

ILLINOIS STATE UNIVERSITY



CAMPUS VIOLENCE PREVENTION PLAN

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Approval

Each year the Campus Violence Prevention Committee will update the Campus Violence Prevention Plan to reflect any necessary changes. The plan will then be forwarded to the University President for final approval. On an annual basis the campus community will be trained on the Campus Violence Prevention Plan. All previous editions are to be replaced with the most current edition.

EFFECTIVE DATE OF THIS EDITION:

Date: September 30, 2010

ANNUAL UPDATE REVIEWERS



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AUTHORIZATION SIGNATURES:



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Record of Changes

Change Number	Date of Change	Affected Section	Summary of Changes

Distribution List

Name	Title	Date

The Campus Violence Prevention Plan will be published annually, distributed to the campus and available via electronic means by visiting www.police.ilstu.edu.

Illinois State University

Campus Violence Prevention Plan

I. Introduction

The safety and security of the Illinois State University campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. Unfortunately, violence can occur. To educate and empower all members of the University community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. The University also offers workshops to assist departments and individuals in detecting indicators for concern and resources to protect themselves and their environments. Safety is everyone's responsibility.

II. University Violence Policy: 5.1.19

A. **Violence Not Tolerated:**

Illinois State University is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on University controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Illinois State University and will not be tolerated. Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the University.

B. **Responsibility:**

The entire university community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to supervisors or other appropriate campus administrators immediately. In their absence or in the case of emergency, the University Police (911) should be contacted.

C. **Application:**

This policy covers all persons:

1. On University property;
2. At University sponsored events;
3. Fulfilling duties of a University student off-campus (such as student teaching, internship, conference, or international study abroad);
4. Conducting official University business or representing Illinois State University off-campus; or
5. Engaging in any action having direct impact on the University Community.

D. **Definitions**

1. **Violence:** Violence is the use of physical force or activity that causes harm, damage, or abuse of an individual or property. This includes physical force and/or activity which causes mental anguish.
2. **Threat or Threatening Behavior:** A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or University property. Examples of threats include, but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic or conventional mail.
3. **Weapon:** Weapons are not permitted on University controlled property except for purposes of law enforcement and as specially authorized for purposes of instruction, research, or service and as approved in writing by the Chief of Police.

Prohibited weapons include but are not limited to any: (1)firearm, firearm ammunition, BB gun, pellet gun, paintball gun (except with prior written approval from the Chief of Police), tear gas gun, stun gun, taser, or other dangerous or deadly device of similar type; (2)knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3)bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type; (4)bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic, or noxious substance, unless under academic/classroom supervision, (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older); (5)souvenir weapon or other weapon that has been rendered permanently inoperative; and any weapons outlined in the Illinois Compiled Statutes on Armed Violence (720 ILCS 5/33A-1, *et.seq.*)

III. Reporting

Students, Faculty, Staff, and visitors should address emergencies by calling 911, whether they are on central campus or on other University property.

For all other non-emergency concerns of violence, the students, employees, and visitors should notify the University Police at (309) 438-8631. The Police Department is the central location for tracking concerns of violence – it is important that the Police Department is made aware of concerns of violence even if they occur on property outside of central campus.

The University has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the University community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

IV. Threat Management

The Student Behavioral Intervention Team and Faculty Staff Threat Assessment Team are administrative groups formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, intimidation, or property damage. In addition, the teams, which are part of the Emergency Management Team and Campus Violence Prevention Committee, may assist University Police and other departments to assess situations involving the potential for violence.

The chairs of the respective teams communicate with each other regularly and collaborate when there is an issue involving an individual not affiliated with the University and when a particular concern about a student, faculty, or staff member has implications for the campus community.

A. **Student Behavioral Intervention Team (SBIT)**

1. Purpose: To identify, monitor, and, when deemed necessary, recommend appropriate behavioral interventions for Illinois State University students who display unhealthy and/or dangerous patterns of behavior. Such behaviors include, but are not limited to:
 - creating disruptions in class, residence halls, offices or other campus locations
 - intimidating faculty, students, and/or staff
 - stalking
 - acting in frightening or threatening manner
 - communicating in manner that indicates loss of touch with reality
 - suggesting intent to harm self or others
 - evidence of repeated alcohol or drug abuse
2. Team Membership:
 - Associate Director, Intercollegiate Athletics
 - Dean of Students
 - Assistant General Counsel
 - ISU Police Deputy Chief
 - Associate Provost
 - Director, Student Counseling Services
 - Director, University Housing Services
 - Associate Vice President for Student Affairs
3. Team Responsibilities:
 - a. The Vice President for Student Affairs or his/her designee convenes the Student Behavioral Intervention Team (SBIT) and facilitate discussions. SBIT meets monthly during the fall and spring semesters with additional meetings as necessary.
 - b. SBIT members are expected to share information, within limits under federal and state law, about students who display unhealthy and/or dangerous behavior. Often these students act out in various ways and areas of the University. The SBIT attempts to intervene and assist a student before a regular pattern of behavior develops and the level of concern about behaviors exhibited reaches crisis level.
 - c. Intervention by the SBIT does not preclude referral to Community Rights and Responsibilities (student discipline), Student Counseling Services

(mental health assessment), Disability Concerns (reasonable accommodations), and other University and community services nor shall it interfere with processes of addressing the behavior already in progress.

- d. The SBIT tracks and monitors students who display unhealthy and/or dangerous behavior. Such information is shared with other members of the Team within limits under federal and state law. Student privacy is protected as appropriate for the circumstances and in compliance with federal and state law.
 - e. Actions that are alleged violations of the Code of Student Conduct are referred to Community Rights and Responsibilities for consideration of disciplinary charges and potential disciplinary action.
 - f. If a student exhibits serious psychological/medical problems that rise to the level of a direct threat (high probability of substantial harm to self, others, or property), the Administrative Withdrawal Committee of the University will make an individualized and objective assessment of the student's ability to safely participate in University classes and activities and/or to reside in University housing. In such instances, the University reserves the right to take such actions as may be required including asking a student to withdraw or administratively withdraw a student from the University community. A student may also be restricted from University property and/or participation in University activities as a condition of the administration withdrawal.
4. Protocol:
- a. Report submitted (online, by phone, or in person) to SBIT chair or his/her designee.
 - b. Chair or his/her designee follows up on report, if needed, to get the most accurate and complete information.
 - c. Chair or his/her designee assesses report to determine classification/status.
 - **Monitor** - Cry for attention or help; overwhelmed; situational stressors
 - **Support/intervene** - Emotionally or psychologically imbalanced; disruptive behavior; erratic behavior; potential threat to life and/or safety of self and/or others
 - **Act** - Immediate threat to life and/or safety of self and/or other
 - d. Chair or his/her designee makes decision to immediately convene SBIT or wait until next scheduled meeting to discuss the report.

B. Faculty Staff Threat Assessment Team (FSTAT)

1. Purpose: To identify, monitor, and, when deemed necessary, recommend appropriate interventions for Illinois State University faculty and staff who display unhealthy, threatening, and/or dangerous patterns of behavior. Such behaviors include, but not limited to:
 - suggesting intent to harm self or others

- creating disruptions in the work environment
 - intimidating other faculty, staff, and/or students
 - stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity, acting in frightening or threatening manner
2. Team Membership:
 - a. Faculty and AP Positions
 - Assistant Vice President for HR, Chair
 - Director of Labor/Employee Relations
 - ISU Deputy Chief of Police
 - Associate Vice President, Academic Admin.
 - Supervisory personnel as appropriate
 - b. Civil Service Positions
 - Assistant Vice President for HR, Chair
 - Director of Labor/Employee Relations
 - ISU Deputy Chief of Police
 - Labor Relations Specialist(s)
 - Supervisory personnel as appropriate
 3. Team Responsibilities:
 - a. Due to the infrequency of faculty and staff issues, the FSTAT meets on an as needed basis. Team members may request a meeting whenever a new issue is brought to his/her attention.
 - b. Meetings will be convened and facilitated by the Associate Vice President for Human Resources or designee. FSTAT members are expected to share information, within limits under federal and state law, about faculty and staff who display unhealthy, threatening, and/or dangerous behavior.
 - c. Intervention by the FSTAT does not preclude referral to Human Resources (discipline and/or employee accommodations), Employee Assistance through group insurance providers (mental health), and/or other University or community services.
 - d. FSTAT shall not interfere with processes already in progress to address concerning behaviors.
 - e. The FSTAT tracks and monitors faculty and staff who display unhealthy, threatening, and/or potentially dangerous behavior. Such information is shared with other members of the Team within limits under federal and state law. Faculty and staff privacy is protected as appropriate for the circumstances and in compliance with federal and state law.
 4. Protocol:
 - 1) Issue/concern is identified by or reported to FSTAT member by email, phone or in person.
 - 2) FSTAT member contacts Chair or his/her designee for appropriate investigation and follow up to get the most accurate and complete information.

- 3) Chair or his/her designee assesses report to determine behaviors of concern.
- 4) Unless immediate action is required, the report is added to FSTAT database, maintained by the FSTAT Chair or his/her designee.
- 5) Chair or his/her designee initiates a meeting if necessary. Chair or his/her designee contacts and extends a meeting invitation to the supervisor or major area administrator depending on the circumstances.
- 6) FSTAT meets or otherwise consults with one another to discuss the issues and recommends a response or action to address these issues (i.e. monitor situation, discipline, discharge, medical leave of absence, treatment, etc.). Normal processes are followed to implement FSTAT recommendation(s).
- 7) Meeting outcome/response is recorded in the FSTAT database.
- 8) Point person is identified to monitor the situation.
- 9) Point person provides regular updates to FSTAT chair or designee until the issue is resolved.
- 10) Return to Step 3 until the issue is resolved

V. Notification and Preparedness

Illinois State University, as part of its annual communication on safety, will inform individuals of this plan and its related procedures and resources. The plan will be made available online and as part of the Annual Campus Crime and Security Report (www.police.ilstu.edu). Notifications of the plan and testing will occur annually.

VI. Confidentiality

Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the University may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.

VII. Non-Retaliation and False Claims

The University prohibits retaliation against persons who in good faith report violations of policy or cooperate in an investigation. The University also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts in violation of policy.

VIII. Campus Violence Prevention Committee

A. Committee:

A Campus Violence Prevention Committee was formed as an additional resource to provide support, assistance, research, and policy review in regard to violence prevention on campus. The Committee is chaired by the Chief of Police or his designee and membership of the committee shall include representatives from the Student Behavioral Intervention Team, the Faculty Staff Threat Assessment Team, and other departments or units when deemed appropriate.

B. Mission:

As a part of this plan, the committee shall be responsible for the following:

1. Incorporate violence prevention strategies into related policies and/or procedures;
2. Encourage zero tolerance policy statements that reaffirm violence prevention strategies;
3. Integrate existing campus programs and policies that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention);
4. Evaluate physical facilities and grounds and make recommendations to improve safety and further the goal of violence prevention.
5. Implement the Campus Violence Prevention Plan throughout campus.
6. On an annual basis the committee shall ensure that an exercise of the Campus Violence Prevention Plan is designed and implemented.

C. Strategies:

The committee shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the University community with regard to violence prevention, safety measures and environmental security enhancement of University property.

D. Policies:

The committee operates under the policies of the University and its own internal procedures in order to fulfill its purpose.

E. Members:

Members of the Campus Violence Prevention committee include, but are not limited to:

1. University Police
2. McLean County Emergency Management Agency
3. Environmental Health and Safety
4. University Housing
5. Student Counseling Services
6. Dean of Students Office
7. Office of General Counsel
8. Office of Human Resources
9. Campus Dining Services
10. Facilities Management

11. Athletics
12. Health Promotion and Wellness
13. Laboratory Schools-College of Education
14. Civil Service Council
15. Academic Senate
16. Administrative-Professional Council
17. Student Government Association
18. Association of Residence Halls
19. Bone Student Center

IX. Resources

A. University Police

1. Illinois State University maintains a full time law enforcement agency (“University Police Department”) on campus in order to protect and serve the campus community on a 24 hour basis. The University Police is staffed with 24 full time sworn police officers who are responsible for providing law enforcement services to the campus community.
2. University Police is a 911 Public Safety Answering Point (PSAP). It is responsible for dispatching all emergency agencies; fire, ambulance, police, rescue to the campus community. University Police communicates regularly with other law enforcement agencies and emergency responders in order to more effectively and efficiently respond to incidents on campus. The Department uses radio systems and portable radios which provide for a wider range of communication with other agencies and responders.
3. The University Police is responsible for the issuance of a Campus Crime Alert when a crime is reported to, or brought to the attention of the University Police, and that crime represents a serious or on-going threat to the safety of the members of the campus community. Information for Alerts may also come from other law enforcement agencies. Every attempt is made to distribute the Alert promptly; however, the release is subject to the availability of accurate facts concerning the incident. Alerts are created and distributed by the University Police after approval from the Vice President for Student Affairs or his/her designee.
4. All members of the University Police have completed National Incident Management System (NIMS) and Incident Command System training which outlines established organizational structures, operational protocols, and common terminology designed to maximize interoperability amongst all responding agencies when dealing with an emergency.
5. The University Police maintains Mutual Aid Agreements and Memorandums of Understanding with local police agencies. The agreements provide for assistance in major cases, interoperable communications, and emergency response during critical incidents. In addition to the local aid agreements, the

department remains part of the statewide mutual aid system, Illinois Law Enforcement Alarm System (ILEAS).

6. The University Police offers regular crime prevention-related programs and presentations to the University community in order to create awareness and education on how to prevent violence and promote safety. These programs are offered to students and employees, and supplemented by educational materials. University police are also certified in Crime Prevention through the Florida Crime Prevention Institute. This program allows University Police to review security procedures and infrastructure to address crime prevention throughout the campus.
7. The University Police serves as advisors for the Students on Patrol (STOP) Program. STOP is a student volunteer program that assists the University Police by providing late night walking escorts, the detection of criminal or suspicious activity, and the reporting of crimes or university violations to the police department.

B. Environmental Health and Safety

1. **Emergency Management Plan:** Illinois State University has developed a campus Emergency Management Plan that details how the campus community will respond to major emergencies in conjunction with local emergency response agencies and references the role that campus departments will have in supporting the overall emergency response. Environmental Health and Safety (EHS) is responsible for the development and updating of the Emergency Management Plan, and associated training, table-top exercises, drills, etc. as well as overseeing campus preparedness measures which will support an all-hazards approach to emergency response. EHS is also responsible for overall coordination of university departmental response efforts during a campus crisis at the University Emergency Operations Center.

In addition to a campus-wide response protocol, each department is responsible for establishing Emergency Response Action Plans that detail how personnel are to respond to a fire alarm or tornado warning or shelter-in-place advisory. Templates for these action plans have been provided by EHS.

2. **Emergency Notification System:** Illinois State University has purchased an emergency notification system entitled '*ISU Emergency Alert*'. This notification system allows the campus community to receive emergency notifications through several modes of communication. Currently, the ISU Emergency Alert contacts the campus community through cell phone (text and voice), land line phone, and e-mail. Future upgrades may include additional modes of communications such as digital signage, cable TV, and both internal and external public address systems.
3. **Fire Alarm Systems:** ISU provides fire detection and occupant notification in all buildings on campus. This includes residence halls, administrative buildings and

buildings where instruction is conducted. The fire alarm systems are monitored and report to two locations staffed 24/7. EHS provides and maintains fire extinguishers in all buildings on campus in accordance with accepted standards. The campus is located between Normal's Headquarters Fire Station and the # 2 Fire Station. Being centrally located allows for rapid response from fire and emergency medical services to the entire campus.

C. Sexual Assault Prevention and Survivor Services

1. Illinois State University is committed to maintaining an environment conducive to the continued intellectual and social development of its students. A campus community of mutual respect and concern is established through the active efforts of all its members. Illinois State University maintains a proactive stance in the prevention of sexual assault/abuse and imposes strict sanctions against those found responsible for committing such acts. Sexual assault/abuse will not be tolerated. Victims of sexual assault/abuse will be provided the active support and intervention needed to support their continued progress on academic and career goals.
2. The University is committed to:
 - Providing educational programs which promote awareness of sexual assault/abuse and target prevention of such acts.
 - Informing students of available services both within the University and surrounding community and facilitating their decision-making in regards to recovery needs.
 - Maintaining the position of Sexual Assault Prevention and Survivor Services Coordinator within Student Counseling Services to coordinate University prevention programming and, assist survivors in their recovery efforts and in accessing needed services.
 - Encouraging and assisting in the reporting of sexual assault/abuse to the appropriate law enforcement authority and/or filing a complaint with Community Rights and Responsibilities (CRR) in those cases where a University student is alleged to have perpetrated the incident.
 - Upon request, reviewing available options for modifying academic and/or living environments and implementing modifications if such modifications are reasonably available.
 - Ensuring the confidentiality of an individual's status as a survivor of sexual assault/abuse.

D. Dean of Students

1. **Critical Incident Response Team:** Illinois State University, as stated in Educating Illinois, has a values based commitment to creating an optimal learning environment for all Illinois State students. These values include providing a supportive environment of a small-college experience with large-university opportunities. The University recognizes that critical incidents affecting students will occur and can have a significant effect on individual students, their

families, and the university community. To respond to these situations, the Division of Student Affairs developed the Critical Incident Response Team (CIRT) and designated the Dean of Students Office as the facilitator of this program.

Purpose

- To serve as a coordinating entity in responding to critical incidents affecting students.
- To assist local emergency agencies with their response to critical incidents affecting students.
- To assist students to return to normal following a critical incident
- To assist other Illinois State University entities in responding to incidents that affect students as promulgated in the Illinois State University Incident Management Plan.
- To appropriately share information about critical incidents affecting students with key areas of the Division of Student Affairs and Illinois State University.

Goals

- The Critical Incident Response Team pays special attention to the safety and security needs of members of the Illinois State community
- The Critical Incident Response Team offers consultation, guidance, referrals and appropriate support to members of the Illinois State community, their families and University caregivers responding to the incident.

Definition of a Critical Incident

A critical incident is an adverse event that causes or has the potential to cause harm to an individual student, group of students, or the university and requires immediate response from the Division of Student Affairs.

The Division of Student Affairs has defined the critical incidents to which the Critical Incident Response Team may respond to include:

- Death of a student (on or off campus)
- Fire/explosion or significant damage to property affecting students
- Communicable disease
- Life threatening injury or illness of a student
- Missing person (student)
- Sexual assault (student)
- Riot/campus disruption
- Natural disaster affecting students

Illinois State University recognizes that the above list may not cover all situations that warrant Critical Incident Response Team (CIRT) intervention. Therefore, the determination of whether or not a situation needs CIRT attention will be decided by the CIRT On-Call Person, the Dean of Students or the Associate Vice President for Student Affairs.

2. **Community Rights and Responsibilities:** Community Rights and Responsibilities (CR&R), unit of the Dean of Students Office, helps students find their way by providing services, solutions and support to students involved in the disciplinary process or in conflict situations.

E. University Housing Services

1. **University Housing Night Operations:** Night Operations provide access control and security for all residence halls during limited access hours (12:00 am - 6:00 am 7 days a week). Residents must use their student identification to gain access to the building's electronic access control. Once inside, students are required to show their ID and building key to Night Operations. All non-resident guests are also required to provide identification and be signed in by a resident of the building. Additionally, all residence halls have front desk operations and hall staff available 24 hours a day.
2. **Resident Education:** Education is provided to all residents through floor meetings, community notices, poster campaigns, and special programming events. Topics include: alcohol awareness, emergency procedures, sexual assault awareness, conflict management, and other areas aimed to promote wellness and safety among the residents.
3. **Staff Violence Prevention Training:** Violence prevention training is provided to the Residence Hall Staff and Resident Assistants on topics, ranging from crime prevention, interpersonal violence prevention, identity theft, Verbal Judo, and other related programs. Residence Hall Staff attend annual training at which time multiple topics are covered, including: safety, violence prevention, drug and alcohol abuse, information on sexual assault counseling services, policies, and emergency procedures.

F. Mental Health

1. **Student Counseling Services:** Student Counseling Services (SCS) is the primary mental health provider to students at ISU. SCS is staffed by licensed psychologists, counselors, and social workers as well as advanced trainees in psychology and counseling. The mission of SCS is to assist students with personal, academic and career-related concerns by providing counseling, outreach and consultation services, helping students be more successful in life.
 - Counseling: SCS offers individual, group, and couples counseling to currently enrolled students of the university. Violence prevention aspects of this work include assessments of risk of self harm (suicide) as well as harm to others.
 - Outreach: Several aspects of SCS programming and outreach specifically address concerns of violence prevention. Notable examples include the QPR (Question, Persuade, Refer) Suicide Prevention Program, Sexual

Assault Prevention and Survivor Services, depression awareness programming, and workshops and programs on stress management.

- Self assessment/Self help: Anonymous self assessment screening tools are available to students on the SCS website. These tools screen for alcohol abuse, eating disorders, depression, and anxiety, and provide links to local services as well as additional information about these concerns. In addition, a comprehensive self help section of the website presents information on a range of topics, including information for returning Veterans, information about anger management, sexual assault and other topics relevant to violence prevention.
- Crisis intervention services: Student Counseling Services offers 24 hour crisis intervention services, and a counselor is available for consultation upon request from ISU Police, University Housing staff, parents, students, or others through a daytime emergency system during office hours and a pager system after hours and on weekends. PATH (827-4005) provides the dispatch service to the counselor on call after hours and on weekends.

2. Employee Assistance Program (EAP): The Illinois State University Employee Assistance Program (EAP) provides resources to faculty, staff and retirees who are experiencing personal problems that can negatively affect their ability to function optimally at work or at home. Participation in the EAP is strictly confidential.

- The State of Illinois EAP is available 24 hours a day, seven days a week, by calling toll-free (866) 659-3848, or through the [Magellan Web site](#).
- Illinois State University employees and their covered dependents who participate in the group insurance plans, are entitled to three visits per year, at no charge, with a mental health professional through Magellan. If further care is needed after these three visits, individuals must receive services through their insurance provider.
- The on campus EAP support phone number is 438-8311, during regular business hours.
- PATH Crisis Center is also available 24 hours a day, 7 days a week at (309) 827-4005

3. Other Local Services

- Center for Human Services, Bloomington
- Advocate Bromenn Medical Center, Normal
- PATH Crisis Center
- Stepping Stones Sexual Assault Program, YWCA, Bloomington

G. Transportation

1. **NiteRide:** NiteRide provides transportation from 7:00 p.m. to 1:00 a.m., seven days a week during fall and spring semesters, around campus and to other locations within the community. The program is offered to students, faculty and staff at no cost, providing they have a valid ID.
2. **Late NiteRide:** Late NiteRide is a shuttle program between campus and the Bloomington-Normal downtowns. The shuttle runs from 8:55pm to 12:55am on Thursday nights and 8:55pm to 2:25am on Friday and Saturday nights. The program is offered to students, faculty and staff at no cost, providing they have a valid ID.

H. Facilities/Infrastructure

1. **Emergency Call Boxes (Blue Lights):** The University installs and maintains Emergency Call Box phones throughout the campus in order to provide a means of communication directly to the University Police in the event of an emergency or for assistance.
2. **Access Control:** The University secures buildings Monday through Friday one hour after the last class or other scheduled program of the day. Persons authorized to hold keys which provide access to a building may enter the building, or remain in the building, to carry out University business after the building has been secured. Any authorized person who enters or remains in the building after it has been secured has the responsibility to make sure that the door is secured after entering or leaving. Unauthorized persons are required to leave the building at closing time.

Academic and administrative units of the University, which are housed in a particular facility, may request that the time of closing of that building be extended for the benefit of programs and other responsibilities of the occupying departments. Such requests for extension of the closing time should include a statement of rationale and need for extension of the closing time. The request should be made through the College Dean or other appropriate administrative channels to the University Provost. Extension of the closing time beyond midnight ordinarily will not be permitted.

Building Key Services is a unit within Facilities Management that provides keys and building access to university faculty, staff, and graduate students. Electronic access control is an alternative to standard key control in specified locations on the campus.

3. **Surveillance Cameras:** Illinois State University uses Closed Circuit Television in security sensitive areas on campus. Such areas include: Residence Halls, Bone Student Center, Student Accounts, Milner Library, and the Science Lab Building. Additional locations must be approved by the President and Academic Senate.
4. **Intrusion/Burglary Alarms:** The University allows individual departments on campus to contract through ADT Security Services for intrusion/burglary alarm

monitoring. The systems are monitored 24 hours a day by ADT and should an alarm signal be received, the University Police are notified and dispatched to the location. The University Police maintains an alarm coordinator that serves as a liaison between the University and ADT.

5. **Trespass Notices:** The University reserves the right to issue trespass notices to those who jeopardize the safety of others, disturb the educational environment on campus, or for repeated violations of state statutes or University policies. The notices are maintained and enforced by the University Police.

- I. **Internal University Policies and Procedures:** University policies can be accessed online at <http://policy.illinoisstate.edu>. The following policies are in place in order to prevent, address, and resolve issues of violence and safety at Illinois State University:

1. Employee Conduct, Accountability, and Ethics in the Workplace
2. State Officials and Employee Ethics Act Policy
3. University Violence Policy
4. Sexual Assault/Abuse Policy
5. Equal Opportunity/Affirmative Action Policy
6. Fitness for Duty Policy and Procedure
7. Fitness for Duty Policy from State University Civil Service System Statutes and Rules (80 Illinois Administrative Code CH. VI. SEC. 250.110)
8. Drug Free Workplace Policy
9. Helping Students Get Help (Dean of Students Office)
10. Involuntary University Withdrawal Policy
11. Administrative Withdrawal Policy
12. Types of Withdrawals and How They Reduce Course Fees
13. Workplace Violence Prevention
14. Health and Safety Policy
15. University Key Policy
16. Building Security Policy
17. Proper Operation of University In Case of Disruptive Activity
18. Missing Person Policy
19. Reporting of Crimes In Progress, Fire and Medical Emergencies Policy
20. Police Reports - How and When to File Policy
21. Faculty Code of Ethics Policy
22. Code of Student Conduct
23. Member of Corporate Alliance to End Partner Violence/Time to Talk Day

- J. **Federal and State Laws and Regulations:** The following Federal and State laws provide regulatory compliance with regard to issues of campus safety and violence at public institutions of higher education:

1. The Federal Student Right to Know and Campus Security Act (Clery)
2. Federal Safety and Drug Free Schools and Communities Act
3. Federal Drug Free Workplace Act of 1988
4. Higher Education Act of 1998

5. Higher Education Opportunity Act 2008
6. Uniform Crime Reporting (Both State and Federal)
7. Federal and State Alcohol, Drug and Weapon Laws
8. Illinois Campus Security Act
9. Illinois Campus Security Enhancement Act 2008
10. Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
11. Illinois Education Sexual Assault Awareness Act
12. Illinois Fire Sprinkler Dormitory Act
13. Illinois Campus Demonstrations Act
14. Illinois Meningitis Information Law
15. Illinois Firearm Owners Identification Card Act
16. Illinois Mental Health and Developmental Disabilities and Confidentiality Act

X. **Approval and Revisions**

This Plan has been approved by the highest executive official at Illinois State University on behalf of the Board of Trustees of Illinois State University in accordance with the University's approval and notification policies and procedures.

Procedures for Supporting a Violence Free Campus

As part of the University's Violence Policy, the University has adopted the following procedures and resources that students, employees, and visitors may use to prevent and address acts of violence, threats, and intimidation.

Stop Immediate Threat or Harm – Report It

You should call 911 for emergencies. Please do not ignore or disregard violence or threats against you or others – the University needs your assistance to make our campus safe.

If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local enforcement as soon as you are able. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

The central location for tracking reported concerns of violence is the University Police. In all cases, it is important that the University Police is informed of the concern either through you or local law enforcement personnel. You can reach the University Police Department by calling (309) 438-8631.

Other Complaints

As a member of the University community, you are also encouraged to report other behavior that is unusual or threatening even if you do not perceive the risk as immediately dangerous or imminent. To report other concerns that may not pose immediate threats, call University Police (309) 438-8631.

If you have concerns over the conduct of a student, employee or visitor on campus, you may also inform the following persons in addition to notifying University Police:

- your supervisor, if the concern is about a student, employee or visitor
- the Director of Human Resource Services, if the concern is about an employee
- the Dean of Students Office, if the concern is about a student or visit;
http://www.studentaffairs.ilstu.edu/vice-president/division_resources/Helping_Students_Get_Help.shtml

In all cases, be sure to communicate that you feel the behavior involves violence or a violation of the University Violence Policy. You may be asked to provide your complaint in writing.

If a supervisor receives a complaint that the University Violence Policy has been violated, the supervisor is responsible for informing the University Police. The supervisor should also coordinate with the Office of Human Resources or the Dean of Students as appropriate to make sure the complaint is addressed. If disciplinary action against the accused is required, such action shall be taken in accordance with the applicable contract, policy, or handbook for that person's classification.

Preparedness: How You Can Help Prevent and Mitigate Violent Situations

Do not ignore a potentially violent situation. On the other hand, do not unnecessarily put yourself at risk of danger – call 911.

The Illinois State University Police Department can offer you, your group, or your department education on how to avoid finding yourself in a violent situation and what to do should a violent situation arise. Some of the programs offered cover sexual assault, workplace safety, and travel safety. More information regarding educational training programs can be found at www.police.ilstu.edu.

Management of Concerns

The Student Behavioral Intervention Teams (SBIT) and the Faculty-Staff Threat Assessment Team (FSTAT) are administrative groups formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, or intimidation. In addition, the SBIT and FSTAT, may assist the University Police and other departments to assess the potential for violence and to recommend interventions to de-escalate and prevent such situations where that is possible. SBIT and FSTAT are confidential bodies, so while it may be working to address a situation, they may not be able to publicly disclose the assessments, plans, or actions.

Similarly, while the University, including the University Police, will work with the complainant to keep him or her informed of the investigation and procedures, please understand that not all action taken against an accused can be revealed if it is confidential. If you have questions about a complaint you have made, you may contact the University Police to see if there is any information that can be released.

Recovery from Violent Situation

After a violent situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As situations are assessed, the ISU Emergency Management Team (EMT) can facilitate group discussions or debriefing sessions as needed for the affected area to provide some understanding of and closure to the situation. The affected students or employees could also seek assistance from EMT in the recovery process. Please also know that the Employee Assistance Program and the Student Counseling Center are available as a resource.

Protective Orders/Restraining Orders Issued by a Court

If you have an order of protection or restraining order that covers you while are on campus, you should provide a copy of the order to the University Police.

Interim Measure/Restrictions

In some cases, it may be reasonable for the University to take interim measures or impose restrictions on contact with persons who may be subject to a threat of violence. In addition, the University may also revoke permission of persons violating this policy from remaining on campus.