

# Western Illinois University

## 2023 Annual Security & Fire Safety Report



Western Illinois University Office of Public Safety  
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\* Criminal Offenses, Macomb & QC; Selected Offenses, Macomb & QC; Stalking, Domestic Violence, Dating Violence; Hate Crime, Macomb & QC; Fire Reports; Unfounded Crimes.

The 2021-2023 Annual Clery Statistics can also be found at [wiu.edu/safety](http://wiu.edu/safety).

## Appendix - Policies

Appendix A	Student Right to Know - Security
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## Data Collection for Clery Report

As required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime, arrest, and student disciplinary data is gathered from numerous sources. Statistics are compiled and made available in this report, which can be found online at [wiu.edu/safety](http://wiu.edu/safety), in hard copy at the Office of Public Safety (Mowbray Hall), and on the U.S. Department of Education website ([ope.ed.gov/security](http://ope.ed.gov/security)). All members of the campus community, on both the Macomb and Quad Cities campuses, are notified via email by Oct. 1 of each calendar year regarding the availability of the report, and new and prospective students are made aware of the report during orientation. Paper copies can be requested by contacting the Office of Public Safety at (309) 298-1949 or the Office of University Relations at (309) 298-1993. All policy statements in this Annual Security & Fire Safety Report apply to the WIU-Macomb and -Quad Cities campuses.

In accordance with the federal Campus Security Act (Clery), the Annual Security (Clery) Report and Fire Safety Report for Western Illinois University are available online. The 2018-2020 Clery Report can be found at [wiu.edu/clery/report\\_macomb.php](http://wiu.edu/clery/report_macomb.php) and [www.wiu.edu/clery/report\\_qc.php](http://www.wiu.edu/clery/report_qc.php). Weekly crime reports can be found at [wiu.edu/clery](http://wiu.edu/clery). Select offenses (alcohol and drug) can be found at [wiu.edu/clery/selected\\_macomb.php](http://wiu.edu/clery/selected_macomb.php) and [www.wiu.edu/clery/selected-qc.php](http://www.wiu.edu/clery/selected-qc.php). Fire reports (residence halls) can be found at [wiu.edu/clery/fire.php](http://wiu.edu/clery/fire.php).

## From WIU Interim President Dr. Kristi Mindrup

Dear WIU Community,

Everyone at Western Illinois University plays a vital role in ensuring a safe, respectful, and inclusive environment for the entire WIU campus community and beyond Western's borders. We are committed to providing a safe and welcoming campus.

WIU's policies and procedures are in place to provide an atmosphere that is civil, peaceful, and free from harassment and violence. Our Office of Public Safety provides excellent services and resources to our Macomb campus, as well as the region. Sworn officers are on call 24 hours a day, seven days a week, and are devoted to our community's safety, and both of our campuses benefit from mutual aid agreements we have in place with area and state law enforcement agencies.

WIU also provides many outstanding safety programs and services. Be an active bystander and report suspicious activity and behavior. If you are the victim of a crime, or witness or hear of a crime, contact the Office of Public Safety at (309) 298-1949, or call 9-1-1 if the danger is immediate. If you or a friend are experiencing harassment, please contact the Office of Equal Opportunity and Access at (309) 298-1977.

Thank you for helping make Western Illinois University a safe and secure place.

Take care,



Kristi Mindrup  
Interim President  
Western Illinois University







## From the Desk of OPS Director Derek Watts



Dear University Community,

Welcome to Western Illinois University! As the WIU Office of Public Safety (OPS) chief, I would like to take this opportunity to share our services, programs, and resources.

WIU, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, prepares this report annually to provide a thorough review of crime-related statistics for the previous three years, as well as safety resources and information.

Our police officers ensure the safety and security of students, faculty, staff and campus visitors, 24 hours a day, seven days a week. The Office of Public Safety works with others across the WIU campus and within our local communities to provide a safe environment and to ensure that our campuses are peaceful and secure. Western Illinois University promotes a culture of community accountability. If you or someone else is in immediate danger, call 9-1-1 immediately.

OPS programs and strategies include a campus-based safe walk program and student patrols; Western's Emergency Alert System; emergency callboxes; crime victim assistance and advocacy; Western's Emergency Medical Services (WEMS) [non-transport emergency medical service]; prevention and awareness programs/presentations, including the nationally-recognized RAD (Rape Aggression Defense) program. More information about these programs and resources can be found within this report.

In addition to routine patrol by car, our sworn police officers patrol campus on foot and bicycles, as well as in the residence halls. The officers provide security and traffic control at University events, conduct building safety checks and host educational programming.

If you have concerns or questions or need to report a crime or suspicious behavior, call OPS immediately or visit Mowbray Hall at any time [(309) 298-1949]. Sexual misconduct can be reported to OPS or to the Title IX coordinator at [Title-IX@wiu.edu](mailto:Title-IX@wiu.edu) or (309) 298-1977.

Should you become a victim of a crime, we have numerous resources in place to help. The University Counseling Center provides free, confidential counseling services to currently enrolled WIU students. The UCC can be reached at (309) 298-2453. The University offers a student hotline [(309) 298-3211 or (866) 435-0480], and the Western Illinois Regional Council's Victim Services unit provides a 24-hour crisis line [(309) 837-5555].

For more information about Office of Public Safety resources and services, contact the Office of Public Safety at (309) 298-1949 or email [publicsafety@wiu.edu](mailto:publicsafety@wiu.edu). You can also find additional campus security information at [wiu.edu/ops](http://wiu.edu/ops).

We look forward to working with each of you to ensuring a safe and inclusive campus.

A handwritten signature in black ink that reads "Derek Watts". The signature is written in a cursive, flowing style.

Derek Watts  
Director  
Western Illinois University Office of Public Safety

## Response to Reports



All reports of crime on University property should be reported to the Office of Public Safety (OPS) for investigation. OPS has the responsibility for handling all crimes reported on campus. Any suspicious activity or behavior should be reported to the Office of Public Safety immediately. Police may be reached in an emergency by dialing 9-1-1 on any campus phone. In a non-emergency, call OPS at (309) 298-1949. Community members are encouraged to accurately and promptly report all crimes to campus police and all appropriate police agencies.

There are 48 police emergency call boxes located across campus, which puts an individual in immediate contact with OPS. The location of the call is automatically recorded and response is almost immediate.

You are urged to report all thefts, assaults, disorderly conduct, acts of vandalism and any other criminal activity of which you have knowledge. In addition, traffic accidents involving more than \$500 in property damage and all fire and safety hazards should be brought to the attention of this office.

Reports may be sent to the Office of Public Safety for review and potential action. OPS personnel are available at (309) 298-1949, 24 hours a day, seven days a week, 365 days a year. All reported crimes will be investigated by the University and will become a matter of public record. Public Safety incident reports are forwarded to Student Rights, Responsibilities and Retention Initiatives for review and referral, when applicable. If assistance is required from the Macomb Police Department, the Moline Police Department, or other law enforcement agencies, Public Safety will contact the appropriate agency. If a sexual assault is reported, the individual will be provided with resources and assistance.

We care about your safety. There is a mutual need for you and your University Police to develop and maintain communication, understanding and cooperation. Through this joint effort, we can reduce criminal activity and foster a safer atmosphere, thus promoting University community improvement. We welcome the opportunity to serve.

## OPS & Inter-Agency Partnerships

Office of Public Safety law enforcement officers receive their police authority via the provisions of state law, specifically 110 ILCS 680/25-45(11). OPS officers have full law enforcement authority including the power to make arrests on view or on warrants of state statutes, University rules and regulations, and city or county ordinances on all property owned or controlled by the University, and anywhere in the counties wherein the property is located, when such is required for the protection of the University property and interests, and its students and personnel, and otherwise when requested by other state or local law enforcement officials.

OPS officers are academy trained and certified in the same manner as all other public law enforcement officers in the State of Illinois. They receive a minimum of 14 weeks formal basic training plus additional classroom and in-service training each year. The Office of Public Safety maintains a close working relationship with the Macomb Police Department, the McDonough County Sheriff's Department, the Illinois State Police (District 14), and state and federal law enforcement agencies.

## Numbers to Know

### Campus & Community Police

Office of Public Safety (non-emergency) - (309) 298-1949\*

Macomb Police Department - (309) 833-4505\*

Moline Police Department [WIU-QC Riverfront campus] - (309) 797-0401\*

Macomb Area Crimestoppers - (309) 836-3222 or (800) 222-TIPS (8477)

[Text CRIMESTOP plus your tip to CRIMES 274637]

\*Call 9-1-1 immediately if emergency

### Campus & Community Resources

WIU Title IX Coordinator - (309) 298-1977

WIU Student Hotline - (309) 298-3211/(866) 435-0480

Beu Health Center - (309) 298-1888

WIU Alcohol & Other Drug Resource Center - (309) 298-2457

WIU Counseling Center - (309) 298-2453

University Housing & Dining Services - (309) 298-3000

Student Development Office - (309) 298-1884

McDonough District Hospital - (309) 833-4101

WIRC Victim Services 24-hour Crisis Line - (309) 837-5555 *[University confidential adviser]*

Quad Cities Family Services Survivor Resources - (309) 797-1777

Quad Cities Mercer County Family Crisis - (309) 582-7233

Moline Police Department [WIU-QC Riverfront campus] - (309) 797-0401

## Confidential Reporting

If you are a victim of a crime, and do not wish to pursue action, you may still make a confidential report. With your permission, an officer can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there may be a pattern of crime with regard to particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for institution.

Clery does not encourage pastoral and professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistic disclosure of crime statistics.

## Campus Security Authorities

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires select University staff to report crimes that occur on the Western Illinois University campuses. Campus Security Authorities (CSAs) are University faculty, staff and administrators who have significant responsibilities with students and campus activities and/or security responsibilities.

CSAs may include:

- Deans
- Directors
- Department chairs
- Equal Opportunity & Access Staff
- Faculty
- Academic advisers
- Athletics staff (coaches, trainers)
- Parking Service agents
- Residence Hall staff
- Student Activities staff
- Student Rights, Responsibilities and Retention Initiatives staff
- University Administration
- Campus Recreation staff
- Beu Health Center staff
- Student organization advisers
- Student Services staff

CSAs must notify OPS if they witness or learn of a reportable crime. CSAs can report the crime by contacting OPS at (309) 298-1949 or by completing the CSA incident report form at [wiu.edu/safety](http://wiu.edu/safety). Reports are reviewed to determine if the professionals, as well as pastoral staff, are the only staff members who are not required to complete reports as CSAs.

## Campus Security Authority Training

Access to videos and documents is available at <https://www.wiu.edu/clery/csatraining.php>.

- Clery Center CSA (video)
- Evaluating Compliance (video)
- CSA Training Handout (PDF)
- CSA Reporting Form (Word document)
- CSA Pre/Post Test (Word document)
- CSA Pre/Post Test Answer Key (PDF)

# **Sexual Assault Reporting**

If you have concerns or questions or need to report a crime or suspicious behavior, please call OPS immediately or visit Mowbray Hall at any time at (309) 298-1949. Individuals may also report sex offenses to the University's Title IX coordinator (Office of Equal Opportunity and Access) at (309) 298-1977. Students found in violation of sexual assault are subject to disciplinary action from the University as outlined in the Code of Student Conduct and employees found in violation are subject to disciplinary action as outlined by the State Universities Civil Service System and Board of Trustees Regulations in accordance with relevant collective bargaining agreements.

The only person responsible for sexual assault is the perpetrator. It is a violation of University policy to engage in sexual activities without consent. An individual who is impaired due to alcohol or drugs cannot consent to sexual activity. A University employee or student in violation of sexual assault policies faces sanctions up to, and including, termination and expulsion.

The University has procedures in place that are sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including information about the right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and off campus, as well as additional remedies to prevent contact between a complainant and an accused party.

Members of the WIU campus community should contact the University's Title IX coordinator at (309) 298-1977 to request accommodations/assistance.

The University does not publicize the name of crime victims nor house identifiable information regarding victims in the daily crime log or online. Victims may request that directory information on file be removed from public sources by contacting the WIU Registrar at (309) 298-1891.

## **What to Do if You are Sexually Assaulted**

- If you need to speak to someone immediately, you can contact confidential resources provided by WIRC Victim Services by calling (309) 837-5555 24/7.
- If you wish to seek medical assistance, please visit the hospital as soon as possible. Hospital personnel will collect evidence that will be needed. Hospital personnel are required to contact police; however, it is your choice whether to speak to police. You may also call 9-1-1 to report to the police.
- If you are filing a police report, preserve the evidence: Do not shower, change clothes, or disturb the scene.
- There are resources in place on the Western Illinois University campus and within the community to help you. If you wish to pursue a University policy complaint, contact the Title IX coordinator at [title-ix@wiu.edu](mailto:title-ix@wiu.edu) or (309) 298-1977. The Title IX coordinator can help you obtain interim supportive measures such as a University no contact order, residence hall changes, or changes in class schedules, in addition to other resources.
- Additional resources:
  - University Counseling Center - (309) 298-2453 - provides free counseling services to currently enrolled Western Illinois University undergraduate and graduate students
  - University Hotline - (309) 298-3211 or (866) 435-048
  - Beu Health Center - (309) 298-1888
  - WIRC Victim Services 24-hour crisis line - (309) 837-5555 [*University confidential advisor*]
  - McDonough District Hospital - (309) 833-4101
  - Quad Cities SafePath Survivor Resources - (309) 797-1777
  - Quad Cities Mercer County Family Crisis - (309) 582-7233



## **Reportable Crimes: Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to report crime statistics related to select crimes as defined by the Clery Act. Sexual harassment and discrimination are not covered by the Clery Act, but reporting of such incidents is required under Title IX.

- Aggravated Assault
- Arson
- Burglary
- Dating Violence
- Domestic Violence
- Drug Law Arrests
- Drug Law Referrals
- Liquor Law Arrests
- Liquor Law Referrals
- Manslaughter by Negligence
- Motor Vehicle Theft
- Murder & Non-Negligent Manslaughter
- Robbery
- Sex Offenses (Including Rape, Fondling, Incest and Statutory Rape)
- Stalking
- Weapons Law Arrests
- Weapons Law Referrals

While not required under the Clery Act, WIU must also provide information to meet the requirements of the Illinois Campus Safety and Security Enhancement Act. OPS log entries are published by the Office of University Relations every M-W-F (with the exception of holidays and school closures). The reports, which meet federal and state requirements, are at [wiu.edu/clery](http://wiu.edu/clery). Incidents required as part of the state act include criminal incidents as reported through Clery, and other criminal arrests (e.g. domestic battery, criminal damage, etc.), traffic violations, and warrant arrests.

## **Monitoring & Recording Off-Campus Crime**

WIU has officially recognized student organizations that have housing facilities located off campus. If the Macomb Police Department is called to respond to one of those locations, they will typically notify the Office of Public Safety to respond with them or they will notify the Office of Public Safety after they have responded to inform of the situation. However, this is done out of courtesy and is not required to notify or involve Public Safety when they respond to a call involving private property. For non-campus properties, but that are adjacent to campus, the Macomb Police Department will typically notify the Office of Public Safety after responding to a report/incident.

## **Campus Safety Notices**

WIU will issue a Campus Safety Notice to notify members of the campus community when incidents occur on the WIU campus(es) or in close proximity to campus, and the incident represents a serious or ongoing threat to the University community.

A Campus Safety Notice will be issued within a reasonable amount of time (generally within 24-48 hours) following the report of the incident to the WIU Office of Public Safety or a Campus Security Authority. Campus Safety Notices may also be issued for non-Clery defined incidents. Such incidents will be evaluated on a case-by-case basis taking into the account the frequency of the offense, or the likelihood of a re-occurrence, continuing danger to the University community, and risk of compromising investigative efforts.

In compliance with the Clery Act, the following will be considered and evaluated to determine if a Campus Safety Notice should be issued: has the incident been reported; has the incident been identified as a Clery Act crime; and does the incident represent a serious or ongoing threat to the campus community.

Campus Safety Notices are written by the Executive Director of University Communications and an OPS designee. The Office of University Relations distributes the Campus Safety Notices through [wiu.edu](http://wiu.edu) and the emergency alert system .





The WIU Emergency Alert System (WEAS) builds on current methods of information distribution and communication and enhances Western's ability to quickly and reliably communicate with students, staff, and faculty in the event of an emergency. The University will only activate the system for emergency purposes. In an emergency, WEAS allows University officials to contact the entire campus community via voice, text, and e-mail messages.

WEAS is used to communicate official information during an emergency or crisis situation that disrupts campus operations or threatens the immediate health or safety of the campus community. The Office of Public Safety and key campus administrators will assess the situation. The campus risk manager, along with an OPS designee and the director of University Relations, will determine the content of the message and will use some or all of the methods available through WEAS to communicate the situation to the campus community.

The University may also use the public address system available in the residence halls, in addition to text messages, emails, and phone calls, in conjunction with information posted on the University's home page and social media accounts, to notify the campus community in the event of an emergency.

Western Illinois University officials encourage everyone in our campus community to keep emergency information current. The contact information you provide for the WEAS database will not be shared with other entities, and it will be kept private and confidential. The contact information is used only for the Emergency Alert System.

Emergency contact information for the WIU Emergency Alert System can be updated on STARS (students) and MVS/WIUP (employees). To access the screen on STARS, go to the STARS homepage and click "Launch STARS." New students are able to update emergency contact information as soon as they are admitted to WIU.

Employees only: To access the screens on MVS/WIUP, go to the MVS homepage and click "Launch WIUP in a new window."

The following email addresses are used when issuing Campus Safety Notices/Emergency Alerts:

**campussafetynotice@wiu.edu:** To make the campus community aware of an incident that has been reported.

**emergencyalert@wiu.edu:** To notify the campus community of an immediate and/or ongoing threat (e.g. fire in a campus building).

**weatherannouncement@wiu.edu:** To notify the campus community of a weather-related announcement/closure due to weather.

**noticetocampuscommunity@wiu.edu:** To notify the campus community of a non-emergency situation (e.g. boil order).

Complete information about emergency situations/threats and campus safety notices will always be posted at [wiu.edu](http://wiu.edu) and at [wiu.edu/safety](http://wiu.edu/safety).

# Campus Safety Information & Resources

## Alcohol & Other Drug Resource Center

The Alcohol and Other Drug Resource Center serves the University community in addressing issues with alcohol and other drugs.

If you are faced with an emergency, dial 9-1-1. Do not hesitate to call if you are at all uncertain about your or another person's condition or welfare.

Services: substance abuse counseling; treatment; DUI evaluations, early intervention and risk education; prevention programs.

## Go West Security

Go West Transit Security Officers, students of the WIU Law Enforcement and Justice Administration Program, ensure that all riders of the public transportation program reach their destinations safely and efficiently. These officers provide a service to over 30,000 riders per year on Friday and Saturday evenings from 10 p.m.-3 a.m. during the academic year.

## Campus Safe Walk Program

Western's Student Patrol members and OPS officers are available to provide the safe walk program (escort) on campus year round. To request a safe walk escort, call OPS at (309) 298-1949.

## Campus Facilities Maintenance, Security & Access

Public Safety personnel and Facilities Management staff assess the physical condition of the campus facilities -- including landscaping, grounds keeping, and outdoor lighting -- on a regular basis during regular rounds on campus. All staff and members of the University community are encouraged to report any deficient physical conditions through campus mail or by calling directly to the Facilities Management at (309) 298-1834 or the Office of Public Safety (309) 298-1949.

### **Western Illinois University officials have the right to limit access to campus and to control activities on campus.**

During normal business hours, the administrative and academic facilities at WIU are open and accessible to students, faculty, staff, and visitors. After normal business hours and during holiday closures, University facilities are locked and accessible only to authorized employees/individuals. Public Safety officers conduct routine security and safety patrols of all campus buildings to monitor conditions and investigate suspicious activity.

Residential facilities are only accessible to building residents. Guests must register and be accompanied by an authorized resident. Doors are locked nightly. Housing staff and Public Safety officers monitor the security in the residence halls. Residents are encouraged to report suspicious and unusual activity.

The entrances to residence halls are locked nightly. Residents entering their building after hours use their residence hall keys to gain access to the buildings. Elevators in residence halls are secured. Only residents of a floor can gain access to that floor by using their room keys in the elevator. After normal operating hours, other facilities are secured with access restricted to authorized University personnel. During fall and spring breaks, special attention ensures that buildings stay locked and secure by increasing selective patrol activity. Surveillance systems are operational in all of the halls.

## Emergency Action Plan

Western's Emergency Action Plan is designed to provide a resource for students, faculty, staff, and visitors. Designated crisis coordinators assist with information and guidelines in planning and responding to a crisis. While the plan does not cover every conceivable crisis situation, it provides basic guidelines necessary to handle campus emergencies.

The WIU Emergency Action Plan, which can be found at [wiu.edu/riskmanagement](http://wiu.edu/riskmanagement) provides shelter and evacuation procedures.

## Emergency (Blue Light) Call Boxes

There are 48 blue light emergency call boxes installed across the Western Illinois University campus. Over the years, these call boxes have been upgraded to include American with Disabilities Act (ADA) compliance features, highly visible reflective markings, and a flashing strobe light when the system is activated.

The systems are identified by two blue lights, which are placed on top of poles with red and blue boxes attached. Anyone may notify police officials at ANY TIME of the day or night, 365 days a year, by pushing a button on the box. The call automatically goes to the OPS dispatch, which sends an officer immediately to that location. In addition, when a person presses the button, he/she can remain in direct verbal contact with the telecommunicator until police arrive. The flashing blue lights serve as a beacon to responding officers and others in the vicinity.



## Fire Safety

Buildings are equipped with a variety of features that are designed to detect and stop/suppress smoke and fire.

A door can be the first line of defense against the spread of smoke or fire. Fire doors in corridors and stairwells of residence halls are designed to stand up to fire longer than regular/individual room doors. It is important that these doors are closed. If a door has a device that automatically closes the door, these should not be propped open.

Sprinklers are 98 percent effective in preventing the spread of fire when operating properly. Do not obstruct sprinkler heads.

Smoke detectors should not be disabled or obstructed.

Nearly three-fourths of fires are caused by smoking materials, which are not permitted in residence halls or on campus property, or by candles, which are not permitted in campus buildings.

A daily fire log for residence halls is available at [wiu.edu/clery](http://wiu.edu/clery).

## **RAD (Rape Aggression Defense) Training**

To prepare WIU female students, faculty and staff in defending themselves, the Office of Public Safety offers Rape Aggression Defense (RAD) courses each semester. The classes are designed for women only. Topics covered include avoiding victimization, patterns of date rape encounter, basic principles of defense, full-speed hands-on exercise and dynamic simulation training.

There is no cost for the 12-hour course, which is taught by RAD-certified OPS police officers. The RAD courses are sponsored by OPS, Office of Student Rights, Responsibilities and Retention Initiatives, Campus Recreation and the Women's Center.



## **Security Awareness Programs**

The Office of Public Safety, University Housing and Dining Services, and other University departments/organizations offer an average of 75-100 educational programs each academic year. These programs address topics such as personal safety, alcohol and drug abuse awareness, sexual assault prevention, self-defense, healthy relationships, to name a few. Members of the WIU campus community are encouraged to be responsible for their own safety and the security of others.

## **Step Up Program**

[\[http://www.wiu.edu/student\\_services/aod/step\\_up\\_program\]](http://www.wiu.edu/student_services/aod/step_up_program)

Western Illinois University's Alcohol and Other Drug Resource Center offers the Step Up Program, a pro-social behavior and bystander intervention training program. The goals of Step Up are to raise awareness of helping behaviors, increase motivation to help, develop skills and confidence when responding to problems or concerns, and ensure the safety and well-being of self and others.

In addition to educating students on the bystander effect and how to increase helping behaviors, the Western Illinois University Step Up Program includes basic alcohol education. The inclusion of alcohol education is to increase knowledge and awareness of unsafe drinking practices and how to intervene should a fellow student or friend find him/herself in an uncomfortable or dangerous situation.

The Step Up program can be tailored to meet an individual's expectations or a groups needs on special request. To register, complete the Step Up registration form, which can be found on the website listed above. Class size is limited to 15 individuals.

## **Western Emergency Medical Services (WEMS)**

Western EMS is a professional, volunteer, non-transport Basic Life Support (BLS) Service. Members provide direct patient care to the Western Illinois University population and visitors to the campus. WEMS also hosts the Mock DUI each year.

WEMS personnel must complete rigorous training, continuing education, and evaluation programs to be eligible for membership. Members are selected based on experience, leadership, dedication, service and professional performance.

Email [Western-EMS@wiu.edu](mailto:Western-EMS@wiu.edu) with any questions. If you need EMS services, you must dial 9-1-1 or (309) 298-1949.



# **Residence Hall Safety & Security**

[wiu.edu/student\_services/housing/living\_on\_campus/leatherneck\_living\_guide.php]

## **Emergency and Safety Procedures**

### **Fire**

Review the emergency fire evacuation information that is posted on the interior door of your residence hall room. Whenever a fire alarm sounds in any residence hall, you are required to evacuate the building immediately. Failure to evacuate is a violation of Macomb city ordinance and subjects you to arrest, possible fine, and/or disciplinary action. Every attempt should be made to close and lock your door and turn off your lights. You are encouraged to carry a towel to protect your face. State fire laws prohibit the use of elevators for fire evacuation.

In case you cannot evacuate in the event of an emergency in the residence halls, please go to the nearest area marked "Safe Refuge." If you are unable to evacuate due to elevators being out of service during an emergency or for any other reason on a residential sleeping floor, please go to the nearest residence hall room, shut the doors and windows, and then call 9-1-1 so that emergency response teams are aware of your exact location. Please check the individual policies and procedures used in all other campus buildings; the above are only intended for the residence halls.

### **Tornado**

**Tornado Watch** – When atmospheric conditions are such that severe weather or a tornado could develop, a tornado watch is issued. Stay indoors, stay alert for warning sirens, and listen to your radio for updates on the weather situation.

**Tornado Warning** – When a funnel cloud has been sighted in the area or when radar indicates that there is a possibility of a tornado forming, a tornado warning is issued. In the instance of a tornado warning, sirens in the Macomb community will be sounded for three to five minutes with a solid blast. In each residence hall, the building alarm system will sound and announce that a "severe weather emergency has been reported."

When a siren is heard indicating a tornado warning:

- Do not activate alarm systems.
- Use the stairwells to go to the corridor areas of the lower floors. Do not use the elevators. Do not stand near windows and exits during the warning period.
- Remain in the corridor areas (even if the building alarm system is silent) until the "all clear" is announced by the building alarm system.
- See hall staff for your building's specific locations.

When the "all-clear" is announced, you may return to other areas of the hall.

The community tornado sirens (not the building alarms) are tested at 10 a.m. on the first Tuesday of each month. If the sirens sound at any other time, the above procedure should be followed.

### **Medical Needle Disposal**

For residents that need to dispose of medical needles, use of "type 2" plastic milk jugs or detergent bottles are recommended. These can then be taken to Beu Health Center for disposal. For further alternatives, please contact Beu Health Center.



## **Hall Security Guidelines**

As a student attending Western Illinois University, you are extended the privilege of self-regulated hours to enter and leave your residence hall. Procedures for entering or leaving the residence halls are clearly outlined for each hall. You are advised to check the procedures for your living unit. Residence hall security ultimately depends on the responsible actions of each resident. Security begins with you. Your room door should be locked at all times. Do not prop open stairwell or outside doors.

For security purposes, all residence hall exterior doors are locked by 11 p.m. If you are returning to your assigned residence hall after closing hours, you must enter using the designated door with your access key or card.

**Guests:** Students living in the residence halls are required to register non-WIU guests. Residents may have a guest for up to three nights in a 10-day period, with permission of the roommate, when applicable. Hosts continue to be responsible for the actions of their guests and must escort guests at all times.

Students, along with their visitors, must register the guest via a computer check-in system at their respective residence hall's front desk. All guests, high school age and above, must show a valid photo ID at the time of registration. The guest will be given a pass, which is good for three days. If an individual is stopped by housing staff and does not have a guest pass, a variety of things can occur depending on the severity of the incident: he/she could be asked to register, the host student may go through the judicial process and/or the guest may be asked to leave campus.

Guests are to always be escorted. Failure to comply with these regulations could result in charges of trespass being filed with the Office of Public Safety (OPS).

**Reporting of Thefts:** You should report all thefts, regardless of value, as soon as possible to residence hall staff and the Office of Public Safety. OPS can be reached at (309) 298-1949.

**Security Cameras:** For the safety and security of residents and guests, security cameras are placed in the common areas of the residence halls. It is a violation of residence hall policy to tamper with safety equipment, including security cameras.

## **Missing Student Notification**

**SEE APPENDIX D.**



# Campus Crime Reports 2021 – 2023

## 2023 Crimes Occurring on the WIU Macomb Campus

Type of Crime	Residential Facilities	On Campus	Non-Campus	Public Property	Total On-Campus	Total (All)
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	4	0	0	0	4	4
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	3	0	0	0	3	3
Burglary	3	3	0	0	6	6
Motor Vehicle Theft	0	3	1	0	3	4
Arson	1	0	0	0	1	1
On-Campus Fire Non Arson	6	0	0	0	6	6
Domestic Violence	4	0	0	0	4	4
Dating Violence	12	1	0	0	13	13
Stalking	0	0	0	0	0	0

## 2022 Crimes Occurring on the WIU Macomb Campus

Type of Crime	Residential Facilities	On Campus	Non-Campus	Public Property	Total On-Campus	Total (All)
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	5 *	0	0	0	5	5
Fondling	1	0	0	0	1	1
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	2	1	0	0	3	3
Burglary	2 **	1	0	0	3	3
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
On-Campus Fire Non Arson	7	0	0	0	7	7
Domestic Violence	1	0	0	0	1	1
Dating Violence	4	1	0	1	5	6
Stalking	0	0	0	0	0	0

\* Reported in 2022, one occurred in 2020, one occurred in 2021

\*\* Reported in 2022, one occurred in 2021

## 2021 Crimes Occurring on the WIU Macomb Campus

Type of Crime	Residential Facilities	On Campus	Non-Campus	Public Property	Total On-Campus	Total (All)
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	2	0	0	0	2	2
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	1	1
Burglary	2	0	0	0	2	2
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
On-Campus Fire Non Arson	3	0	0	0	3	3
Domestic Violence	0	0	0	0	0	0
Dating Violence	5	2	0	0	7	7
Stalking	0	0	0	0	0	0

2023 Crimes Occurring on the WIU Quad Cities Campus

Type of Crime	Residential Facilities	On Campus	Public Property	Total Crimes (WIU Quad Cities Center)	Total (All Crimes)
Murder & Non-negligent Manslaughter	n/a	0	0	0	0
Manslaughter by Negligence	n/a	0	0	0	0
Rape	n/a	0	0	0	0
Fondling	n/a	0	0	0	0
Incest	n/a	0	0	0	0
Statutory Rape	n/a	0	0	0	0
Robbery	n/a	0	0	0	0
Aggravated Assault	n/a	0	0	0	0
Burglary	n/a	1	0	1	1
Motor Vehicle Theft	n/a	0	0	0	0
Arson	n/a	0	0	0	0
On-Campus Fire Non Arson	n/a	0	0	0	0
Domestic Violence	n/a	0	0	0	0
Dating Violence	n/a	0	0	0	0
Stalking	n/a	0	0	0	0

2022 Crimes Occurring on the WIU Quad Cities Campus

Type of Crime	Residential Facilities	On Campus	Public Property	Total Crimes (WIU Quad Cities Center)	Total (All Crimes)
Murder & Non-negligent Manslaughter	n/a	0	0	0	0
Manslaughter by Negligence	n/a	0	0	0	0
Rape	n/a	0	0	0	0
Fondling	n/a	0	0	0	0
Incest	n/a	0	0	0	0
Statutory Rape	n/a	0	0	0	0
Robbery	n/a	0	0	0	0
Aggravated Assault	n/a	0	0	0	0
Burglary	n/a	0	0	0	0
Motor Vehicle Theft	n/a	0	0	0	0
Arson	n/a	0	0	0	0
On-Campus Fire Non Arson	n/a	0	0	0	0
Domestic Violence	n/a	0	0	0	0
Dating Violence	n/a	0	0	0	0
Stalking	n/a	0	0	0	0

2021 Crimes Occurring on the WIU Quad Cities Campus

Type of Crime	Residential Facilities	On Campus	Public Property	Total Crimes (WIU Quad Cities Center)	Total (All Crimes)
Murder & Non-negligent Manslaughter	n/a	0	0	0	0
Manslaughter by Negligence	n/a	0	0	0	0
Rape	n/a	0	0	0	0
Fondling	n/a	0	0	0	0
Incest	n/a	0	0	0	0
Statutory Rape	n/a	0	0	0	0
Robbery	n/a	0	0	0	0
Aggravated Assault	n/a	0	0	0	0
Burglary	n/a	0	0	0	0
Motor Vehicle Theft	n/a	0	0	0	0
Arson	n/a	0	0	0	0
On-Campus Fire Non Arson	n/a	0	0	0	0
Domestic Violence	n/a	0	0	0	0
Dating Violence	n/a	0	0	0	0
Stalking	n/a	0	0	0	0

## **Hate Crimes on the WIU Macomb Campus 2021-2023**

**2023: No Hate Crimes reported.**

**2022: No Hate Crimes reported.**

**2021: No Hate Crimes reported.**

## **Hate Crimes on the WIU Quad Cities Campus 2021-2023**

**2023: No Hate Crimes reported.**

**2022: No Hate Crimes reported.**

**2021: No Hate Crimes reported.**

# Clery Fire Report for Western Illinois University Macomb Campus 2021-2023

## 2023 -- On-Campus Student Housing Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Cause by Fire
Caroline Grote, 720 W. Adams St.	0	0	N/A	N/A	N/A	N/A
Corbin, 410 N. Western Ave.	0	0	N/A	N/A	N/A	N/A
Lincoln, 700 W Adams St.	0	0	N/A	N/A	N/A	N/A
Olson, 400 N. Western Ave.	1	1	Unintentional/Machinery	0	0	\$0-99
Thompson, 1200 N. Western Ave.	4	1	Undetermined	0	0	\$0-99
		2	Undetermined	0	0	\$0-99
		3	Intentional/Fireworks	0	0	\$0-99
		4	Intentional/Poster lit on fire	0	0	\$0-99
University Village 507 W. Pierce St.	0	0	N/A	N/A	N/A	N/A
Washington, 710 W. Adams St.	0	0	N/A	N/A	N/A	N/A
Westbrook House 800 Westbrook Circle	1	1	Unintentional/Other (CellPhone)	0	0	\$100-999

## 2022 -- On-Campus Student Housing Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Cause by Fire
Caroline Grote, 720 W. Adams St.	0	0	N/A	N/A	N/A	N/A
Corbin, 410 N. Western Ave.	1	1	Unintentional/Machinery	0	0	\$0-99
Lincoln, 700 W Adams St.	0	0	N/A	N/A	N/A	N/A
Olson, 400 N. Western Ave.	0	0	N/A	N/A	N/A	N/A
Thompson, 1200 N. Western Ave.	3	1	Unintentional/Cooking	0	0	\$0-99
		2	Unintentional/Cooking	0	0	\$0-99
		3	Unintentional/Other	0	0	\$0-99
University Village 507 W. Pierce St.	0	0	N/A	N/A	N/A	N/A
Washington, 710 W. Adams St.	3	1	Unintentional/Cooking	0	0	\$0-99
		2	Unintentional/Other	0	0	\$0-99
		3	Unintentional/Cooking	0	0	\$0-99
Westbrook House 800 Westbrook Circle	0	0	N/A	N/A	N/A	N/A

## 2021 -- On-Campus Student Housing Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Cause by Fire
Bayliss, 720 W. University Dr.	0	0	N/A	N/A	N/A	N/A
Caroline Grote, 720 W. Adams St.	0	0	N/A	N/A	N/A	N/A
Corbin, 410 N. Western Ave.	1	1	Unintentional/Cooking	0	0	\$0-99
Lincoln, 700 W Adams St.	0	0	N/A	N/A	N/A	N/A
Olson, 400 N. Western Ave.	0	0	N/A	N/A	N/A	N/A
Thompson, 1200 N. Western Ave.	2	1	Other	0	0	\$0-99
		2	Machinery/Industrial	0	0	\$0-99
University Village 507 W. Pierce St.	0	0	N/A	N/A	N/A	N/A
Washington, 710 W. Adams St.	0	0	N/A	N/A	N/A	N/A
Westbrook House 800 Westbrook Circle	0	0	N/A	N/A	N/A	N/A

# Number of Arrests/Referrals for Selected Offenses Macomb Campus 2021-2023

## 2023 -- Number of Arrests/Referrals for Selected Offenses, Macomb Campus

Type of Crime	Residential Facilities	On Campus	Non-Campus	Public Property	Total On-Campus	Total (All)
Liquor Law Arrests	4	6	0	10	10	20
Liquor Law Judicial Referrals	70	10	0	0	80	80
Drug Law Arrests	2	2	0	4	4	8
Drug Law Judicial Referrals	138	0	0	0	138	138
Weapons Law Arrests	0	0	0	0	0	0
Weapons Law Judicial Referrals	3	0	0	0	3	3

## 2022 -- Number of Arrests/Referrals for Selected Offenses, Macomb Campus

Type of Crime	Residential Facilities	On Campus	Non-Campus	Public Property	Total On-Campus	Total (All)
Liquor Law Arrests	0	5	0	1	5	6
Liquor Law Judicial Referrals	50	1	1	3	51	55
Drug Law Arrests	0	1	0	0	1	1
Drug Law Judicial Referrals	184	0	0	0	184	184
Weapons Law Arrests	0	0	0	0	0	0
Weapons Law Judicial Referrals	0	0	0	0	0	0

## 2021 -- Number of Arrests/Referrals for Selected Offenses, Macomb Campus

Type of Crime	Residential Facilities	On Campus	Non-Campus	Public Property	Total On-Campus	Total (All)
Liquor Law Arrests	0	6	0	1	6	7
Liquor Law Judicial Referrals	26	5	0	1	31	32
Drug Law Arrests	0	1	0	5	1	6
Drug Law Judicial Referrals	26	8	0	2	34	36
Weapons Law Arrests	0	1	0	0	1	1
Weapons Law Judicial Referrals	0	0	0	0	0	0

## Number of Arrests/Referrals for Selected Offenses Quad Cities Campus 2021-2023

### 2023 -- Number of Arrests/Referrals for Selected Offenses, Quad Cities Moline Campus

Type of Crime	Residential Facilities	On Campus	Public Property	Total On-Campus	Total (All)
Liquor Law Arrests	n/a	0	0	0	0
Liquor Law Judicial Referrals	n/a	0	0	0	0
Drug Law Arrests	n/a	0	0	0	0
Drug Law Judicial Referrals	n/a	0	0	0	0
Weapons Law Arrests	n/a	0	0	0	0
Weapons Law Judicial Referrals	n/a	0	0	0	0

### 2022 -- Number of Arrests/Referrals for Selected Offenses, Quad Cities Moline Campus

Type of Crime	Residential Facilities	On Campus	Public Property	Total On-Campus	Total (All)
Liquor Law Arrests	n/a	0	0	0	0
Liquor Law Judicial Referrals	n/a	0	0	0	0
Drug Law Arrests	n/a	0	0	0	0
Drug Law Judicial Referrals	n/a	0	0	0	0
Weapons Law Arrests	n/a	0	0	0	0
Weapons Law Judicial Referrals	n/a	0	0	0	0

### 2021 -- Number of Arrests/Referrals for Selected Offenses, Quad Cities Moline Campus

Type of Crime	Residential Facilities	On Campus	Public Property	Total On-Campus	Total (All)
Liquor Law Arrests	n/a	0	0	0	0
Liquor Law Judicial Referrals	n/a	0	0	0	0
Drug Law Arrests	n/a	0	0	0	0
Drug Law Judicial Referrals	n/a	0	0	0	0
Weapons Law Arrests	n/a	0	0	0	0
Weapons Law Judicial Referrals	n/a	0	0	0	0

## Unfounded Crimes on the WIU Macomb Campus 2021-2023

2023: Zero Unfounded Crimes reported.

2022: Zero Unfounded Crimes reported.

2021: Zero Unfounded Crimes reported.

## Unfounded Crimes on the WIU Quad Cities Campus 2021-2023

2023: Zero Unfounded Crimes reported.

2022: Zero Unfounded Crimes reported.

2021: Zero Unfounded Crimes reported.



# Appendix A

## WIU Student Right-to-Know, Campus Security & Drug-Free School and Communities Act\* [\[http://www.wiu.edu/clery/awareness.php\]](http://www.wiu.edu/clery/awareness.php)

\* This report is published in compliance with Public Law 101-542: Student Right to Know and Campus Security Act.

### Reporting Crimes

All reports of crime on University property should be reported to campus police for investigation. The Office of Public Safety (OPS) has the responsibility for handling all crimes reported on campus and subsequently providing related information for inclusion in the "Uniform Crime Report," the State of Illinois' publication, "Crime In Illinois," and disseminating relevant information to other cooperating police agencies. The University Police enlists the City, County, or State Police in the event an incident appears likely to cross into their jurisdictions or when need for mutual aid for additional resources dictates.

There are 48 police emergency call boxes located across campus. Without dialing, the caller is immediately in contact with the campus police department. The location of the call is automatically recorded and response is almost immediate. Police may also be reached in an emergency by dialing 9-1-1 on any campus phone. In a non-emergency, OPS may be reached at (309)298-1949. Public Safety is operational 24 hours a day, seven days a week.

### Campus Safety in General

Public Safety personnel and members of the University Physical Plant assess the physical condition of the campus facilities -- including landscaping, grounds keeping, and outdoor lighting -- on a regular basis during their tours of duty. All staff and members of the University community are encouraged to report any deficient physical conditions through campus mail or by calling directly to the Facilities Management ((309)298-1834) or the Office of Public Safety ((309)298-1949).

### **Western Illinois University does have a right to limit access to its campus and to control activities on campus.**

The entrances of each residence hall are locked nightly. Residents entering their building after hours use their residence hall key to gain access to the building. Elevators in residence halls are secured. Only residents of a floor can gain access to that floor by using their room key in the elevator. After normal operating hours, other facilities are secured with access restricted to authorized University personnel. During fall and spring breaks, special attention ensures that buildings stay locked and secure by increasing selective patrol activity. Closed circuit television surveillance systems are operational in all the halls.

State law prohibits the possession or storage of firearms, or any other dangerous weapon, on state supported property. Only sworn campus police officers are authorized to carry weapons while on campus. Any exception to this law must be personally approved by the Director of Public Safety.

### Safety Programs/Media Exposure

All student housing residents are informed about security procedures, enforcement and prevention through ongoing programs sponsored in the residence halls as well as during pre-campus visits such as orientation. Uniformed foot patrol officers work in cooperation with University Housing and Dining Services to intensify crime patrol in residential areas and to present programs to students on campus safety, theft prevention, DUI, drug abuse and sexual assault.

The campus community is informed of security and safety issues through emergency alerts (as necessary/when appropriate), email, social media, WIU website, and campus and local media and publications sharing news and information for the University community.

## **Drugs and Alcohol**

The University's faculty, administration, and staff recognize the responsibility and potential harm inherent in the use of alcoholic beverages and drugs. The University is committed to support the laws of the State of Illinois and reflects that support in its policies and procedures. Illinois law states that a person who is less than 21 years of age and who attempts to purchase, purchases, consumes and/or possesses any alcohol commits a misdemeanor offense. It is also a violation of municipal ordinance to do the same or have open alcohol in a public place even if over 21. The University follows the state law regarding intoxicating beverages. Students are expected to conduct themselves both individually and collectively in a responsible manner. Abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury or damage to property will result in disciplinary action, arrest, or both. More information may be obtained from the Student Handbook.

The Office of Public Safety also conducts drug investigations. Those selling drugs on campus, when apprehended, are dealt with by the utilization of the criminal justice system and the Student Conduct Code. The medically unsupervised use or distribution of drugs such as marijuana, hallucinogens, amphetamines, cocaine, barbiturates, or other dangerous drugs is illegal and subject to harsh penalties, including imprisonment and expulsion from the University. In addition, The West Central Illinois Drug Task Force operates in McDonough County, and a University police officer is assigned to the Task Force to investigate drug cases.

## **An Important Message**

In order to be effective in the accomplishment of its assigned objective, the University Police Department is largely dependent upon the help it receives from those within the University. As a result, you are urged to report all thefts, assaults, disorderly conduct, acts of vandalism and any other criminal activity of which you have knowledge. In addition, traffic accidents involving more than \$1500 property damage and all fire and safety hazards should be brought to the attention of this office.

We have a concerned interest in WIU and everyone on its campus. There is a mutual need for you and your University Police to develop and maintain communication, understanding and cooperation. Through this joint effort, we can reduce criminal activity and foster a safer atmosphere, thus promoting university community improvement. We welcome the opportunity to serve; however, we need your help in accomplishing our main objective -- your personal safety.

## **University Police/Public Safety**

University police officers have jurisdiction and full police authority in any Illinois county in which Western Illinois University owns property. This authority is provided by 110 ILCS 690/35-45.

## **Officer Profile**

All officers have had extensive educational and professional training and are certified by the State of Illinois Police Training Board. The officers are well disciplined and receive specialized training in crime prevention, community relations, drug awareness and crime scene procedures. They respect the constitutional rights of individuals and are bound by strict regulations as specified by Illinois statutes, University policy and departmental standards. Twenty-four armed officers comprise the police staff, accompanied by four police telecommunicators, four parking agents and support staff. The Office of Public Safety is operational 24 hours, 7 days a week.

## **University Police Role**

Public Safety's primary function is to protect life and property from criminal activity and to otherwise help assure the safety of all members of the campus community. Students attending Western benefit from the cooperative relationship campus police have with federal, state, county, and city police agencies. The Office of Public Safety participates with area law enforcement agencies in apprehending alleged criminals and in joint investigations, crime prevention programs, community service activities and membership in mutual professional organizations.

## **Sexual Assaults**

Sexual assault of any member of the academic community should be taken seriously. The term encompasses the legal definitions of sexual assault contained in Illinois state law. It includes, but is not limited to acts of rape, other forms of coerced sexual activity, and unwanted touching, fondling or other forms of sexual conduct.

A person who has been a victim of sexual assault has options to report. The University provides support services for persons who have been victims of sexual assault. Confidential advisors are available on campus through the Counseling Center, Beu, or the Psychology Clinic and off campus through WIRC Victim Advocates. Upon request, assistance will be provided in changing academic schedules and living arrangements, when reasonably available.

Campus members may report to confidential advisors listed above, to the Title IX Coordinator for a formal or informal resolution process, or to OPS for criminal proceedings. However, the victim has the right to choose the manner of report, if at all.

Should the alleged misconduct of a student be subject to review through formal hearing procedures, both the accused and accuser will be afforded the opportunity to present relevant information, be accompanied by a support person or advisor, and be apprised of the results of the disciplinary review. In the event the accused is found in violation, the entire range of sanctions outlined in the Western Illinois University Discrimination, Harassment, and Sexual Misconduct Policy may be considered, including but not limited to, disciplinary probation, suspension, or expulsion from the University. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

In an effort to educate the campus community about sexual assault and other sex offenses, campus-sponsored prevention programs are offered on an ongoing basis throughout the year. Information about above procedures, services, and programs can be obtained from the following offices: Equal Opportunity and Access, Student Rights, Responsibilities and Retention Initiatives, Student Development & Success Center, and Office of Public Safety.

# **Appendix B**

## **WIU Student Right-to-Know Act**

[\[http://www.wiu.edu/policies/rtknow.php\]](http://www.wiu.edu/policies/rtknow.php)

Abuse of drugs and alcohol at Western harms not only the abuser, but it is harmful for the entire University community. Under the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Western Illinois University must provide students with information regarding standards of conduct, legal and institutional sanctions, health risks and counseling services related to substance abuse on campus.

It is everyone's responsibility to ensure that Western is a safe and productive University that fosters learning. The following information is provided to help make sure that Western Illinois University is a "Drug-Free School."

According to Western Illinois University policy:

"Faculty, administrative staff, civil service employees and/or students shall not manufacture, possess, use, deliver, sell or distribute any substance prohibited by the Illinois Cannabis Control Act or the Illinois Controlled Substance Act, any other municipal, state or federal statute, except as authorized by law, the regulations of the Board of Trustees and the policies of Western Illinois University."

"Students and/or their guests under 21 years of age may not possess or consume alcoholic beverages on University property."

"Students and/or their guests, who are 21 years of age or older, may not possess or consume alcoholic beverages on University property, except in certain designated locations which have been specified in accordance with state law and University policy (consult the Residence Hall Handbook and/or Student Activities Office for locations which have been designated as exceptions)."

In addition, any student who violates any state or federal law while on property owned or controlled or at activities being sponsored/supervised by the University shall be subject to University judicial action for said offense(s) and to sanctions prescribed by the Code of Student Conduct. The adjudication of such violations may proceed independently of any actions being taken by state or federal authorities.

A number of Illinois and federal criminal statutes provide extended definitions of what constitutes illegal possession, use and distribution of alcohol and drugs. Criminal penalties for violations of Illinois statutes include terms of imprisonment for up to sixty (60) years and fines of up to \$500,000. Equally severe penalties and sanctions may be imposed for violations of federal statutes. Definitions of legal sanctions under Illinois law for the unlawful possession, use and distribution of illicit drugs and alcohol are included under Chapters 43 and 56 11/2 of the Illinois Revised Statutes 1989, copies of which are available for review by students and employees in the University library. Additional definitions of legal sanctions under federal law may also be obtained through the library.

Students, who violate University policies concerning drugs and alcohol, will be referred to the University Judicial System for disciplinary action, which can include expulsion in accordance with the Code of Student Conduct.

## **Alcohol, Traffic and False ID Offenses [Illinois Compiled Statutes]**

- Driving under the influence of alcohol and/or other drugs  
Penalty: Class A Misdemeanor  
Penalty: License suspension/counseling/revocation of license  
Second Offense: 5 days in jail 48 hours in jail or 10-day community service  
Third Offense or great bodily harm: Class 4 Felony
- Zero Alcohol Tolerance - Driving while in Violation of the underage consumption of alcohol statute  
Penalty: Driver's License Suspension
- Illegal transportation or possession of alcohol in a motor vehicle  
Penalty: Petty offense  
Penalty: Possible driver's license suspension
- Sales to and possession of alcohol by persons under 21  
Penalty: Class A Misdemeanor (Sales)  
Penalty: Class B Misdemeanor (Possession)
- Unlawful use, possession/selling, manufacturing, giving or furnishing false ID to individuals  
Penalty: Class A Misdemeanor  
Penalty: Possible driver's license suspension
- Unlawful use of driver's license or permit (False Driver's License)  
Penalty: Class A Misdemeanor  
Penalty: Possible driver's license suspension

### **Sanctions:**

- Class 4 Felony: Imprisonment in a State Prison 1-3 years, fine up to \$25,000
- Class A Misdemeanor: \$2,500 fine and/or up to one year in jail
- Class B Misdemeanor: \$1,500 fine and/or up to six months in jail
- Class C Misdemeanor: \$1,500 fine and/or up to 30 days in jail
- Petty Offense: \$1,000 fine
- Petty Offense: \$500 fine

### **You need to be concerned if:**

- Your lifestyle includes the use of illicit drugs.
- Alcoholic beverages or drugs play a significant role in your leisure activities.
- You are losing time from school due to the use of alcohol and drugs.
- Your drinking or drug use makes you careless of your friends' welfare.
- You drink or use drugs to escape worries or troubles.

### **Where to get help or further information:**

- WIU Counseling Center, 298-2453
- Beu Health Center, 298-1888
- Community Mental Health Center, 833-2191
- McDonough District Hospital, 833-4101
- Substance Abuse Prevention Program, Beu Health Center, 298-1888
- WIU Office of Public Safety, 298-1949

# Appendix C

## Sexual Misconduct & Gender Non-Discrimination Policy (Title IX) [UPDATED 9/5/17]

[\[http://www.wiu.edu/vpas/policies/titleIX.php\]](http://www.wiu.edu/vpas/policies/titleIX.php)

### I. Policy Statement

Consistent with Western Illinois University's (University) Non-Discrimination Policy and in compliance with Title IX of the Educational Amendments Act of 1972 and its implementing regulations, as well as the Violence Against Women Act (VAWA), the university prohibits discrimination based on sex in its educational programs and activities. This includes the offenses of:

- Dating violence<sup>1</sup>
- Domestic violence<sup>1</sup>
- Gender harassment
- Discrimination based on pregnancy and parental status
- Sexual assault
- Sexual harassment
- Stalking

In addition, the University reaffirms its commitment to maintain a safe campus environment emphasizing the dignity and worth of all members of the university community. As a result, Western Illinois University issues this statement of policy to inform the community of our comprehensive plan to improve awareness and prevention and to address sexual misconduct when it is reported to a Responsible Employee whether the incident occurred on or off campus.

Reported incidents will be thoroughly investigated and violators will be met with appropriate disciplinary action, up to and including separation or dismissal from the University. Any action taken as a result of a violation of this policy will be in accordance with the relevant collective bargaining agreements, codes of student conduct, or University policies.

For a complete copy of Western Illinois University's policy governing sexual misconduct, visit <http://www.wiu.edu/vpas/policies/titleIX.php>.

The University's Title IX Deputy Coordinator is Tami McCoy. She can be contacted at (309) 298-1977, or by visiting Sherman Hall room 312 or emailing [TK-McCoy@wiu.edu](mailto:TK-McCoy@wiu.edu).

#### A. Scope

This policy applies to University students, faculty, staff, administrators, and contractors, as well as University visitors, guests, and clients.

#### B. Definitions

Western Illinois University adheres to the following definitions applicable to this policy. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting a definition denoted with an \* is considered a crime for the purposes of Clery Act reporting.

##### 1. 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;
- The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship.

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<sup>1</sup> May also be referred to as Relationship Violence, Intimate Partner Violence, or Interpersonal Violence.



For the purpose of this definition:

- Dating violence includes a pattern of behavior in which a person who is or has been in a social relationship of romantic or intimate nature with another person uses or threatens to use physical violence, coercion or other forms of mental/emotional abuse to control that person.
  - Dating Violence also 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.
2. **Domestic violence\*** – felony or misdemeanor crimes of violence, physical, mental or emotional abuse committed by:
- A current or former spouse or intimate partner of the victim.
  - A person sharing a child in common with the victim.
  - A person who is or has cohabitated with the victim as a spouse or intimate partner.<sup>2</sup>
  - Any person who physically abuses, harasses, or interferes with the personal liberty of another family or household member is also covered under this definition.<sup>3</sup>
3. **Gender harassment** – subjecting a person to adverse treatment based on held gender stereotypes. Adverse treatment can include verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or held gender stereotypes, even if those acts do not involve conduct of a sexual nature.
4. **Discrimination based on pregnancy and parental status** – excluding persons from, denying them the benefit of, or discriminating against them due to their pregnancy or status as a parent.

Note: Student absences due to pregnancy, childbirth, or conditions related to pregnancy must be excused for as long as the student's doctor deems the absences medically necessary\*. In addition, when the student returns, she must be allowed to return to the same academic and extracurricular status as before her medical leave began and must be allowed to make-up missed assignments and exams.

\* In situations where the faculty member requires medical documentation from students with temporary conditions, the student must provide the faculty member with documentation from the healthcare provider indicating the medical necessity of the leave, as soon as practical under the circumstances. The documentation does not need to include the detailed specifics regarding the limiting condition. However, the student and/or faculty member may prefer that a formal accommodation be established through the Office of Equal Opportunity and Access. In this case, required documentation will need to be provided to the Title IX Coordinator.

5. **Responsible Employee** – All University employees, except those exempted by law and serving in their official capacity as pastoral or licensed professional counselors, health center or victim advocacy office employees or volunteers, are Responsible Employees.
6. **Sexual Assault\*** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Rape also includes instances where an individual is made to penetrate, either by physical force, intimidation, or coercion, an object, mouth, vagina, or anus of another when the victim is incapacitated or otherwise unable to give consent.

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<sup>2</sup> 42 U.S. Code § 13925

<sup>3</sup> 750 ILCS 60/103

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

Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

7. **Sexual harassment** – unwelcome sexual advances, requests for sexual favors, and other verbal, written/online, or physical conduct of a sexual nature, when:
- Submission to such conduct is made either implicitly or explicitly a term of an individual's employment or status in a course, program, or activity;
  - Submission or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
  - Such conduct has the purpose or effect of interfering with individual's work or educational performance; or of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of Sexual Harassment –may include, but are not limited to, the following:

- Physical assault;
  - Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation;
  - Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose;
  - A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create, or has the effect of creating, discomfort and/or humiliation of another;
  - Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, that do not serve a medical or academic purpose, or
  - Sexual Exploitation – acts where an individual or individuals take non-consensual or abusive sexual advantage of another for their own benefit or advantage, or for the benefit or advantage of a third party, or
  - Invasion of Sexual Privacy – threatened or actual disclosure of photos or other information of a sexual nature the subject intended to be personal/private without the individual's consent, including but not limited to:
    - engaging in voyeurism without the knowledge and consent of the subjects;
    - taking photos/video of individuals engaged in sexual acts or in intimate settings without their knowledge and consent (e.g. restroom, shower, locker room or other private areas);
    - disclosing or sharing of private or personal information of a sexual nature about another without their knowledge and consent for the purpose or effect of creating a hostile, intimidating, or offensive environment.
8. **Stalking\*** – a course of conduct directed at a specific person based on their sex. The course of conduct causes a reasonable person to suffer substantial emotional distress or to fear for the safety of themselves or others. For the purposes of this definition—
- “Course of conduct” means two or more acts, including, but not limited to, acts 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.
  - “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **C. Consent**

Sexual activity of any kind requires consent. Consent is defined as an informed, voluntary, and freely given agreement between participating individuals to the sexual conduct in question. Consent to engage in mutually agreed upon sexual activity is clearly communicated in words and/or actions. Consent must be acquired prior to and contemporaneously with sexual activity.

Consent can be withdrawn at any time, given that it is clearly communicated by the person withdrawing it.

Note that silence, passivity, or manner of dress does not equate to consent. Past consent does not indicate present or future consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Consent cannot be given by an individual who is:

- asleep
- unconscious
- intermittently conscious
- under threat, duress, coercion, or force
- under the age of 18, or
- otherwise legally unable to provide consent.

### **Drugs and Alcohol**

A person who is incapacitated as a result of drug or alcohol use, voluntarily or involuntarily, is incapable of giving effective consent. Incapacitation is defined as the inability to make informed, rational decisions because the individual lacks the capacity to give knowing consent (e.g. to understand the “who, what, when, where, why, or how” of their sexual interaction). Individuals who know, or should have known, that another person is incapacitated must refrain from engaging in sexual activity with that person. Further, drug or alcohol use is never an excuse for violating this policy.

## **II. Title IX and Athletics**

Western Illinois University strives to afford student athletes equitable treatment in all aspects of men’s and women’s athletic programs. The University appreciates the valuable benefits offered by student involvement in athletics, and as such, offers students the opportunity to participate in NCAA Division I athletics programs, as well as club and intramural sports. The Gender Equity Committee, in partnership with the Title IX Coordinator, monitors Title IX compliance in athletics.

### **Participation Requests**

WIU offers a diverse array of Varsity athletic participation opportunities. Students may also take advantage of the club and intramural opportunities the University offers.

Students who wish to compete in a varsity sport that is not currently offered at Western Illinois University may make a request to the Athletic Director or Title IX Coordinator. The Athletic Director and Title IX Coordinator, in consultation with the Gender Equity Committee, will review all such requests. Factors considered shall include gender equity, interest and ability, intercollegiate competitive opportunities, among others.

For information about starting a new sport club or intramural sport, call Campus Recreation at (309) 298-1228.

## **III. Survivor Rights & Options**

Regardless of whether a survivor elects to pursue a criminal and/or administrative complaint or whether the offense is alleged to have occurred on or off campus, the university will assist survivors of sexual misconduct and will provide each survivor with a written explanation of their options to:

- A. File a criminal report – Survivors may report acts they believe to be in violation of criminal law to the Office of Public Safety (on campus incidents) or the Macomb (or local) Police Department (off campus incidents); and/or
- B. File an administrative (Title IX) complaint – Survivors may report acts they believe to be in violation of the Sexual Misconduct & Gender Non-Discrimination policy to the Title IX Coordinator who will inform the survivor of her/his right to:
  1. An effective internal investigation of complaints (using the preponderance of the evidence standard) separate from law enforcement or criminal proceedings.
  2. The implementation of protective interim steps prior to the final outcome of the investigation (e.g. changes to class/work schedule, living/dining/transportation arrangements, implementation of safety protocols and academic supports, etc.)
  3. Notification of the investigatory outcome
  4. Protection from retaliation
  5. File an appeal; or
- C. Choose not to report or file a complaint at all. However, if the Survivor chooses not to report immediately following the incident, she/he may still report at a later time. However, the period of time elapsed between the incident and reporting may negatively impact the ability to investigate.

Western Illinois University complies with Illinois law in recognizing orders of protection (emergency, interim, and plenary), no contact orders or civil no contact orders. Any person who obtains an order of protection, no contact order or civil no contact order from Illinois or any reciprocal state should provide a copy to the Office of Public Safety (OPS) and the Office of the Title IX Coordinator. A complainant may then meet with the Student Development Office and OPS to develop a Safety Action Plan, which is a plan to reduce risk of harm to the survivor while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) The University cannot apply for a legal order of protection, no contact order or civil no contact order for a survivor from the applicable jurisdiction(s). The survivor is required to apply directly for these services. Assistance with filing a protection from abuse order may be available through the local rape crisis center at the following locations: Macomb – Western Illinois Regional Council/Community Action Agency Victim Services (WIRC) and the Quad Cities – Safe Path Survivor Resources.

### **Victim/Survivor Resources – Campus/Community/National**

#### On campus

Counseling/  
Mental Health

University Counseling Center  
(309) 298-2453

Psychology Clinic  
(309) 298-1919

Employee Assistance Program  
(866) 659-3848

Medical Health

Beu Health Center  
(309) 298-1888

Victim Advocacy

WIU Student Hotline  
(309) 298-3211

Student Development Office  
(309) 298-1884

#### Off campus

Counseling/  
Mental Health/  
Victim Advocacy

Macomb  
WIRC-Victim Services  
(309) 837-5555  
[*University confidential adviser*]

Quad Cities  
Safe Path Survivor Resources  
(309) 797-1777

Mercer County Family Crisis  
(309) 582-7233

Medical Health

McDonough District  
Hospital  
(309) 833-4101

Genesis Health  
(888)317-9153

UnityPoint Health  
(309)779-5000 Moline/Rock Island  
(563)742-5000 Bettendorf  
(563)264-9100 Muscatine

### **Other Resources**

<http://www.illinoisattorneygeneral.gov/women/dvsadir.html> –

Domestic Violence and Sexual Assault Directories

<http://www.rainn.org> – Rape, Abuse, and Incest National Network (800) 656-4673

<http://www.justice.gov/ovw/sexual-assault> – Department of Justice Sexual Assault

<http://www.loveisrespect.org/> – Love is Respect (866) 331-9474

<http://www.victimsofcrime.org/our-programs/stalking-resource-center> – Stalking Resource Center

<http://changingourcampus.org/about-us/not-alone/> – Not Alone – Together Against Sexual Assault

## **IV. Title IX Reporting**

### **Reporting a Complaint**

For purposes of this policy, all employees of Western Illinois University, except those exempted by law, are considered “responsible employees” with an obligation to immediately report to the Title IX Coordinator any and all alleged sexual misconduct that is reported to them or about which they otherwise learn. Employees should also report any alleged sexual misconduct which they experience. Students and third parties who experience or learn about an alleged violation of this policy are encouraged to immediately report the alleged violation to the Title IX Coordinator.

The Title IX Coordinator, located in the Office of Equal Opportunity and Access, Sherman Hall room 312, can be reached at 309-298-1977, by email address at [title-ix@wiu.edu](mailto:title-ix@wiu.edu), or through the Title IX website: [http://www.wiu.edu/equal\\_opportunity\\_and\\_access/Title\\_IX.php](http://www.wiu.edu/equal_opportunity_and_access/Title_IX.php).

**No student, faculty, or employee should assume that an official of Western Illinois University knows about a situation or incident and should follow appropriate reporting procedures.**

The University has procedures in place that serve to be sensitive to those who report sexual misconduct, including informing individuals about their right to file criminal charges. Information is readily available regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus. Interim steps can also be implemented to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations. The University will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to the Office of Public Safety, local law enforcement, or be involved in an internal investigation. Students and employees should contact the Title IX Coordinator in the Office of Equal Opportunity and Access at 309-298-1977 or [title-ix@wiu.edu](mailto:title-ix@wiu.edu) for assistance. Students may also contact the Student Development & Success Center at 309-298-1884 or [SDSC@wiu.edu](mailto:SDSC@wiu.edu).

### **External Reporting**

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to and resolving complaints internally; however, Complainants may also file complaints with the following agencies:

#### **Department of Education’s Office for Civil Rights (OCR)**

Once a complaint is filed with OCR, the University’s internal investigative process ends. The University will then fully cooperate with OCR’s investigative process. Any established interim steps will continue as needed.

*(For complaints of discrimination in education programs or activities receiving federal financial assistance.)*

**Illinois Department of Human Rights (IDHR) or the Equal Opportunity Commission (EEOC)**

An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. An EEOC complaint must be filed within 300 days.

In addition, an appeal process is available through the **Illinois Human Rights Commission (IHRC)**, after IDHR has completed its investigation of the complaint.

**Note to Employees:** Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

**Information and/or forms to file a charge of discrimination with external agencies may be found at:**

**EEOC** – <https://www.eeoc.gov/employees/charge.cfm>

**IDHR** – <https://www.illinois.gov/dhr/Publications/Pages/Forms.aspx>

**IHRC** – [https://www.illinois.gov/ihr/COMPLAINT\\_OF\\_CIVIL\\_RIGHTS\\_VIOLATION\\_11\\_29\\_10.current November 29 2010.pdf](https://www.illinois.gov/ihr/COMPLAINT_OF_CIVIL_RIGHTS_VIOLATION_11_29_10.current%20November%2029%202010.pdf)

**OCR** – <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

**Medical Attention and Evidence Collection/Preservation**

After an incident of sexual assault and domestic violence, the survivor should consider seeking medical attention as soon as possible at the local hospital. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. Survivors who seek medical attention will be required to provide their name and details of the incident (for example, the type of incident, the identity of the alleged assailant, if known, and when and where the incident occurred) to their attending medical personnel. Illinois law requires that medical facilities, physicians, and nurses notify law enforcement upon the application for treatment of a person who reasonably appears to have sustained injuries due to the commission of a criminal offense.<sup>4</sup> While law enforcement must be notified by medical personnel, the survivor has the right to decline participation in criminal proceedings. Such action must be personally communicated to law enforcement officers by the survivor.

In addition to traditional medical care, a Sexual Assault Nurse Examiner (SANE) is available in cases of sexual assault to assist the survivor in conducting a forensic examination and evidence collection. It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. In Illinois, evidence may still be collected even if the survivor chooses not to participate in criminal proceedings. If the survivor decides at a later date that they would like to pursue judicial remedies, this evidence will be available. A sexual assault evidence collection kit may not be released by a hospital without the written consent of the sexual assault survivor.

Survivors of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. To reiterate, although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the survivor's choice whether or not to make such a report and survivors have the right to decline involvement with law enforcement. Responsible employees will assist any survivor with notifying local police, if the survivor so desires. The term, "local police," includes the Office of Public Safety, which maintains jurisdiction over the campus geographic area and any property owned or controlled by Western Illinois University, the Macomb Police

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<sup>4</sup> 20 ILCS 2630/3.2

Department, which has a recognized jurisdiction over the city geographic area and property owned and controlled by the City of Macomb and the Moline Police Department which has a recognized jurisdiction over the city geographic area and property owned and controlled by the City of Moline.

The **Office of Public Safety** is located in Mowbray Hall and can be reached by telephone at **(309) 298-1949**. The Office of Public Safety provides additional information online at: [http://www.wiu.edu/vpas/public\\_safety/](http://www.wiu.edu/vpas/public_safety/).

The **Macomb Police Department** may be reached by calling **(309) 833-4505**, or in person at 120 South McArthur Street, Macomb, IL 61455. Additional information about the Macomb Police Department may be found online at: <http://macombpolice.com>.

The **Moline Police Department** may be reached by calling police headquarters at **(309) 797-0401**, or in person at 1640 6<sup>th</sup> Ave., Moline, IL 61265.

Other Police Agency Contacts: **McDonough County Sheriff (309) 833-2323; Illinois State Police (309) 833-2141 (Macomb) (309) 752-4915 (Moline)**

## V. **Complaint and Resolution Procedures**

The University will provide a list of on campus and off campus medical, health, and advocacy resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual misconduct, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

If a report of sexual misconduct is communicated to the University, the following procedures will be implemented. Please note that any administrative investigation or hearing will be conducted using a preponderance of the evidence standard.

### A. **Investigation and Resolution**

The Director of Equal Opportunity and Access serves as the University's Title IX Coordinator. The Title IX Coordinator may delegate investigative responsibilities to individuals in their supervisory chain of command.

Investigations will be conducted promptly to reach an equitable resolution. Once a reported violation of this policy is received, the following steps will occur:

1. The Title IX Coordinator, or an appointed investigator, will assess the report to identify further action.
2. The investigator will promptly make contact with the complainant to discuss the incident and inform them of available campus support resources and their right to file an internal complaint. If needed, the Title IX Coordinator will coordinate the implementation of immediate interim steps to protect the complainant from further misconduct and/or notify the respondent that their behavior is concerning and must stop.
3. If the complainant files a formal complaint:
  - a. The investigator will meet with the complainant to review their written complaint. The complainant may provide supplemental witnesses and evidence at this meeting and any time throughout the investigation. The complainant may also have a support person present at this meeting.
  - b. The respondent will be notified of the complaint and given the opportunity to respond within five (5) calendar days.
  - c. Once the response is received, the investigator will meet with the respondent to review the complaint and their response. The respondent may provide any supplemental witnesses and evidence at this meeting and any time throughout the investigation. The respondent may also have a support person present at this meeting.



Those employees covered under collective bargaining agreements have the right to utilize a union representative as a support person; however, it is the employee's responsibility to affirmatively make such a request from their union.

- d. The investigator will interview pertinent witnesses and gather additional documentation to assist them in their determination.
  - e. By evaluating the totality of the record by a preponderance of the evidence standard, the investigator will compose the investigative report to determine whether a violation of University policy occurred.
  - f. Both parties will be notified simultaneously of the outcome of the investigation.
  - g. If the respondent to the complaint is a student, and sufficient information exists to proceed to hearing, Student Rights, Responsibilities and Retention Initiatives will be notified and the student conduct process will be engaged.
  - h. If the respondent to the complaint is found in violation and classified as Faculty or Administrative/Professional staff, the investigator will meet with the appropriate Vice President, and other relevant supervisory personnel to review the Investigative Report. The Vice President will determine what action is to be taken and provide a copy of the correspondence to the Office of Equal Opportunity and Access. If the respondent is a member of a bargaining unit, action will be taken in accordance with the appropriate collective bargaining contract.
  - i. If the respondent to the complaint is found in violation and classified as Civil Service, the investigator will meet with the appropriate Vice President, the Human Resources Director, and relevant supervisory personnel to review the Investigative Report. The Human Resources Director in consultation with the Vice President will determine the appropriate action to be taken. The Human Resources Director will inform the respondent of action to be taken and provide a copy of the correspondence to the Office of Equal Opportunity and Access. If the respondent is a member of a bargaining unit, action will be taken in accordance with the appropriate collective bargaining contract.
  - j. Both parties will be notified of the discipline administered.
4. If the complainant refuses to file a formal complaint:
- a. The investigator will assess whether there is a campus risk.
  - b. If the investigator determines that the respondent poses a campus risk, the complaint will be referred to Student Rights, Responsibilities and Retention Initiatives for processing and resolution.
  - c. If the investigator does not determine a campus risk, informal methods, such as mediation, can be utilized to resolve the concern. Please note that informal methods of resolution are **not** available in instances of sexual assault/rape.
  - d. She or he nevertheless should consider speaking with the Office of Public Safety or other law enforcement offices to preserve evidence in the event that she/he changes her/his mind at a later date.
  - e. The University's ability to respond to the complaint may be limited.

#### **B. Time Frame**

Investigations will typically be completed within 60 calendar days, excluding appeals, after receipt of a direct complaint, third party complaint, or report from a responsible employee. If the investigation cannot be completed in the 60-day interval, the complainant, respondent, and other parties, as appropriate, will be notified as to the delay.

### **C. Right to Appeal**

Either party of a complaint involving an employee respondent has the right to appeal the investigator's finding to the University President within 10 calendar days of receiving the finding. The appeal must be based on one or both of the following circumstances:

1. Procedural error;
2. New and material evidence exists that was previously unavailable to the party (despite due diligence) at the time of investigation.

The President or his/her designee may receive additional information if he/she believes such information would aid in the consideration of the appeal. A decision will be made within a reasonable time and the Office of Equal Opportunity, the appropriate administrator, complainant, and the respondent will be notified of the decision. The President's decision is final.

Either party of a complaint involving a student respondent has the right to appeal the hearing board's finding and sanction. Such appeals must be submitted in writing and be delivered to the Office of Student Rights, Responsibilities and Retention Initiatives within five calendar days of the written decision. The Vice President for Student Services will review and act on a filed appeal. The Vice President for Student Services' decision is final.

### **D. Separate Processes**

Please note that the internal administrative investigative process is separate and may occur concurrently with any possible criminal proceedings undertaken by the legal system.

### **E. No implication of Title IX identified**

If the Title IX Coordinator, or appointed investigator, determines that Title IX is not implicated, existing grievance procedures through the Office of Equal Opportunity and Access, Student Rights, Responsibilities and Retention Initiatives, or Human Resources will be followed.

## **VI. Education and Training**

The University provides comprehensive, intentional, and integrated educational programs, initiatives, strategies, and campaigns for students and employees intended to end sex discrimination, including but not limited to, discrimination based on pregnancy or parental status, dating violence, domestic violence, sexual harassment, sexual assault and stalking. The education and training:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for continuing students and employees. Participation in at least one of these programs is required.

This policy will be disseminated annually to employees and students through orientation programs, electronic outreach, and the Student Handbook. The policy and related procedural information is also available on the University's website.

## **VII. Retaliation**

Retaliation is a separate cause for complaint. Retaliating or threatening retaliation against an individual who has reported or filed a complaint alleging discrimination/harassment or participated as a witness in such an investigation is strictly prohibited. Individuals who disregard, or delay investigation of harassment claims when responsibility for reporting and/or investigating harassment charges comprise part of their duties also violate this policy.

## VIII. Confidentiality and Record Retention

Personally identifiable information about the survivor will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint, responding to the complaint, or delivering resources or support services to the complainant.

Further, the institution will maintain as confidential, any accommodations or protective measures provided to the survivor to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding survivors in the campus police departments Daily Crime Log or online. Survivors may request that directory information on file be removed from public sources by invoking their privacy rights through the Registrar's Office located in Sherman Hall room 110.

During an investigation of a complaint, and upon the completion of an investigation, the custodian of the files shall be the Office of Equal Opportunity and Access. Files will remain confidential unless compelled by state or federal law.

## IX. Sanctions

In recommending or determining a sanction for student violators, a hearing board or judicial officer will consider all relevant factors, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record, if any.

The following are sanctions<sup>5</sup> which may be imposed for a violation of this policy:

<b>Expulsion</b>	<b>Disciplinary Reprimand</b>	<b>Suspension</b>
<b>Deferred Suspension</b>	<b>Interim Suspension</b>	<b>University Housing Removal</b>
<b>Disciplinary Censure</b>	<b>Restitution</b>	<b>Withholding Degree</b>
<b>Disciplinary Probation</b>	<b>Revocation of Admission and/or Degree</b>	
<b>Other Sanctions</b> - including, but not limited to, community service, educational or research projects, mandated counseling or therapy, relocation to another University living area, trespass from specified University premises, loss of specified University privileges, fines for alcohol or controlled substance policy violations, or loss of institutional financial aid.		

Sanctions for employee violators will be determined by the Vice President and appropriate Human Resources personnel. Sanctions may include, but are not limited to, training, time off, suspension or separation or termination from the University. Any action taken will be in accordance with relevant collective bargaining agreements.

## X. Amnesty

The University values the health, safety, and well-being of its students and recognizes that students who are fearful of negative repercussions may be reluctant to seek help or assist others in need of help when unlawful possession or consumption of alcohol and/or other drugs is involved.

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<sup>5</sup> For detailed description of sanctions see Code of Student Conduct

In order to remove barriers to reporting and to encourage students to make responsible decisions to seek help in cases of sexual violence and medical emergencies involving drug and/or alcohol consumption, the University will grant medical amnesty to, and will not take disciplinary action against, a student for unlawful possession or consumption of alcohol and/or other drugs in accordance with the Medical Amnesty/Good Samaritan provision.

## **XI. Bystander Intervention/Risk Reduction**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders may not always know what to do even if they want to help. Below is a list<sup>6</sup> of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to intervene.

- A.** Watch out for your friends and peers. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
- B.** Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- C.** Speak up when someone discusses plans to take sexual advantage of another person.
- D.** Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- E.** Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Risk Reduction**

Survivors of sexual assault or sexual misconduct are not to blame for anything that has happened to them. Recognizing that abusers are solely responsible for the abuse, there are some ways that risk can be reduced. The following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)):

- A. Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- B. Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- C. Walk with purpose.** Even if you do not know where you are going, act like you do.
- D. Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
- E. Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- F. Make sure your cell phone is with you** and charged and that you have cash money.
- G. Do not allow yourself to be isolated** with someone you do not trust or someone you do not know.
- H. Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- I. 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 to find a way out of a bad situation.

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<sup>6</sup> Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

- J. 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.).
- K. Do not leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- L. Do not accept drinks from people you do not 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, do not drink from the punch bowls or other large, common open containers.
- M. Watch out for your friends, and vice versa.** If a friend seems out of it, is way 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.
- N. 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).
- O.** If you need to get out of an uncomfortable or scary situation here are some things that you can try:
1. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  2. **Be true to yourself.** Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  3. **Have a code word with your friends or family** so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  4. **Lie.** If you do not want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- P. Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- Q. If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **XII. Law Enforcement Agency Information on Sex Offenders**

In Illinois, convicted sex offenders must register with the Illinois State Police. You can link to this information, which appears on the Illinois State Police website, by accessing the Illinois Sex Offender Information from our Office of Public Safety website at [http://www.wiu.edu/vpas/public\\_safety/resources.php](http://www.wiu.edu/vpas/public_safety/resources.php).

# Appendix D

## **Missing Student Policy**

[\[http://www.wiu.edu/policies/missingstudent.php\]](http://www.wiu.edu/policies/missingstudent.php)

A student will be considered missing if a roommate, classmate, faculty member, residence hall staff member, family member, friend, or other member of the campus community has not seen the person for a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality and reliability. Most missing person reports in the University environment are the result of a student changing his/her routine without informing roommate(s), family and/or friends of the change.

Individuals will be considered missing immediately if the absence has occurred under circumstances that are suspicious or cause concerns for the student's safety. If the initial report that a person is missing is made to a University department other than the Office of Public Safety, the person receiving the report shall ensure that the Office of Public Safety is contacted immediately.

In the event another student, employee or other person believes a student who resides on campus is missing, the Office of Public Safety (OPS) should be contacted as soon as possible. If the student is living off-campus, the local law enforcement agency should be contacted. OPS will contact any law enforcement agency they feel would be beneficial to the investigation. Any student less than 18 years of age and not emancipated who is suspected to be missing should be aware that his/her parent or guardian will be notified.

### **Procedures**

At the beginning of each academic year, residential students will be asked to voluntarily provide emergency contact information in the event the student is reported missing while enrolled at WIU. This emergency information will be maintained by University Housing and Dining Services (UHDS) and will be updated annually. Upon notification from any entity that a student may be missing, University officials may use any or all of the following procedures or resources to assist in locating the student.

- Call the student's room.
- Conduct a safety check of the student's room.
- Talk to the student's Resident Assistant (RA), roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.
- Call and text the student's cell phone and/or e-mail the student.
- Check all possible locations mentioned by parties above.
- Check social networking sites.
- Ascertain student's car make and license plate. Parking Services agents will check University parking lots.
- Technology staff may obtain meal card use, e-mail logs or access logs to the WIU computer system.

Office of Public Safety officers will not be limited to the above. The Office of Public Safety will follow guidelines as written in Illinois General Assembly HB0194, Public Act 09S-0192. If the Office of Public Safety investigation determines that the student has been missing for more than 24 hours, the student's confidential or emergency contact will be notified. If the emergency and confidential contacts cannot be reached, the student's parents or legal guardian will be contacted. This policy does not preclude implementing these procedures in less than 24 hours if necessary.

# **Appendix E**

## **Mandated Reporter**

All University personnel are required to be mandated reporters under the Illinois Abused and Neglected Child Reporting Act [325 ILCS 5/4].

Higher education employees (including graduate assistants and student employees) are required to report or cause a report to be made to the child abuse hotline number (800-25ABUSE) whenever they have reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected. Willful failure to report suspected child abuse or neglect may result in a Class A Misdemeanor.



# **Appendix F**

## **Sex Offender Registration**

The Illinois Sex Offender Act [Public Act 97-1055] mandates any sex offender or sexual predator employed at, or attending, any institution of higher education to register with the Western Illinois University Office of Public Safety within three days of beginning work or school.

# **Appendix G**

## **Concealed Carry Policy**

[\[http://www.wiu.edu/vpas/policies/concealedcarry.php\]](http://www.wiu.edu/vpas/policies/concealedcarry.php)

On July 9, 2013, the Illinois General Assembly passed Public Act 98-63, the Firearm Concealed Carry Act, enacting state law (430 ILCS 66). The Statute authorizes public and private universities to promulgate policy regulating the use of weapons on campuses. Western Illinois University (hereafter referred to as "WIU") is committed to providing a safe and secure environment for the WIU Community and its guests. In support of this commitment, WIU establishes restrictions on the ability to carry firearms or weapons on the WIU campus.

### **Policy**

WIU maintains a weapons-free campus. No member of the WIU Community unless authorized by law or specifically exempted by federal or state law or University regulation is authorized to possess a firearm while engaged in WIU-related business or activities.

### **Persons Covered by the Policy**

This policy applies to all employees, students, and individuals visiting or conducting business on WIU property (hereafter referred to as "members of the WIU community").

### **Weapons and Other Prohibited Activities**

It is the policy of WIU to prohibit:

- all members of the WIU community from possessing firearms or weapons (hereafter referred to as "weapons") on property owned, leased or controlled by WIU, even if that person has a valid federal or state license to possess a weapon.
- all members of the WIU community from, displaying, brandishing, discharging or otherwise using any and all weapons, including concealed firearms.
- all members of the WIU community from making threats, engaging in acts of violence, or bullying, especially if a weapon is involved. Such behavior will not be tolerated and may result in immediate discharge, expulsion, and/or banishment from campus.

### **Exceptions**

The provisions of this policy do not apply to the possession of weapons in WIU vehicles, WIU buildings, on WIU grounds, or at any WIU-sponsored activity if the possession of weapons is:

- connected with a weapons safety course or weapons education course offered in the regular course of business, or approved and authorized by WIU.
- carried by a University Office of Public Safety Officer required to carry a weapon or firearm as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at WIU; or any other exception is deemed necessary as determined by the WIU Director of Public Safety.
- in possession of guards of armored car companies, who are authorized to possess weapons under the laws of the State of Illinois, while actually engaged in the performance of their duties as contracted by WIU.

These exceptions do not apply to off-duty law enforcement officers on campus in their capacity as students at WIU.

### **Theatrical, Sporting and/or Club Use**

Possession of a simulated firearm or weapon may be authorized and such possession permitted only if it is directly connected to a University- or School-related theatrical production (e.g., stage play or film production, or rehearsals for them).

Individuals participating in sanctioned classes, athletics, recreational sports practices, games, matches, tournaments, or events on campus may possess and use implements categorized as weapons when the activity requires the use of such items. (i.e. fencing, starter pistols, and archery).

### **Locations at Which Policy Applies**

For purposes of this policy, “property of WIU” includes any vehicle, building, classroom, laboratory, medical clinic, artistic venue, entertainment venue, officially recognized WIU-related organization property whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of WIU.

WIU’s Division of Administrative Services in consultation with Division of Student Services and Office of Public Safety (hereafter OPS) shall clearly and conspicuously post signs at all entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.

### **Storage**

A firearm may be carried within a vehicle into a designated parking area if the firearm and its ammunition remain locked out of plain view within the parked vehicle. A firearm may be stored in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. The firearm may only be removed for the limited purpose of storing or retrieving the firearm from the trunk of the vehicle. A firearm must first be unloaded before removing it from the vehicle.

OPS shall develop protocols for storage, maintenance, and safety of weapons used by the department. In addition, OPS shall be responsible for the promulgation of procedures regarding confiscated weapons and storage of weapons.

The Reserve Officers Training Corp shall develop protocols for storage, maintenance, and safety of weapons used as part of their program.

### **Enforcement**

Any individual visiting or conducting business on WIU property found to have carried a weapon onto the property of WIU knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon, may be banned from the WIU campus, leased buildings, or other areas under the control of WIU.

Any student found to have carried a weapon onto the property of WIU knowingly, or found to be carrying a weapon under circumstances in which the student should have known that he or she was in possession of a weapon, may be subject to discipline, up to and including expulsion from WIU.

Any employee found to have carried a weapon onto the property of WIU knowingly, or found to be carrying a weapon under circumstances in which the employee should have known that he or she was in possession of a weapon, may be subject to discipline, up to and including immediate termination.

Any individual found to have carried a weapon onto the property of WIU knowingly, or found to be carrying a weapon under circumstances in which the individual should have known that he or she was in possession of a weapon, may be subject to legal action. Violations of this policy may result in referrals to external law enforcement agencies.

### **Reporting Requirements**

The President of WIU has the authority to promulgate protocols for the implementation of this policy, including but not limited to delegating required reporting responsibilities and police protocols related to storage.

### **Clear and Present Danger Reporting Requirements**

#### **Why report:**

In Illinois the *Firearm Owners Identification Act* (430 ILCS 65/1) produced legislation requiring the reporting of individuals determined to pose a clear and present danger pursuant to 20 Il. Admin. Code 1230.120. The purpose of this reporting is to identify those persons who are prohibited from acquiring or possessing firearms and firearm ammunition and who are prohibited by this Act from acquiring stun guns and tasers. (Source: P.A. 97-1150, eff. 1-25-13.)

## What must be reported:

When a University official has determined that a student or other person demonstrates a clear and present danger, as defined herein.

## Who must report and how:

- 1) The Chief of Police: The Office of Public Safety (OPS) Chief of Police or his/her designee shall notify the Illinois State Police within 24 hours of individuals determined to be a “Clear and Present Danger” (see definition below) using the **Illinois State Police Person Determined to Pose a Clear and Present Danger form**.
- 2) School Administrators: At Western Illinois University, the Chief of Police or his/her designee shall be the designee for all school administrators. Any school administrator with concerns that an identifiable person poses a clear and present danger to self or others shall immediately notify OPS.
- 3) Health or Mental Health Care providers: Individuals who are employed by WIU as direct health or mental health care providers, specifically those who are Clinical Psychologists, Clinical Social Workers, Licensed Clinical Professional Counselors, Physicians, Psychiatrists, Registered Nurses, and/or Marriage and Family Therapists, are required to notify the Illinois Department of Human Services (IDHS) within 24 hours of determining a person is: “Clear and Present Danger”; “Developmentally Disabled”; or “Intellectually Disabled” as defined in the Firearm Owner’s Identification Card (FOID) Act Section 1.1. To notify the Illinois Department of Human Services, the health care or mental health care provider should use the Illinois FOID Mental Health Reporting System website <https://foid2.dhs.illinois.gov/foidpublic/foid/>

These providers are also required to inform the Office of Public Safety. The Chief of Police or his/her designee shall notify the Illinois State Police.

Employees of WIU who are not employed as direct health care or mental health care providers but nevertheless are credentialed professionals (i.e. Faculty who are Psychologists, Registered Nurses, etc.) are not required to notify the Illinois Department of Human Services (IDHS) within 24 hours of determining a person is: “Clear and Present Danger”; “Developmentally Disabled”; or “Intellectually Disabled” as defined in the Firearm Owner’s Identification Card (FOID) Act Section 1.1. These employees should follow the reporting requirements under section 2.

## Protection of the reporter:

The identity of the person making the report shall not be released to the subject of the report. The school administrator, physician, clinical psychologist or qualified examiners shall not be held liable for making or not making the report except in cases of willful and wanton misconduct.

## Definitions:

A “firearm” is defined as:

- a loaded or unloaded handgun.

A “handgun” is defined as:

- any device which is designed to expel a projectile by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

A “weapon” is defined as:

- any device whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- any explosive device including firecrackers and black powder.
- any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

“Bullying” is defined as:

- conduct by any member of the WIU community that is intended or that a reasonable person could know is likely to harm students by substantially interfering with educational opportunities, benefits, or programs of one or more students, or conduct that adversely affects the ability of a student to participate in or benefit from the University’s educational

programs or activities by placing the student in reasonable fear or actual and substantial physical harm, mental harm, or emotional distress.

“Clear and present danger” means a person who:

- communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or
- demonstrates a threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

# **Appendix H**

## **Policy on Drug & Alcohol Abuse**

[\[http://www.wiu.edu/policies/drugalcohol.php\]](http://www.wiu.edu/policies/drugalcohol.php)

This policy is issued in compliance with the resolution concerning drug and alcohol abuse by faculty, staff, and students adopted by the Illinois Board of Higher Education on May 5, 1987, the Drug-Free Workplace Act of 1988 (PL 100-690), and the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). The purpose of the policy is to inform faculty, administrative staff, Civil Service employees, and students about sources of information regarding the adverse effects of drug and alcohol abuse, to advise them of the counseling and rehabilitation services that are available, and to notify them of the disciplinary actions that may be taken by the University. Copies of this policy and related University guidelines are in the Faculty Handbook and Civil Service Handbook.

### **Work Environment**

In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, it is the policy of Western Illinois University that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812) by employees in the workplace is prohibited. Violations of this prohibition by employees may result in the application of sanctions, including possible required participation in an approved drug abuse assistance or rehabilitation program, referral for prosecution, and up to and including termination of employment under applicable Board of Trustees policies, university policies, statutes, employment contracts, or collective bargaining agreements.

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their duties, and endanger the safety and well-being of fellow employees, students, and others. Any employee who appears to be under the influence of drugs and/or alcohol while on the job may be temporarily relieved of work responsibilities. When the employee returns for work, the supervisor will review and discuss with the employee the circumstances which caused the supervisor to direct that the employee be temporarily relieved of his/her work responsibilities. Possible outcomes of this discussion and review may include a recommendation that the employee seek counseling and/or the initiation of disciplinary action in accordance with applicable University policies and procedures.

Employees directly engaged in work under a federal grant or contract are required, as a condition of employment under the grant or contract, to abide by the terms of this policy:

Notify their supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Such convictions may result in the application of sanctions, as described above. The University will notify the granting or contracting federal agency within 10 calendar days of receiving notice of criminal drug statute conviction of any employee working on a federal grant or contract when said conviction involves a drug offense occurring in the workplace. A copy of this statement will be given to all employees assigned to work under a federal grant or contract.

### **Use and Possession of Alcoholic Beverages**

Students and their guests, who are of legal age as defined by Illinois statute, may possess or consume alcoholic beverages on University property only in certain designated locations which have been specified in accordance with the University's Residence Hall Handbook and Student Code of Conduct. Except for those University Union staff who have been properly licensed and authorized to sell and serve alcoholic beverages as specified by University policy, University faculty, administrative staff, Civil Service employees, students, and/or their guests may not affect the commercial delivery of alcoholic beverages for sale on University property.

Alcoholic beverages may be sold, served, and consumed at activities sponsored by off-campus groups in accordance with "Policies Governing the Sale and Provision of Alcoholic Beverages".

The possession of alcoholic beverages in open containers by any person is prohibited on University-owned or University-controlled property, except as specified by University policy. The unlawful possession, use or distribution of alcoholic beverages by students and employees on institutional property or at any of its activities is prohibited.

## **Prohibited Drugs**

Faculty, administrative staff, Civil Service employees, and/or students shall not manufacture, possess, use, deliver, sell, or distribute any substance prohibited by the Illinois Cannabis Control Act or the Illinois Controlled Substance Act, any other State statute, or any Federal statute, except as authorized by law, the Board of Trustees policies, and the policies of Western Illinois University.

The unlawful possession, use or distribution of illicit drugs by students and employees on institutional property or at any of its activities is prohibited.

## **Counseling and Support Services**

Consistent with its mission as a public institution of higher education, Western Illinois University is committed to providing education about the effects of drugs and alcohol and assistance for victims of drug and alcohol abuse. In each of the residence halls, the University offers educational programs on substance abuse and provides referral services for students with drug and alcohol abuse problems. The University Counseling Center and Beu Health Center offer counseling to students with drug and alcohol abuse problems and to students with alcoholic parents. Health Sciences, Counseling Center, and Beu Health Center staff members also offer educational information and programs in classroom settings, for student living units, and for other student organizations.

The University encourages employees who know or believe they have a problem with the abuse of alcoholic beverages or the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the University's Employee Assistance Program (EAP).

If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is confidential and is encouraged by the University; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties in a safe and efficient manner.

## **Disciplinary Actions**

Students who violate University policies concerning drugs and alcohol will be referred to the University Judicial System for disciplinary action in accordance with the Student Code of Conduct. In addition, student employees who violate University policies concerning drugs and alcohol may be subject to termination of employment.

Faculty, administrative staff, and Civil Service employees who violate University policies concerning drugs and alcohol may be subject to disciplinary action including termination of employment.

Faculty, administrative staff, Civil Service employees, and students are advised that violators of State or Federal law are also subject to criminal prosecution by State and/or Federal authorities.

**END OF DOCUMENT**