This information is provided in compliance with federal law, known as the Clery Act, and the Illinois Campus Security Enhancement Act.
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INTRODUCTION


This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain non-campus buildings or property owned or controlled by the University, and on public property within or immediately adjacent to and accessible from campus. The report also includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic violence, stalking and other matters.

Campus crime, arrest and referral statistics include those reported to the CSU Police Department, designated campus security officials as defined under the Act and local law enforcement agencies. Each year, an email notification is sent to all enrolled students, faculty, and staff. The notification provides information on how to access the Annual Security Report online. Copies of this report may also be obtained from the CSU Police Department at 9501 South King Drive, O&M Building, Room #107, Chicago, Illinois, during regular business hours (9:00 a.m. to 5:00 p.m.).
Chicago State University was founded as a teacher training school in Blue Island, Illinois on September 2, 1867. A Board of Trustees appointed by the Governor of Illinois governs CSU. The University is comprised of five colleges: Arts and Sciences, Business, Education, Health Sciences and Pharmacy, offering 36 undergraduate and 25 graduate and professional degree-granting programs. CSU also offers an interdisciplinary Honors College for students in all areas of study and has a Division of Continuing Education and Nontraditional Degree Programs that offer extension courses, distance learning and not-for-credit programs.

Chicago State University is a State-supported institution of higher education. The University is located in a residential community on the south side of Chicago, approximately 12 miles from the Chicago Loop. The 161-acre campus currently has contemporary buildings, attractively placed in a carefully preserved woodland setting. One building houses 360 student residents. There are two off-campus buildings located at 9601 and 9611 S. Cottage Grove. The Dan Ryan rapid transit lines, the Illinois Central Metra Railroad, and several Chicago Transit Authority and Regional Transit Authority bus routes conveniently serve the University.
UNIVERSITY POLICE AUTHORITY

The law enforcement officers of the Chicago State University Police Department receive their police authority via provisions of Illinois Compiled Statute, 110 ILCS 660/5-45 (11); members of such police departments shall be conservators of the peace and as such have all powers possessed by policemen in cities and sheriffs in counties, including the power to make arrests on view or warrants of violation of State Statutes and City or County ordinances”.

The University Police Department is located in the O&M Building, also known as the Physical Plant Building, Room #107, on the southeast side of the campus. The department is staffed seven (7) days a week twenty-four (24) hours daily with Police Officers, Dispatchers and support staff.
FUNCTION OF THE UNIVERSITY POLICE

The primary function of the University Police is the protection of life, limb, and property, prevention of crime, preservation of the public peace, enforcement of all laws and ordinances, the arrest of law violators, and the collection of competent evidence, as well as the promotion of respect and cooperation of all citizens for the law and for those sworn to enforce it. The department will maintain the highest standards of integrity and ethics, excellence in the performance of duty, and maintenance of private lives that inspire respect and admiration and provide examples for the entire community.

REPORTING CRIMES

The University Police Department is the primary agency for reporting and investigating crimes that occur on the campus and associated property. The University and the University Police encourage the prompt reporting of any incident that compromises the safety, health or rights of the campus community members.

The University Police are the primary respondents for campus emergencies and reports of criminal activity on campus. Officers are fully certified by the State of Illinois with full arrest powers and cooperate with the State and local police agencies (Cook County Police Department, Illinois State Police, and the Chicago Police Department), resulting in the awareness of criminal activity perpetrated beyond the campus. Reports of criminal activity will be fully investigated and appropriate referrals made to the courts, the University or both. Community members are encouraged to report crime concerns to the University Police as well as the Campus Security Authorities.
CONFIDENTIAL CRIME

REPORTING PROCEDURES

If you are a victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With permission of the victim, the Chief of Police, or a designee of the University Police Department can file a report on the details of the incident without revealing the identity of the victim. The purpose of a confidential report is to comply with the wishes of the victim to keep the matter confidential while taking steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of criminal incidents, determine where there is a pattern of crime, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.
HOW TO REPORT CRIME

The University Police have a responsibility to prevent and suppress crime and for solving crime once, it has occurred, but the police cannot prevent every crime from happening nor solve every crime that occurs. The police require the active cooperation, assistance and moral support of the community that we serve. The public must recognize its responsibility for conditions that breed crime.

Crimes, suspicious circumstances, criminal activity or other emergencies can be reported by calling or speaking in person with a number of authorities:

- Calling the University Police: Non-emergency (773) 995-2113, Emergency (773) 995-2111
- Contacting a University Police Officer on patrol
- Going to the University Police Department, located at the O&M Physical Plant Building, Room #107.
- Using the In-house direct line, located in the gray boxes outside the campus buildings. These phones provide a direct line to the University Police.
- Using the code blue phones located throughout the campus.
- By calling the “Hot Line” (773) 821-2882, to report information about a crime anonymously.

For all crimes reported, a University Police Officer will respond in a timely manner by foot, bike, or marked vehicle. The Officer will conduct a preliminary investigation and prepare a report. The Administrative Lieutenant will review all reports. If further investigation is necessary, the report will be assigned to the Investigations Division. Incidents that involve student conduct violations will be referred to the Judicial Affairs Department for review and possible disciplinary action. The University Police will attend all hearings and provide statements, if necessary.

When fire or medical assistance is required, the appropriate agency will be notified and the University Police will respond. Remember the following when calling in emergency or criminal activities:

- Give your name
- State the problem
- Give location of the emergency
- Give location of victim, suspect, or suspicious activity
- Give the number you are calling from
- Remain on the line until the dispatcher informs you to hang up
PREVENTION OF CRIME

The best means available to the police for prevention of crime is aggressive patrol of CSU property by uniformed officers on foot, on bikes, and in conspicuously marked cars. Foot patrol by teams of police officers is one of the most important crime prevention tools utilized by the University Police. Vertical patrol of buildings including, stairwells, elevators, breezeways and corridors provides police visibility to residents and deters criminal behavior by those who would prey upon residents.

SECURITY & ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business (Monday through Friday) and for limited designated hours on Saturday. The University Police Department provides 24-hour patrol of all the University property, buildings, parking lots, and the residence hall. All laws are enforced on the campus, including rules and regulations established by the University for the campus community.

Officers are responsible for reporting and investigating all crimes, issuing traffic citations, parking tickets, responding to medical emergencies, traffic accidents involving University property or injury, reports of fire, as well as other incidents that require police assistance.

Members of the University Police Department and campus community continually evaluate security and safety conditions on campus. Members of the University Police Department report security concerns, such as lighting, and road hazards, and make recommendations for correction. The campus community is encouraged to report any safety concerns, exterior lighting, or emergency telephone malfunctions to the Physical Facilities Planning & Management Office at (773) 995-2140 or to the University Police Department (773) 995-2113.

Residence Hall: The CSU Residence Hall policy requires that exterior doors (rear doors) be locked at all times and the front entrance is manned at all times. All residents are issued a key card and/or key for personal access to their individual room. A resident must accompany all guests.
The University Police controls the installation of locks and the issuance of keys. The President, Provost, Vice Presidents, Deans, Department Heads, and Directors have the authority to designate and or give authorization for individuals to have access to buildings. The person authorized to grant access or issue keys shall sign the Key Requisition Form granting access or issuing keys to individuals. Access is granted only based on a proven need to have access. The Key Requisition Forms can be downloaded from the Key Administration web site. The Chief of Police may deny access to any individual that has proven he/she to be untrustworthy as it relates to the security of the Chicago State University Campus.

**CRIME PREVENTION & SECURITY PROGRAMS**

The department has established programs that serve to raise the level of safety awareness of the campus community. These programs are conducted periodically and are available upon request. These programs include but are not limited to:

- Crime Prevention
- Personal Safety
- CPR-First Aide
- Campus Security Authority Training (CSA)
- Fire Safety (Fire Safety Specialist)
Bicycle patrol was started by the New York Police Department over 100 years ago in an attempt to find a less expensive alternative to the mounted horse patrol. Bicycles were less expensive than vehicles and did not have the high maintenance cost of horses. Eventually these patrols were replaced with motorized vehicles. In the past 10 years the use of Bicycle Patrols has seen a phenomenal resurgence because of the increased effectiveness for their use in highly populated areas. Chicago State University Police Department has begun an active Bicycle Patrol Unit.

Putting a police officer on a bicycle has many advantages. It makes the officer more approachable by the public without the car doors and windows forming a barrier between the officer and the students, faculty or staff, allowing for more interactions that are informal. This approachability augments the commitment to community policing. The inherent mobility of the bike patrol allows for a quick response time and increased efficiency in patrolling the inner campus, the wooded area, as well as the parking lots. Furthermore, due to the agility, speed and stealth-like characteristics of the bicycles, officers assigned to the Bicycle Patrol Unit are able to quietly and quickly surprise suspects engaged in the act of committing crimes. The bicycle also attracts children to officers, which creates a learning situation for safe riding discussions.

Officers assigned to the Bicycle Patrol Unit must complete a specialized 32-hour training course and complete an annual 8-hour refresher-training course to maintain bicyclist-officer certification. The Police Cyclist training class includes instructions on operating the bicycle through various skilled courses, up and down stairs, over obstacles, multi-mile endurance rides, bicycle maintenance skills, and physical conditioning.
WE NEED YOUR EYES AND EARS TO HELP US DO A BETTER JOB.

HELP THE POLICE TO HELP YOU

24 – HOUR HOT LINE

The University Police have a 24-hour hot line (773) 821-2882 on campus, or dial ext. 12882. Calls are always anonymous; no identifiers are not necessary. Simply give as much information as possible about the incident being reported. Any information provided will be kept strictly confidential.
LIVING SAFELY ON CAMPUS

Living safely in the residence hall requires paying attention to a few important points.

- Keep windows and doors locked when leaving the residence room, even if for only a short period of time, i.e., a few minutes.
- Have keys and campus identification ready when approaching Residence Hall.
- Lock exterior doors.
- If someone knocks, find out who it is before answering.
- Draw the shades or curtains after dark.
- Do not leave any valuables in places where items may be visible from the outside.
- Do not leave valuables unattended in floor lounges or other common areas.
- Do not advertise being absence with a note on the door of the residence room.
- Do not attach name or address identifiers to keys.
- If keys and/or identification are lost or stolen, contact your Resident Assistant and the University Police.
- Resident room doors should be locked when sleeping. It affords additional security and also protects you in the case of a fire.
- Report defective locks and burned out lights and any other potential hazard to your Resident or Community Assistant.

Chicago State University will make reasonable accommodations for a student who falls victim to a criminal offense upon request if those changes are reasonably available. The University will also inform the student in this instance of available options.
PERSONAL SAFETY TIPS

- Stay alert at all times and call the police immediately to report suspicious activity.
- Use well-lit and busy sidewalks.
- Learn the locations of emergency phones on the campus. (Refer to page 66.)
- Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
- When on a bus, sit as near the driver as possible.
- Park in an area that will be well lit and heavily traveled when you return.
- When driving, be aware of pedestrians and bicyclists.
- Keep doors lock at all times.
- Never leave personal property, including book bags and laptops, IPads, unattended.
- In an elevator, stand near the controls and the door. If you feel threatened, push the alarm and as many floor buttons as you can.
- Listening to loud music, texting and or talking on your cell phone will distract you from being alert to potential safety issues. Unplug yourself and tune into your immediate environment.
- If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over-consumption of alcohol.
- Register your contact information with “Rave Guardian” at: www.getrave.com/login/cs


You already have what you need to be safer at school. Chicago State is the first Illinois campus where you can transform your cell phone into a Bodyguard Panic Button Lifeline.

Add muscle to your Rave Alerts! Sign up for this FREE service TODAY

www.getrave.com/login/csu

– Timer 866-448-0041

– Immediate Assistance 866-940-0314
EMERGENCY RESPONSE

AND

EVACUATION PROCEDURES

As required by Federal and State law, Chicago State University has a comprehensive Emergency Operations Plan (EOP) that details immediate response and evacuation procedures. Chicago State University Emergency Operations Plan describes the roles and the responsibilities of the University personnel during emergencies. The basic emergency procedures are designed to protect lives and property through effective use of University and community resources. The Chicago State University EOP is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. In emergencies, procedures sometimes must be changed at an instant; therefore, responsible and knowledgeable persons who are knowledgeable of the procedures must have the authority to make necessary modifications. The Emergency Operations Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from the incident. A brief synopsis of the plan can be located on the University Police website:

www.csu.edu/csupolice/emergencyplan.htm
STANDARD OPERATING PROCEDURE

Timely Warning Notices

The Chicago State University Police Department Chief or a designee will develop timely warning notices for the University Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the CSU community. These warnings will be distributed if the incident is reported either to the Chicago State University Police Department directly or to the Chicago State University Police Department indirectly through a campus security authority or the Chicago Police Department.

The department issues/posts Crime Alerts for incidents of:

- Criminal Homicide
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger CSU community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis)
- Sexual Assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Chicago State University Police Department)
- Major incidents of arson
- Other crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police/Public Safety agency contact information
- Other information as deemed appropriate by the Chief or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.
Chicago State University Police Department will draft an email containing the proposed Crime Alert and forward it to Marketing & Communications, who will review and revise the text as needed and transmit the email containing the Crime Alert to the University Community as a blast email. Updates to the CSU community about any particular case resulting in a crime alert also may be distributed electronically via blast email or posted on the CSU website.

At the same time the Chicago State University Police Department forwards the email containing the proposed Crime Alert to Marketing & Communications, the same information will be forwarded to the University President and Provost (or to their designee(s)), for review and possible distribution to Trustees.

Crime Alerts may be posted in campus buildings, when deemed necessary. When a Crime Alert is posted in campus buildings, it shall be printed on a bright colored paper and be posted in the lobby/entrance area of the affected building(s) for seven (7) days. A list of the buildings where Crime Alerts may be posted is maintained by the Chicago State University Police Department.

**The department does not issue Crime Alerts for the above listed crimes if:**

- The department apprehends the subject(s) and the threat of imminent danger for members of the CSU community have been mitigated by the apprehension.

- If a report was not filed with Chicago State University Police Department or if the Chicago State University Police Department was not notified of the crime in a manner that would allow the department to post a “timely” warning for the campus community. A general guideline will include a report that is filed more than five days after the date of the alleged incident may not allow the Chicago State University Police Department to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

**Information Alerts** may be distributed for crimes (ex. a pattern of thefts or vandalism cases) that do not rise to the level of causing a serious or continuing threat to the University Community. In addition, information alerts may be distributed for other safety concerns (loose dog in the area, etc.).
As an effort to provide timely notice to the CSU community, in the event of a serious incident, which may pose an ongoing threat to members of the CSU community, a timely warning would be distributed to the campus community.

In the event of an emergency, the Chicago State University President or his or her designee will draft and forward an email and or Rave text to the campus community by providing a brief description of the emergency along with providing brief instructions for action. The Marketing & Communications Office will review and revise the notification as needed, and then submit it to the campus community. Any of the following may be used to issue immediate notification about serious emergencies on campus: emergency text message alerts (Rave), prominent postings on the CSU website, broadcast email, and public address systems throughout the campus. Fliers and other informational materials may also be posted in residence hall and other campus buildings to inform students, faculty, and staff of ongoing safety concerns. Updates and information relative to the emergency will be disseminated in the same manner.

The Marketing & Communications Office is responsible for communicating with the media during all phases of an emergency.
The CSU Police Department maintains a daily crime log which is normally updated within two business days of the reported incident. The Daily Crime Log contains offenses that have occurred on campus, in or on non-campus building or property, public property immediately adjacent and accessible to the campus, or within the patrol jurisdiction of the campus police. The log includes the offense, date, time, location and disposition, if known. The “Daily Crime Log” is available to review at the police department during regular business hours 9:00 a.m. to 5:00 p.m., Monday through Friday.

CSU Crime Statistics can also be found on the CSU Police Department website. Individuals can request a copy of the Crime Statistics report by submitting a written request to the University Police in the O&M building or via the CSU Police Department website.
CHICAGO STATE UNIVERSITY
ANNUAL FIRE SAFETY REPORT
REPORTING YEAR: 2017

As required by the Higher Education Opportunity Act (HEOA) enacted on August 14, 2008, the Chicago State University Annual Fire Safety Report is available on the CSU Police Department website at http://www.csu.edu/csupolice/documents/Annual_Fire_Safety_Report.pdf. Individuals can request a copy of this report by submitting a written request to Joseph Simonetti, Chicago State University, 9501 South King Drive, Physical Plant Building, Suite 200, Chicago, Illinois 60628-1598.

In the event of a fire:

- Activate a fire alarm by pulling the lever on an alarm box.
- Alert people in the immediate area of the fire and evacuate the area.
- Confine the fire by closing doors and windows as you leave the room.
- Call ext. 2111 or use an emergency phone to report the location and size of the fire.
- Always call from a safe location.
- Evacuate the building. Do not use elevators to evacuate unless directed to do so by emergency responders.
- Assist the disabled in exiting the building.
- Toxic smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
- Notify emergency responders of the location, nature, and size of the fire as soon as you are outside.

If you have been trained and it is safe to do so, you can attempt to put out a fire with the fire extinguisher. Attempt to extinguish only small fires and make sure you have a clear escape path. If you have not been trained to use a fire extinguisher, you must evacuate the area.
1. CSU Residence Hall is a fully equipped sprinkler building, with audible horns, visual strobes and sprinklers in each resident room. The Fire Alarm System is on a monitoring service, which in the event of an alarm will notify the Chicago Fire Department and the Chicago State University Police. In addition, there is a direct fire monitoring connection between CSU Police Dispatch and Residence Hall. Continuous powered smoke and heat detectors are located in each room. The building has lighted exits signs posted and every wing has a fire extinguisher. Every room door has an Emergency Evacuation Map displaying egress routes in case of fire.

2. The number of Fire Drills conducted during the reporting year was two (2).

3. Below is the CSU Residence Hall policy regarding portable appliances, smoking and open flames:

   **Appliances:** All appliances must be plugged into a wall outlet or a power strip containing 15 amps or less with a circuit breaker. Cube adapters and extension cords are prohibited. Any cooking in student rooms is prohibited. The following electrical appliances must have an approved Underwriters Laboratory (UL) Seal:

   **Acceptable appliances allowed in student rooms**
   - Surge Protectors, Clocks
   - Hair Dryers, Computers
   - Curling Irons, Shavers
   - Fans, Desk Lamps
   - Stereo Equipment, Refrigerator (1 per room)
   - Radio and Television, Microwave (1 per room)

   **Unacceptable Appliances in student rooms**
   - Air Conditioners, Ceiling Fans
   - Deep Fryers, Toaster Ovens
   - Broiler Ovens, Sun/Heat Lamps
   - Hot Plates, Crock Pots
   - Potpourri Burner, Open Coiled Heating Devices
   - Halogen Lamp (of any kind)
   - **Candles/Incense:** The burning of candles, incense, or other open flame is prohibited in the Residence Hall.
Smoking: Chicago State University provides and maintains a healthy and safe working and living environment for students, faculty, staff and visitors. In accordance with the Smoke-Free Campus Act, which prohibits smoking on all Illinois state-supported higher education institutions, including public universities and community college campuses, effective July 1, 2015, Chicago State University is a smoke-free campus.

A smoke-free campus can make an enormous impact on the life-long health of students, faculty, and staff that live, learn, and work at CSU. Experience shows that 100 percent smoke-free policies effectively reduce tobacco use by preventing initiation and making it easier for smokers to quit. Smoke-free college campus policies specifically decrease smoking rates and positive attitudes toward tobacco use.

4. In the event of a fire, everyone will evacuate from the Residence Hall building. Everyone is to leave via the nearest exit, moving at least 500 feet away from the building. Once the residents have evacuated from the building, students and staff are to safely proceed to the Cordell Reed Student Union Building, where Resident Assistants will conduct an accountability check (identifying all residents exited the building and ensuring each arrived at the Student Union Building checkpoint.)

5. Fire safety education and training is provided to the Resident and Community Assistants at the beginning of the fall and spring semesters. The training is conducted by the Life Safety Officer and involves fire extinguisher training and a lecture on Fire Protection and Prevention. In case of fire the students and employees should follow this procedure:
   A. Activate the fire alarm system by pulling on the nearest alarm pull station
   B. Evacuate the building (moving 500ft. away) while yelling fire as you exit
   C. Call the CSU emergency response number (773) 995-2111

6. The following are to be notified that a fire has occurred:
   A. CSU Police Department - (773) 995-2111
   B. CSU Director of Physical Facilities - (773) 995-2140

7. CSU has adopted the National Incident Management System (NIMS) for all of its emergency and non-emergency events and has required that all Officers and Senior Administration staff complete the NIMS training.

8. Fire Statistics for the last three calendar years are as follows:
   A. 2017 – No Fires were reported in Residence Hall
   B. 2016 – No Fires were reported in Residence Hall
   C. 2015 – No Fires were reported in Residence Hall
This policy is being distributed to all Chicago State University students, faculty and staff in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C., Section 701, et. seq.) and the Drug-Free Schools Act of 1989 (34 C.F.R. 86, et seq.).

I  Individuals Covered by this Policy

This policy applies to all employees (faculty and staff, including hourly) who work on the Chicago State University Campus and in workplaces controlled by Chicago State University, and all students enrolled at Chicago State University.

II  Policy Guidelines

A.  Employees

1. The University absolutely prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on University premises or while conducting University business off University premises. Violation of this policy may result in immediate termination of employment or other appropriate disciplinary actions.

   Controlled substances are those usually referred to as illegal drugs listed under the Federal Controlled Substances Act.

2. In compliance with the Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and as a condition of employment with Chicago State University, all staff must

   • Abide by the prohibition in Section II.A. Policy Guidelines (See above.)
   • Notify the Director of Human Resources of any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business, within five (5) days after conviction.

   When the Department of Human Resources receives notice of such a conviction, it will coordinate efforts to comply with the reporting requirements of the Drug-Free Workplace Act of 1988.
3. An employee who is (1) found to be under the influence of alcohol or a controlled substance while on University property, or in the course of a University activity, or (2) convicted of a criminal alcohol or drug statute violation occurring on University property, is subject to disciplinary action, up to and including termination.

4. If it can be reasonably established that use of alcohol or a controlled substance by an employee away from the University causes poor attendance or performance problems, the person will be counseled to seek rehabilitation. Employees may contact the University Counseling Center Substance Abuse Referral Office at 773-995-2383 and/or can reach out to the Employee Assistance Program at 866-659-3848.

5. The Human Resources Department will maintain and periodically publish a list of available University and community resources for alcohol or drug abuse. The publication must include this information:
   - Resources that offer assistance (drug counseling, employee assistance programs)
   - Rehabilitation programs
   - Dangers of alcohol or drug abuse in the workplace

B. Students

Students in need of counseling related to alcohol or controlled substance use/abuse may contact the University Counseling Center Substance Abuse Referral Office at 773-995-2383.

Students who violate this policy will be referred to the Office of Student Affairs for disciplinary action in accordance with the Policy on Student Conduct. Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- Expulsion;
- Suspension;
- Mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- Referral for prosecution; and/or
- Probation and restriction of privileges.
III  Criminal Penalties

All students, faculty and staff are reminded that conviction under Federal and State laws that prohibit alcohol and drug-related conduct can result in fines, confiscation of automobile and other property, and imprisonment. A conviction can also result in the loss of a license to drive or to practice in certain professions, and barred opportunities from future employment.

*Arrest and conviction of a drug law violation can result in the following:*

- Fines (up to $500,000 under state law and $250,000 under federal law)
- Confiscation of automobiles and other property
- Imprisonment (up to 60 years under State law and life under Federal law)

*A person who exhibits the following alcohol-related behavior is at risk of arrest:*

- A person under 21 who possesses alcohol
- A person who provides alcohol to a person under 21
- A person who is intoxicated in public
- A person who sells alcohol beverages without a license

IV  Health Risks Associated with Controlled Substances and/or Alcohol

The health risks associated with controlled substances are numerous and varied depending on the drug. The use of drugs not prescribed by a physician can be harmful. For example, drug use can cause the following conditions:

- Impaired short-term memory or comprehension
- Anxiety, delusions, and hallucinations
- Loss of appetite resulting in damage to long-term health
- A drug-dependent newborn, if the mother uses drugs during pregnancy

*Pregnant women who use alcohol or drugs, or who smoke should consult their physician.*

- AIDS, as a result of drug users who share needles
- Death from overdose
SEXUAL ASSAULT
PROCEDURES, REPORTING, AND PREVENTION

The term sexual assault encompasses a range of behaviors from unwanted touching to rape. Definitions of rape and sexual assault vary, with each state having its own legal definition. College students are not always sure about what constitutes rape. There are many myths surrounding rape, which may include: if the woman was flirting or wearing sexy clothing; she was asking for it; it is not rape unless the man injures the woman, etc. According to most legal definitions, if the victim did not agree to the sex, it is rape, regardless of the circumstances.

Sexual Assault – 720 ILCS 5/12-13

The accused commits sexual assault if he or she:
- commits an act of sexual penetration by use of force or threat of force; or
- commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent or
- commits an act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member; or
- commits an act of sexual penetration with a victim who was at least 13 years of age but less than 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relations to the victim.

The most prevalent form of rape on college campuses is acquaintance rape. The acquaintance may be a date or an intimate friend, or someone known only casually from the Residence Hall, a class or through mutual friends. Whether the parties involved are dates, acquaintances, or complete strangers, if one person uses a threat or force to coerce another into sexual intercourse, the act is defined as rape, which is punishable by the same criminal law and penalties. If an attack involves two or more assailants, the assault is gang rape. Ignorance or misunderstanding of the intentions of another person or responses is not an excuse for such behavior. The use of alcohol or other drugs will not be accepted as an excuse, reason, or rationale for sexual assault, including acquaintance rape.

If a sex offense occurs, the victim should immediately seek assistance. To report an incident of sexual assault that occurred on campus, please call the Chicago State University Police at (773) 995-2111; off-campus call 911. If unable to call, go to the nearest hospital or police station.

IF YOU BECOME A VICTIM OF A SEXUAL ASSAULT ON OR OFF-CAMPUS
- Get to a safe place.
- Get help quickly. Call the police, rape crisis center, doctor, friend or relative.
- Do not shower, bathe, douche, change or destroy clothing (you could destroy valuable evidence which may be present).
- Do not clean the area of the assault until after talking to the police and going to the hospital.
The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering, or disposing of any damaged clothing, or other items that are present after/during the assault.

SEXUAL ASSAULT RESPONSE COMMITMENT

Sexual assault, including date/acquaintance rape, is a very serious concern of this Police Department. If you feel you are a victim of a sexual assault on campus, the following activities will take place:

- CSU PD will meet with you privately, at a time and local place of your choice, to take your report.
- CSU PD cannot and will not notify your parents without your consent.
- CSU PD will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- CSU PD officers will not prejudge you and you will not be blamed for what happened.
- CSU PD will assist you in arranging for any necessary hospital treatment or other medical needs.
- CSU PD will fully investigate your case and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. The victim will be kept up-to-date on the progress of the investigation and or prosecution.
- CSU PD will assist you in privately contacting counseling and other available resources.
- CSU PD will continue to be available to answer questions, to explain the system and process involved (prosecutor, courts, etc.), and to be a listening ear if needed.
- CSU PD will consider the case seriously, regardless of the gender or status of the victim or suspect.
PREVENTING SEXUAL ASSAULT

The best defense against assault of any kind is to avoid vulnerable situations. Here are a few suggestions:

- Choose settings for social activities very carefully. The proximity of other people heightens safety, but does not guarantee it. “Gang rape” happens in spite of the presence of others because the group collaborates in the crime.
- Do not walk alone at night. Travel with friends. Use the campus shuttle and the escort service provided 24 hours-a-day. Keep to familiar, well-traveled and well-lit areas.
- Do not hitchhike, as this may forfeit the ability to change direction and control of movement.
- Tell someone where you are going and when you expect to return.
- Have keys in hand and ready to unlock the door. This also applies to vehicles as well.
- Always keep the room and vehicle doors locked.
- Do not open Residence Hall doors to strangers. If a stranger is noticed in the building, unaccompanied by a resident, call the Chicago State University Police (Ext. 2111).
- Hang up on obscene callers and do not give any personal information over the telephone.
- Examine personal desires and feeling about sex and set sexual limits.
- Be assertive and communicate personal limits clearly.
- Alcohol and drugs can compromise the ability to make responsible decisions and are often related to date rape situations. This applies to both potential victims and potential assailants.
Tips To Prevent Sexual Assault

Chicago State University Police officials offer the following safety tips:

• Be aware of your surroundings; know where you are, who you are with, and what you are doing.
• When consuming alcohol at clubs, bars, or restaurants, watch your drink; do not leave it unattended, even for a few seconds.
• Do not accept a drink handed to you by a stranger or anyone you have just met.
• If you feel you have been drugged, call 911 immediately.
• Trust your instincts. If something about the situation or the person does not feel right, it probably is not. Get out of the situation as soon as possible.

One out of four women will be sexually assaulted in her lifetime

One out of six men will be sexually assaulted in his lifetime
Sex Offender Registration

The Washington State 1990 Community Protection Act included the first United States law authorizing public notification when dangerous sex offenders are released into the community. It was the brutal 1994 rape and murder of seven-year-old Megan Kanka that prompted the public demand for broad based community notification. On May 17, 1996, President Clinton signed Megan's Law, which requires the following two components:

**Sex Offender Registration** – The 1994 Jacob Wetterling Act requires the States to register individuals convicted of sex crimes against children. Sex offender registration laws are necessary because:

- Sex offenders pose a high risk of re-offending after release from custody;
- Protecting the public from sex offenders is a primary governmental interest;
- The privacy interests of persons convicted of sex offenses are less important than the government’s interest in public safety;
- Release of certain information about sex offenders to public agencies and the general public will assist in protecting the public safety.

**Community Notification** – Megan’s Law allows the States discretion to establish criteria for disclosure, but compels them to make private and personal information on registered sex offenders available to the public. Community notification:

- Assists law enforcement in investigations;
- Establishes legal grounds to hold known offenders;
- Deters sex offenders from committing new offenses; and,
- Offers citizens information they can use to protect children from victimization.

Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b)) mandates that the Illinois State Police ("ISP") establish and maintain a statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender.
Persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) and 730 ILCS 150/2(C) when such charge results in one of the following:

(a) A conviction for the commission of the offense or attempt to commit the offense,
(b) A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
(c) A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

The Sex Offender Registry was created in response to the determination of the Illinois Legislature to facilitate access to publicly available information about persons convicted of sex offenses. ISP has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion on this Registry and has made no determination that any individual included in the Registry is currently dangerous. Individuals included on the Registry are included solely by virtue of their conviction record and Illinois State law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individuals.

Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

Registered Sex Offenders [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)
Victims of Sexual Assault

May Seek Support Assistance

A number of departments (Counseling Center, Human Resources, and the Police) have programs, services, and educational programs aimed at the prevention of crime and sexual offenses as well as . Programs and material about awareness of rape, acquaintance rape (date rape), and other sex offenses are available. Information about these programs can be obtained by contacting the following departments.

Counseling Center: Cordell Reed Student Union #190 (773) 995-2383

Campus Ministry: Douglas Hall Suite (773) 995-3869

Minister Corrine Grant
This office provides religious counseling to students, faculty, and staff. This ministry is Non-Denominational.

Employee Assistance Program (EAP) (866) 659-3848:
This program provides counseling to employees. The EAP helps with many concerns steaming from relationship problems to legal difficulties. This program is designed to help active State employees and their dependents participating in the State Employee Group Insurance Program who may also may access this benefit.

University Police: O&M Building Room #107 (773) 995-2111
Will assist the victim in the criminal prosecution of the offender. Also appropriate measures will be taken if the offender is a member of the campus community.

These services are available to all members of the campus community who are victims of a sexual assault regardless where the assault occurred.
SEXUAL HARASSMENT
& SEXUAL MISCONDUCT POLICY

I. PURPOSE AND SCOPE

A. Purpose. This policy establishes the Chicago State University commitment to the health, safety, and well-being of all CSU students and employees. The University has a legal obligation to ensure a working and learning environment free from sexual misconduct and harassment. CSU will investigate complaints and take prompt and effective steps reasonably calculated to end the harassment or misconduct.

B. Scope. This policy applies to all students and employees of Chicago State University, as well as vendors and individuals or organizations operating events or programs on campus. The policy applies to the Chicago State University campus, all properties owned or leased by the University, and all off-campus sites at which students, faculty, or staff participate in University-sponsored activities and may apply to off-campus/non-University related incidents involving students or employees of the University. If the prohibited conduct occurs off campus and if the conduct has the effect of causing discrimination in or to the educational programs and activities of the University, those actions are covered by this policy. Students must also comply with the CSU Student Code of Conduct. Employees must, in addition to this policy, comply with any and all Human Resource Department policies. This policy replaces all previous University policies regarding Sexual Harassment and any form of Sexual Misconduct.

C. General Contacts.

1. Chicago State University contacts for general information about this policy:
   - Title IX Coordinator (773) 995-2462, Labor & Legal Affairs Office
   - Academic Affairs (773) 995-2402
   - Dean of Students Office (773) 995-3973
   - Ethics Office (773) 995-2462
   - Employees may contact the Office of Executive Inspector General toll-free at (866) 814-1113 or the Illinois Department of Human Rights at (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

II. DEFINITIONS

A. Employee: An employee of Chicago State University includes, but is not limited to persons employed full time, part time, regular, short term, and temporary.

B. Student: The term “student” includes:
   i. All persons taking courses at Chicago State University, either full-time or part-time;
ii. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University by participating in programs such as study abroad or domestic exchange programs, or who are on leave; persons who have been notified of their acceptance for admission and have made a deposit to CSU; and,

iii. Persons who withdraw after allegedly violating this policy or the Student Code of Conduct, until the complaint against them is resolved. Each student is responsible for his or her conduct during the academic year and between terms of enrollment, even if conduct is not discovered until after a degree is awarded.

C. **Respondent:** The Respondent is the person accused of sexual harassment or sexual misconduct.

D. **Complainant:** The Complainant is the person who reports the sexual harassment or sexual misconduct. This policy assumes the Complainant is the person who is the object of alleged sexual harassment or sexual misconduct.

E. **Consent:** Consent is the act of freely, actively, and willingly agreeing to engage in sexual behavior. Consent requires that a person be able to freely choose between two options: yes and no.
   i. Silence or non-communication does not constitute consent, and a person in a state of diminished judgment or who is impaired or incapacitated by controlled substances or alcohol cannot be considered to consent.
   ii. Under this policy, an individual is deemed incapacitated by controlled substances or alcohol when he or she has passed out or blacked out or is otherwise unresponsive. A person is deemed impaired by controlled substances or alcohol, if the individual is unable to understand the fact, nature, or extent of the sexual activity.
   iii. A person is considered to be incapable of giving consent if she/he is asleep, unconscious, or is otherwise unable to communicate (i.e. impaired, incapacitated, etc.).
   iv. No one who has been threatened, coerced, or drugged can be considered to consent.
   v. A current or prior sexual or dating relationship does not constitute consent.
   vi. A person can withdraw consent at any time during the course of a sexual encounter.
   vii. The manner of attire of a person at the time of the incident does not constitute consent. (720 ILCS 5/11-1.70 (a)-(c)).

F. **Sexual Harassment.** Sexual harassment is unwelcomed sexual verbal, graphical, or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits the ability of someone to participate in or benefit from the educational programs of the University and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
i. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwanted, inappropriate, or without consent.

ii. The same general principles of unwelcomeness, severity or pervasiveness, reasonableness, and hostile working/learning environments that constitute sexual harassment also apply to harassment based on sex, sexual orientation, and gender identity (actual or presumed), and any characteristic protected by law. Harassment includes unwelcomed verbal, physical, or other conduct that would cause a reasonable person to consider the conduct to create an intimidating, hostile, or offensive working environment based on sex, sexual orientation, or gender identity or incitement to commit such conduct, including, but not limited to, derogatory comments, slurs, epithets, graffiti, or physical acts.

iii. Examples of sexual harassment include:
   a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades;
   b. Direct, unwelcomed propositions of a sexual nature;
   c. A pattern of unwelcomed, persistent and unnecessary sexually explicit statements, questions, jokes, or anecdotes not related to employment duties, course content, research or other University programs or activities;
   d. Recurring remarks or gestures of a sexual nature about the clothing, body, sexual activity, sexual orientation, or gender identity, or previous sexual experience of an individual;
   e. Repeatedly using sexually degrading words, gestures or sounds to describe a person;
   f. Repeated invitations of a sexual nature, including but not limited to phone calls, texts (including “sexting”), or email messages, from someone though the recipient has clearly indicated that such communications are unwelcomed;
   g. Unwelcomed touching, patting, hugging, or brushing against the body of another individual;
   h. Physical or sexual misconduct.

iv. Examples of sexual harassment in the workplace include:
   a. Deliberate touching, leaning over, or cornering;
   b. Referring to an adult as a “girl,” “hunk,” “doll,” “babe,” “honey,” or other diminutive term;
   c. Whistling at someone;
   d. Turning work discussions to sexual topics;
   e. Asking about sexual fantasies, preferences, or history;
   f. Kissing sounds, howling, and smacking lips;
   g. Telling lies or spreading rumors about the personal sex life of an individual;
   h. Neck and/or shoulder massage;
   i. Touching the clothing, hair, or body of an employee or student;
   j. Hanging around a person uninvitedly;
   k. Hugging or kissing;
l. Patting, stroking, or pinching;
m. Touching or rubbing oneself sexually in the presence of another person;
n. Standing close to or brushing up against a person;
o. Looking a person up and down;
p. Sexually suggestive posters, cartoons, or magazines displayed in the workplace or shown to someone;
q. Playing sexually suggestive or graphic videos or music.

G. **Sexual Misconduct.** Sexual misconduct is a form of sexual harassment and refers to sexual offenses including but not limited to rape, sexual assault, sexual battery, sexual exploitation, sexual coercion, domestic violence, dating violence, stalking, and any other forms of non-consensual sexual activity. Sexual misconduct can be committed by strangers, acquaintances, and family members, as well as casual and long-term dating partners.

H. **Sexual Assault.** Sexual assault (which includes rape) is a form of sexual misconduct that includes forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration. Sexual assault includes, but is not limited to, attempted or unwanted sexual activity, such as sexual touching and fondling. This includes the touching of the intimate parts of an unwilling person (defined as genitalia, groin, breast or buttock, with or without clothing covering them), or forcing an unwilling person to touch the intimate parts of another individual. It also includes the sexual penetration of an individual by way of the vagina, anus, or mouth, or by a body part of another person, mouth of another person, or an object without consent or by use of force. Examples of sexual penetration are
   a. vaginal or anal intercourse,
   b. digital penetration, i.e. penetration with use of fingers or hand,
   c. oral copulation, or
   d. genital or anal penetration with a foreign object without consent.

I. **Sexual Exploitation.** Sexual exploitation is a form of sexual misconduct that includes, but is not limited to, prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos, images or information of sexual activity or intimate body parts of another individual, non-consensual voyeurism, coercing someone against their will to engage in sexual activity, or knowingly transmitting sexually transmitted disease (STD) without disclosing STD status.

J. **Domestic and Dating Violence.** Dating violence or domestic violence is the intimidation, harassment, physical abuse, sexual abuse, or interference with personal liberty of any person who is a current or former spouse, intimate partner, domestic partner, dating partner, or family or household member. Individuals encompassed in this definition include, but are not limited to: persons who have or have had a dating or engagement relationship; persons who have or have had social relationship of a romantic or intimate nature; current or former spouses, domestic
partners, parents, children, stepchildren and other persons related by blood or by current or prior marriage; persons who share or formerly shared a common dwelling (i.e. dormitory roommates); persons who have or allegedly have a child in common; persons who share or allegedly share relationship through a child; and personal assistants and personal caregivers for the elderly or disabled.

K. **Stalking.** Stalking is a form of sexual misconduct that includes, but is not limited to, a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, or harassed.
   i. Conduct that can amount to stalking may include any actions directed at another person, whether direct or indirect, or through others, or via devices, electronic means, and/or any other methods or means, including but not limited to:
      a. following a person;
      b. being or remaining in close proximity to a person in a manner that threatens or places the person in fear of being harmed or restrained;
      c. entering or remaining on or near the property, residence, or place of employment of another person;
      d. monitoring, observing, or conducting surveillance of a person;
      e. threatening (directly or indirectly) a person;
      f. interfering with or damaging the property of another person; or
      g. engaging in other unwelcomed contact.

### III. CHICAGO STATE UNIVERSITY POLICY STATEMENT

A. **General Policy.** Chicago State University prohibits all sexual harassment, sexual misconduct, domestic violence, dating violence, sexual exploitation, and stalking. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. Chicago State University does not condone or allow any of the above-mentioned conduct, whether engaged in by students, faculty or staff; by customers, vendors, or other non-employees, who conduct business with the University; or by campus visitors. In response to every complaint, Chicago State University will promptly investigate, take appropriate corrective and preventive actions to eliminate the offending conduct and prevent its reoccurrence, and address its discriminatory effects on the complainant and others, if appropriate. When appropriate, Chicago State University will impose disciplinary action.

B. **Attempt.** Chicago State University deems the attempt to commit any of the above-mentioned acts, assisting, or willfully encouraging others to engage in any such acts, as a violation of this policy and will impose disciplinary action, if appropriate.

C. **Consent.** In the context of sexual activity, if the initiator of such activity does not have a reasonable belief that the receiving party has consented, the initiator must
refrain from such activity. As such, Chicago State University holds the initiator of sexual activity responsible for knowing whether or not the other party is able or unable, for any reason, to give consent to the sexual act and for obtaining consent. There can be no consent provided by an individual who is (1) mentally incapacitated, (2) sleeping or unconscious, (3) a minor child, or (4) impaired or incapacitated by drugs or alcohol. Consent is not valid if obtained by force or threat of force.

D. **Retaliation.** Retaliation is any adverse action taken by any Chicago State University faculty, staff, or student body member against any individual on the basis of a report made by such individual, or on the basis of participation in an investigation, hearing, or inquiry by the University or any appropriate authority, or participation in a court proceeding relating to suspected wrongful conduct at the University.
   i. Retaliation includes but is not limited to harassment, threats of physical or other harm (i.e. blackmail), job termination, punitive work schedule or research assignments, decrease in pay or responsibilities, or negative impact on academic progress.
   ii. Chicago State University does not tolerate retaliation against anyone who in good faith brings complaints to the attention of the University or participates in investigations of such complaints and will deem any such retaliatory act, or attempt thereof, as a violation of this policy.

E. **Amnesty.** Any student who, in good faith, reports an alleged violation of this policy, will not receive disciplinary action for certain conduct that may be in violation of the CSU Student Code of Conduct, such as underage drinking at the time of the alleged violation, that may be revealed in the course of filing the report or investigation, so long as said conduct violation did not place the health or safety or any other person at risk.

F. **Interfering with Reporting.** Chicago State University considers interfering with or dissuading an individual from filing a good faith complaint a violation of this policy.

G. **False Reports and Statements.** It is a violation of this policy to knowingly bring false or malicious statements, or complaints of harassment or of retaliation. Anyone who knowingly brings false charges will be subject to disciplinary action. The action of an individual who brings forth a complaint regarding false reporting shall not be considered an act of retaliation. Malicious gossip about individuals with regard to harassment may irreparably affect the standing of a member of the University community and may be considered a violation of Chicago State University policies and codes.

H. **Recording Sexually Explicit Activity without Consent.** Recording or otherwise capturing sexually explicit activity of a member of the CSU community by another CSU community member without consent is deemed a violation of this policy.
I. **Disseminating Sexually Explicit Material without Consent.** Disseminating sexually explicit video recordings or photographs without consent of a member of the CSU community by another CSU community member without consent physically or digitally is deemed a violation of this policy.

J. **Harassment and Academic Freedom.** Chicago State University has a profound commitment to the free expression of ideas, including those that are controversial or unpopular. However, sexual harassment and other behaviors in violation of anti-discrimination laws are not legally protected forms of expression and may prevent some individuals from participating fully in the life of the academic community. Such behavior in violation of this Harassment Policy is not protected by law or the policies of the University.

K. **Education and Training.** Ongoing education regarding sexual harassment and misconduct and related CSU policies is mandated under Illinois law for all students and State employees. Chicago State University educates the employees through mandatory annual training and employee orientation. The University educates students about sexual misconduct through mandatory first-year orientation programs each fall, as well as mandatory annual training. The Title IX Coordinator and the Counseling Center Director offer sexual assault education and information programs to CSU students and employees upon request. Information about sexual misconduct education, bystander prevention programming, risk reduction, and CSU response is available through the CSU website, the Title IX Coordinator Office (ADM 318), and the Counseling Center (SUB 190).

IV. **SURVIVING SEXUAL MISCONDUCT**

If you have been subjected to sexual misconduct:

A. Get to a safe place and contact someone who can help you: a friend, colleague, Resident Assistant (RA), counselor, family member, CSU Police Department (773-995-2111), or the Chicago Police Department (911).

B. Do not change clothes, bathe, shower, eat or drink. These activities could destroy important physical evidence, if you decide to press legal charges.

C. Get medical attention at the CSU Wellness Center (ADM 131) (773-995-2010) or the emergency room of:

   **Roseland Community Hospital**
   45 West 111th Street
   Chicago, IL 60628

   **Trinity Hospital**
   2320 E. 93rd Street
   Chicago, IL 60617
D. If you wish to make a police report, contact CSU Police Department at (773) 995-2111 or the Chicago Police Department (911).

E. Contact the Chicago Domestic Violence Hotline (877) 863-6338; Chicago Rape Crisis Hotline (888) 293-2080; Rape Victim Advocates (312) 443-9603; Safe Horizon (800-621-HOPE (4673)); and/or the National Domestic Violence Hotline (800) 799-7233 for immediate crisis support.

1. If you are able, write down your account of the incident. Though difficult, this will be helpful if you choose to pursue action against the accused through the University process and/or the legal system.

V. RESPONDING TO MISCONDUCT

A. Independent Resolution. An individual may choose to communicate with an accused that their behavior is unwelcomed and must stop, however, the University will investigate and take appropriate action when complaints of harassment or misconduct are brought to its attention. An inappropriate situation will likely continue if it is not addressed or reported.

B. Making a Complaint. An employee or student may wish to make a complaint about harassment or sexual misconduct. Complaints may be informal or formal. Students, staff, and faculty members can file complaints with the Title IX Coordinator, Dean of Students, Academic Affairs, Human Resources, Ethics Office, or CSU police. Employees can also file a complaint against another employee with the Human Resources Department, Ethics Officer, Office of Executive the Illinois Inspector General, or the Illinois Department of Human Rights.

C. Pursue Legal Action. Legal action involves the complainant reporting the incident to the CSU or municipal Chicago Police Department. A police investigation usually follows. This option can be pursued simultaneously with or separate from any University resolution or disciplinary processes and University staff will help facilitate this reporting if requested by the complainant. The University will cooperate with legal investigations pursuant to local, state, and federal law. The complainant may decline to notify law enforcement authorities, including University police.

D. Personal Protection Orders. If Chicago State University is notified by a student or employee that they have secured a Personal Protective Order (PPO), order of protection, no contact order, restraining order or similar order (collectively referred to as Personal Protective Orders (PPOs)) pertaining to another student or employee, the University will make a good faith effort to reasonably respond to the conditions of the PPO. The Departments of Student Affairs and Human Resources in conjunction with the University Police will work with the appropriate individuals to develop a plan to meet the requirements of the PPO as fully as reasonably
possible. This might include plans for travel across campus, scheduled events, and the like. Information about the PPO and its conditions will be shared with others on campus, who needs to know of it to provide accommodations. If the complainant rescinds the PPO, they must follow the formal legal process for doing so before the University will change its accommodations. The presence of a PPO does not constitute a harassment complaint or put CSU on notice of harassment.

E. **Bystander Intervention.** Bystanders can help create an empowering climate free of interpersonal violence by diffusing problem behaviors before they escalate. Bystanders can help by noticing an incident, interpreting the incident as an emergency, assuming responsibility, and attempting to help (such as helping the person leave the situation, confronting a behavior, diffusing a situation, or calling others for support) while keeping their own safety or risk thereto in mind, as well as how their intervention could impact the victim of an unfolding incident.

F. **Risk Reduction.** Students and employees can minimize their risk of becoming targets of sexual misconduct by clearly communicating intentions, understanding and respecting personal boundaries, making personal limits known as early as possible, telling an aggressor “no” clearly and firmly, or asking someone for help. Students and employees can also minimize risk by recognizing warning signs of abusive behavior, such as extreme jealousy, constant put-downs, explosive temper, severe mood swings, preventing the other person from doing things, isolating the other person from family and friends, and calling/emailing/texting the other person too frequently or at odd hours to checkup on the person.

**NOTE:** Students and employees can minimize their risk of being accused of sexual misconduct by not making assumptions about consent or not taking advantage of their authority over another person, or of the impaired or incapacitated state of another person.
VI. REPORTING MISCONDUCT

Chicago State University encourages students and employees to report harassment and any form of sexual misconduct immediately. **Note that most employees are required to report sexual harassment or misconduct under Title IX as soon as they become aware of an incident or behavior having taken place.**

A. **Who Must Report.** Under Title IX, all Chicago State University employees (faculty and staff) are required to report any instances of sexual harassment and/or misconduct observed or of which is learned to the Title IX Coordinator immediately, even if the individuals involved do not report it.
   i. Failure to report may subject an employee to disciplinary action. **Exempt CSU employees are:** licensed mental health counselors employed by the University to provide counseling services in the Counseling Center, and the CSU Chaplain.
   ii. If a faculty or staff member has reason to believe that a student is about to disclose a reportable incident, said faculty or staff member should alert the student of the mandatory reporting responsibility while encouraging the student to proceed with the disclosure.

B. **What to Report.** Employees must report everything they know as soon as they know it. This includes but is not limited to the name of the complainant, the name of the respondent, dates, times, and specifics of the incident.

C. **To Whom to Report.** Concerns about conduct that may violate this policy should be reported to the Title IX Coordinator (773) 995-2462, Human Resources Office (773) 995-2040; Dean of Students Office (773) 995-3973; or Academic Affairs (773) 995-2402.

D. **Confidentiality vs. Privacy.** Chicago State University is committed to respect the privacy of all parties involved. Some level of disclosure, however, may be necessary to ensure a complete and fair investigation, although the University will comply with requests for confidentiality to the extent possible. No promise of non-action or anonymity can be made once a complaint has been reported. Chicago State University has a legal duty to conduct an investigation. Information will be released on a need-to-know basis. Within these constraints, all parties involved are requested to maintain confidentiality and respect privacy. Publicly available records will be kept without including identifying information about the complainant to the extent permissible by law. Students may speak confidentially to licensed mental health counselors employed by CSU to provide counseling services in the Counseling Center as well as to the CSU Chaplain. These resources provide students who may be interested in bringing a complaint of sexual misconduct or harassment with a confidential place to discuss their concerns.

E. **Anonymous Reporting.** Anonymous reports may be made at [https://www.csu.edu/legalcounsel/titleIX.htm](https://www.csu.edu/legalcounsel/titleIX.htm) or by calling a voicemail-answering
24-hour hotline (773) 821-2882 however, the more information CSU has about sexual harassment or misconduct, the better it can prevent and redress it. The University may be limited in its investigation if it does not have information specific to a complaint.

F. **Amnesty/Statement on alcohol and drug use.** Chicago State University strongly encourages students to report incidents violating this policy, therefore, students who act responsibly by reporting to the appropriate authority information about conduct violating this policy typically will not face disciplinary action for their own drug or alcohol possession or consumption in connection with the reported incident, so long as said conduct violation did not place the health or safety or any other person at risk.

**VII. COMPLAINT RESOLUTION PROCEDURE**

Chicago State University’s Complaint Resolution Procedure can be found here. Regardless of the department with which the complaint is filed and regardless of whether the parties involved are students, faculty, or staff, any sexual harassment and/or misconduct complaint will be investigated by the Title IX Coordinator. At the conclusion of the investigation, the investigation and recommended findings are referred to the Title IX Review Panel for adjudication if the Respondent is a student. If the Respondent is a faculty member, the investigation and recommended findings are referred to the Office of the Provost. If the Respondent is a non-faculty employee, the investigation and recommended findings are referred to Human Resources for further steps or potential sanctions, if deemed necessary.

Alternative resolution mechanisms are available, except for cases in which the allegation is sexual assault. For these alternative resolution mechanisms, both parties have to agree to employ it. Note that electing an alternative resolution mechanism is not mandated, is contingent on the severity (or lack thereof) of the alleged conduct and can be terminated by the Complainant at any time.

**VIII. TITLE IX INVESTIGATION**

**The Title IX Coordinator:**

- promotes the creation of policies, procedures, and notifications designed to ensure the compliance of the University with Title IX;
- periodically reviews and assesses University policies and proposed modifications that relate to Title IX compliance, making recommendations for compliance as needed;
- serves as a resource for University students, faculty, and staff when they see a policy or process related to Title IX that is not being properly administered;
- reviews cases involving Title IX issues during University investigative and disciplinary processes and makes recommendations if it is believed these processes have not been properly administered;
- answers questions and provides guidance about Title IX compliance and the related policies and procedures of the University;
serves as a liaison to the Federal and State agencies that enforce Title IX;
helps ensure the campus community and University employees with Title IX compliance responsibilities are adequately trained and educated; and
monitors all other aspects of the University to ensure Title IX compliance.

**Chicago State University's Title IX Coordinator is:**
Carla Madeleine Kupe-Arion, Esq.
Associate General Counsel & Title IX Coordinator
Office of Labor & Legal Affairs
ckupe@csu.edu
(773) 995-2462

A. **Process.** The first step of a Title IX Complaint Investigation is to gather information about the complaint. This usually involves interviewing the Complainant, as well as collecting all information, including documentation and names of witnesses, if any. Complainants are strongly encouraged to share all information they have regarding the matter. After the investigator understands the nature and scope of the complaint, the Respondent is asked about the allegations and given a full and fair opportunity to respond. The Respondent is also asked to provide any documentation and identify witnesses relevant to the complaint. The Complainant is not present during the Respondent interview and vice versa. After the interview of the Respondent, the investigator will interview witnesses identified by the parties and other persons with relevant knowledge the parties may not have identified. The investigator reserves the right not to interview witnesses identified by the parties if there is reason to believe that they do not possess relevant knowledge in regards to the complaint. The investigator may also re-interview the Parties, for clarification purposes.

B. **Interim Measures.** The Title IX coordinator is charged with determining and implementing interim measures, where appropriate. Such measures may include (1) on-campus housing accommodations, (2) academic accommodations, (3) extracurricular or athletic accommodations, (4) University employment accommodations, (5) security escort services, (6) no contact orders, (7) assistance obtaining a court order of protection, and (8) appointment of a support advocate. Failure to comply with interim measures imposed by the University is a violation of this policy. Interim measures can be requested by both the Complainant and the Respondent. The Parties will be instructed to not have any direct or indirect conduct with each other until the investigation has been concluded.

C. **Document/Evidence Collection.** The investigator will collect and review documentation that the investigator deems relevant to the complaint from the Complainant, Respondent, and, when available and where appropriate, any witnesses. The investigator may also contact the Complainant and Respondent with additional questions or to request additional information.
D. **Report Review.** The investigator will draft a written investigation report summarizing all interviews and evidence submitted, a credibility assessment, as well as a recommended finding, which is not a final decision. The Complainant and Respondent will both be provided with a copy of said interim report. To ensure accuracy, both the Complainant and Respondent are given the opportunity to provide comments to clarify their respective statements. The investigator then reviews any clarifying comments by either of the parties, if any, and determines whether the report should reflect those comments.

E. **Investigation Closure & Referral.** After the report is finalized, the investigation and recommended findings are referred to the Title IX Review Panel for adjudication, if the Respondent is a student. If the Respondent is a faculty member, the investigation is referred to the Office of Academic Affairs. If the Respondent is a non-faculty employee, the investigation and recommended findings are referred to Human Resources, for further steps or potential sanctions, if deemed necessary.

F. **Appeal.** After a final decision has been rendered, both parties have the right to appeal the decision. If the Respondent is a student, the appeal will be heard by the Dean of Students Affairs via hearing panel. If the Respondent is a faculty or employee, the respective grievance processes will be used.

**IX. EDUCATION & TRAINING**

A. **Annual Communication of Policy** - Pursuant to 110 ILCS 155/30(b), Chicago State University shall, at the beginning of each academic year, provide each student with an electronic copy or hard copy of the CSU Harassment, Sexual Harassment, and Sexual Misconduct Policy and Procedure and related protocols.

B. **Mandatory Annual Title IX and Sexual Violence Education Student Body Training** - Pursuant to 110 ILCS 155/30(b), Chicago State University students must participate in annual Title IX and sexual violence primary prevention and awareness training.

C. **Mandatory Annual Title IX and Sexual Violence Education Training** - Pursuant to 110 ILCS 155/30(c), all Chicago State University employees, including all faculty and staff, the Title IX Coordinator, police department, and any employee who may be involved in the receipt of a student report of an alleged incident of sexual misconduct, in the referral or provision of services to the sexual misconduct survivor, or any institutional complaint resolution procedure that results from an alleged incident, must participate in an annual survivor-centered and trauma-informed response training.
X. **TITLE IX COORDINATOR AUTHORITY**

A. Title IX Coordinator or designee resolves any question of interpretation or application of this policy.

B. The IX Coordinator shall review the Chicago State University Policy on Sexual Harassment and Sexual Misconduct annually to ensure compliance with local, State, and Federal laws.

C. The President gives the Title IX Coordinator the discretionary authority to periodically review and, where appropriate, amend this policy to ensure continuous compliance with State and Federal law.

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**THINGS TO KNOW ABOUT TITLE IX**

1. It prohibits sex discrimination in education
2. Schools must have established procedures to help victims
3. It applies to both genders
4. Schools must be proactive to create a campus free of sexual discrimination
The Clery Act regulation “Campus Security Authority” is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A member of a campus police department or a campus security department of an institution.

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into the institutional property).

- Any individual or organization specified in an institution statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

For example, a dean of students who oversees student housing, a student center or student extracurricular activities has significant responsibility for student and campus activities. Similarly, a director of athletics, a team coach and a faculty advisor to a student group also have significant responsibility for these activities. Students may, in some cases, be considered campus security authorities (e.g., resident advisors/assistants, students who monitor access to dormitories).

Examples of individuals who would not meet the criteria for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff and cafeteria staff. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students is unlikely to have significant responsibility for student and campus activity.

The function of a campus security authority is to report to the appropriate law enforcement personnel, either campus police or local police, or to an official or office designated by the institution, those allegations of Clery Act crimes that he or she concludes are made in good faith. (See Chapter 3 for an explanation of “good faith.”) A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.
The campus security authorities play an important role in the Clery Act compliance.

Certain individuals who have significant responsibility for student and campus activities are exempted from disclosing information:

- **Pastoral counselor.** A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

- **Professional counselor.** A person whose official responsibilities include providing mental health counseling to members of the University community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors. This means that a dean of students who has a professional counselor license, but is employed by the institution only as a dean and not as a counselor, is not exempt from reporting.

An individual who is not yet licensed or certified as a counselor, but is acting in that role under the supervision of an individual, who meets the definition of a counselor, is considered to be a counselor for the purposes of the Clery Act. An example would be a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the institution.

**Crimes that should be reported are:**

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking
Reportable Crimes and Definitions  
(Clery Act Defined)

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

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

**Robbery:**  
The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

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

**Motor Vehicle Theft:**  
The theft or attempted theft of a motor vehicle.

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

**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. Dating violence occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical abuse or threat of such abuse. The existence of a relationship of a romantic or intimate nature with the victim shall be determined based on a consideration of the following factors; the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.
Domestic Battery (Violence):  (720 ILCS 5/12-3.2)
A person commits domestic battery if knowingly and without legal justification by any means:

1. Causes bodily harm to any family or household member
2. Makes physical contact of an insulting or provoking nature with any family or household member

A felony or misdemeanor crime of violence committed by:

1. A person with whom the victim shares (or allegedly shares) a child in common
2. A person who is cohabitating with or had cohabitated with the victim a spouse or intimate partner.
3. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
4. Any person against an adult or youth victim who is protected from the acts of that person under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking:  (720 ILCS 5/12-7.3)
A person commits stalking when the individual knowingly engages in a course of conduct (two or more acts) directed at a specific person and the individual knows or should know that this course of conduct would cause a reasonable person to:

1. Fear for his or her safety or the safety of a third person
2. Suffer other emotional distress
# CAMPUS SECURITY AUTHORITY CRIME REPORT FORM

<table>
<thead>
<tr>
<th>CSA __________________________</th>
<th>Print Name</th>
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<td>Date MM / DD / YYYY</td>
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## Crime reported by: _________________________________________________ Phone Number (______) _______/_______

## Classification (see definition below): ________________________________ Date incident occurred MM / DD / YYYY

## Location of Incident (building name or address):

________________________________________________________________________
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## Brief description of the incident:

________________________________________________________________________
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Check the appropriate answer to the following questions:

- Did the crime occur in a building or on the street? Building: ________ Street: ________
- Did the crime occur on school owned, controlled, or leased property? Yes: ________ No: ________
- Did the crime occur at a University-sponsored activity or event? Yes: ________ No: ________

Please forward this completed form to:

Captain James Maddox
O&M Building Room 217
jmaddo21@csu.edu
Sex Offenses - Forcible

Any sexual act directed against another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

A. **Forcible Rape**
The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. **Forcible Sodomy**
Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. **Sexual Assault with an Object**
The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. **Forcible Fondling**
The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses - Non-Forcible

Unlawful, non-forcible sexual intercourse.

A. **Incest**
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. **Statutory Rape**
Non-forcible sexual intercourse with a person who is under the statutory age of consent.
CAMPUS SECURITY AUTHORITY SEX OFFENSE REPORT FORM

CSA ________________________  Print Name

Date ______/______/______

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Crime reported by: _______________________________________________  Phone Number (______) _______/_______

Classification (see definition below): ________________________________  Date incident occurred ______/______/______

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Location of Incident (building name or address): ________________________________

Brief description of the incident: __________________________________________________________________________
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Check the appropriate answer to the following questions:

Did the crime occur in a building or on the street?                                            Building: _______  Street: _______

Did the crime occur on school owned, controlled, or leased property?  Yes: _______  No: _______

Did the crime occur at a University-sponsored activity or event?  Yes: _______  No: _______

Please forward this completed form to:  Captain James Maddox
                                          O&M Building Room 217
                                          jmaddo21@csu.edu
REFERRALS FOR DISCIPLINARY ACTION

Weapons (Carrying, Possession, etc.);
Drug Abuse Violations; and Liquor Law Violations

Weapons: Carrying, Possessing, etc.
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug Abuse Violations:
The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Liquor Law Violation:
The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (not including driving under the influence), and drunkenness.
HATE CRIMES
Definitions

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

CSU reports statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications; murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

Larceny-Theft:
The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive Possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over an object.

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

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

Destruction/Damage/Vandalism of Property:
To willfully or maliciously destroy damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity/national origin, or disability the victim. If you have any questions regarding reporting obligations, please contact Chief of Police, the Provost or General Counsel of the University.
MISSING STUDENT POLICY

The purpose of this policy is to establish procedures for Chicago State University response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in Residence Hall. For purposes of this policy, a student may be considered to be a “missing student” if the absence of the student is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the welfare of the student.

I. Procedures for designation of confidential emergency contact information

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. The designated individual or individuals will remain in effect until changed or revoked by the student. This information will be maintained confidentially and will be available only to the Chicago State University Police, University Provost, or his or her designee.

In the event a student who is under the age of 18, is not emancipated, and is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian, in addition to the designated contact identified by the student, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing students

A. Any individual on campus who has information that a residential student may be a missing, please notify CSU PD as soon as possible and in no event no later than 24 hours after determining that the student is missing.

B. CSU PD will gather all essential information about the residential student from the reporting person and from the acquaintances of the student (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

i. CSU PD will aid in the investigation and/or take charge of the investigation, and if necessary include additional Law Enforcement Agencies.
ii. The University Provost will notify the emergency contact (for students 18 and over) or the emergency contact and the parent/guardian (for students under the age of 18) that the student is believed to be missing.

III. Campus communications about missing students

In cases involving missing students, the Chicago State University Chief of Police will provide information to the media that is designed to elicit public assistance in the search for a missing student. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student, shall be referred to the Chicago State University Police Department (CSU PD) immediately.

**Note:** In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. CSU PD will assist external authorities with the investigation as requested.
SHUTTLE SERVICE

Chicago State University provides free shuttle service operating from the campus main entrance, various key locations throughout the campus, and to and from the CTA Redline L Station. The safety and security of the Chicago State University students, faculty, and staff are most important, therefore the University Police Department, in collaboration with PACE Suburban Bus Systems have developed a shuttle program for campus transportation. The Shuttle Service operates three (3) PACE vehicles: two (2) 12 passenger buses and one six (6) passenger van, which are light gray in color with blue trim along the bumper and identified with the Chicago State University logo on both sides and the rear of the vehicles. Shuttle Service inquiries; call 773-821-2784 or ext. 12784.

Shuttle stops:

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>Campus - Main Entrance</td>
<td>95th &amp; St. Lawrence Avenue</td>
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<tr>
<td></td>
<td>Gwendolyn Brooks New Academic Library (NAL)</td>
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<tr>
<td>CTA Redline “L” Station</td>
<td>95th &amp; State Street</td>
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<td>Pickup/drop-off location:</td>
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<td>Northwest corner of front entrance of 95th Redline Station at the PACE</td>
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<td>Paratransit Sign</td>
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<td>Campus – Residence Hall/Student Union Building</td>
<td>Student Residence Hall (RH)</td>
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<td>Cordell Reed Student Union (CRSU or SUB)</td>
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<tr>
<td>Campus – CSU College Row</td>
<td>College of Education (ED)</td>
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<td>College of Business Health Science (BHS)</td>
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<td>Harold Washington Hall (HWH)</td>
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<td>William Science Center (SCI or WmSCI)</td>
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<td>Douglas Hall (DH)</td>
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<td>Cook Administration (ADM)</td>
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<td>Jacoby Dickens Center (JDC)</td>
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<td>Jones Convocation Center (JCC)</td>
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### Hours of operations:

Monday through Friday, 7:00 a.m. until 10 p.m.

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<tr>
<th>CTA Redline “L” Station</th>
<th>Campus Main Entrance</th>
<th>Residence Hall/ Student Union Building</th>
<th>CSU College Row (B-7 Parking Lot)</th>
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# CRIMINAL OFFENSES

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<thead>
<tr>
<th>Criminal Offenses – On Campus¹</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Criminal Offenses – Residence Hall²</th>
<th>2015</th>
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<tbody>
<tr>
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¹ On Campus
² Residence Hall
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<tr>
<th>Criminal Offenses – Public Property</th>
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<th>2017</th>
<th>Criminal Offenses – Non-Campus Property</th>
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<th>2017</th>
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CHICAGO STATE UNIVERSITY
“JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS STATISTICS ACT”
ARREST & JUDICIAL REFERRALS

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<table>
<thead>
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<th>FIRES</th>
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<th>Fires – Residence Hall</th>
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<th>2017</th>
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These statistics are presented for the use of students, faculty, staff and prospective students under the requirements of the Student Right-to-Know and Campus Security Act (Public Act Law 101-542), Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act {20 U.S.C. 10929f}). The Chicago State University Police Department is proud to report the annual crime statistics as a record reflective of our successes in supporting the community. We are also proud of the fact that we have been reporting these statistics voluntarily for many years prior to the requirements set forth in the Campus Security Act of 1990.

1- **On-Campus** – is defined as all property owned and controlled by CSU/ this does not include Residence Hall.
2- **Residence Hall** – only include the one residence.
3- **Public Property** – is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are immediately adjacent to and accessible from the campus.
4- **Non-Campus Property** – is defined as any building or property that is owned or controlled by CSU that is frequently used by students, and is not within the reasonably contiguous geographic area of the institution.
5- **Arrest** – is defined as persons processed by arrest, citation or summons, “J” = Judicial Referrals.
6- **Fires**- only include the one residence.
**HATE CRIMES**

There were no reported hate crimes for the years 2015, 2016, or 2017.
EMERGENCY CODE BLUE PHONES

The Emergency Code Blue Phone is a safety device provided by the university. There are seven (7) code blue phones placed in readily available areas on campus for easy accessibility. Each code blue phone has a red emergency button, that when pressed, will automatically dial the police dispatcher, who will dispatch a police officer to the activated phone to assist you. Code Blue Phones have a blue strobe light on the top of a 12.75 diameter, 9’ ½ green pedestal with the word “EMERGENCY” in white letters.

All emergency phones are tested for functionality on a regular basis, however, in the unlikely event there is an emergency phone malfunction, please contact the CSU Police Department at (773) 995-2113 to report the need for repairs.

LOCATIONS

<table>
<thead>
<tr>
<th>#1</th>
<th>99th CSU Drive</th>
<th>#5</th>
<th>95th Street Wooded Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2</td>
<td>B-10 Parking Lot</td>
<td>#6</td>
<td>95th St. Lawrence (Bus Turn-Around)</td>
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<tr>
<td>#3</td>
<td>B-5 Parking Lot</td>
<td>#7</td>
<td>RUC / Metra Walkway</td>
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<tr>
<td>#4</td>
<td>97th Street Walkway</td>
<td>#8</td>
<td>96th Street Walkway</td>
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</table>
There are also emergency phones on the following buildings:

**Education** - South side entrance

**Business and Health Sciences** – West side entrance

**Harold Washington Hall** – South side entrance

**Douglas Hall** – South side entrance

**Cook Administration Building** – North side entrance
There are two Non-Campus Buildings located at 9601 South Cottage Grove and 9611 South Cottage Grove.

Please help the University Police make our campus safe by helping us help you. Share your concerns, observations and questions with the department at (773) 995-2113.
BE SAFE

CSU Crime Statistics can be found on the CSU website at the Police Department’s home page. Individuals can request a copy of this report by submitting a written request to the University Police, O&M –107.

http://www.csu.edu/csupolice

This document was created by Det. Eugene Heffner III (CSU PD)

This document was submitted by Capt. James Maddox (CSU PD)