



# 2025 ANNUAL SECURITY REPORT

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KISHWAUKEE COLLEGE



## ***Preparation of the Annual Security Report***

Kishwaukee College publishes this Annual Security Report to foster and maintain a safe campus environment and to comply with the Jeanne Clery Campus Safety Act. This report is prepared in cooperation with the DeKalb County Sheriff's Office, the Director of Campus Safety & Security, the Title IX Coordinators, and the Director of Student Success. The Annual Security Report provides Kishwaukee College policies related to safety and security, including alcohol and drugs, sexual misconduct, crime prevention and procedures for reporting crimes. It also includes crime statistics for the previous three years for crimes that occurred in Kishwaukee College's Clery geography.

## ***Notification of Availability***

Each year, Kishwaukee College sends an email notification to all enrolled students and current employees that provides the website link to access the report. A complete hard copy of this report, including, printouts of web links is available in the Director of Campus Safety & Security's Office, located within the Sheriff's Office in room C2177. Learn more at the [Campus Safety & Security web page](#).

## ***Introduction and Overview***

Kishwaukee College is a comprehensive, two-year college offering five transfer degrees and more than 65 occupational degrees and certificates, serving approximately 4,000 credit and non-credit students annually. The main campus is in a rural setting six miles west of Northern Illinois University in DeKalb County. The diverse campus provides enrichment for all who attend. Founded in 1968, the College serves a district population of 100,000 with more than 320 faculty members and staff. Roughly half a million square feet of facilities are located on the 120-acre campus.

## ***The DeKalb County Sheriff's Office***

To maintain a safe environment, the College has contracted with the DeKalb County Sheriff's Office to provide campus security services. As such, DeKalb County Sheriff's Deputies have full police authority, including that of arrest, granted by the Illinois General Assembly under 110 ILCS 685/30-45(11) in DeKalb County.

The DeKalb County Sheriff's Office has more than 35 sworn Patrol and Investigations Deputies that are certified as peace officers in accordance with state law and receive basic and advanced law enforcement training and education governed by the Illinois Law Enforcement Training and Standards Board.

The DeKalb County Sheriff's Office maintains intergovernmental agreements and working relationships with the Illinois State Police, City of DeKalb Police Department, Northern Illinois University Police Department, all other municipalities in the county, and numerous other local, state, and federal law enforcement agencies.

Collaborative Policing: By mutual agreement with Kishwaukee College, the DeKalb County Sheriff's Office has Deputies assigned to patrol campus. The Sheriff's Office assigns one Sergeant and one

full-time deputy to the Kish main campus. The DeKalb County Sheriff's Office also maintains mutual aid agreements for communal resources in the following areas:

- DeKalb County Major Case Squad: By mutual agreement with the DeKalb City Police Department, Sycamore Police Department and Northern Illinois University Police Department, the DeKalb County Sheriff's Office provides personnel, equipment and other resources to investigate serious or expansive incidents of crime that occur within DeKalb County.
- DeKalb County Special Operations Team: By mutual agreement with the DeKalb City Police Department, Sycamore Police Department and Northern Illinois University Police Department, the DeKalb County Sheriff's Office provides personnel, equipment and other resources to respond and mitigate dangerous incidents that present significant risk to the public and law enforcement.
- Illinois Law Enforcement Alarm (ILEAS) System: By mutual agreement with the Illinois Law Enforcement Alarm System, the DeKalb County Sheriff's Office provides local law enforcement across Illinois with assistance for emergency response to natural disasters, civil unrest and terrorism prevention.

## ***How to Report Crime and other Emergencies***

Students, faculty, staff and community members are strongly encouraged to report criminal activity, suspicious persons and circumstances, serious incidents, and other emergencies to campus law enforcement and appropriate College officials in an accurate and timely manner. Reports of criminal activities on campus will be investigated by the Campus Security Office/DeKalb County Sheriff's Office, and when appropriate, in cooperation with appropriate federal, state and/or local authorities. The Campus Security Office will work with individuals reporting crimes to obtain all necessary information, including evidence and identifying potential witnesses, to investigate all crimes and determine the appropriate disposition. Anyone reporting criminal activity or witnessing a crime is expected to cooperate with College officials and law enforcement officers in the filing of campus incident reports. Crimes should also be reported for the purpose of providing timely warnings to the community along with formulating the annual security reports.

### **Emergency Reporting to On-Campus Safety DeKalb County Sheriff's Office**

On-campus emergencies requiring immediate police assistance should be reported by calling 911 from the nearest phone or by dialing extension 9529 to the on-campus Sheriff's Office. All classrooms and offices have landline phones located within. When calling 911, dispatchers can identify the room location through a programmed system called E911. The College also has red emergency phones located in all campus hallway wings for direct calling to 911. For a more accurate and timely response, yellow signs are posted in classrooms and office areas, identifying the room number and closest access door for first responders to enter. Also in the classrooms are maps of the wing that identify "you are here", AED locations, primary and secondary evacuation routes, and shelter-in-place locations. If you are off campus and there is an emergency, call 911.

## Non-Emergency Reporting

Reports of any suspicion or actual occurrence of criminal activity that does not require immediate police emergency assistance should also be reported for an appropriate investigation to be conducted.

Reports made to the On-Campus Sheriff's Office or Director of Student Success will be considered formal reports for the College and will be investigated through administrative procedures.

<b>Official</b>	<b>Location</b>	<b>Phone Number</b>
Director of Student Success	Room C2119	815-825-9738 Ext. 9738
DeKalb County Sheriff's Office	Room C2177	815-825-9529 Ext. 9529

## Campus Security Authorities (CSA)

To further encourage the timely reporting of crimes on campus, the Jeanne Clery Campus Safety Act identifies and defines Campus Security Authorities (CSAs) as College faculty and staff members with "significant responsibility for student or campus activities."

The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some individuals may be more comfortable reporting incidents to other campus-affiliated individuals. All crimes reported to CSAs must be reported to Campus Safety in a timely manner so that they can be evaluated for inclusion in the daily crime log and to determine if a timely warning or emergency notification should be issued to the campus community. The Sheriff's Office will investigate if the victim wants police assistance.

In addition to the initial report that a CSA provides when an individual reports a Clery crime within Kishwaukee College's jurisdiction, an additional written request is sent at the end of the year for accuracy in statistical information.

Some Examples of CSAs at Kishwaukee College include:

<b>Official</b>	<b>Location</b>	<b>Phone Number</b>
Title IX Coordinators	Room C2165 or C1101	815-825-9807 Ext. 9807 or 815-825-9732 Ext. 9732
Sheriff's Office	Room C2177	815-825-9529 Ext. 9529
Athletic Department (including coaches and athletic trainer)	Various rooms (main Athletics room is C1120)	815-825-9528 Ext. 9528
Coordinator of Student Activities	Room C1123	815-825-9527 Ext. 9527
Cadet Corps	Room C2207	815-825-9431 Ext. 9431

## Confidential Reporting Procedures

Kish encourages anyone who has been a victim or a witness to a crime to immediately report the incident to one of the campus security authorities. However, we understand that reporting an incident can sometimes be emotionally challenging with a lot of uncertainty. The Clery Act provides ways to report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, even if the victim does not want to pursue action with the College or criminal justice system. Kishwaukee College has partnered with Safe Passage to provide confidential advisory services to students affected by sexual misconduct. Another way to confidentially report information is through reporting forms on the Kishwaukee College website. One can report confidentially using one of these forms:

- [Report Form for Sexual Misconduct/Title IX Report and Other](#)
- [Report Form for Code of Conduct/Threat/Information/Other](#)

**Safe Passage** — Provides confidential advisory services to students affected by sexual misconduct. The 24-hour crisis hotline is 815-756-5228.

Students may also confidentially report an incident to the following agencies:

### Talkspace

An online resource that Kishwaukee College provides to students free of charge is Talkspace.

- Visit <https://www.talkspace.com/kish>.
- Click "Get Started."
- Enter "KishTherapy" when prompted for your organization name.
- Includes text, voice messages, video, online live sessions (One 30-minute session per month. If you need more than one session a month, please contact your assigned Academic Advisor or [advising@kish.edu](mailto:advising@kish.edu). Additional sessions can be reimbursed through Champion Fund applications).

### Northwestern Medicine Ben Gordon Center

866-242-0111

<https://www.bengordoncenter.org/>

### Sinnissippi Center, Inc. of Ogle County

800-242-7642

<https://sinnissippi.org/>

### Pastoral and Professional Counselors

Campus Pastoral Counselors and Professional Counselors, when acting as such, are not considered Campus Security Authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged to inform person(s) that there are procedures to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

*Kishwaukee College does not have a Campus Pastoral Counselor or a Professional Counselor on staff.*

## **Hazing Policy**

Kishwaukee College is committed to fostering a safe, healthy, and inclusive environment for all members of its campus community. Students, student groups, and athletic teams are essential contributors to this mission, offering meaningful experiences that promote leadership, connection and personal development. Acts of hazing undermine these core values and are prohibited under Illinois law. As such, Kishwaukee College strictly forbids any form of hazing, whether conducted alone or in collaboration with others.

**Hazing is defined** as any intentional, knowing or reckless act committed by a person, whether individually or in concert with others, against another person or persons, regardless of the willingness of such other person or persons to participate. This act is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization and causes or creates a risk above the reasonable risk encountered in the course of participation in the institution of higher education or the organization. Hazing includes acts that cause or create a risk of physical or psychological injury, humiliation, intimidation or demeaning the person or persons, beyond the reasonable risk encountered in the course or participation in a Kishwaukee College Student Organization (such as the physical preparation necessary for participation in an athletic team). Physical or psychological injury includes but is not limited to:

- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity.
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity.
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances.
- Causing, coercing, or otherwise inducing another person to perform sexual acts.
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.
- Any activity against another person that includes a criminal violation of local, state, tribal or federal law.
- Any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal or federal law.

**A student organization** is defined as "an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution."

### **Reporting Hazing**

Kishwaukee College encourages all members of the Kishwaukee College community who are aware of, have witnessed, or experienced conduct that they believe constitutes hazing to report the violation. Reporting options include:

- [File a Report or Complaint](#) under Code of Conduct Violation.
- Report in person to the Campus Security Office, Room C2177.
- Call the on-campus DeKalb County Sheriff's Office at 815-825-9465.
- Report to a Campus Security Authority (CSA).
- Call 911.

## **Investigating Incidents of Hazing**

The Director of Student Success or designee will investigate and address reports of hazing violations through the Student Code of Conduct. Complaints alleging hazing violations of the Student Code of Conduct are subject to processing under the Discipline/Complaint Resolution Procedures set out in Part III of the Student Code of Conduct. Furthermore, Kishwaukee College can pursue disciplinary action against a student for misconduct that also violates the law, regardless of any ongoing or resolved legal proceedings. These College proceedings may happen before, during or after criminal cases. The College does not grant special treatment to students facing legal charges and may inform law enforcement if the conduct also violates school policy. The College will cooperate with authorities and enforce court-ordered conditions. The College may investigate and impose sanctions independently of the outcome of any related criminal case.

The on-campus DeKalb County Sheriff's Office may investigate reports of hazing in conjunction with the Director of Student Success or designee or separately. The DeKalb County Sheriff's Office will work with other law enforcement agencies as appropriate as the hazing report is investigated.

## **Illinois State Statute**

[§ 720 ILCS 5/12C-50. Hazing.](#)

(a) A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution, if:

- (1) the act is not sanctioned or authorized by that educational institution; and
- (2) the act results in bodily harm to any person.

(a-1) It is not a defense to a prosecution under subsection (a) that the person against whom the hazing was directed consented to or acquiesced in the hazing.

(b) Sentence. Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.

## **Hazing Prevention Strategies**

- National Hazing Prevention Week
- Campus Security Authority Training including Hazing
- Coaches Orientation Presentation on Hazing
- Athlete Orientation Presentation on Hazing
- Student Organizations Presentation on Hazing

- Wellness Wednesday
- Student Activities Fair
- Safe Passage Presentations on Hazing
- Social Media and TV Campaign on Campus
- Information on Kishwaukee College Website
- Fall Faculty Meeting Presentation

### **Campus Transparency Report**

An institution is required to post the Campus Transparency Report on its website after a hazing incident has been reported and substantiated. The report must include the organization, a description of the violation, findings, sanctions, whether alcohol and/or drugs were involved, the date it occurred, the date the investigation was initiated, the date the investigation ended with a finding, and the date the organization was notified of the hazing violation. The report must be updated biannually on the College's website.

### **Campus Daily Crime Log**

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to or identified by campus security and have occurred within the College's geographical location. Crimes reported to the Campus Security Office/DeKalb County Sheriff's Office must be entered on the crime log within two business days. A business day is Monday through Friday, except for days when the institution is closed. There are two exceptions to this rule if the disclosure of the crime is prohibited by law or if the disclosure of the crime would jeopardize the confidentiality of a victim. The crime log is maintained in the on-campus Security Office, DeKalb County Sheriff's Office, C2177. The most recent 60 days are available for anyone to view or obtain a hard copy from 8 am-4 pm on Monday-Thursday and 8 am-3 pm on Friday. For entries older than 60 days, the log must be made available within two business days of request.

### ***Access to Campus Facilities***

As a public community college in Illinois, Kishwaukee College provides safe and open access to its facilities for students, staff, and visitors during its posted regular hours of operation. However, access to some facilities and doors during regular hours of operation may be restricted for the safety and protection of individuals, equipment or facilities. Restriction to some areas and doors may be controlled by proximity access cards along with security cameras strategically placed throughout campus to deter incidents from occurring, but also to help with evidentiary value when investigating an incident. While open, the DeKalb County Sheriff's Office patrols the campus on a regular basis. The College also has student workers who are in the Cadet Corps who assist with security rounds when they are available to work. Security rounds are completed to ensure exterior doors/hardware are functioning properly and malfunctioning lights and unsafe physical conditions are reported to the facilities department so that repairs can be made.

Kishwaukee College Campus Operations maintains the buildings, parking lots and grounds to minimize hazardous conditions. Staff members are encouraged to report any safety concerns regarding facility maintenance to campus operations and/or Campus Safety & Security. Access to

facilities or equipment after normal hours of operation must be authorized by College senior leadership staff. The Security Office hours of operation are 7 am-10 pm on Monday-Thursday and 7 am-3 pm on Friday (excluding Fridays during the 12 summer weeks when campus is closed).

### **Off-Campus Living**

Kishwaukee College does not offer off- campus living and does not have any recognized student organizations with non- campus locations.

### **On-Campus Living**

Kishwaukee College does not provide any on-campus living.

## ***Crime Prevention and Safety Awareness***

The Kishwaukee College Director of Campus Safety & Security works in conjunction with the Director of Campus Operations, the Executive Director of Campus Operations and Technology and the on-campus DeKalb County Sheriff's Office when it comes to crime prevention strategies. Various programs and methods exist for informing students and staff about campus security procedures, being responsible for one's security and the security of others, and crime prevention strategies. Staff and students have access to the Annual Security Report and crime statistics to assist them in crime prevention and reporting. Other strategies include:

- **Staff In-Service** is an event where the Directors of Campus Safety & Security, Student Success, and Disability & Testing Services present to faculty. Student Service topics include mental health, safety and security, and information related to disability and testing services.
- **Visit Day** allows prospective students to visit campus and see what Kishwaukee College has to offer. Campus Safety & Security provides information about services on campus, the annual security report and crime prevention.
- **Discover Kish** include campus security discussions and information on emergency response procedures, including information on emergency alerts/notifications and where to find more information regarding [safety and security on the Kish website](#).
- **Interior and Exterior Security Cameras** record activity and are monitored by the on-campus Sheriff's Office.
- **Exterior Lighting** has been enhanced so staff and students feel comfortable walking to their vehicles at night.
- **Escorts to Vehicles** are available to anyone who is not feeling comfortable walking to their vehicle. Requests are through Campus Safety & Security.
- **Classroom Law Enforcement Presentations** are available upon request. The on-campus DeKalb County Sheriff's Office will conduct presentations to classes on a variety of law enforcement topics.
- **Crime Stoppers Program** involves the public, media and police in the fight against crime. There are numerous Crime Stoppers signs around campus with the Crime Stoppers phone number and email address, encouraging those who have witnessed a crime in the county to call 815-895-3272 or email at [crimestoppers@dekalbcounty.org](mailto:crimestoppers@dekalbcounty.org).

- **CPR/AED Certification Course** is taught by an American Heart Association instructor. Participants are trained to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an Automated External Defibrillator (AED). Participants complete Basic Life Support (BLS) skills practice and skills testing as well as a written exam.
- **Cadet Corps** is a College program that assists with on-campus security while providing paid student worker opportunities. The Cadet Corps is comprised of full-time students who maintain a 2.0 or better grade-point average. Students can declare any major but must have taken and passed nine semester hours of Criminal Justice courses or be enrolled in the Emergency Medical Technician or Paramedic courses. They are supervised by the Director of Campus Safety & Security. Cadets respond to calls on campus for assistance of a non-criminal nature, provide crowd control during sporting events, provide vehicle escorts, and patrol campus on foot. Cadets do not have arrest powers.

### **Campus Safety Tips**

- Avoid walking alone after dark. Always walk with others.
- Don't wear headphones or use other electronics that distract you.
- Tell people where you are going and when you expect to return.
- Keep to well-lit, busy routes.
- Avoid shortcuts and isolated areas.
- Have your keys ready as you approach your vehicle, and look inside before getting in.
- Carry a noisemaker on keychain. Noisemakers are provided free of charge in the Campus Security Office, Room C2177.
- To receive an escort from anywhere on campus at any time during business hours, call the Sheriff's Office at 815-825-9529 or extension 9529, or the Cadet Corps at extension 9431.

Kish encourages community members to promptly report any security concerns, including concerns about locking mechanisms, lighting or landscaping to the Director of Campus Safety & Security at 815-825-9465 or the Campus Operations Department 815-825-9380.

## ***Emergency Preparedness***

In compliance with the Campus Security Act 110 ILCS 12, Kishwaukee College has a comprehensive, all-hazard Emergency Operations Plan that incorporates the National Incident Management System.

The plan details the immediate response to various hazards, including evacuation procedures. The Kishwaukee College Director of Campus Safety & Security works in conjunction with the Senior Leadership Team to maintain and implement the emergency operations plans while developing and conducting exercises, conducting hazard and risk assessments, and building partnerships with external response agencies.

Employees, students and visitors can find information regarding Kishwaukee College emergency responses on our website at [Emergency Response Procedures](#). The College's Emergency Preparedness Committee also created a classroom/office emergency flip chart that has a list of

actions to take during specific emergency situations. These can be found in all classrooms and office areas.

### **Training, Exercises, Drills, etc.**

To keep emergency operations plans current and actionable, the College conducts a minimum of one exercise per calendar year. An exercise may include, but is not limited to, presentations, drills, tabletop exercises, and functional and full-scale drills.

The purpose of an exercise is to educate and train building occupants for emergency responses and ensure those in incident command positions understand their roles. The drills may be planned, announced or unannounced. Following a drill, a notification must be publicized with emergency response procedures. For documentation, the drill will provide a description of the exercise, date, time, whether it was announced or unannounced, and an assessment and evaluation.

### **Evacuation Procedures**

Kishwaukee College conducts a minimum of one evacuation drill per academic calendar year. The drill is documented.

#### **Key points in an evacuation:**

- It is important to be aware of primary and secondary evacuation routes.
- Aid those needing assistance. Individuals in need of assistance should be directed to a specific area of refuge.
- In case of fire, do not use elevators.
- After exiting the building, identified personnel will assist you to the designated area away from the building.
- Remain there until you are told that you can return to the building.

### **Alert Notifications**

Kishwaukee College has the option to use one or more of the following alert notifications during emergencies, evacuations and other situations where the College needs to communicate information to its stakeholders.

- Rave Emergency Notification
- Emergency Notification
- Timely Warning
- Overhead PA Announcement
- Kishwaukee College Website and Social Media
- Fire Alarm System

Upon notification/report of an incident, the Sheriff's Office and Campus Safety Officials have the responsibility of responding to and determining whether the situation poses a threat to the health and safety of the campus community. **Upon confirmation** of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, Kishwaukee College will, without delay, send an alert notifying the appropriate

groups or the entire campus community based on the emergency. Timely Warning and Emergency Notifications are explained below.

**Timely Warnings:** The Vice President of Student Services will coordinate with Senior Leadership in conjunction with the Director of Campus Safety & Security and the on-campus Sheriff's Office to develop the information that would go into the Timely Warning. The decision to issue a Timely Warning will be determined on a case-by-case basis, and reports are reviewed to determine if there is a serious or ongoing threat to the community.

- Timely Warnings are issued for Clery Act crimes that occur on Kishwaukee College Clery geography and have been reported to law enforcement or a Campus Security Authority.
- Considered by the College to represent a serious or continued threat to students and employees.

The Timely Warning will be distributed as soon as pertinent information is available, in a manner that withholds the names of the victims as confidential, with the goal of aiding in the prevention of similar occurrences. The warning should attempt to reach the **entire campus community**.

Information for the warning should include the crime, including the time and location, suspect information if applicable and known, how to report information to law enforcement, and information to promote personal safety. Timely warnings are not generally issued if:

- The offender is apprehended, and the threat of imminent danger to community members has been mitigated by the apprehension.
- A report was not filed with the Campus Safety Office, or if the office was not notified in a manner that would allow time to post a "timely" warning for the community.
- The crime was reported to pastoral or professional counselors. They are exempt from Timely Warnings.

Dissemination will come from the Vice President of Student Services and her team. If not available, the Executive Director of Campus Operations & Technology issues Rave alerts and social media when appropriate.

**Emergency Notifications (all hazards approach):** An emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or employees confirmed by either the on-campus Sheriff's Office or Campus Safety Officials, Kishwaukee College will, without delay, issue an Emergency Notification.

Some examples of significant emergencies or dangerous situations include, but are not limited to:

- Fire
- Armed intruder
- Severe Weather that directly impacts the campus
- Hazardous materials spill/release

Based on the confirmation of an emergency, the Vice President of Student Services will coordinate with Senior Leadership to determine the location on campus and the appropriate segments to notify based on the emergency, and then will determine the appropriate modes to use to notify.

To expedite the process of creating content for messages, pre-scripted templates are available for the most probable or highest-impact emergencies in the Rave Mobile Safety Alert. One can also create their own message to send. There are also pre-identified segments of the population that can be chosen to receive messages, or alerts can be sent to all students and employees.

Kishwaukee College will disseminate the information unless law enforcement advises to withhold the emergency notification because it could compromise efforts to contain, respond, or mitigate the emergency; assist the victim; or jeopardize the investigation. The development and dissemination of notifications will come from the Vice President of Student Services and her team. If not available, the Executive Director of Campus Operations & Technology issues Rave alerts and social media when appropriate.

### Communication Chart Identifying Alerts and Responsibilities

Alert	Who Responds	Who Develops	Who Sends
<p>Rave Mobile Safety Alert is a way to communicate College emergencies and notifications via text message and email to currently enrolled students and staff. Rave alerts are operated through Kishwaukee College. You are automatically opted into this service by providing your cell phone number in your student or employee profile. All Kishwaukee College email addresses are automatically enrolled into the program. <a href="#">Mass Notification System</a></p>	<p>On-campus law enforcement, DeKalb County Sheriff's Office and Campus Safety Office</p>	<p>The Vice President of Student Services will coordinate with Senior Leadership to determine the appropriate segments to notify based on the emergency and the location on campus.</p>	<p>Rave Team: The Vice President of Student Services and her team. If not available, the Executive Director of Campus Operations &amp; Technology issues Rave alerts and social media when appropriate.</p>
<p>Emergency Notification</p>	<p>On-campus law enforcement, DeKalb County Sheriff's Office and Campus Safety Office</p>	<p>The Vice President of Student Services will coordinate with Senior Leadership to determine the appropriate segments to notify based on the emergency and the location on campus.</p>	<p>Rave Team: The Vice President of Student Services and her team. If not available, the Executive Director of Campus Operations &amp; Technology issues Rave alerts and social</p>

		Prewritten templates are available.	media when appropriate.
Timely Warning	On-campus law enforcement, DeKalb County Sheriff's Office and Campus Safety Office	The Vice President of Student Services will coordinate with Senior Leadership, in conjunction with the Director of Campus Safety & Security and the on-Campus Sheriff's Office, to develop the content and determine the appropriate segments to notify.	Rave Team: The Vice President of Student Services and her team. If not available, the Executive Director of Campus Operations & Technology issues Rave alerts and social media when appropriate.
Overhead PA System: Located on the interior and exterior of the main campus building, Caukin Building and Campus Operations/Early Learning Center building.	On-campus law enforcement, DeKalb County Sheriff's Office and Campus Safety Office	Pre-scripted paging system dialed by number on a landline phone.	There is a daytime and evening hours list of positions available, so that if someone is gone the next person is responsible.
Kishwaukee College Website/Social Media	On-campus law enforcement, DeKalb County Sheriff's Office and Campus Safety Office	The Vice President of Student Services will coordinate with the Senior Leadership Team to determine content.	Rave Team: The Vice President of Student Services and her team. If not available, the Executive Director of Campus Operations & Technology issues Rave alerts and social media when appropriate.
Fire Alarm	All individuals have access to pull stations.	Follow Emergency Notification Process.	Follow Emergency Notification Process.

***Alcohol Use and Substance Abuse Policy***

**Standards**

In accordance with the Drug Free Workplace Act of 1998, 41 U.S.C. §701 et seq. and section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Safe and Drug Free Schools and Community Act of 1994, 20 U.S.C. §7101 et seq., the College prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol by students and employees, contractors and visitors on College premises or in vehicles owned or leased by the College or as part of any College activity. The Kishwaukee College Board of Trustees will regulate the delivery of

alcoholic beverages in all College facilities. As a general policy, alcoholic beverages are not to be served on College premises. However, in certain specific instances, where charitable and/or cultural events are scheduled within the campus facility, exceptions to this policy may be made with the approval of the Board or its designee, subject to all applicable law.

Application for such an exception must be made in writing and with the recommendation of the President of Kishwaukee College and or their designee. Alcohol expenses will be paid only from Kishwaukee College Foundation funds or sponsor donations. (BOT Policy 4.06.01)

For purposes of this policy, drugs, including alcohol, are defined as any drug that is not legally obtainable, that is legally obtainable but is not legally obtained, not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

For students, disciplinary sanctions for alcohol or substance abuse are contained in the Kishwaukee College Student Code of Conduct. For employees, disciplinary sanctions for alcohol or substance abuse are contained in the Board of Trustees Policy Manual (2.13.08) or the applicable Collective Bargaining Agreement. Sanctions imposed by this code may include expulsion or termination and referral for prosecution to civil/criminal authorities.

Sanctions for students and employees may also include required participation in and completion of a drug or alcohol abuse assistance or rehabilitation program. Students receiving financial aid may also lose their aid. Kishwaukee College will enforce and follow all relevant local, state and federal laws, as well as Kishwaukee College policies.

Students with alcohol and/or substance abuse problems or those wanting information about alcoholism or substance abuse may contact their academic advisor or the Director of Student Success for information or referrals (see referrals below). Employees may collaborate with the Employee Assistance Program through Human Resources to address their needs.

*The following list of off-campus agencies has a memorandum of understanding with Kishwaukee College and is available for students. However, students can seek assistance from any provider.*

**Ben Gordan Center:** Provides mental health and substance abuse services for adolescents, adults and families.  
815-756-4875

**Sinnissippi Centers:** Outpatient mental health and substance use services for children, adults and families.  
815-562-3801

**Family Service Agency of DeKalb County:** Outpatient mental health and substance use services for children, adults and families.  
815-758-8616

**New Hope Counseling:** Outpatient mental health and substance abuse services for individuals, relationships and families.  
901-205-9395

**Employee Assistance Program:** Contact Human Resources directly or contact ACI Specialty Benefits at 855-775-4357 or [rsli@acieap.com](mailto:rsli@acieap.com).

### **Alcoholics Anonymous**

800-452-7990

For comprehensive information on the health risks of alcohol and substance abuse, visit the [National Institute on Drug Abuse-Commonly Abused Drugs](#).

### [Illinois DUI Factbook](#)

For information on American Addiction Centers, visit [Project Know: What You Need To Know About Addiction and Treatment](#).

Learn more detailed information regarding Kishwaukee College's alcohol, tobacco and other drug policies/programs in the [Kishwaukee College Biennial Review](#).

The Biennial Review is distributed to students through various means. Many of Kish's policies/procedures are included in College publications such as the College Annual Security Report, Student Online Handbook, Student Athlete Handbook, College Online Catalog and on the College website and portal.

## ***Student Code of Conduct***

Students, staff and visitors are expected to conduct themselves in a civil manner that does not violate any federal, state or local criminal statutes, nor exhibit any illegal or prohibited behaviors as specified in the Kishwaukee College Policy on Alcohol and Substance Abuse and the Student Code of Conduct. **The complete Student Code of Conduct, including disciplinary procedures, can be found on the website [at Student Code of Conduct](#).**

## ***Campus Security Policies***

### **Threat Assessment Team**

Kishwaukee College is committed to maintaining a safe campus environment for all members of the College community. The Threat Assessment Team (TAT) supports the campus security plan by responding to reports of students or employees displaying signs of behavioral or emotional distress that may indicate a possible threat to the College. The multi-disciplinary team meets on a regular basis to assess referrals, determine appropriate intervention strategies and effectively respond to incidents of concern.

Team members include the on-campus DeKalb County Sheriff's Office, Director of Student Success, Administrative Assistant to the Vice President of Student Services, Coordinator of Disability Services, Vice President of Instruction, Executive Director of Human Resources, Vice President of Student Services, Director of Campus Safety & Security, Dean, Office of Instruction, and Director of Student Services.

Based on individual cases, the Threat Assessment Team includes additional team members consisting of faculty or staff who are connected to the incident being reviewed, specialized treatment providers when needed, and the HR department in situations dealing with College employees.

Guidelines for referrals to the team include:

- Acts of violence (threats, assaults, etc.) on campus.
- Statements or evidence of self-harm/suicidal thoughts.
- Erratic/bizarre/inappropriate statements or behavior.
- Statements indicating possession of a weapon or displaying a weapon on campus.
- Writings or drawings of a disturbing or threatening nature.
- Evidence of impaired behavior due to drug or alcohol use.
- Observed behavioral changes over a period of time.
- If you are wondering “Should I Report This?”

If you would like to consult with a TAT member about a concern or issue, they will be happy to talk with you. If you would prefer to use the online referral form, visit the [Threat Assessment Referral Form](#).

### **Concealed Carry**

Illinois’ concealed carry legislation allows Kishwaukee College to continue its practice of prohibiting guns on campus. *In accordance with the Board of Trustees Policy Manual and Student Code of Conduct, any possession and/or carrying of a weapon on Kishwaukee College property is illegal and prohibited.*

This extends to all College property (including College-owned vehicles and parking lots), at College-sponsored or related functions or events, and during times when acting as a representative of the College, whether on or off College premises. Read the complete [firearms and weapons policy](#).

### **Sex Offender Policy**

In accordance with the Campus Sex Crimes Prevention Act, Sec. 1601 of 2000 and Violent Crime Control and Law Enforcement Act of 1994, information identifying registered sex offenders who are enrolled or employed at the College may be obtained from the DeKalb County Sheriff’s Office or the internet site of the Illinois State Police, who provide a list of registered sex offenders at <https://isp.illinois.gov/Sor/Disclaimer>.

[The Illinois Sex Offender Registration Act \(730 ILCS 150/3\)](#) requires any sex offender or sexual predator employed by or attending an institution of higher education to register, **within three (3) days of beginning school or establishing employment, with the following:**

- The chief of police in the municipality in which they are employed at or attend an institution of higher education.
- The sheriff in the county in which they are employed or attend an institution of higher education located in an unincorporated area, or if incorporated, no police chief exists.
- The public safety or security director of the institution of higher education in which they are employed at or attend.

To comply with the higher education portion of the Illinois Sex Offender Registration Act, offenders must register at the Kishwaukee College on-campus Security Office during business hours from 8 am-4 pm Monday-Thursday and on Friday 8 am-3pm in room C2177.

## **Background Investigations**

In order to create a safe and secure work area and learning environment, and in accordance with Public Act 88-629 (110 ILCS 12/1-12/99), Kishwaukee College will conduct criminal background investigations prior to employing individuals in full-time or part-time positions, including student workers and volunteers.

# ***Kishwaukee College Procedures Implementing the College's Policy Prohibiting Sex-Based Misconduct***

## **I. Purpose**

The College is committed to maintaining a safe and healthy educational and employment environment that is free from harassment and other forms of discrimination based on sex, sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The purpose of these Procedures is to implement the College's Policy Prohibiting Sex-Based Misconduct and Board Policy 2.13.14

Harassment/Discrimination, Board Policy Board Policy 2.13.14.01 Sexual Harassment Policy, and Board Policy 3.18 Student Harassment/Discrimination ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the Violence Against Women Reauthorization Act ("VAWA"); Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex, sexual orientation, and gender-related identity; the Jeanne Clery Campus Safety Act ("Clery Act"), which requires timely warning to the community of certain immediate threats; the Preventing Sexual Violence in Higher Education Act; and other applicable law and local ordinances.

The College has an affirmative duty to act promptly and effectively once it has knowledge of an act of sex-based discrimination, sexual harassment or other sex-based misconduct in any of its educational or employment programs or activities. The College will promptly and equitably investigate any complaints of sex-based discrimination, harassment and/or other misconduct in accordance with the procedures set forth below.

## **II. Application and Scope**

The College's Policy Prohibiting Sex-Based Misconduct and these implementing Procedures apply to everyone in the College's education programs and activities, including students, faculty and staff,

applicants for admission or employment, and third parties, whenever the alleged sex-based misconduct occurs:

- A. On College property; or
- B. Off College property, if:
  - 1. The conduct was in connection with a College-recognized program or activity; or
  - 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework prevent the College from addressing an act of misconduct that falls within the scope of these Procedures or other applicable College policies and procedures.

Sections I-VI and VIII-IX include provisions relevant to sex-based misconduct in all its forms. Section VII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

Appendix A provides definitions for these Procedures.

### III. Administration and Enforcement

#### A. Title IX Coordinators

The College has designated the Executive Director Human Resources and Vice President of Student Services as the Title IX Coordinator(s). Contact information for the Title IX Coordinator(s) is as follows:

Santina Swiger  
Executive Director Human Resources  
Kishwaukee College  
21193 Malta Road  
Malta, IL 60150  
Telephone: 815-825-9732  
Email: [sswiger@kish.edu](mailto:sswiger@kish.edu)

Michelle Rothmeyer  
Vice President of Student Services  
Kishwaukee College  
21193 Malta Road  
Malta, IL 60150  
Telephone: 815-825-9807  
Email: [mrothmeyer@kish.edu](mailto:mrothmeyer@kish.edu)

Responsibilities of the Title IX Coordinator(s) include, but are not limited to:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
  - With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Title IX Coordinators will partner with the Department of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
  - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty, and staff on Title IX issues. Providing in-service training to the College community, including students, faculty and staff, on Title IX policies and procedures.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.
- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Questions regarding these Procedures or the College's compliance with Title IX and related laws may be directed to the Title IX Coordinator. References in these Procedures to the Title IX Coordinator include any individual designee that the Title IX Coordinator may delegate to perform specific duties.

## **B. Kishwaukee College Department of Human Resources**

The Department of Human Resources partners with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Department of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these procedures.

## C. External Agencies

Inquiries concerning the application of Title IX may be referred to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544  
Telephone: 312-730-1560  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

Additionally, the Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 am-5 pm, at 877-236-7703.

## IV. Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment or Misconduct

### A. Emergency Services

Anyone who experiences or observes an emergency should immediately call 911 and/or one of the phone numbers listed below:

DeKalb County Sheriff's Office  
Kishwaukee College  
Phone: 815-825-9529  
Office: C2177

Director of Campus Safety & Security Kishwaukee College  
Phone: 815-825-9465  
Office: C2178

### B. Crisis Response Services

The following on- and off-campus resources can provide an immediate confidential\* response in a crisis situation, as well as ongoing assistance and support:

#### **\*Talkspace**

<https://www.talkspace.com/kish>

#### **\*Safe Passage**

815-756-5228

<https://www.safepassagedv.org/>

#### **\*HOPE of Ogle County Domestic Violence**

Services 815-562-8890

<https://hopedv.org/>

## **Sexual Assault and Abuse: Sexual Assault**

Hotline 815-758-7922

### **Rockford Sexual Assault**

800-564-8441

<http://www.rockfordsexualassaultcounseling.org/>

*\*Indicates Confidential Advisors, as defined in Appendix A.*

Note: While the above-listed individuals may maintain a reporting of a person's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

## **C. Medical Services**

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted diseases, and/or other health services by contacting one of the following health care providers:

- Northwestern Medicine Kishwaukee Hospital, 815-756-1521
- Northwestern Valley West Hospital, Sandwich 815-786-8484
- Rochelle Community Hospital, 815-562-2181

These health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the *Sexual Assault Survivors Emergency Treatment Act* (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting person's confidentiality vis-à-vis the College, they may have other reporting obligations under state law.

## **V. Reporting Sex-Based Misconduct**

The College encourages individuals who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person's rights and options pursuant to these procedures.

### **A. Reporting Options and Notification Requirements**

Different employees on campus have different notification obligations when they receive information about conduct that may reasonably constitute sex-based misconduct. The following sections detail the various reporting options for students, employees and other individuals, along with the applicable notification requirements for each option. Regardless of to whom a report is

made, the College will provide the person alleged to be the victim, if identified, a concise notification, written in plain language, of the person's rights and options pursuant to these Procedures.

## 1. Reporting to the Title IX Coordinator

Individuals are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator directly. The College's Title IX Coordinator(s) are:

Santina Swiger  
Executive Director Human Resources  
Kishwaukee College  
21193 Malta Road  
Malta, IL 60150  
Telephone: 815-825-9732  
Email: [sswiger@kish.edu](mailto:sswiger@kish.edu)

Michelle Rothmeyer  
Vice President of Student Services  
Kishwaukee College  
21193 Malta Road  
Malta, IL 60150  
Telephone: 815-825-9807  
Email: [mrothmeyer@kish.edu](mailto:mrothmeyer@kish.edu)

## 2. Reporting to Responsible Employees

Certain College employees (referred to as "Responsible Employees") are required to notify the Title IX Coordinator when they have information about conduct that may reasonably constitute sex-based misconduct. This notification must include all relevant details about the alleged sex-based misconduct, including the date, time and specific location of the alleged incident(s) and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report. However, the College may be required to disclose information as part of its response, in order to help maintain a safe and healthy educational and employment environment that is free from harassment and other forms of discrimination.

The following categories of employees are the College's Responsible Employees:

- Title IX Coordinators
- College Administrators College administrators (Vice Presidents, Deans, Assistant Deans, and Directors)
- Supervisors and Managerial Staff
- All faculty members
- Campus Police DeKalb County Sheriff's Officers
- Director Student Success
- Student Involvement Office
- Full-time staff members

- Coaches of college athletic teams
- Advisors of the following student clubs/organizations officially recognized by the College: Student Government Association, Phi Theta Kappa, National Society of Leadership and Success, Alpha Delta Nu, Black Student Union, Business Club, Criminal Justice Club, Educators Rising, Floral Club SAIFD, Green Team Horticulture Club, Kougars' Cheer and Dance, Latinos Unidos, Performing Arts Club, Student Nursing Organization (SNO), and The Tabletop Gaming Club.

### 3. Confidential Reporting

Individuals who wish to confidentially report an incident of sex-based misconduct may make a confidential\* report to the following on-campus Confidential Employees or off-campus confidential resources:

**\*Talkspace**

<https://www.talkspace.com/kish>

**\*Northwestern Medicine Ben Gordon Center**

866-242-0111

<https://www.bengordoncenter.org/>

**\*Sinnissippi Center, Inc. of Ogle County**

800-242-7642

<https://sinnissippi.org/>

*\*Indicates Confidential Advisors, as defined in Appendix A.*

The confidential resources listed in this section are not required to report any information about an alleged incident to the Title IX Coordinator without the reporting party's permission.

Note: While the resources listed above may maintain an individual's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law. Any College employee who suspects or receives knowledge that a person may be an abused or neglected child must: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that a person alleged to be the perpetrator of sex-based misconduct poses a serious and immediate threat to the College community, the College may be required to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

### 4. Reporting to Other College Employees

While only designated Responsible Employees are required to notify the Title IX Coordinator when the Responsible Employee has information about conduct that may reasonably constitute sex-based misconduct, all members of the College community (including students) are encouraged to notify the Title IX Coordinator when they have information about such incidents.

## 5. Electronic Reporting and Anonymous Reports

The College maintains an online system for electronic reporting, which can be found at the following link: <https://www.kish.edu/student-life-student-success/filing-report>. The reporting party may choose to provide their identity or may choose to report anonymously. The system will notify the reporting party, before they enter information, that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Where a reporting party chooses to provide their identity and contact information through the online system, the College will respond to the reporting party within 12 hours with a concise notification, written in plain language, of rights and options pursuant to these Procedures.

### B. Students Participation in Public Awareness Events

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sex-based misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ rights at these events.

### C. Immunity for Good Faith Reporting

Students who in good faith report an alleged violation of the College’s Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

### D. Knowingly False Reporting and Statements

A person who knowingly makes a false report of sex-based misconduct may be subject to disciplinary action, up to and including suspension, expulsion, or termination. The College will not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex-based misconduct occurred. The College is still permitted to address false reports and statements by initiating a disciplinary process under its Student Code of Conduct or employee policies as long as there is evidence independent of the determination of whether sex-based misconduct occurred.

## VI. College Response to Reports of Alleged Sex Discrimination, Harassment or Other Misconduct

### A. Processing of Report

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter “complainant”) to:

1. Discuss the availability of supportive measures (see Section VI.B below);
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process of filing a formal complaint.

### B. Supportive Measures

Supportive measures (also referred to as “interim protective measures”) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent. Supportive measures are designed to restore or preserve equal access the College’s education program or activity without unreasonably burdening a party, including measures designed to protect the safety of all parties or the College’s educational environment, or to deter sexual harassment. Supportive measures can be offered irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support.
- Extensions of deadlines or other course-related adjustments.
- Leaves of absence.
- Changes to academic, living, dining, transportation and/or working schedules or situations.
- Increased security and monitoring of certain areas of campus.
- Issuance and enforcement of mutual campus no contact orders.
- Enforcement of an order of protection or no contact order entered by a state civil or criminal court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College’s policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College's ability to provide the supportive measures.

The Title IX Coordinator(s) is/are responsible for coordinating the College's implementation of supportive measures.

### C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VII below, or in the absence of a formal complaint, the College may remove a respondent from the College's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

### D. Clery Act Reporting Obligations

Pursuant to the *Jeanne Clery Campus Safety Act* ("Clery Act"), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The *Clery Act* also requires the College to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

## VII. Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the *Preventing Sexual Violence in Higher Education Act*; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will

investigate the formal complaint or appoint a qualified person to undertake the investigation on their behalf.

The College, as it deems appropriate, may extend the timeframes provided in this Grievance Process and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. If the College grants one party's request for an extension or postponement, that extension or postponement will be made available on an equal basis to both parties.

## A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the *Preventing Sexual Violence in Higher Education Act*, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The College Student Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

## B. Informal Resolution

At any time after receiving the initial notice of allegations (See Section VII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the Grievance Process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

## C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

## D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment under regulations implementing Title IX even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal — either of a complaint altogether, or of a complaint for purposes of Title IX — the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint for purposes of Title IX does not preclude action under this Grievance Process or other College policies and procedures. In cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process or other policies and procedures to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that this Process or other applicable policies and procedures will nevertheless be applied.

## E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing (see Section VII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations

set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations described in the formal complaint and notice of allegations, [in electronic format/in hard copy]. The parties will have 10 business days to submit a written response to the evidence which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report [in electronic format or hard copy] for their review and written response.

## F. Hearings

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the parties' receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations described in the formal complaint or the notice of allegations available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

## G. Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College Student Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent,

- and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

## H. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Director Student Success or designee. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Director Student Success or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Director Student Success will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Director Student Success or designee has concluded his/her review of the appeal, the Director Student Success or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Director Student Success or designee's decision is final.

## VIII. Board Member Allegations

Members of the College's Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel.

## IX. Prevention and Education for Students

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with the Title IX Compliance Committee established pursuant to the *Campus Security Enhancement Act of 2008* (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

## X. Training

The Title IX Coordinator(s), campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors, receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to *Preventing Sexual Violence in Higher Education Act* offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlined in Section VII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's Grievance Process pursuant to Section VII above.

The College, in conjunction with its Title IX Compliance Committee task force established pursuant to the *Campus Security Enhancement Act of 2008* (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

## **Appendix A**

Definitions for the College's Sex-Based Misconduct Procedures:

- A. **Bystander Intervention:** see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
- B. **Complainant:** an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.
- C. **Confidential Advisor:** a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" in Section V of these Procedures are not Confidential Advisors.
- D. **Consent:** knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.
- E. **Dating Violence:** violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. **Domestic Violence:** includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the State of Illinois and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:
  - is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
  - is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - shares a child in common with the victim; or

- commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the State of Illinois.
- G. **Education Program or Activity:** a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.
- H. **Hate Crime:** an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of their sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
- I. **Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- J. **Incapacitation:** when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- K. **Intimidation:** to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex-Based Misconduct and these Procedures.
- L. **Preponderance of the Evidence:** when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.
- M. **Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.
- N. **Responsible Employee:** a College employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section V of these Procedures lists categories of employees who are Responsible Employees for the College.
- O. **Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct, or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the State Employees and Officials Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.

- P. **Sexual Assault:** any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.
- Q. **Sex-Based Misconduct:** Misconduct on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
- R. **Sexual Exploitation:** when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- S. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
  - Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
  - Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
  - Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.
- Examples of conduct of a sexual nature may include:
- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
  - Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
  - Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.
- T. **Sexual Harassment as defined by Title IX:** conduct on the basis of sex that satisfies one or more of the following:

- An employee of the College conditioning the provision of an aid, benefit or service of the College on an individual's participation in unwelcome sexual conduct;
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
  - "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- U. **Sexual Violence:** physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.
- V. **Survivor:** an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.
- W. **Survivor-Centered:** See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
- X. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for their safety or the safety of others; or 2) suffer substantial emotional distress.
- Y. **Threat:** any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.
- Z. **Trauma-Informed Response:** See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

### Ongoing Prevention and Awareness Campaigns

The College offered the following ongoing prevention and awareness programs:

- **Mental Health Matters Monthly Newsletter** — A campus guide for student concerns, offering up-to-date information on how Kish promotes mental well-being.
- **Let's Walk Event or donate to support Safe Passage "Walk a Mile in their Shoes"** — During Sexual Assault Awareness Month, the College collaborated with Safe Passage, a local sexual assault and domestic violence crisis center, for the "Walk a Mile" event. Participants walked one mile around campus to support sexual assault survivors.
- **Denim Day During Sexual Assault Awareness Month** — The College partnered with Safe Passage for Denim Day. Individuals wore denim to spread awareness around sexual violence issues, to support survivors and to continue educating ourselves. A donation was collected and provided to Safe Passage.
- **Class Presentations for Counseling Student Development (CSD) 100 classes** — Presentations on College comprehensive policy on sexual misconduct and resources. Safe Passage has a representative that attends and promotes confidential advisor services.

- **Wellness Wednesday on Campus Event** — Safe Passage and Hope of Ogle County Domestic Violence Services has a table with giveaways, spinning wheel and provides information to students and employees.
- **Domestic Violence Month** — Safe Passage has giveaways and informational table set up on campus to promote Domestic Violence Month.

### Be an Active Bystander

Bystander intervention can prevent violence. Step up. Be proactive. Watch out for your friends and classmates. If you come across someone who looks like they are in trouble, check in with them and make sure they are OK. If you see someone doing something suspicious, say something. Three common ways to intervene:

- **Direct approach** — If you feel comfortable, make your presence known. “Hey, I’m concerned for your safety, do you need help?” or “Hey are you okay?” or “You know what? It’s time for us to go.”
- **Distracting approach** — Make something up to either get the person to safety such as, “Your sister is on the phone for you.” Or to get the aggressor to leave the situation, try, “Hey, buddy your car is being towed,” or “I dropped my phone, can you help me move this couch?”
- **Delegation approach** — Locate the person’s friends or the police to have them intervene. Ask for others to take certain actions. For example, ask them not to leave the person out of their sight.

### How Can I Reduce My Risk of Sexual Assault?

- Avoid dangerous situations.
- Be aware of your surroundings. Knowing where you are and who is around may help you find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it isn’t the best place to be.
- Try not to load yourself down with packages or bags because this can make you appear more vulnerable.
- Make sure your cellphone is with you and charged and that you have cab money.
- Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
- Avoid putting music headphones in both ears so you can be more aware of your surroundings, especially if you are walking alone.

### Protect yourself in Social Situations (RAINN)

- When you go to a social gathering, go with a group of friends. Arrive together, check-in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately. Local authorities can be reached by calling 911 in most areas of the U.S.

- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Local authorities can be reached by calling 911 in most areas of the U.S. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

## ***Campus Crime Statistics***

### **Classifying Crime Statistics**

The statistics on the following pages are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the Clery Act. The publication of this annual report is required by federal law. The annual crime statistics were compiled by the on-campus DeKalb County Sheriff's Office, Student Conduct, Title IX, Human Resource Department, Campus Security Authorities, and other relevant local and state law enforcement agencies.

The College compiles the annual crime statistics for one year. However, the report includes Clery statistics for the previous two years. Additionally, these statistics include people referred for campus disciplinary action for categories required by the Jeanne Clery Campus Safety Act. Referrals occur when a person is not arrested for weapons, drug abuse or liquor law violations, but is instead referred for campus disciplinary action.

Statistical information for certain non-campus locations or property owned or controlled by the College, as well as public property within or immediately adjacent to and accessible from campus, are collected or requested from local police departments.

For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported.

The crime statistics tables are reflective of the requirements mandated by federal law for compiling this report. Kishwaukee reports the crimes required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority or local police agency.

The daily crime log is maintained in the on-campus DeKalb County Sheriff's Office in room C2177 located at 21193 Malta Road, Malta, IL. The most recent 60 days are available for anyone to view or obtain a hard copy of from 8 am-4 pm Monday-Thursday. For entries older than 60 days, the log must be made available within two business days of request.

## Counting Crimes

The number of victims involved in a particular incident is indicated for the following crime classifications: murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, incest, statutory rape) and aggravated assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics. The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): robbery, burglary and arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of motor vehicle theft, each vehicle stolen is counted.

In cases involving weapons, drug abuse or liquor law violations, each person who was arrested is indicated in the arrest statistics. The statistics captured under the “Judicial Referrals” section for weapons, drug abuse and liquor law violations indicate the number of people who were referred to Student Conduct for violating those specific laws. Statistics for hate crimes are counted in each specific Clery-reportable crime category and therefore are part of the overall statistics reported for each year. The only exception to this is the addition of a bias-motivated larceny, simple assault, intimidation and destruction/damage/vandalism of property. The law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance documents.

## Definitions of Reportable Crimes and Other Associated Terms

**Murder and Manslaughter by Negligence** — The willful (non-negligent) killing of one human being by another.

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

**Sex Offenses** — Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** — 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** — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- **Incest** — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** — Sexual intercourse with a person who is under the statutory age of consent.

**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, violence and/or causing the victim fear.

**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 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 which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary** — The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft** — The theft or attempted theft of a motor vehicle. All cases are classified as motor vehicle theft where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.

**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, etc.

**Domestic Violence** — A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** — Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. The existence of a dating relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

**Stalking** — Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. For the purposes of this definition: (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim, (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crimes** — A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, gender identity, ethnicity or

national origin. This includes all the crimes listed above, plus larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property. The law requires that the statistic be reported as a hate crime for these additional categories even though there is no requirement to report the crime classification in any other area of the compliance document.

**Larceny** — Theft (when motivated by bias) — The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

**Simple Assault (when motivated by bias)** — 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 (when motivated by bias)** — 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 (when motivated by bias)** — 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.

**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; all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

**Drug Abuse 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).

**Illegal Weapons Law Possession** — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; or all attempts to commit any of the aforementioned.

**Unfounded Crimes** — An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of

stolen property, the refusal of the victim to cooperate with the prosecution and the failure to make an arrest do not “unfound” a crime report.

### **Clery Geography**

**On-Campus** — All property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, institutional educational purposes; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person and is used by students and supports institutional purposes (such as a food or other retail vendor).

**On-Campus Student Housing Facilities** — Kishwaukee College does not provide any on-campus housing facilities for students.

**Non-Campus** — Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is being used in direct support of, or in relation to, the institution’s educational purposes, is frequented by students and is not within the same reasonably contiguous geographic area of the institution.

**Public Property** — All public property, including thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. The Clery Act does not require disclosure of crime statistics for public property that surrounds non-campus buildings or property.

*Clery reportable offense crime definitions are taken from the Handbook for Campus Safety & Security Reporting 2016 Edition.*

## **Campus Crime Statistics**

The following report of criminal offenses is for violations that occurred on-campus in the last three years. The College did not have any crimes occur at off-campus sites, nor on public property adjacent to the campus, as defined in the Jeanne Clery Campus Safety Act.

### **Kishwaukee College On-Campus Crime Statistics 2022-2024**

<b>Criminal Offenses: On-Campus</b>	<b>Year 2022</b>	<b>Year 2023</b>	<b>Current Year 2024</b>
Murder/non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0

Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>VAWA Offenses</b>			
Domestic Violence	0	0	0
Dating Violence	1	0	0
Stalking	1	1	0
<b>Arrests</b>			
Weapons carrying, possession etc.	0	0	0
Alcohol Violations	0	0	0
Drug Violations	0	0	0
<b>Disciplinary Referrals</b>			
Weapons carrying, possession etc.	0	0	0
Alcohol Violations	0	0	0
Drug Violations	0	0	0
Unfounded Crimes	0	0	0

Hate Crime Reporting

- 2024: One hate crime, on-campus criminal damage to property/vandalism characterized by racial bias.
- 2023: No hate crimes reported.
- 2022: No hate crimes reported.

### Kishwaukee College Off-Campus Crime Statistics 2022-2024

<b>Criminal Offenses: Off-Campus</b>	<b>Year 2022</b>	<b>Year 2023</b>	<b>Year 2024</b>
Murder/non-negligent manslaughter	n/a	0	0
Manslaughter by Negligence	n/a	0	0
Rape	n/a	0	0
Fondling	n/a	0	0
Incest	n/a	0	0
Statutory Rape	n/a	0	0
Robbery	n/a	0	0
Aggravated Assault	n/a	0	0
Burglary	n/a	0	0
Motor Vehicle Theft	n/a	0	0
Arson	n/a	0	0
<b>VAWA Offenses</b>			
Domestic Violence	n/a	0	0
Dating Violence	n/a	0	0
Stalking	n/a	0	0
<b>Arrests</b>			
Weapons carrying, possession etc.	n/a	0	0
Alcohol Violations	n/a	0	0
Drug Violations	n/a	0	0
<b>Disciplinary Referrals</b>			
Weapons carrying, possession etc.	n/a	0	0

Alcohol Violations	n/a	0	0
Drug Violations	n/a	0	0
Unfounded Crimes	n/a	0	0

*Hate Crime Reporting*

- 2024: No hate crimes reported.
- 2023: No hate crimes reported.
- 2022: No hate crimes reported.

The Kishwaukee College Campus Safety Report can be found at the [U.S. Department of Education website](#).

Questions regarding the Annual Security Report can be directed to:

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