a Doctor of Ministry from Chicago Theological Seminary, Reverend Moss is part of a new generation of ministers committed to preaching prophetically that the message of love and justice are inseparable companions.

## **February – Peace Circle: A Dialogue about Humanity**

*Sponsored by Social Justice Advocates*

Please join Social Justice Advocate in Aquinas 2 Lounge for a dialogue exploring our diverse identities, our life experiences and what we share in common.

## **February – Erasing the Distance: Dominican, Chapter Two**

*Sponsored by Arts & Minds*

Please come to this powerful performance and learn more about mental health and related issues. A theatre company called "Erasing the Distance" will perform true stories submitted to them regarding mental health issues. After the short performances, there will be a talk-back opportunity for the audience to learn more, both about the stories and mental illness.

**February – Danger of Labels**

*Sponsored by Housing Staff*

The purpose of this event is to put labels (sticky notes) on the person's forehead without having them read it. Then have everyone interact with each other to see if they can figure out what their personality is based on what is written on their forehead. Which then would open up a small discussion on how we perceive different people and how we treat others accordingly.

**February – Enough Movie Night**

*Sponsored by: Resident Murray Hall Fourth Floor*

We are hosting a movie night to prevent Domestic Violence and promoting awareness

**February – Speed Dating: An intro into Healthy Relationships**

*Sponsored by Wellness Center & Peer Wellness Educators*

Students are invited to participate in an engaging activity to socialize with other students while also learning the components of a healthy relationship. Students will have the opportunity to win raffle prizes, free food, and special performances.

**February – Movie Night - Women Empowerment**

*Sponsored by Housing Staff*

We will watch Mulan and have a post-movie discussion about women empowerment and feminist issues. We will have light snacks and refreshments.

**February – Service in the Streets**

*Sponsored by University Ministry*

Join us as we provide service to our brothers and sisters experiencing homelessness by passing out lunch and dinner bags on the streets of Chicago. Sign up in the Ministry Center: Mazzuchelli 298. Sandwich making is from 2:30 - 3:30 PM

- Held in March and April as well

**March – Fruit Kabobs for a Cause**

*Sponsored by Housing Staff*

Come and get a tasty fruit kabob for 50 cents! There will be all types of fruits and toppings. All proceeds will go towards Sarah's Inn, an organization that provides comprehensive services for families affected by domestic violence so that they get the support they need to find safety, rebuild their lives, and heal.

**March – Hidden Figures Move and Discussion**

*Sponsored by: Resident Aquinas Hall*

Residents can come to the Aquinas 2 Lounge and watch the movie Hidden Figures, the story of a team of female Black mathematicians who served a vital role in NASA during the early years of the U.S. space program. This program celebrates Black History Month as well as kicks-off Women's History Month. Join in discussion about the themes of injustice in the movie that are still present in our current society, and find out organizations you can support to be the change in the world. Residents have the option to donate money to the Color of Change organization, which designs strategic campaigns and initiatives that fight racism and injustice in politics, culture, in the workplace, and beyond

**March – Workplace Wellness: Mindfulness, Meditation & Yoga with Dr. Andrea Lissuzzo**

*Sponsored by: Commitment to Empowerment, Exposure, and Diversity (CEED)*

Even the best jobs can cause stress and fatigue. This session will explore simple methods to maintain wellness in the workplace including mindfulness, breath awareness and basic movement.

**March – #Disabusing Disability**

*Sponsored by: Office of Diversity, Equity and Inclusion*

Dr. Oluwaferanmi Okanlami is a wheelchair user and will lead two presentations on March 12th, 2018. This speaker highlights the intersections of being a person of color and a person living with challenges due to disability. Both presentations will take place on Dominican University's Main Campus.

**March – Speak Out: Voices Unheard**

*Sponsored by: Dominican Immigrant Student Collective*

This is a collaboration between the Study of Women and gender department, and DISC. The SWG 400 class will be creating a zine that will showcase the short stories, art, poems, etc, of people with intersecting identities. Ever felt like your voice is being unheard? Think about a time when society or even your very own community here at Dominican has either disappointing you, harmed you, or even ignored you. We want to represent your voice and show the Dominican community that you matter. Come to our tabling session if you are interested in being part of the SWG 400 Zine. Submissions can be published anonymously or with your name (if you are comfortable with that option).

**March – We Care**

*Sponsored by: Stars for Life*

Come join Stars for Life as we discuss the difficult topic of the loving thing to do in the case of Sexual Assault.

**March – Love, Sex, and Chocolate**

*Sponsored by Wellness Center & Peer Wellness Educators*

Come join a peer wellness and CAB collaboration. Where we will have a Q and A session of mental health, relationships and sexual confrontation. We will be joined by a special guest Dr. Stubbs a specialist on the subjects. There will be food and drinks. All are welcome!.

**March – Peace Circle: A Dialogue about Gender and Sexuality**

*Sponsored by Social Justice Advocates*

Please join Social Justice Advocate in Aquinas 2 Lounge for a dialogue exploring our diverse identities, our life experiences and what we have in common.

**March – Disability Film review: Jeremy the Dub**

*Sponsored by Office of Diversity, Equity and Inclusion*

There will be a moving viewing and discussion that will follow. This film comically shares the experience of what the world would be like if disability were the norm. Disability etiquette is the focus. Learning the correct way to talk to someone who has a disability not as a disabled person, but as a person with a disability. Understanding how to view others as persons first and as being able-bodied, impaired, disabled or whatever, as a secondary characteristic.

**March – Free Legal Clinic**

*Sponsored by Office of Diversity, Equity and Inclusion*

No appointments are necessary, walk-ins are welcome. This FREE DROP-IN legal clinic specifically assists with Immigration Consultation and Assistance Visas, DACA, work permits and other Immigration needs. Please come and utilize this service or if you are aware of someone experiencing difficulties associated with these topics, please inform them of this opportunity.

**March – Pride Week Panel**

*Sponsored by Common Ground*

Resource fair to evolve our community on the LGBTQIA+ people.

**April – Bundles of Love**

*Sponsored by Stars for Life*

Come join Stars for life to make handmade blankets to give to mothers in need. You can decorate a fabric square as we create unique blankets for the newborns.

**April – B 2twins Violin Duo**

*Sponsored by Campus Activities Board*

From the violent slums of Brazil they broke the mold of society by using music as a movement to bring about positive change. That force has defeated violence, poverty, depression, cancer. Now they are on a mission to make the world smile. Original artists, entertainers, performers, speakers, lifestyle enthusiasts. What they do extends far beyond music. Music is merely the tool. The tool to make the world a better place. Come join CAB for a night of laughter and music!

**April – Women in History Trivia Night**

*Sponsored by Campus Activities Board*

Come join CAB in learning about the power of women throughout history in a game of trivia within multiple topics. There will prizes, free food and many giveaways.

**April – Peace Circle: A Dialogue about Justice and Solutions**

*Sponsored by Social Justice Advocates*

Please join Social Justice Advocate in Aquinas 2 Lounge for a dialogue exploring justice and solutions, our life experiences, and what we have in common.

**April – General Meeting - What Is Masculinity?**

*Sponsored by Men and Masculinities Project*

Men and Masculinities Project's first meeting will open the discussion of what masculinity is and where it comes from. Who is and who can be masculine? Everyone is welcomed! Cookies will be provided.

**April – Take Back the Night Week (TBTN)**

*Sponsored by Wellness Center and Peer Wellness Educators*

Take Back the Night is a national organization that is dedicated to giving victims of sexual assault a platform to share their experience and empower others.

- TBTN Men & Sexual Assault: During this event of take back the night the Peer Wellness Educators and a representative from Pillars will be creating an open dialogue about the role of men in sexual assault. There will also be a screening of the movie Hip-Hop (Beyond Beats & Rhymes).
- TBTN Rally: To make our presence known on campus, we will be marching around campus and then having an empowerment circle in the social hall. Come early to get a free T-shirt and stay to show your support for the members of the Dominican community as they share their stories regarding sexual assault to encourage others to take back the night

**April – Manly Movie Monday**

*Sponsored by Housing Staff*

Come watch a movie about masculine ideals in our culture and how this encourages and produces violence, homophobia and sexism. We will have a quick discussion with wings and a raffle for amazon or target gift card.

**September – Drunk Mario Kart**

*Sponsored by: Resident Murray Hall First Floor*

This event will help our residents to socialize with one another, while engaging in various games and activities that will help raise alcohol awareness. We will have residents compete in a game of Mario Kart Wii while wearing drunk impairment goggles. In addition, we will have root beer pong where residents will have to answer trivia questions related to alcohol awareness. We will also be raffling off a self-care kit and a college essentials kit.

**September – Emerging Leaders Retreat**

*Sponsored by Office of Student Involvement*

An off-campus, overnight experience that helps you make friends, learn about leadership and discover your strengths. Activities and team challenges provide leadership experiences that apply to your academics, campus, and community involvement! Come discover your inner strengths, grow as a leader, and become a campus change agent!

**September – Root Beer Pong and Bags**

*Sponsored by Student Life / Wellness Center & Peer Wellness Educators*

Join us in the Social Hall for a Root Beer Pong Tournament! Drink Root Beer Floats while you play Root Beer Pong with a friend and compete to win prizes.

We will have a free play area to enjoy as well as activities presented by our Wellness Center about Alcohol Awareness. Try on some beer goggles and see how well you can play and learn something new.

**September – What's On Wednesday (WOW): Street Signs & Trivia**

*Sponsored by: Student Life*

Check out this week's WOW and earn personalized street signs by answering trivia questions about alcohol and drug awareness!

**September – Women's Center Walk for Life**

*Sponsored by Stars for Life*

Join the Women's Center of Greater Chicagoland for their annual Bike/Hike Fundraiser. Meet new friends, walk the beautiful trail, grab a hot dog, play some competitive Wiffle Ball, and maybe even take home the winning tournament trophy! Plus - all participants will be entered for a drawing of a Sporting Goods gift card of \$100!

**September – How Not To Be a Bystander 13 Reasons Why**

*Sponsored by Housing Staff*

Come watch some clips from 13 reasons why, and complete some fun social activities about bystander intervention. Also, come eat snacks and collect free giveaways for all residents that come.

**September – Service in the Streets**

*Sponsored by University Ministry*

Join us as we provide service to our brothers and sisters experiencing homelessness by passing out lunch and dinner bags on the streets of Chicago. Sign up in the Ministry Center: Mazzuchelli 298. Sandwich making is from 2:30 - 3:30pm. Also held in October and November as well.

**October – Hispanic Heritage Month Collaboration: Health and Wellness Resource Table**

*Sponsored by Wellness Center & Peer Wellness Educators*

The Wellness Center Peer Educators are happy to present a special tabling event offering resources to our Hispanic student population, their families, and our staff at Dominican University in honor of Hispanic Heritage Month! We will have resources available from organizations that offer Spanish speaking services or specialize in Latino communities in the following topic realms: Mental Health, Physical Health, Domestic Violence, and Sexual Assault. We hope that if you have a need for any of the resources listed, know someone who does, or are curious--please stop by!

**October** – Pie for Pride

*Sponsored by Resident Coughlin Hall*

It is your chance to pie Student Life Staff! To celebrate National Coming Out Day. Bring \$1 to Donate & Pie an RA, SJA, or PRO-STAFF! All proceeds will be donated to LGBTQ+ NON-PROFIT

**October** – Documentary: Bully

*Sponsored by Resident Murray Hall*

Come watch the Documentary: Bully as we bring awareness to national bully prevention month. Join me with some snacks and at the end, debrief what we learned in the documentary.

**October** – National Coming Out Day Open Mic Night

*Sponsored by Common Ground / Housing Staff*

Come one, come all! It's National Coming Out Day! We will be in the Coughlin Commons Multipurpose Room for an Open Mic Night featuring free buttons, stickers, and a snack bar! Please come through to listen to members of the LGBTQ+ Community and their allies share their stories, poems, and words of encouragement. All students are encouraged to share their own stories in this safe space.

**October** – Domestic Violence Awareness Month - Lunch & Learn with Dr. Michelle VanNatta

*Sponsored by: Commitment to Empowerment, Exposure, and Diversity (CEED)*

Join the Staff Committee for Inclusion and Associate Professor and Discipline Director of Criminology, Dr. Michelle VanNatta for a lunch & learn presentation/discussion to recognize Domestic Violence Awareness month.

**October** – "I am Human Trafficking" Solidarity Walk

*Sponsored by University Ministry*

Join us for a prayerful walk as we hear stories on the victims of human trafficking.

**October** – Yes means yes

*Sponsored by Social Justice Advocates*

Join our SJAs and campus partner, Pillars, for an engaging conversation about healthy relationships, consent, and the resources available to our students here on campus.

**October** – Breakfast in a Bag

*Sponsored by National Association of Colored Women's Clubs (NACWC)*

The members of NACWC will prepare breakfast and handwritten motivational notes for 60 clients at the PADS Shelter in Oak Park.

**October** – The Mask you Live in: Movie, Dinner, and Discussion!

*Sponsored by Wellness Center & Peer Wellness Educators*

Join us to watch The Mask you Live in, and eat dinner while we host a discussion! This movie talks about "American Masculinity" and how toxic masculinity has contributed to a culture of violence. During our Dinner & Discussion we will focus on these topics: Gender socialization in men in general, how this relates to LGBTQIA communities, how negative socialization relates to domestic violence, and how "masculine" gender socialization contributes to a culture of violence. This will be a safe place to be yourself, talk about your experiences, and ask questions.

**November** – Solidarity Walk

*Sponsored by University Ministry*

The Faith & Justice Team invites you to join us as we walk in Solidarity with the victims of human trafficking.

**November** – Trans Remembrance Day

*Sponsored by Common Ground*

Trans Remembrance Day is a day the LGBTQ community celebrates in honor of trans people who have fallen victim to violence.

**November** – Speed Dating: Counselor Edition

*Sponsored by Housing Staff*

Join the Social Justice Advocates and Wellness Center for a “speed-dating” style event with counselors. Participate in self-care activities, enjoy healthy snacks, and help us break down stigmas surrounding mental health. Free t-shirts will be given to the first 40 people to arrive.

**November** – Alcohol Educational TIPS(Y) Night

*Sponsored by Housing Staff*

Come and Join RA Ana to drink some Mocktails. We will be learning about safe alcohol consumption, and play some games with DRUNK GOGGLES.

**December** – Sisterhood and Leadership Conference

*Sponsored by National Association of Colored Women's Clubs*

The 1st Annual Sisterhood and Leadership Conference is an event to learn from women leaders in their field with insight into the value of sisterhood and community as a catalyst for success in leadership. This evening will include engaged learning, fellowship and tribute to the accomplishments of the exceptional women around us and will ignite the leaders in ourselves. We hope participants will leave inspired, energized and connected!

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

<https://www.dom.edu/diversity/policies/gender-based-and-sexual-misconduct-policy>

*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 for non-emergencies. You may also contact the Dominican University Campus Safety Compliance Office at (708) 524-6751 or email at [safety@dom.edu](mailto:safety@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.  
<https://www2.illinois.gov/dcfs/aboutus/notices/Documents/cants5.pdf>
3. Notify Human Resources of the report.

#### Other Helpful Links

- The Illinois DCFS Mandated Reporter Manual:  
[https://www2.illinois.gov/dcfs/safekids/reporting/Documents/cfs\\_1050-21\\_mandated\\_reporter\\_manual.pdf](https://www2.illinois.gov/dcfs/safekids/reporting/Documents/cfs_1050-21_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. Employees 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 Human Resources at 708-524-6655 or [hr@dom.edu](mailto:hr@dom.edu).

### **University Resource Contact Information**

<i>Carol Seley</i> Director of Campus Safety and Risk (708) 524-6953 <a href="mailto:cseley@dom.edu">cseley@dom.edu</a>	<i>Norah Collins-Pienta</i> Dean of Students (708) 524-6279 <a href="mailto:ncollins@dom.edu">ncollins@dom.edu</a>
<i>Joel Nayder</i> Campus Safety Compliance & Administration Officer Campus Safety Compliance Office (708) 524-6751 <a href="mailto:jnayder@dom.edu">jnayder@dom.edu</a>	<i>John DeCostanza</i> Director, University Ministry (708) 524-6685 <a href="mailto:jdecostanza@dom.edu">jdecostanza@dom.edu</a>
<i>Dr. Sheila Radford-Hill</i> Chief Diversity Officer/Title IX Coordinator (708) 524-6380 <a href="mailto:sradforhill@dom.edu">sradforhill@dom.edu</a>	<i>Elizabeth Ritzman</i> Director, Wellness Center (708) 524-6520 <a href="mailto:eritzman@dom.edu">eritzman@dom.edu</a>

## **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:

- Campus Safety/24-hour on campus escort.....(708) 524-5999  
Email.....[safety@dom.edu](mailto:safety@dom.edu)  
Campus Safety Compliance Office ..... (708) 524-6751  
(8:00 a.m. – 3:00 p.m. M-F)
- Office of the Dean of Students.....(708) 524-6822  
Email.....[deanofstudents@dom.edu](mailto:deanofstudents@dom.edu)  
Student Life.....(708) 524-6527  
Email.....[reslife@dom.edu](mailto:reslife@dom.edu)
- Wellness Center.....(708) 524-6229  
(9:00 a.m. – 5:00 p.m. M-F)
- Dominican University Title IX Coordinator.....(708) 524-6693
- **Pillars 24-hour hotline**
  - *Domestic Violence Hotline* .....(708) 485-5254
  - *Sexual Violence Hotline:* .....(708) 482-9600
  - *Website:*.....[www.pillarscommunity.org](http://www.pillarscommunity.org)
  - *Email:*.....[info@pillarscommunity.org](mailto:info@pillarscommunity.org)
- **Life Span: Domestic Violence Services**
  - *Chicago Office*.....(312) 408-1210
  - *Des Plaines Office*.....(847) 824-0382
  - *After Hours Crisis Line*.....(847) 532-9540
  - *Email*..... [life-span@life-span.org](mailto:life-span@life-span.org)
- **Sarah's Inn**
  - *24 Hour Crisis Line*.....(708) 386-4225
  - *Text Line*.....(708) 792-3120
  - *Website*.....<http://www.sarahsinn.org>
- **Mujeres Latinas en Acción**
  - *24 hour Crisis Hotline*.....(312) 738-5358
  - *Chicago Office*.....(773) 890-7676
  - *Email*.....[mail@mujereslat.org](mailto:mail@mujereslat.org)
  - *Website*.....<https://mujereslatinasenaccion.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>
- **Thrive Counseling Center**
  - *Oak Park Office*.....(708) 383-7500
  - *Website*.....[www.thrivecc.org](http://www.thrivecc.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 2016-2018. The Dominican University Office of Campus Safety, university officials with responsibility for overseeing student activities, and representatives of relevant police agencies compiled the following crime statistics. Joel Nayder, Campus Safety Compliance & Administration Officer, Campus 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	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Rape	2016	1	0	0	1	1	0
	2017	0	0	0	0	0	0
	2018	3	0	0	3	3	0
Fondling	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	3	0	0	3	2	0
Incest	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Robbery	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Burglary	2016	2	0	0	2	1	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Larceny	2016	9	0	0	10	1	0
	2017	16	0	0	16	0	0
	2018	3	0	0	3	1	0
Motor Vehicle Theft	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Drug Law Arrests	2016	0	0	0	0	0	0
	2017	2	0	0	2	2	0
	2018	0	0	0	0	0	0
Weapons Law Arrests	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2016	11	0	0	11	10	0
	2017	25	0	0	25	25	0

Liquor Law Violations Referred for Disciplinary Action	2018	14	0	0	14	14	0
Drug Law Violations Referred for Disciplinary Action	2016	4	0	0	4	4	0
	2017	19	0	0	19	19	0
	2018	4	0	0	4	3	0
Weapons Law Violations Referred for Disciplinary Action	2016	1	0	0	1	0	0
	2017	0	0	0	0	0	0
	2018	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	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Dating Violence	2016	4	0	0	4	3	0
	2017	2	0	0	2	2	0
	2018	1	0	0	1	1	0
Stalking	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	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	2018 Total	Category of Bias for crimes reported in 2018					
		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

2017

Category of Bias for crimes reported in 2017

<b>Criminal Offense</b>	Total	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>	2016 Total	Category of Bias for crimes reported in 2016					
		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

### **Priory Campus Crime Statistics**

The data presented in the following table summarizes the reportable crimes on the Priory Campus from 2016-2018. The Dominican University Office of Campus Safety, university officials with responsibility

for overseeing student activities, and representatives of relevant police agencies compiled the following crime statistics. Joel Nayder, Campus Safety Compliance & Administration Officer, Campus 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	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Rape	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Fondling	2016	1	0	0	1	1	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Incest	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Robbery	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Burglary	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Larceny	2016	1	0	0	1	0	0
	2017	3	0	1	4	1	0
	2018	1	0	0	1	0	0
Motor Vehicle Theft	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Drug Law Arrests	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	2	0	0	2	0	0
Weapons Law Arrests	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Drug Law Violations Referred for	2016	8	0	0	8	5	0
	2017	2	0	0	2	2	0

Disciplinary Action	2018	0	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	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	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0	0
	2017	1	0	0	1	1	0
	2018	2	0	0	2	2	0
Stalking	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	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	2018 Total	Category of Bias for crimes reported in 2018					
		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>	2017 Total	Category of Bias for crimes reported in 2017					
		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>	2016 Total	Category of Bias for crimes reported in 2016					
		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

# 2019 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 Campus 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://mydu.dom.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=9cae7589-a328-4644-a5a9-2eff94045a93](https://mydu.dom.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=9cae7589-a328-4644-a5a9-2eff94045a93). Hard copies of the report are available for public review by calling 708-524-6751 or by visiting the Campus Safety Compliance Office located in Lower Level Coughlin 030. The Campus Safety Compliance Office is open from Monday through Friday, 8:00am to 3:00pm 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

## 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 Campus 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 Campus Safety Compliance & Administration 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: Campus Safety monitors Coughlin, Mazzuchelli, Murray and Power Halls 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 Campus Safety has already responded, the community member should immediately notify Campus 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 Campus 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.

### **Building Evacuation**

Building evacuation will occur when an alarm sounds and/or upon notification by Campus 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 Campus 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 CAMPUS 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 Campus 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 Campus 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.

## **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.

## **Fire Safety Statistics**

The data presented in the following table summarizes the reported fires that occurred in housing facilities from 2016 through 2018. Please note that the housing facilities presented in the following table are

located on campus property. Joel Nayder Campus Safety Compliance & Administration Officer, Campus 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 Campus Safety.

### Summary of 2018 Fire Statistics

Residence Hall*	Number of Fires	Undetermined	Unintentional	Intentional	Injuries	Fatalities	Value of Property Damage	Incident Number
Coughlin Hall	0	0	0	0	0	0	\$0-\$99	
Mazzuchelli Hall	0	0	0	0	0	0	\$0-\$99	
Murray Hall**	0	0	0	0	0	0	\$0-\$99	
Power Hall	0	0	0	0	0	0	\$0-\$99	
Priory Campus	0	0	0	0	0	0	\$0-\$99	

### Summary of 2017 Fire Statistics

Residence Hall*	Number of Fires	Undetermined	Unintentional	Intentional	Injuries	Fatalities	Value of Property Damage	Incident Number
Coughlin Hall	0	0	0	0	0	0	\$0-\$99	
Mazzuchelli Hall	0	0	0	0	0	0	\$0-\$99	
Murray Hall**	0	0	0	0	0	0	\$0-\$99	
Power Hall	0	0	0	0	0	0	\$0-\$99	
Priory Campus	0	0	0	0	0	0	\$0-\$99	

### Summary of 2016 Fire Statistics

Residence Hall*	Number of Fires	Undetermined	Unintentional	Intentional	Injuries	Fatalities	Value of Property Damage	Incident Number
Coughlin Hall	0	0	0	0	0	0	\$0-\$99	
Mazzuchelli Hall	0	0	0	0	0	0	\$0-\$99	
Murray Hall**	0	0	0	0	0	0	\$0-\$99	
Power Hall	0	0	0	0	0	0	\$0-\$99	
Priory Campus	0	0	0	0	0	0	\$0-\$99	

## 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>2018 Evacuation Drills Conducted</b>	<b>Evacuation Plans/ Flipcharts</b>
Coughlin Hall	Yes	Yes	X		Yes	1 Spring	Yes
Mazzuchelli Hall	Yes	Yes	X		Yes	1 Spring	Yes
Murray** Hall	Yes	Yes	X		Yes	1 Spring	Yes
Power Hall	Yes	Yes	X		Yes	1 Spring	Yes
Priory Campus	Yes	Yes		X	Yes	1 Spring	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.

# **Drug and Alcohol Abuse Prevention Program**

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 the 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 the 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, social justice, 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 their conduct and to assume reasonable responsibility for the behavior of others. On occasion, this may involve bystander intervention 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 Code of Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. 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 their behavior to community expectations, the student conduct process may determine that they 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 and to the cumulative conduct history of the student.

## **Standards of Behavior**

In accordance with the university motto *Caritas et Veritas*, compassion and truth, Dominican University has developed standards of behavior in support of the intellectual, physical, spiritual and emotional development of each student.

### **Integrity**

Dominican University students exemplify honesty, honor and a respect for truth in all of their dealings.

### **Community**

Dominican University students build, enhance and value their community.

### **Social Justice**

Dominican University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

### **Respect**

Dominican University students show positive regard for self, each other, for property, and for the community.

## **Responsibility**

Dominican University students are given and accept a high level of responsibility to self, to others and to the community.

All students are sent the Student Handbook and Code of Conduct on an annual basis. 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 AND DRUG POLICY**

### **Drug Free Campus/Workplace Policy Statement**

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 faculty, staff and students 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 termination/expulsion from the university. Such persons also may be required, as a condition of continuing their relationship with the university, to enroll in substance-abuse counseling and/or a treatment program at their own expense.

Individuals violating any town ordinances, state criminal laws or federal laws relating to alcohol or drug use may risk fines and imprisonment. In the event prosecution occurs outside the University, students may also be subject to the University's Student Conduct process.

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. The Wellness Center respects the confidential nature of information shared by participants in its programs. Faculty and staff may utilize the resources in the Employee Assistance Program available through Human Resources to receive referrals to resources. If questions arise related to any of these guidelines or policies, please direct them to the appropriate university department.

This policy applies to all Dominican University faculty, staff and students.

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 use, possession, distribution, dispensation, sale or manufacture of controlled substances is prohibited on university property or as any part of its activities. Violation of this policy may result in disciplinary action up to and including termination of employment and or expulsion from the university.
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 faculty, staff and students at any time. Faculty and staff seeking resources for substance abuse issues may

confidentially contact Human Resources. Students can contact the Wellness Center for confidential support and resources.

4. An employee of Dominican University will notify their supervisor if they are 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.
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.

## **ALCOHOL POLICY**

Dominican University's alcohol policy, written in accordance with the Drug-Free Campus Act and Illinois State law, supports the mission of the institution and its academic goals.

- Alcohol is not allowed in public areas of the university. This includes, but is not limited to, classrooms, lounges, parking lots, library, hallways, etc.
- No one under the age of 21 is allowed to possess or consume alcohol.
- Any alcohol that is possessed by a minor, and/or is present during any policy violation, may be confiscated and/or emptied.
- The manufacturing, brewing, purchasing or selling of alcohol is never allowed.
- Excessive drinking and intoxication will not be tolerated and is a violation of the policy.
- 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.

Any event sponsored by a university department must complete the Alcohol Registration Checklist which notifies the Dean of Students and Campus Safety of the event. All student organization or student group events at which alcohol will be served or consumed must be approved by the Dean of Students. Student organizations or groups are encouraged to meet with the Dean of Students early in the event planning process to determine if approval will be granted. A checklist assuring all liability and risk management standards have been adhered to will be completed by the hosting/sponsoring department or division.

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.
- Providing proof of liability insurance and liquor license, if the venue is off-campus.
- Hiring of sufficient security personnel.
- Hiring approved bartenders that are trained and certified in TIPS or other equivalent training program. If the venue is off-campus, proof of training and certification is required for the bartenders.
- Supervision of underage persons to ensure there is no underage consumption of alcohol (i.e., carding). No one under the age of 21 is allowed to serve, possess or consume alcohol.
- Appropriate removal and disposal of all unused alcohol.
- Any and all costs for insurance or damage to university property.
- No kegs, beer bongs, 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.

## **RESIDENCE HALLS**

- Only those 21 or older may possess or consume alcohol in the residence halls room of those that are 21 or over. Both residents and visitors in the room where alcohol is being consumed must be 21 or over.
- Those who are 21 or older are prohibited from giving alcohol to minors.
- No one under 21 may be present in a residence hall room where alcohol is being consumed, unless it is a host student's roommate.
- Anyone of legal drinking age bringing alcohol into the residence hall must cover it.
- Common-source containers (kegs, etc.) are not allowed and will be confiscated and not returned.
- Students may not display empty containers, including but not limited to, shot glasses, wine bottles, etc in their rooms or in their windows.
- Students are not allowed to display alcohol promotions or advertisements in their room, on their doors, or in their windows.

## **DRUG POLICY**

The unlawful use, possession, manufacturing, selling, and/or distribution of illicit drugs are strictly prohibited at Dominican University. Students, who use, sell, create, possess, distribute or provide controlled substances will be subject to disciplinary action as outlined in the student code of conduct. Although Illinois has passed laws allowing the use of medical marijuana and recreational marijuana in certain circumstances, federal laws classify marijuana as a controlled substance and prohibit marijuana use, possession, and distribution on property owned by institutions of higher education or in any activities operated by such institutions. In addition, the applicable Illinois laws indicate that colleges and universities are not prevented from prohibiting marijuana consistent with federal law. As such, the use, possession, and distribution of marijuana on DU's campus (or other DU property) or as any part of its activities remains prohibited, notwithstanding Illinois laws legalizing the use of medical and recreational marijuana.

Any drug or drug paraphernalia will be confiscated from the student and not returned. This includes, but is not limited to, lighters, roach clips, scales, bowls, baggies, hookahs, bong, pipes, e-cigarettes, 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.

## **TOBACCO 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.

## **Immunity for Victims**

Dominican University encourages the reporting of conduct code violations and crimes by victims. Sometimes victims are hesitant to report to college officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to university officials. To

encourage reporting, Dominican University pursues a policy of offering amnesty from policy violations related to the incident.

### **Bystander Intervention**

The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. Dominican University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get in trouble themselves. Dominican University pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the university will provide educational options, rather than punishment, to those who offer their assistance to others in need.

### **Parental Notification**

Dominican University reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, Dominican University will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. Dominican University also reserves the right to designate which university officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

### **SAMPLE ILLINOIS SANCTIONS FOR VIOLATION OF ALCOHOL CONTROL STATUTES**

(See Illinois Compiled Statute 235 ILCS 5/ for more specific information)

- A. It is a Class A Misdemeanor to possess or sell alcohol if you are under 21.
- B. It is a Class A Misdemeanor to sell, give, or furnish false ID to an individual 21 years old or under (minimum \$500 fine).
- C. It is a Class A Misdemeanor to use or possess a false ID if you are under 21.
- D. It is a 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 \$1,000 and up to 1 year in the county jail.

### **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.

### **SAMPLE ILLINOIS SANCTIONS FOR VIOLATION OF DRUG CONTROL STATUTES** (See Illinois Compiled Statute 720 ILCS 570/ for more specific information)

Possession of Cannabis:

- A. It is a Class A Misdemeanor to possess from 10 to 29 grams of Cannabis.
- B. It is a Class 4 Felony to possess 30 grams to 499 grams of Cannabis.
- C. It is a Class 3 Felony to possess 500 grams to 1999 grams of Cannabis.
- D. It is a Class 2 Felony to possess 2000 grams to 4999 grams of Cannabis.
- E. It is a Class 1 Felony to possess more than 5000 grams of Cannabis.

Possession of Cocaine:

- A. It is a Class 4 Felony to possess 0-15 grams
- B. It is a Class 1 Felony to possess 15-100 grams.
- C. It is a Class 1 Felony to possess 100-400 grams.
- D. It is a Class 1 Felony to possess 400-900 grams.
- E. It is a Class 1 Felony to possess 900+ grams.

Possession of Heroin/LSD:

- A. It is a Class 4 Felony to possess 0-14 grams
- B. It is a Class 1 Felony to possess 15-99 grams.
- C. It is a Class 1 Felony to possess 100-399 grams.
- D. It is a Class 1 Felony to possess 400-899 grams.
- E. It is a Class 1 Felony to possess 900+ grams.

Class 4 Felony sentence may be from 1 to 3 years in a state penitentiary.  
 Class 3 Felony sentence may be from 2 to 5 years in a state penitentiary.  
 Class 2 Felony sentence may be from 3 to 7 years in a state penitentiary.  
 Class 1 Felony sentence may be from 3 to 15 years in a state penitentiary.

This is not an exhaustive list of narcotics and controlled substances that are subject to Illinois Compiled Statutes and which may have local, state, and/or federal sentencing guidelines.

**State of Illinois Statutory Provisions For Illegal Drugs Manufacture or Delivery**

	<b>Manufacture or Delivery (720 Illinois Compiled Statutes 570/401)</b>				<b>Possession (720 ILCS 570/402)</b>	
<b>Illegal Drugs</b>	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.

### **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 drivers record
    - iii. Drivers 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 drivers 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 drivers 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. Drivers license suspended for first conviction
    - iii. Drivers 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 drivers 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 drivers 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.

### Health Risks of Commonly Abused Substances

Substance	Nicknames/Slang Terms	Short Term	Long Term Effects
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		<b>Effects</b>	
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, nausea, sleeplessness, 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

## Resources

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.

## Wellness Center Resources

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

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.

MAST: <http://counsellingresource.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.

**ON-CAMPUS RESOURCES/INFORMATION**

Athletic Department	708-524-6323
Athletic Trainer	708-521-6226
Campus Safety	708-524-5999
Dean of Students	708-524-6822
Employee Assistance Program	<a href="https://www.lfg.com/public/individual">https://www.lfg.com/public/individual</a>
Human Resources	708-524-6790
Student Life – Housing	708-524-6527
Wellness Center	708-524-6229

**OFF-CAMPUS RESOURCES/INFORMATION**

<p><b>Alexian Brothers Dual Diagnosis Unit</b>  Alexian Brothers 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>	<a href="http://www.alexianbrothershealth.org/abbhh/center-addiction-medicine/treatment-approach">http://www.alexianbrothershealth.org/abbhh/center-addiction-medicine/treatment-approach</a>
<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>	<a href="http://www.rosecrance.org/">http://www.rosecrance.org/</a>
<p><b>Thrive Counseling Center</b> Free screening for alcohol and drug abuse on Thursdays through Rosecrance</p>	708-383-7500 <a href="http://www.ThriveCC.org">www.ThriveCC.org</a>
Local Police Department – Emergency	911
Local Police Department – Non - Emergency	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>
County Sheriff’s Office – Emergency	911
County Sheriff’s Office – Non-Emergency	(773) 674-CCSO <a href="http://www.cookcountysheriff.org/">http://www.cookcountysheriff.org/</a>
Cook County State’s Attorney’s Office	(312) 603-1880 <a href="http://www.statesattorney.org/">http://www.statesattorney.org/</a>

## Student Code of Conduct 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:** An official written notice 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 their actions. These might include video or book review, attending a program, 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:** Compensation for damage or loss to the University or any person's property.
- **Fines: Reasonable fines may be imposed for violation of University policy.**
- **Confiscation of Prohibited Property:** Items whose presence is in violation of University policy will be confiscated and will become the property of the University.
- **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
- **Visitation Privilege Loss:** A student may have their visitation privileges to the residence halls suspended or revoked indefinitely.
- **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- **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 conduct action. Terms of probation are to be decided by the conduct officers 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. Probationary meetings may also be imposed. The student is deemed "not in good disciplinary standing" for the period of probation.
- **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.
- **University Housing Suspension:** Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. A student is required to vacate the residence hall at the date and time specified in the Hearing Outcome Letter.
- **Expulsion From Residence:** The student's privilege to live in, or visit, any University housing structure is revoked for an extended period of time or permanently.
- **Suspension:** Separation of the student from the university for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from university property, facilities and events.
- **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. The student is banned from university property, facilities and events.
- **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students or designee.

Any of the above sanctions may be imposed upon groups or organizations found in violation of the Student Code of Conduct. In addition, deactivation, de-recognition, loss of all privileges (including status as a University registered group or organization), for a specified period of time.

## Alcohol and Drug Violation Sanctions

Each conduct hearing takes into the specific circumstances of the incident. The Conduct History of a student will be a factor in determining specific sanctions. Multiple policy violations in a single incident will be used to determine appropriate sanctions, however, typical sanctions include:

### **Alcohol**

Underage drinking; Open alcohol in a public area; Possession of alcohol with underage individuals present; Excessive alcohol use regardless of age

1st offense: Online Alcohol Education Course with Reflection Paper, and 2 hours of community service

2nd offense: Semester Probation and 4 hours of community service

3rd offense: Extension of probation and 6 hours of community service or suspension from halls (typically 2-4 weeks)

*Students with possible substance abuse problems may be sanctioned to a Wellness Assessment.*

### **Drugs**

Possession or use of illegal drugs or drug-related items in the residence halls or on campus

1st offense: Online Drug Education Course, Reflection Paper, One Year Probation and 4 hours of community service

2nd offense: Extension of probation and suspension from halls (from 2 weeks to indefinitely) or significant education project

*Students with possible substance abuse problems may be sanctioned to take a Wellness Assessment.*

### **Tobacco**

Finding cigarette butts or ash in room; Smoking on university grounds; Violation of the Tobacco Policy

1st offense: Warning and 2 hours of community service

2nd offense: 4 hours of community service

3rd offense: Probation