



2015 ANNUAL SECURITY AND  
FIRE SAFETY REPORT

---

**KNOX COLLEGE**

Revised January 15, 2016

# TABLE OF CONTENTS

<b>Message from the Director</b> .....	3
<b>About the Department</b> .....	3
Department Authority .....	3
Department Services .....	4
Safety & Education Programs .....	4
Parking Information .....	5
Bicycle Information .....	7
Access to Campus Facilities .....	7
Keys .....	7
Video Network .....	7
Safety Resources Online .....	7
Crime Safety Tips .....	8
<b>Reporting Incidents</b> .....	8
Reporting Procedures .....	8
Emergency Telephones .....	9
Missing Persons .....	10
Campus Response to Emergencies .....	10
<b>Community Notifications</b> .....	11
Timely Warning .....	11
Emergency Alerts .....	11
Annual Testing .....	11
Severe Weather .....	11
Snow Emergency .....	12
Weather Call System .....	12
Knox Alert Sign-Up .....	12
<b>Sex Offender Registration</b> .....	13
<b>Clery Crime Reports &amp; Definitions</b> .....	14
Definition of Crimes .....	14
Sex Offenses-Forcible .....	14
Sex Offenses-Nonforcible .....	15
Hate Crimes .....	15
Daily Crime Log .....	15
Knox College Campus Crime Statistics 2012-2014 .....	16
Knox College Campus Hate Crime Statistics 2012-2014 .....	17
<b>Violence Against Women</b>	
<b>Reauthorization Act of 2013 (VAWA) Updates</b> .....	18
Our Commitment .....	18
Prohibition against Retaliation .....	18
Policy and Definitions .....	18
Policy Against Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Interpersonal Violence and Stalking .....	18
Investigation and Resolution Procedures for Allegations of Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Interpersonal Violence and Stalking .....	20
Title IX Coordinator .....	27
<b>Annual Fire Safety Report</b> .....	28
Clery Fire Definitions .....	28
Fire Safety Policies .....	28
To Report a Fire .....	29
Fire Drills .....	29
Residential Evacuation Procedures .....	29
Residential Fire Safety Systems .....	30
Fire Safety Education and Training .....	31
Fire Logs .....	31
Future Improvements .....	31
Knox College Campus Fire Statistics 2014 .....	31
<b>Appendix A, State of Illinois Crime Definitions</b> .....	35



# 2015 ANNUAL SECURITY AND FIRE SAFETY REPORT

## MESSAGE FROM THE DIRECTOR

Thank you for reviewing the 2015 Knox College Annual Security and Fire Safety Report. Knox College publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime and Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Clery Act by, among other things, requiring certain policy statements and reporting regarding crimes of domestic violence, dating violence, and stalking. The Knox College Department of Campus Safety cooperates with numerous other College departments, including the Title IX Coordinator, the various offices within the Office of Student Development, Facilities Services, and Athletics, as well as other campus security authorities and local emergency services agencies to compile the necessary information for this report.

The Annual Security and Fire Safety Report provides information required by the Clery Act which includes, but is not limited to, an overview of law enforcement relationships with the Department of Campus Safety, various crime and fire safety policies/procedures, emergency response/notification procedures, and protocols for missing persons. The report also focuses on Knox College policies, procedures, resources, and educational programs specifically relating to domestic violence, dating violence, sexual assault, and stalking. Finally, the report provides definitions and statistics for the previous three years regarding those incidents of crimes that have occurred on the Knox campus, in certain off campus buildings or property owned or controlled by Knox College, and on public property within, or immediately adjacent to and accessible from the campus.

The survey statistical reports in this report are presented in three sections: The Knox College Campus Crime Report (Chart #1), the Knox College Annual Hate Crime Report (Chart #2), and the Knox College Fire Safety Report (Charts #3a, 3b, and 3c). Copies are also available at the Campus Safety office (368 South Prairie Street, Galesburg, IL) without charge. Community members are encouraged to review this report and contact this office at 309-341-7255 or [mawelker@knox.edu](mailto:mawelker@knox.edu) with any questions regarding any of the information contained within the reports.

Sincerely,

Mark Welker  
Director of Campus Safety  
[www.knox.edu/campussafety](http://www.knox.edu/campussafety)

## ABOUT THE DEPARTMENT

The Department of Campus Safety is responsible for maintaining compliance with federal, state, and local laws, as well as College policies and procedures, by all members of the Knox community. Campus Safety officers are not sworn Illinois police officers and, as a result, do not have arrest powers. Campus Safety maintains a cooperative working relationship with the Galesburg Police Department, as well as county, state, and federal law enforcement agencies in all matters of mutual concern.

The Galesburg Police and Fire Departments are located in the Public Safety Building, 150 West Tompkins Street, just one block north of the Knox campus. These agencies respond promptly when their assistance has been requested for emergency and non-emergency circumstances. Campus safety officers have been trained and are authorized to provide reasonable assistance, provided such assistance can be given without endangering the officer or others involved in the incident pending the arrival of emergency services personnel.

### Report a Crime or for Assistance with a Safety Issue

Campus Safety Duty Officer: 309-341-7979

Anonymous Report: Anonymous online report form  
([www.knox.edu/anonymous-report-form](http://www.knox.edu/anonymous-report-form))

Sexual Assault: What to do when you or a friend is a victim  
([www.knox.edu/daretocare](http://www.knox.edu/daretocare))

**Safety Services.** Campus Safety manages many aspects of campus access and safety policies.

- Parking: Rules on parking, parking permits, special needs, and visitor access.
- Keys: How to obtain or replace keys and campus building access.
- Lockout: Procedures for when you're locked out.
- Campus Escort: Call for after-hours assistance.

**Safety Resources.** Tips and college resources to help you stay safe on campus.

- Safety Programs: Educational resources, property engraving, and safety whistles for self-defense.
- Resources & Links: Safety tips and links to external resources.
- Campus Alert notifications: Update your personal contact info.

## DEPARTMENT AUTHORITY

The Department of Campus Safety provides protection and services to the Knox community by foot and vehicular patrols 24-hours a day, 365 days per-year. Campus Safety officers have been tasked to make every effort to ensure compliance with federal, state, and local laws, as well as Knox College policies and procedures, as outlined within the Student Handbook. ([www.knox.edu/offices/student-development/student-handbook](http://www.knox.edu/offices/student-development/student-handbook))

Campus Safety officers are not sworn police officers with arrest authority. The department does not have an official written Memorandum of Understanding (MOU) with the Galesburg Police Department; however, Campus Safety maintains a strong and cooperative working relationship with the Galesburg Police Department, as well as county, state, and federal law enforcement authorities and other area emergency service providers to assist with those efforts.

## DEPARTMENT SERVICES

Campus Safety seeks to provide the best possible level of service for Knox community members and visitors to the campus. In addition to providing the services listed below, the “official” services provided by members of the department have been outlined as follows:

- Daily security patrols;
- Room reservation coordination;
- Classroom and laboratory access;
- Medical and special needs assistance;
- Increased safety presence at all special and sporting events;
- Assisting students with everything from an unscheduled rocket launch (to remain compliant with local fire department regulations) to insight into the operation of local government;
- Suggestions regarding the best locations to take friends and relatives for the best in local foods and places to visit.

Students are encouraged to share any insight regarding the manner and type of current departmental services, the manner in which they may be delivered, as well as the need for additional services.

**Escort Services.** Campus Safety officers are available 24-hours-a-day to provide escorts to and from any location on the Knox campus by calling 309-341-7979. Please be patient after making the escort call request, as officers may have been assigned to other calls which may be of a higher priority (such as fire alarms and requests for medical assistance). All escorts provided will be a “walking” escort; transportation in a campus safety vehicle cannot be routinely provided.

**Identification Cards.** Students are issued a Knox College identification card. In the event that an identification card has been lost or stolen, the loss should be reported to Campus Safety in a timely manner. Officers will assist with the return of lost cards whenever possible. Note: As outlined within the Student Handbook, students are expected to carry their student identification cards at all times and present the card when asked for identification by a College official.

**Jump Starts.** Officers will assist stranded motorists on the Knox campus. Generally, officers can provide a jumpstart for vehicles that do not start. It should be noted, however, that the sensitive electronics in newer vehicles may discourage the use of the service. In the event that the officers cannot provide the service, every effort will be made to assist the motorist to locate a local service provider that may safely provide the service.

**Keys Locked in Vehicles.** If keys have been inadvertently locked in a vehicle, a campus safety officer will assist in locating a local service provider that will remove keys from a locked vehicle.

**Locked Out–Residences.** If keys have been inadvertently locked in a dorm room or residence, a campus public safety officer will respond to a call (309-341-7979) for lock-out assistance. Every effort should be made to avoid lock-out requests, but in the event that they are required, each student has been granted two unlock assists without charge per academic year. A \$10 fee has been established by the Business Office for the third and fourth lock-outs. For a fifth (and each subsequent lock-out), a \$50 fee has been established and will be direct billed to student accounts by the Business Office.

## SAFETY & EDUCATION PROGRAMS

**Safety Awareness.** During new student orientation in September, students are informed of services provided by the Department of Campus Safety. The department, in cooperation with the Office of Student Development and Title IX Coordinator, discusses crime on and off the Knox campus.

**Travel Safety.** Students preparing to participate in a study abroad program are also provided an expanded presentation similar to the information discussed at the student orientation program but with an emphasis on issues that may confront the student while in a different city or country. Students may also contact Campus Safety individually to discuss concerns regarding safety matters in specific areas.

**Whistle Program.** This program provides a high-quality brass whistle to students and employees. Those participating in the program are asked to carry their whistles with them at all times and to blow the whistle if there may be a threat to themselves or another. Persons who hear the whistle are instructed to go to the nearest emergency telephone and call Campus Safety and/or 911. Persons using the whistle under any conditions other than those specified above will be referred to the Office of Student Development for potential disciplinary action.

**Alcohol & Drug Awareness.** The Department of Campus Safety, in cooperation with the Office of Student Development, will provide programmatic initiatives in order to reduce the consumption of alcohol and other drugs by Knox students. Both departments participate in local educational programs that are designed to assist with the development of excessive use/anti-abuse efforts by persons in the Galesburg and Knox communities. On-campus programs include training residential advisors (RAs) in alcohol and other drug prevention efforts. RAs provide educational programming to first-year students in an attempt to educate students on the health risks associated with such consumption. Alcohol education is also a key part of new student orientation during fall term.

**Sexual Assault Prevention.** Sexual assaults continue to be a serious concern facing college campuses today. This crime is underreported; therefore, the number of incidents may be higher than officially noted. To underscore this concern of the Knox campus, the College offers programs dealing with issues relating to sexual assault prevention. During new student orientation, the Office of Student Development sponsors a program that combines interactive theatre with issues of sexual assault and alcohol abuse. The Department of Campus Safety, in cooperation with the Office of Student Development and the Title IX coordinator, has and will continue to provide primary and ongoing prevention and awareness programs dealing with the issues of sexual discrimination, including sexual harassment, sexual misconduct—including sexual assault—dating and domestic (interpersonal) violence, and stalking, as well as other forcible and non-forcible sex offenses and healthy relationships.

**Self Defense.** The Department of Campus Safety presents a Self-Defense Awareness and Familiarization Exchange (S.A.F.E) program upon request. The three-hour awareness program was developed by the National Self Defense Institute Inc. of Miami, Florida. The S.A.F.E program is recognized by the Rape Aggression Defense (RAD) System as a less time restrictive program, which demonstrates and uses many of the same defensive maneuvers as the RAD class.

**Special Programs.** Crime prevention and personal safety programs are available throughout the academic year and may be independently designed to address a specific need or concern. The programs may address a wide range of topics, including, but not limited to: crime prevention awareness, sexual assault and abuse, drug and alcohol abuse, date rape drug awareness, and theft prevention. Students are encouraged to contact the director of campus safety at 309-341-7255 to discuss the development of specialized programs.

## PARKING INFORMATION

Campus Safety is responsible for the registration of motor vehicles that park on College property, for the issuing of parking permits, and for the enforcement of parking regulations. The Business Office ([www.knox.edu/offices/business-office](http://www.knox.edu/offices/business-office)) is responsible for the collection of parking fines. "Motor vehicle" refers to any motorized conveyance as described by the Vehicles Law of Illinois. The term includes cars, trucks, campers, motorcycles, and motor scooters.

The College cannot be responsible for the safety or protection of motor vehicles, or their contents, while parked on College property or on city streets. View the campus parking map at [http://www.knox.edu/documents/pdfs/parking\\_application.pdf](http://www.knox.edu/documents/pdfs/parking_application.pdf).

**The Parking Privilege.** The parking system is designed to administer and protect the parking privileges of registered permit holders. Eligibility is restricted to faculty, students, staff, and sponsored visitors.

Vehicles not displaying a valid parking permit or decal may be subject to towing unless special arrangements have been made with Campus Safety. While the parking privilege for permit holders can be protected (through enforcement of rules), it cannot be guaranteed. The College reserves the right to suspend parking privileges for cause at any time.

From time to time, special meetings and situations may demand use of certain College parking lots or spaces (e.g., meetings of the Trustees, Commencement, construction, snow removal, etc.). Notice of such events will be given whenever possible to reduce inconvenience to regular users of such lots. By signing an application for parking (or acknowledging acceptance via website), each person who applies for parking privileges agrees that neither Knox College nor any of its officers or employees is responsible for injury to persons nor for the theft of, or damage to, vehicles or their contents, while parked on College property. Each person agrees to follow the parking regulations of Knox College when utilizing the parking available on campus.

Vehicles must be operated in a prudent manner relative to conditions of the road or lot, weather, time of day, etc., while on College property. Responsibility for any liability resulting from the location or operation of a motor vehicle on College property rests with the operator or owner and not with the College. The person who registers a vehicle is responsible for assuring that the vehicle, regardless of who drives it, is driven and parked in accordance with these regulations.

**Parking Permits.** All persons who wish to park a motor vehicle on College property should complete a parking application or verification form and return it to Campus Safety. Forms are available at Campus Safety or online at [www.knox.edu/documents/pdfs/parking\\_application.pdf](http://www.knox.edu/documents/pdfs/parking_application.pdf).

Application should be made within 24 hours of bringing a motor vehicle to campus.

**Issuance of Parking Permits.** Parking permits will be issued from the Campus Safety office 24-hours-a-day, as well as during new student registration.

**Display of Parking Permits.** The parking permit identification is a window decal. It should be placed inside the upper corner of the driver's side windshield. Displaying the permit anywhere else on the vehicle may result in its being overlooked by Campus Safety officers and potential ticketing of the vehicle. A vehicle should not be considered registered until the permit is displayed, even if an application is on file. The decal should be permanently affixed to the window.

**Notification of Change in Vehicle.** Persons who change the vehicles, either temporarily or permanently, should register that new vehicle within 24 hours at the Campus Safety office. A new parking decal (either permanent or temporary) will be issued.

**Special Parking.** Special needs parking is reserved for individuals who have a particular need, based on their work or physical condition. There is handicapped parking available in most parking areas. These spaces include both the parking space and the adjacent unloading space, which is generally marked with painted diagonal lines. The handicapped parking sign is mounted in the center of both spaces. Illegal parking in either portion of the handicapped space may result in ticketing and/or towing. There are also several spaces reserved for service vehicles as well as two 30-minute parking spaces south of Seymour Library on W. Berrien Street.

Special events parking, conference parking, and all of the temporary parking requirements of the College must be scheduled and approved through the Campus Safety office by the College sponsor or host.

Parking for prospective students and parents who are visiting the Office of Admission in Alumni Hall is specially reserved in the parking lot on South Cedar Street (near Williston Hall) and in the Cherry Street parking lot. These areas are reserved on weekdays from 8:00 a.m. until 5:00 p.m. and on Saturdays from 8:00 a.m. until noon. Knox community members are encouraged to respect the visitor only parking restriction. Community members who may violate visitor only parking restriction remain subject to a citation for the violation.

**Visitor Parking.** Parking arrangements for guests and visitors to the campus are the responsibility of the College sponsor or host. Visitors may be directed to use the first row of spaces in the Cherry Street lot or to the spaces reserved for visitors at Ford Center for the Fine Arts (CFA) circle. Otherwise, visitors should be encouraged to use on-street city parking or should be directed to use the gravel parking area east of Fleming Fieldhouse on S. Prairie Street. Vehicles with permits should avoid the use of visitor parking spaces. The use of the visitor only spaces by persons not considered a "visitor" may result in a citation.

**Enforcement.** Any parking program requires the attention and consideration of the rules of all participants. Registered vehicles found in violation of published regulations will be ticketed and/or towed, depending on the nature of the violation, regardless of the existence of posted signs at the exact point of the violation. If signs are missing, unregistered vehicles will only be ticketed, except in extreme cases or where there are repeated violations.



All tows will require the direct approval of the director of campus safety.

These regulations will be enforced 24-hours-a-day, except as noted above. Regulations will be enforced primarily during normal business hours for the regular parking areas, but will be enforced at all times in handicapped/special needs spaces, fire lanes, traffic lanes, and grass areas. All fines may be paid, either by check (payable to Knox College), by billing to a student account, or by deduction from an employee's paycheck. This must be done in person at the Business Office in Old Main between 8:30 a.m. to Noon and 1:00 p.m. to 3:30 p.m. Monday–Friday, or by returning the parking ticket to the Business Office by campus mail or U.S. mail after checking off an appropriate box for billing purposes, or by sending a check with the ticket to the Business Office, Box K-147, Knox College, 2 E. South Street, Galesburg, IL 61401. The College reserves the right to remove and have impounded any abandoned vehicle; any vehicle found on campus or College-owned property in violation of posted parking signs or published regulations; any vehicle with an altered, unauthorized, or revoked permit; any vehicle parked in a fire lane or reserved space; any vehicle blocking a loading area or trash dumpster; any vehicle parked on lawns or walkways; any vehicle determined to be a health or safety hazard. The owner or operator will be responsible for the costs involved in removing, impounding, and storing such a vehicle.

All vehicles must be parked within the boundaries of the parking spaces. Concrete bumpers may be placed on unpaved lots to delineate the parking space. Drivers should try to park accordingly. Vehicles should be parked in such a way that will not constitute a serious hazard nor impede vehicular or pedestrian traffic, emergency vehicles, or the making of essential repairs. The fact that a person parked in violation of a regulation did not receive a citation does not authorize others to engage in similar violations, nor does it mean that the regulation is no longer in effect.

**Disabled Vehicles.** Disabled vehicles in College parking lots should be reported to Campus Safety as soon as possible. The owner of a disabled vehicle is responsible for its removal. Should the vehicle not be removed within an agreed time, or if it creates a problem for normal parking, Galesburg police can designate it an abandoned vehicle and it will be towed and stored at the owner's expense.

**Snow and Snow Emergencies.** Efforts will be made to have College lots plowed as soon as possible after a snowstorm. To permit proper plowing, vehicles should be moved from unplowed lots to those previously plowed. Additionally, parking spaces will first be cleared in the lot east of Fleming Fieldhouse off S. Prairie Street so that vehicles can be moved there while the other lots or spaces are cleared.

The City of Galesburg enacts a "snow emergency" on all city streets when snow accumulation has reached two inches. Vehicles parked on city streets at that time will be subject to ticketing and towing by the City of Galesburg. The parking prohibition will remain in effect on all city streets for a period of 12 hours or until the street has been completely plowed. Once the street has been plowed, the vehicles may return to the street. Listen to local radio stations for snow emergency announcements. Brooks Street from S. Prairie Street to CFA circle, and W. Berrien Street from the Seymour loading dock to S. Academy

Street, are Knox College property and not subject to City Snow Emergency.

Note: It is important for Knox students who may be departing the Galesburg area during winter break to move vehicles from the public streets into College lots prior to their departure in anticipation of "snow emergencies" that may be enacted during the winter break.

**Violations and Penalties.** A written notice of parking violation (ticket or citation) shall be affixed to each vehicle that is parked in violation of these published regulations (and any other regulations which may be promulgated during the year after community-wide notification). The following action will be taken for violations:

- Illegally Parked in Handicapped Space—\$100 Fine and/or Tow
- Illegally Parked in Fire Lane—\$50 Fine and/or Tow
- Illegally Parked in Reserved Space—\$25 Fine and/or Tow
- Illegally Parked in No Parking Zone, Loading Zone, or Blocking Traffic—\$25 Fine and/or Tow
- Illegally Parked or Driving on Walkway—\$25 Fine and/or Tow
- Illegally Parked or Driving on Grass—\$25 Fine and/or Tow
- Illegally Parked in Crosswalk—\$25 Fine
- Improper Display of Current Permit—\$10 Fine
- Improper Parking, Outside Marked Lines—\$10 Fine

**Appeals.** Any ticket may be appealed by completing an appeal form available at the Campus Safety office or online at [www.knox.edu/documents/pdfs/parking\\_appeal.pdf](http://www.knox.edu/documents/pdfs/parking_appeal.pdf). Parking for personal convenience should not be considered a valid reason for appeal. This form should be received within five working days of the violation date in order for consideration. While under consideration, all fines will be held in abeyance. A response to an appeal will generally be made within 10 working days. Fines are due within seven days of notice of an appeal decision. Failure to pay a fine may result in the revocation of parking privileges.

**Towing Policy.** All tows shall require the direct approval of the director of campus safety. Upon towing approval, a bonded towing service will remove from College property any vehicle designated by Campus Safety. The owner of the towed vehicle may recover his or her vehicle from the towing company upon payment of the appropriate charge. The Campus Safety office will have information on all vehicles towed from College property, and the owner should contact Campus Safety at 309-341-7979 prior to recovering his or her vehicle.

Before towing any registered vehicle, attempts will be made by the Campus Safety office to notify a registered owner. The notice of violation will be written and affixed at the time. If the owner responds and moves the vehicle, no tow will be requested and only the citation and fine will remain. If the owner cannot be contacted, the towing service will be requested to tow the vehicle. If the vehicle is towed, the owner will be required to pay the towing fee and any storage fees to the towing service.

**The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of the parking regulations.**

For further information or questions about the motor vehicle and parking regulations, please contact Campus Safety.

## BICYCLE INFORMATION

All bicycles on the Knox campus must be registered at the Campus Safety office (368 S. Prairie Street). In cooperation with the Galesburg Police Department (GPD), Campus Safety utilizes the GPD bicycle registration stickers at no cost to Knox students. The registration information is then retained by both departments so that, in the event the recovery of a lost or stolen bicycle on and off campus, it may be returned to the student owner.

Students are encouraged to utilize the bicycle racks located throughout the campus and to securely lock bicycles when not in use. Bicycles are not permitted in stairwell areas. Likewise, fire code restrictions prohibit locking bicycles to stair rails or other structures that would, in any way, restrict the movement into or out of buildings during an emergency. Facilities Services and/or Campus Safety representatives are required to remove bicycles that have been placed or locked in such a manner as to restrict such movement in campus buildings.

Bicycles should be removed from campus bicycle racks prior to summer and winter breaks to permit grounds care and building repairs which take place during the break. During that period, bicycles may be stored in campus bicycle storage without cost. The storage process may be coordinated with the Office of Campus Life.

**Winter and Summer Bike Storage.** The Office of Campus Life provides secured, indoor storage for bicycles during winter break, winter term, and summer break. Contact them for more information and to set up an appointment.

**Bike Share.** All students may use bicycles at no cost through the long-term and short-term bike share programs.

**Bike Shop.** A campus bike shop is located in the basement of Old Jail and provides free guidance and support on bike repair, as well as teaching classes on bike safety and repair.

## ACCESS TO CAMPUS FACILITIES

When buildings have been secured, a Campus Safety officer may be requested to provide after hours access provided that the requesting party has obtained proper faculty and/or institutional authorization.

Access to student housing facilities is controlled; doors remain locked 24-hours-a-day. Security procedures used in the maintenance of campus facilities involve coordination between Residential Life and Facilities Services. A member of Campus Safety or Residential Life will attempt to be present while emergency repairs are being completed. Off campus maintenance personnel are not allowed access to residential halls without coordination between and permission from the directors of facilities services and campus safety.

Any person, who has demonstrated an inability or unwillingness to comply with College policy or applicable law, may be “banned” from campus. Such notice, which is generally issued by the director of campus safety and/or the Dean of Students, denies access to all College property and facilities.

## KEYS

For safety and security, residence hall doors are locked 24-hours-a-day. Students are encouraged to keep their individual rooms locked at all times.

The Department of Campus Safety issues keys to rooms and residence halls at the beginning of the academic year, or when a new student arrives on campus.

Students who may have lost their keys should request a temporary replacement at the Campus Safety office (368 South Prairie Street). A fee of \$25 per key will be issued for all lost/non-returned keys and will be charged to the student's account. A fee of \$50 will be issued for all lock changes.

At the end of the school year, or at the time of departure, keys must be returned to the Campus Safety office (368 South Prairie Street). A \$25 charge will be added to the student account for any keys returned after a designated date (at the end of the year it is the Friday after Commencement).

## VIDEO NETWORK

The Department of Campus Safety oversees an Internet Protocol (IP) video camera system which provides video images of various campus locations. The video system utilizes the campus fiber network to transmit data to Information Technology Services, which may then be accessed by Campus Safety personnel. The initial installation, which was completed in 2010, was designed with input from the Student Senate Safety and Services Committee, Information Technology Services, and Facilities Services. The installation expanded on a small free-standing analog camera network that had been installed at the fitness center in 2005; that system had no network capabilities. During the 2010 IP camera installation, the analog system was added onto the campus fiber network.

The majority of the cameras are fixed focus high definition (HD) cameras which do not possess pan, tilt, or zoom (PTZ) features. The units were installed primarily at the campus perimeter to capture images in parking lots and near emergency telephones. The network was further expanded in 2011 to include Seymour Hall—a building with 24-hour access—and Post Hall, and again in 2015 to provide coverage for Old Main and Alumni Hall.

While the cameras are not specifically monitored on a 24/7 basis, they have provided the capability to locate and retrieve useful images on or near the campus perimeter as a result of data reviews by officers. The installation of the Video Camera System has underscored the department's desire to continuously improve the delivery of safety services to the Knox Community.

## SAFETY RESOURCES ONLINE

Federal Emergency Management Agency ([www.fema.gov](http://www.fema.gov))

Emergency Preparedness ([www.ready.gov](http://www.ready.gov))

Illinois State Police ([www.isp.state.il.us](http://www.isp.state.il.us))

## REPORTING INCIDENTS

Faculty, staff, students, and visitors are encouraged to report all crimes and public safety related incidents and/or suspicious activity to the Knox College Department of Campus Safety or the Galesburg Police Department and/or Public Safety in a timely manner. Prompt reporting will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community when necessary.

In the event that a victim is unable to or may elect not to make a formal complaint regarding an incident, they are encouraged to document the incident with Campus Safety or other law enforcement authority to preserve evidence and other details regarding the matter.

Reporting may be accomplished by contacting the Department of Campus Safety at 309-341-7979 for direct contact with the Campus Safety duty officer. If there is an emergency which may require police, fire, or medical response, please call 911 from any campus telephone including any one of the 44 emergency telephones located throughout the campus.

For detailed information and options in reporting sexual misconduct, including sexual assault, dating or domestic violence and stalking, including confidential sources, please see the Investigation and Resolution Procedures, Section B, on pages 21-22.

If you are unsure what you have witnessed or experienced is a crime, please contact Campus Safety for assistance. Campus Safety officers are available 24-hours-a-day to answer requests for service/assistance. In response to such requests, the Campus Safety duty officer will dispatch an officer to the campus location specified, meet the caller at the Campus Safety office (368 S. Prairie), or provide assistance in contacting the appropriate public safety agency.

Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. Response to an incident may also involve other college personnel such as Campus Life, Counseling Services, and/or an outside law enforcement agency or other public safety agents in the event that an incident requires specialized services beyond the capabilities of Campus Safety.

All incident reports (criminal or policy violations) are forwarded to the Office of Student Development for review and appropriate follow-up. You may also report to Campus Safety confidentially.

\*Please note: All calls made to the 309-341-7979 number are generally routed to a Campus Safety cell phone carried by the duty officer. During some high call volume periods, simultaneous calls may be routed to the Campus Safety radio system. Calls routed in this manner must be answered on the Campus Safety radio which restricts two persons from talking at the same time (in effect both parties will be required to speak as if BOTH were on a portable, two-way, radio versus telephone). Additionally, calls routed to the radio system are restricted to a 60-second communication period, which requires that the conversation must end within the 60 second period.

## CRIME SAFETY TIPS

These safety tips are just a few that should be practiced every day. Please plan to attend (or request) a crime prevention program to continue learning ways students can protect themselves from crime. Security measures should be taken seriously for the protection of students as well as other members of the Knox community.

- Report all suspicious activity or safety concerns to Campus Safety at 309-341-7979.
- Never take personal safety for granted.
- Be aware of your surroundings; avoid shortcuts through dark, secluded areas. Stay where other people are visible.
- Walk in a group, and walk with confidence. If you have to walk alone, contact Campus Safety for an escort.
- Avoid hats or other items that restrict your vision and earphones that impair your hearing.
- Never prop doors open. Not only are you putting yourself in danger, but everyone else residing in that building is as well.
- Carry only the cash, credit cards, and ID that you expect to need.
- Always lock the door to your room whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not home.
- Lock all doors when driving your vehicle. When parking your vehicle, park in a well-lit area and secure your vehicle.
- Never admit strangers into secured buildings.
- Do not attach your ID to your keys or mark your keys with your name or address.
- If you need to store valuables in your car, place them out of sight or in your trunk.
- Have your keys in your hand as you approach your vehicle. Check the floor and back seat before entering your vehicle.

## REPORTING PROCEDURES

In an attempt to keep the Knox College campus safe for all students, faculty, staff, and visitors and to expedite aid in the event of an emergency, please follow these tips while on campus.

**How to Report a Crime.** It is very important that all crime and suspicious activity be reported promptly to the Office of Campus Safety. Please call 309-341-7979 to report a crime.

When calling Campus Safety, please leave your name and extension number so you can be contacted if further investigation is necessary. Campus Safety officers are available 24-hours-a-day and will respond to your location if necessary and/or desired.



All students, faculty and staff are encouraged to accurately and promptly report all crimes to the Office of Campus Safety and, when necessary, to the Galesburg Police Department (309-343-9151).

**Reporting Crimes on a Confidential Basis.** If you have been the victim of a crime and do not wish to pursue action within any segment of the official College investigation and adjudication system or local authorities, or if you have observed criminal activity in which another is a victim, you may make a confidential report to the Department of Campus Safety. At the request of the reporting party, the director or designee of Campus Safety may file a report on the details of an incident without adding the name of the reporting party to the Campus Safety Report. Additionally, the College has created an Anonymous Report form (<https://www.knox.edu/anonymous-report-form>), which permits the reporting party to make a confidential report online without revealing the identity of the reporting party. The confidential process permits the reporting party to maintain confidentiality/anonymity while documenting the incident.

The College uses this information to maintain an accurate record of criminal activity on campus and identify patterns of crime in particular locations, methods, or possible assailants and provide information to the campus community. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

**Reporting Sexual Assault, Interpersonal Violence and Stalking.** For detailed information and options in reporting sexual misconduct, including sexual assault, dating or domestic violence and stalking, including confidential sources, please see the Investigation and Resolution Procedures, Section B, on pages 21-22.

**How To Report a Fire.** In case of a fire or an explosion, immediately activate the nearest fire alarm and call the Galesburg Fire Department at 911. Then, notify Campus Safety at 309-341-7979. When a fire alarm sounds, leave the building immediately and close all doors. Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when directed to do so by College personnel. Individuals who violate this policy are subject to disciplinary action. Fire doors and fire escapes are to be used only in case of an emergency.

**Placing a 911 call.** 911 is the number to call in any campus emergency. From campus phones, dial 911 for fire, medical, or police assistance. If you feel threatened, do not hesitate to call for help immediately and stay on the phone so the communications operator can obtain information needed for a timely and appropriate response. If possible, Campus Safety should also be notified as soon as possible at 309-341-7979 after the emergency call has been completed.

The following format has been developed to assist the caller with the delivery of concise, accurate information based on the acronym "I TALK" \*(Identity, Time, Activity, Location, Keep observation active) format as follows:

- I = IDENTIFY the caller by name and address. Include a callback number in the event that the call may be inadvertently dropped/ disconnected.
- T = TIME Provide the 911 Communications Center with the TIME of the incident observation. The time element remains

a critical component as it confirms that the communication center personnel understands if the event may be taking place at the time of the call or took place days earlier.

- A = ACTIVITY Provide the 911 Communications Center with a concise and accurate description of the observation(s) of the ACTIVITY that has been observed by the caller.
- L = LOCATION Provide the 911 Communications Center with the LOCATION of the observation
- K = KEEP When possible attempt to KEEP observing the activity provided that such observations may be made without endangering the personal safety of the caller or any other innocent person.

\*Note: The I-TALK component is part of a national campaign initiated by the New York City Metropolitan Transportation Authority, which used the phrase "If you see something, say something" to encourage timely reporting of suspicious activity. The program has been adopted for use by numerous colleges and universities throughout the country to encourage timely reporting on campuses.

## EMERGENCY TELEPHONES

In addition to campus telephones, 24-hour emergency access telephones with blue lights are provided outside the main entrances of the following buildings:

- Umbeck Science-Mathematics Center (east and south side)
- Williston Hall (south side)
- Auxiliary Gym
- Borzello Hall
- Ford Center for the Fine Arts (east and west side)
- Post Hall
- Simonds
- Conger-Neal
- Campbell
- Sellew
- Sherwin

Additionally, 10 freestanding "Blue Light" telephones are located on campus at:

- The north side of the outdoor track
- The east side of Post Hall
- Inside the east side of the Bowl
- The east side of the soccer field
- At the east side of the parking lot to the rear of 530 S. West Street
- In the front of 396 S. Academy Street
- In the parking lot at the rear of Hamblin Hall 251 W. South Street
- In the parking lot south of 218 S. Cedar Street
- In the front of Borzello Hall 115 East South Street
- In the parking lot south of 418 S. West Street

Non-emergency phones are available in George Davis Hall, Seymour Hall (north and south side), Hamblin Hall, and other campus building locations. View the campus (<http://www.knox.edu/map>).

**Using the Emergency Telephone.** Simply push the red button and the caller will automatically be connected to the Public Safety 911 Communications Center. The 911 Communications Operators there will notify the appropriate Emergency Services (Fire, Police, Emergency medical) requested. The Emergency telephone's campus location is automatically identified and an officer will always be dispatched. The campus video system has also been developed to include images of nearly all freestanding emergency telephones.

## MISSING PERSONS

Any person, including but not limited to a student, faculty and/or staff member, who believes that a Knox student, who lives on campus, is missing or otherwise unaccounted for, should immediately notify the Knox College Department of Campus Safety (309-341-7979).

In the event that some other office or department has received a report of a missing student, that office or department has the responsibility to notify Campus Safety to confirm that department has been contacted. Campus Safety, after consultation with other College personnel as necessary, will make the final determination regarding the student's missing status.

Knox students living on campus have the option to provide the College with a confidential contact to be notified in the event that the student has been determined to have been missing for more than 24 hours. Additionally, the College is required to notify the parents/guardians of any student who is under the age of 18 in the event that the student's status has been determined as missing.

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), each Knox College resident student now has the option to designate a confidential contact, separate from their standard emergency contact information. The HEOA guidelines indicate that the confidential contact must be notified within the following 24 hours, when it has been determined that a student for whom a missing persons report has been filed, has been missing for more than 24 hours.

This information is confidential; accessible by authorized campus officials and law enforcement only; and will not be disclosed outside of a missing person investigation. If the missing student is under the age of 18 and is not an emancipated individual, Knox College must notify the student's parent or legal guardian immediately after it has been determined that the student has been missing more than 24 hours. Please contact Campus Safety (309-341-7979 or 309-341-7255) for more information.

To designate a confidential alternative contact person, fill out the form ([https://www.knox.edu/Documents/PDFs/Missing\\_Persons\\_Form.pdf](https://www.knox.edu/Documents/PDFs/Missing_Persons_Form.pdf)) and return it to the Office of Campus Safety.

## CAMPUS RESPONSE TO EMERGENCIES

The Knox College Emergency Preparedness and Response Plan ([www.knox.edu/emergency/emergency-communications](http://www.knox.edu/emergency/emergency-communications)) includes information about the management of anticipated emergency response and operations during an emergency situation on the campus. The College has developed contingency plans for College operations and conducts drills and exercises each year. Such exercises include building evacuation drills,

table top and participation in full scale community drills through membership in the Local Emergency Planning Committee (LEPC) managed by the Knox County Management Coordinator (Region Two). The exercises also include tests of the Knox Alert system. The tests/exercises are designed to assess and evaluate the emergency plans and capabilities of the College on an annual basis.

Numerous Campus Safety officers and managers, as well as College administrators have received training in incident command and responding to critical incidents on campus. When a critical incident occurs that causes an immediate threat to the campus, the first responders to the scene are generally emergency services (police, fire, EMS) from the City of Galesburg, Illinois. These agencies typically respond and work together to manage the incident, however, depending on the nature and scale of the incident, other Knox County departments and/or Illinois agencies (via the Illinois Law Enforcement Alarm System—ILEAS—of which Knox College maintains membership) and other state and/or federal agencies could also be involved in the incident response. The College has general evacuation guidelines in place in the event that any segment of the campus needs to be evacuated. The evacuation plans (other than normal building evacuations) would be impacted by numerous factors, including but not limited to, threat type, the occupancy of the other buildings and areas of the campus affected when the incident has occurred. In that regard, specific information about a multi-building, area evacuations and total evacuation is not routinely available.

The Department of Campus Safety expects members of the community to comply with the instructions of area first responders on the scene as it is anticipated such evacuations would be coordinated on-site. In the event that the buildings or areas on the campus become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances or because leaving the area may cause an exposure to that danger or some other threat, persons may be instructed to "shelter-in-place." The term "shelter-in-place" correlates to establishing shelter within the building occupied. In some circumstances, and with a few adjustments, such locations may be made safe and comfortable until it is safe to go outside.

When an incident takes place and a building has not been damaged, persons are encouraged to remain inside the structure until told that it is safe to exit. If a building has been damaged, persons should take personal items (purse, wallet, access cards) and follow the evacuation procedures for the building (close doors, proceed to the nearest exit, and use the stairs instead of the elevators). Once evacuated, seek shelter at the nearest College building. If police, fire and/or Campus Safety personnel are on the scene their directions should be followed.

Knox College community members are encouraged to notify Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus. Campus Safety has the responsibility to respond to, and summon the necessary resources to mitigate, investigate, and document any situation that may have caused the emergency or dangerous circumstances.

In addition, Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a

threat to the community, however other College departments may be involved in the confirmation process. Federal Law requires that the College notify the campus community or the appropriate segments of the community that may be affected by the situation without delay.

In addition to unanticipated emergency circumstances as noted above, there are numerous other events that may require emergency notifications and response, including severe weather conditions (see below for more information).

---

## COMMUNITY NOTIFICATIONS

In an effort to provide timely notifications to the Knox College community regarding incidents which may pose some type of potential threat and/or negative impact on the Knox community, Campus Safety may issue a Knox Alert notification or other communication to ensure that community members are aware of the potential threat. Such threats may involve any incident of concern to the campus from weather to ongoing criminal activity in and/or around the campus.

The notifications may involve any one or a combination of notification capabilities available to the Department of Campus Safety including but not limited to:

- personal contact
- Public Address (PA) announcements
- warning siren activations
- weather warning calls
- weather radio alerts
- electronic and paper postings
- cellular telephone calls
- text messaging
- e-mails
- local and campus based radio and television notifications

Generally the notifications are referenced with the terms Timely Warnings and/or Knox Alert notifications.

## TIMELY WARNING

In the event that a circumstance may be known to exist regarding all Clery related criminal activity which may pose a potential, on-going criminal threat to the Knox community, Campus Safety may issue timely warning alerts to inform members of such criminal activity or events that take place on, or in some cases, near the campus.

Campus Safety will normally create and issue the campus wide message utilizing the campus e-mail alert network. Updates regarding criminal events will normally utilize the campus wide e-mail notification network but may also involve other distribution methods.

As an example, Campus Safety may distribute **timely warning alerts** on the Knox College website, postings in residential halls, academic buildings, mailbox stuffings, and/or requesting the telecommunications department to leave voicemail messages on the College telephone network.

The use of the Knox Alert system, which has the capability to issue multiple voice, text, e-mail notifications, simultaneously, to landline and cellular telephones and e-mail accounts, has generally been limited to emergency notifications.

## EMERGENCY ALERTS

In the event that Campus Safety or other campus officials confirm there is an emergency or dangerous situation that may pose an **immediate threat to the health or safety** of some or all members of the Knox community, the director of campus safety may (after consultation with members of the senior staff when possible) issue an emergency alert.

This emergency notification process, which may include some or all of the systems described above in the Timely Warning section, may also include the use of personal and mobile public address devices, as well as the Knox Alert system, which has the capability to issue multiple voice, text, and e-mail notifications simultaneously to landline and cellular telephones and e-mail accounts—unless issuing such notifications will, in the judgment of the first responders (Campus Safety, Galesburg Fire and/or Galesburg Hospital's Ambulance Service-GHAS) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information will normally be provided on our website. During the emergency, our home page will contain information that deals with the emergency circumstance and will be updated throughout the event.

It should be noted that, unlike the Timely Warning requirements, emergency alerts are not limited to Clery reportable crimes. Any incident which may pose an immediate threat to the campus would be considered for the use of this protocol.

## ANNUAL TESTING

Knox College annually tests emergency response and evacuation procedures. Throughout the year the Campus Safety, Student Development, and the Safety Committee will meet, discuss, and/or train on the College's response to a critical incident through a variety of exercises. Those efforts generally include participation in Knox County Local Emergency Planning Committee (L.E.P.C) exercises conducted annually with area emergency response agencies. Community members are encouraged to review the College's emergency response plan and evacuation procedures ([www.knox.edu/emergency/emergency-communications](http://www.knox.edu/emergency/emergency-communications)).

## SEVERE WEATHER

**Severe Thunderstorm Watch:** Severe storms are POSSIBLE. Continue with normal activity but continue to monitor the circumstances.

**Severe Thunderstorm Warning:** Severe thunderstorms are OCCURRING. Prepare to move to a place of shelter if threatening weather approaches. Monitor local television/radio stations for storm updates.



**Tornado Watch:** Tornadoes are POSSIBLE. Monitor local television/radio stations and be prepared to take shelter.

**Tornado Warning:** A tornado has been sighted or indicated by radar within the warning area specified. Persons in the path of the storm should seek immediate shelter. Turn on battery operated radios to monitor the storm situation and wait for the “all clear” or end of the warning period to be announced.

**Important Note:** The tornado warning sirens are manually activated from the Galesburg Public Safety Building Duty Office and will ONLY be sounded in the event that a tornado has been observed by a trained weather spotter and/or the National Weather Service Doppler radar has indicated “rotation” in a storm in the Galesburg area.

**Shelter Information:** Seek shelter in a basement or inside hallway at the lowest level. Stay away from windows, outside doors and corners. Avoid areas with “wide span” roofs such as auditoriums, gymnasiums, cafeterias and large hallways. If outdoors get to a substantial building. If there are no buildings available lie in a ditch, culvert, or low-lying area until the storm has passed.

**As a reminder: There will be NO “all clear” message sounded through the siren system. It is recommended that community members should monitor local media sources or a weather radio during any storm to confirm when the storm threat has expired.**

## SNOW EMERGENCY

The City of Galesburg may issue a snow emergency when two inches of snow have accumulated and it continues to snow. During such declarations the city ordinance requires that vehicles be moved from all city streets to permit the streets to be plowed.

Vehicles not moved to College parking lots or other off-street parking areas will be subject to City Snow Emergency Citations (\$50), towing (estimated at \$75) and subsequent storage fees (\$25 per day). Vehicles may be returned to the street (if necessary) after both sides of the street have been plowed.

## WEATHER CALL SYSTEM

Throughout the year the campus community is encouraged to monitor local radio/television stations to maintain current on rapidly changing weather conditions during the approach of severe weather.

The National Weather Service (NWS)/NOAA early warning radio system may also be helpful to monitor weather watches and warnings within the Knox County area. Additionally, Campus Safety staff and duty officers, members of the Student Life and Student Development offices, as well as various faculty and staff members within various building locations have been provided access to a “Weather Call” warning system for severe thunderstorms and tornadoes. The Weather Call System has been designed to issue a cellular, text and e-mail notification and a live link to NWS Service radar to persons within those groups. The Weather Call system sends the notification whenever a weather warning box/polygon has been issued by the NWS and when some portion of the warning box has touched within a 10 mile circle of Knox College; the center of the circle has been established as “Old Main.”

The Weather Call system has added one additional warning opportunity for community members in addition to the existing warning options available: local media, Public Address (PA) announcement, and the storm warning siren (located on the south side of the campus). The Weather Call system has provided timely weather information to persons who can, as the conditions deem necessary, provide up to date information regarding approaching storms and to aid/encourage persons seeking shelters.

## KNOX ALERT SIGN-UP

In an effort to keep the Knox community informed, the College has implemented a campus notification system to permit the distribution of time-sensitive information to students and staff during unforeseen events or emergencies using voice, e-mail, and text messaging. During such circumstances, Knox College can broadcast pertinent information and provide details on an appropriate response. All community members are encouraged to enroll in the Knox Alert notification system so that such information is obtained and appropriate action may be taken and, as necessary, shared with others who may not have the capability to receive such information. To enroll in the notification system, please provide your most current contact information by logging into Knox’s Knox Alert update page ([www.knox.edu/knoxalert](http://www.knox.edu/knoxalert)).

The personal contact information will not be shared with other entities, and it will be kept private and confidential. This information is used only for Knox College communication purposes with you, and it is kept separate from your student or employee records.

**What is the Knox Alert?** The Knox Alert system allows the College to quickly contact all students and employees with time-sensitive information during unexpected events and emergencies. You may provide phone numbers and e-mail addresses that would help the College reach you most quickly.

### **What contact information should I provide Knox College?**

The Knox Alert system allows you to enter phone numbers, e-mail addresses, and mobile phone numbers representing your text messaging device. The best emergency contact number is probably your mobile phone.

### **What does Knox College do with the contact information I provide?**

Your contact information will not be shared with other entities, and it will be kept private and confidential. This information is used only for Knox College communication purposes with you. It is kept separate from your student or employee records, and is not listed in the directories or online.

**I heard that my classmate/colleague received a voice message from Knox College but I did not. Why?** It is possible that we do not have your contact information loaded in the Knox Alert system, or it may be inaccurate. Please log into the Knox Alert update page ([www.knox.edu/knoxalert](http://www.knox.edu/knoxalert)) to verify your information. This page is always accessible from your My.Knox (<https://my.knox.edu/ics>) page.

### **I received the message in my e-mail inbox, but when I clicked the link to play the message nothing happened.**

**Why?** You may not have a default media player like Windows Media Player or Quicktime installed on your computer. You may download these players from [www.microsoft.com](http://www.microsoft.com) or [www.apple.com](http://www.apple.com).

**I received the message but I missed the information. What should I do?** While on the call, you can replay the message by pressing the star key (\*) at the end of the message. You may also check your e-mail to locate the link for that message.

**I received the message but it kept looping/repeating. Why?** The system does its best to detect whether it has reached a live person or an answering machine. Sometimes loud ambient noises may cause the system to loop. If this happens, use the mute feature on your phone, or move to a quieter location to prevent the message from repeating.

**I see a caller ID display of 226787 or from phone number 309-341-7000. Who is this?** When Knox College sends a call out using the Knox Alert system, it will always display caller ID information. Please save this number on your cell phone as a contact (eg, "KNOX EMERGENCY," or "KNOX ALERT") to represent the College calling you.

## SEX OFFENDER REGISTRATION

Knox College complies with The Campus Sex Crimes Prevention Act (CSCPA) and the Illinois Sex Offender Registration Acts, which are Federal and State Laws which require all sex offenders employed by or attending an institution of higher education to register directly with the appropriate local law enforcement agency. In compliance with these Acts, any student, faculty, or staff member attending or employed by Knox College and who is required to register as a sex offender in any state must register, in person, as a sex offender with the Galesburg Police Department within three days of beginning classes or employment at Knox College.

An individual committing such offense after being enrolled in classes or commencing employment with Knox College must register, in person, at the Galesburg Police Department, within three days of his or her conviction. An individual must notify the Galesburg Police Department, in person, of any and all changes of employment or enrollment status within three days of such change. Additionally, registration must be renewed each year until the individual's registration requirement is complete.

Failure to register by any student or employee who is required to do so may result in consequences pursuant to the Student Handbook, Progressive Discipline guidelines, or other College policies as applicable. Individuals registering with the Galesburg Police Department are not required to pay a registration fee. Information on registered sex offenders in Illinois is listed in the Illinois StatePolice Department website (<http://isp.state.il.us/sor>).

## CLERY CRIME REPORTS & DEFINITIONS

Knox College publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime and Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Clery Act by, among other things, requiring certain policy statements and reporting regarding crimes of domestic violence, dating violence, and stalking. The Knox College Department of Campus Safety cooperates with numerous other Knox College departments, including the Title IX Coordinator, the various offices within the Office of Student Development, Facilities Services, and Athletics, as well as other Campus Security Authorities and local emergency services agencies to compile the necessary information for this report.

This section of the Report provides definitions and statistics for the previous three years regarding those incidents of crimes that have occurred on the Knox campus, in certain off campus buildings or property owned or controlled by Knox College, and on public property within, or immediately adjacent to and accessible from the campus.

### DEFINITION OF CRIMES

**Federal Bureau of Investigation Uniform Crime Reporting/ National Incident-Based Reporting System Crime Definitions—Crime Definitions from the Uniform Crime Reporting Handbook:**

**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.

**Criminal Homicide-Manslaughter by Negligence:** The killing of another person through gross negligence.

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

**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 means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could 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 a 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; safe-cracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, and including joyriding.)

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

**Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine), as well as the abuse and/or illegal use of prescription medications.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Sex Offenses Definitions. From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

### SEX OFFENSES-FORCIBLE

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

**Forcible Rape:** The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth).

**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.

**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.

**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—NONFORCIBLE

Unlawful, nonforcible sexual intercourse.

**Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

## HATE CRIMES

Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. These include any of the above mentioned and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

- **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.  
**Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- **Theft From Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
- **Theft From Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.
- **Theft From Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"):** The theft of articles from a motor vehicle, whether locked or unlocked.
- **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

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

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

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

## DAILY CRIME LOG

The Daily Crime Log is open for public inspection at the Campus Safety office located in the Administrative Services Center, 368 S. Prairie Street (on the east side of the campus). The process for creating and maintaining the Daily Crime Log remains consistent with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998).

The Daily Crime Log includes:

- The nature, date, time, and general location of each crime reported to us; and
- The disposition of the complaint, if the disposition is known at the time the log is created.

The Knox College Department of Campus Safety provides the Crime Log to *The Knox Student (TKS)* newspaper for community review. Additionally, the most recent 60 days of crime logs remain available for review upon request. In the event that a review of Daily Crime Logs that are older than the most recent 60 days may be desired, please contact the director of campus safety at 309-341-7255 for assistance. The Knox College fire Logs are reported simultaneously to *TKS* for community review.

**Chart 1: Knox College Campus Crime Statistics for 2012 – 2014**

This chart includes offenses that were reported to Knox College Campus Safety Department, Galesburg Police, and other College officials who have significant responsibilities for student and campus activities. These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Total Crimes Reported By offense type	Crimes on Campus RH: Residential Hall OC: Other campus Areas						Total Crimes Occurring on Campus			Non-Campus Building or Property			Public Property			TOTAL: All Crimes			
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	
	RH	OC	RH	OC	RH	OC													
Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses (rape/forcible fondling)	4	1	8	0	13	2	5	8	15	0	0	0	0	0	0	0	5	8	15
Non-Forcible Sex Offenses	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	1	0	1	0	1	1	0	0	0	0	0	0	0	0	1	1
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	7	2	11	3	3	1	9	14	4	0	0	0	0	0	0	0	9	14	4
Arson	1	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	1	0	1
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	N/A	0	0	0	0	N/A	0	0	N/A	0	0	N/A	0	0	0	N/A	0	0
Dating Violence	N/A	N/A	3	1	0	0	N/A	4	0	N/A	0	0	N/A	0	0	0	N/A	4	0
Stalking	N/A	N/A	0	0	0	2	N/A	0	2	N/A	0	0	N/A	0	0	0	N/A	0	2

  

Number of Arrests/Referrals for Selected Offenses																		
Offense Type	On Knox College Campus						Total Crimes Occurring on Campus			Non-Campus Building or Property			Public Property			TOTAL: All Crimes		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
	RH	OC	RH	OC	RH	OC												
<b>Weapon Law Violations</b>																		
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Violations</b>																		
Arrests	1	0	0	0	0	0	1	0	0	0	0	0	2	0	0	3	0	0
Referrals	31	0	37	6	23	0	31	43	23	0	0	0	1	0	0	32	43	23
<b>Liquor Law Violations</b>																		
Arrests	1	1	0	1	0	0	2	1	0	0	0	0	2	1	0	4	2	0
Referrals	44	5	28	6	34	10	49	32	44	0	0	0	3	4	0	52	36	44

*Note: Offenses that may take place at GREEN OAKS, a 760 acre property located in Turo township, 20 miles East of Galesburg, would be included in the "Non-Campus" category above.*

**Knox College Campus Crime Statistics 2014**

In accordance with the Department of Education guidelines all offenses have been displayed in the year that they were reported rather than the year that they may have occurred. The guidelines permit that a caveat may be added for clarification. The following clarifications have been added to the Department of Education website:

Of the 15 forcible sex offenses reported in 2014, one was reported to have occurred in 2010; two in 2011; two in 2012; four in 2013.

Three of the forcible sex offenses reported in 2014 involved a single reported perpetrator. An additional five of the forcible sex offenses reported in 2014 involved a different, single reported perpetrator. Both reported perpetrators no longer attend Knox College.

Two of the eight forcible sex offenses reported in 2013 were reported to have occurred in 2012.

Three of the forcible sex offenses reported in 2013 involved a single reported perpetrator. An additional two of the forcible sex offenses reported in 2013 involved a different, single reported perpetrator, who no longer attends Knox College.

Four of the 14 Burglary Offenses reported in 2013 reportedly involved the same reported perpetrator. All of the items taken during that specific occurrence were recovered and returned to the respective owners. The perpetrator was identified and no longer attends Knox College.

**Chart 2: Knox College Campus Hate Crime Statistics for 2012 – 2014**

*This chart includes offenses that were reported to Galesburg Police, Knox College Campus Safety or other Campus Security Authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. Bias is defined as: a performed negative opinion or attitude toward a group of persons based on a certain category. The hate crime/protected victim categories include race, gender, religion, disability, sexual orientation, ethnicity, national origin, and gender identity. These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

Total Hate Crimes Reported By offense type	Hate Crimes on Campus <i>RH: Residential Hall OC: Other campus Areas</i>						Total Hate Crimes Occurring on Campus			Non-Campus Building or Property			Public Property			TOTAL: All Hate Crimes		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
	RH	OC	RH	OC	RH	OC												
Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses (rape/forcible fondling)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	N/A	0	0	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0
Dating Violence	N/A	N/A	0	0	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0
Stalking	N/A	N/A	0	0	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Property Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Knox College Campus Hate Crime Details**

Year of Offense	Summary of Offense
2013	There was a crime of intimidation with a bias of national origin reported on public property adjacent to the Knox Campus. (#13681)

*Note: Offenses that may take place at GREEN OAKS, a 760 acre property located in Turo township, 20 miles East of Galesburg, would be included in the "Non-Campus" category above.*



# VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

Knox College provides the following information in accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Clery Act by requiring the publication in the Annual Security Report of information and policy statements regarding sexual assault, domestic violence, dating violence and stalking.

## OUR COMMITMENT

Knox College affirms its commitment to create and maintain an environment free from acts of sexual assault, other types of sexual misconduct, domestic violence, dating violence, and stalking and to foster within that environment respect for the dignity of all members of the community. Accordingly, Knox College will not tolerate any acts of sexual misconduct, domestic violence, dating violence, and stalking. Domestic violence and dating violence are referred to collectively as “interpersonal violence.” To that end, Knox College has established a Policy Against Discrimination, Harassment, Sexual Misconduct, Interpersonal Violence and Stalking (“Policy”) that articulates the College’s set of behavioral standards, definitions and key concepts, and descriptions of prohibited conduct. The Policy and related Investigation and Resolution Procedures outlines the College’s approach to addressing reports of sexual misconduct, interpersonal violence and stalking and other suspected violations of the Policy.

## PROHIBITION AGAINST RETALIATION

It is central to the values of the College that any individual who may have been the target of prohibited conduct, including harassment and violence, feels free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution. Therefore, the College encourages reporting and prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of sexual misconduct, interpersonal violence, and stalking, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment.

## POLICY AND DEFINITIONS

Knox College has established a Policy Against Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Interpersonal Violence and Stalking (“Policy”) that articulates the College’s set of behavioral standards, common understandings of definitions and key concepts, and descriptions of prohibited conduct. The Policy and related Investigation and Resolution Procedures outlines the College’s approach to addressing reports of sexual misconduct, interpersonal violence and stalking and other suspected violations of the Policy, taking into account the College’s status as a private institution of higher education and its unique mission and culture. Knox College is committed to the prompt and equitable resolution of all alleged or suspected violations of the Policy about which the College knows or reasonably should know to the fullest extent possible under the circumstances. Harassment whether verbal, physical or visual, that is based on any of these characteristics, is a form of

discrimination. This includes harassing conduct affecting tangible educational benefits, interfering unreasonably with an individual’s academic performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment. Harassment can include verbal or non-verbal behavior that demeans or stereotypes individuals in a harmful way.

## POLICY AGAINST SEX DISCRIMINATION, INCLUDING SEXUAL HARASSMENT, SEXUAL MISCONDUCT, INTERPERSONAL VIOLENCE AND STALKING

As noted above, it is the policy of the College to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this Policy and as otherwise prohibited by state and federal statutes.

Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited by the policies of Knox College as well as state and federal laws. Sexual harassment is contrary to the most fundamental ethical canons of the academic community. This prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the College community, and to contractors, consultants, and vendors doing business or providing services to the school.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature where:

- submission to or rejection of such conduct is used as the basis of an academic or employment decision or is either an explicit or implicit term of employment or admission to any college program or college-related activity, or
- such conduct is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person’s ability to participate in or benefit from the College’s programs, services, opportunities, or activities; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance.

Examples of such conduct may include repeated comments about a person’s physical appearance, sexually suggestive remarks or insults; displays of sexually suggestive material, unwelcome advances such as touching, patting, caressing, kissing or sexual propositions and sexual advances accompanied by threat of punishment or promise of reward including the withholding or giving of grades and promotions.

## STATEMENT ON CONSENT

Consent to engage in sexual activity must be informed, freely given and mutual. Consent must be ongoing, throughout each instance of sexual activity, and for each form of sexual contact. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. For example, an individual may agree to kiss but choose not to engage in touching of the intimate parts or sexual intercourse. An individual should obtain consent before moving from one act to another. In the state of Illinois, consent can never be given by minors under the age of 17.

- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response alone. In the absence of an outward demonstration, consent does not exist. If at any time it is reasonably apparent that either party is hesitant, confused or uncertain, both parties should stop and obtain mutual verbal consent before continuing sexual activity.
- A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates willingness to engage in sexual activity each time such activity occurs.
- Consent does not exist if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual contact.
- A person who is incapacitated is not able to make informed decisions or be aware of their consequences and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, individuals are incapacitated if they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. An individual may experience a blackout state in which they appear to be giving consent, but do not actually have conscious awareness or the ability to consent. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication or impairment. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not excuse one from the responsibility to obtain consent.

**Coercion** includes the use of pressure and/or oppressive behavior which places an individual in fear of immediate or future harm or physical injury and/or causes a person to engage in unwelcome sexual activity. Coercion can include, but is not limited to, express or implied threats of harm and severe or pervasive emotional intimidation. A person's words or conduct

amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity.

## DEFINITIONS OF PROHIBITED SEXUAL MISCONDUCT AND INTERPERSONAL VIOLENCE

Knox College affirms its commitment to create and maintain an environment free from acts of sexual misconduct and to foster within that environment respect for the dignity of all members of the community. Accordingly, Knox College will not tolerate acts of sexual misconduct. Prohibited sexual misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, stalking and dating or domestic violence. The College has drawn the definitions of prohibited sexual misconduct below from related policies of the University of Montana and Amherst College. Prohibited interpersonal violence includes domestic violence and dating violence, as those terms are defined below.

### 1. Sexual assault means actual or attempted sexual contact with another person without that person's consent.

Sexual assault includes, but is not limited to: physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes rape, sexual assault, battery, and sexual coercion. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault includes:

- Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

**2. Inducing incapacitation for sexual purposes** includes the use of drugs, alcohol, or other means with the intent to affect the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

**3. Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;

- Exceeding the boundaries of consent;
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
- Possessing, distributing, viewing or forcing others to view illegal pornography.

**4. Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or to suffer substantial emotional distress.

**5. Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship 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. It can include but is not limited to:

- Battering that causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage.

**6. Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. In this document, the term **"Interpersonal Violence"** refers to dating violence and/or domestic violence.

## RETALIATION

It is a violation of College Policy to retaliate in any way against a person or persons because they have opposed any practices forbidden under this policy or have filed a report, assisted, or participated in any manner in an investigation or proceeding under this Policy. This includes action taken against a bystander who intervened to stop or attempted to stop discrimination, harassment, sexual misconduct, interpersonal violence, or stalking. Retaliation may take many forms, and may include intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. The College will take immediate and responsive action upon receiving any report of retaliation and may pursue disciplinary action as appropriate.

## INVESTIGATION AND RESOLUTION PROCEDURES FOR ALLEGATIONS OF SEX DISCRIMINATION, INCLUDING SEXUAL HARASSMENT, SEXUAL MISCONDUCT, INTERPERSONAL VIOLENCE AND STALKING

These Investigation and Resolution Procedures ("Procedures") are in place for all alleged violations of this Policy Against Sex Discrimination, including complaints involving students and those involving a faculty or staff member, or any other individual such as contractors, visitors or guests of the College. If there is a conflict between the Procedures and the contractual rights of a faculty member or employee, the College will apply or modify these Procedures in a manner that comports with any such contractual rights.

The College has established a Policy Against Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Interpersonal Violence and Stalking ("Policy") that articulates the College's set of behavioral standards, explanations of definitions and key concepts, and descriptions of prohibited conduct. The Policy (set forth above) and these Investigation and Resolution Procedures also outline the College's approach to addressing alleged or suspected violations of the Policy, taking into account the College's status as a private institution of higher education and its unique mission and culture. Because the College's approach to resolving alleged or suspected violations of the Policy is grounded in its mission and purpose as an educational institution, its approach is educational, rather than legal or judicial. As a result, the College retains the discretion to exercise its academic and educational judgment in investigating and resolving alleged or suspected violations of the Policy in a manner that is consistent with the various anti-discrimination laws that apply to its programs.

The College is committed to the prompt and equitable resolution of all alleged or suspected violations of the Policy about which the College knows or reasonably should know, regardless of whether a complaint alleging a violation of the Policy has been filed and regardless of where the conduct at issue occurred. In resolving a particular matter, the College may use some or all of the following processes: Initial Assessment, Voluntary Resolution, Investigation (a formal process leading to a finding), and Sanctioning. Regardless of the specific processes employed, the College will complete its Resolution Procedures (excluding any appeals) within 60 calendar days unless the College determines in its discretion that more time is required, in which case the parties will be notified and provided with an explanation of the reason for the extension of the 60-day period.

The College's ability to investigate in a particular situation, or the extent of the Investigation in any given situation, may be affected by any number of factors, including whether the report is anonymous, the Reporting Party is willing to file a report or to consent to an Investigation, the Reporting Party's request for confidentiality, the location where the alleged conduct occurred, and the College's access to information relevant to the alleged or suspected violation of the Policy. The College is nonetheless committed to investigating and resolving all alleged and suspected violations of the Policy to the fullest extent possible under the circumstances. In instances where Reporting Party is unwilling or unable to file a report and participate in an Investigation and Resolution process, the College may elect to proceed and to seek resolution of the matter in accordance with



the Investigation and Resolution Procedures described below or other process that resolves the complaint in a manner consistent with applicable law and relevant Office of Civil Rights (OCR) or other relevant government guidance. Similarly, the College may also proceed to seek resolution of the alleged or suspected Policy violation in cases in which the Responding Party does not wish to participate in the Investigation and Resolution process. In these cases, the College will serve as the Reporting Party in the procedures described below.

These Procedures apply to all suspected or alleged violations of the Policy and will be used in place of any Student Conduct Code or Conduct Council or Faculty or Employee Handbook policies or procedures used to address other alleged misconduct. In addition, the College may at any time, upon finding of good cause, modify these Procedures in the interests of promoting full and fair resolution of suspected or alleged violations of the Policy in accordance with applicable law.

## **A. CONFIDENTIALITY**

An individual may choose to disclose information concerning sex discrimination, including sexual harassment, sexual misconduct, interpersonal violence and stalking to a faculty or staff member. Individuals should understand, however, that all Knox employees, except the Confidential Reporting resources identified below, are required to report to the Title IX Coordinator when they receive a report of sex discrimination, including sexual harassment, sexual misconduct, interpersonal violence or stalking, so that the College can respond appropriately. Resident Advisors are also considered College representatives with a duty to report.

If an individual requests confidentiality when reporting these incidents, the Lead Title IX Coordinator will evaluate that request in light of the College's obligations under federal and state law and relevant government or regulatory guidance. Information pertaining to such incidents will be treated with sensitivity and disseminated with care when it is necessary to do so for purposes of conducting an Investigation or taking appropriate corrective action. The College will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, to the extent permissible by law.

## **B. REPORTING**

### **1. Campus Reporting**

The College encourages individuals to disclose as soon as practically possible, but there is no time limit on reporting incidents of sex discrimination, including sexual harassment, sexual misconduct, interpersonal violence or stalking. The College will undertake an investigation of past events, but it cannot typically impose disciplinary sanctions on an individual who is no longer a member of the Knox community (e.g., a student who has graduated or an individual who is no longer in the employ of the College).

All College employees, except those identified in the Confidential Reporting section below, are obligated to share with the Lead or a Deputy Title IX Coordinator any alleged violation of this Policy of which they become aware unless they are expressly prohibited by law from disclosing such information. At Knox, staff counselors and advocates at the Counseling Center and medical personnel at the Health Center are not required to

disclose the information to a Title IX Coordinator as they have professional obligations to maintain the confidentiality of their clients. Anyone who feels that they have been the victim of sex discrimination, including sexual harassment, sexual misconduct, interpersonal violence or stalking, as defined in the Policy is encouraged to bring it to the attention of the Title IX Coordinator or a Deputy for assistance. The Title IX Coordinator is responsible for the prompt and impartial review, investigation and adjudication of all reports of violations of the Policy, along with the provision of interim measures and remedies to support all individuals involved and to treat them with dignity and care. The Title IX Coordinator is empowered to provide interim measures and remedies to support all individuals involved in these situations and to protect the safety of the campus community through these measures. These responsibilities include addressing off-campus conduct that affects members of the Knox community as well as on-campus conduct.

### **2. Off-Campus Reporting**

The College encourages all individuals who feel they have been victims of sexual misconduct or interpersonal violence to seek immediate assistance from a medical provider for emergency services, including treatment of any injury, and to collect and preserve physical and other forms of evidence. Seeking medical attention helps preserve the full range of options, including the options of working through the College's Investigation and Resolution Procedures and/or filing criminal complaints. Individuals also have the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint with the College through its Investigation and Resolution Procedures or to pursue both processes consecutively or concurrently. A victim of sexual misconduct or interpersonal violence also has the right not to pursue any complaint. Regardless of the option chosen, the College will initiate an Investigation as provided in this Policy. Section 4, below, includes additional information regarding requests for confidentiality or requests that no investigation be conducted.

In addition to having the option of pursuing a criminal complaint, individuals also have the option of exploring whether they might be entitled to an order of protection, no contact order, restraining order, or other similar orders issued by a criminal or civil court. For more information about such orders see:

[www.illinoisattorneygeneral.gov/women/victims.html](http://www.illinoisattorneygeneral.gov/women/victims.html)

[www.illinoislegalaid.org/index.cfm?fuseaction=home.dsp\\_content&contentID=7163#](http://www.illinoislegalaid.org/index.cfm?fuseaction=home.dsp_content&contentID=7163#)

[www.illinoislegalaid.org/index.cfm?fuseaction=home.dsp\\_content&contentID=7152#](http://www.illinoislegalaid.org/index.cfm?fuseaction=home.dsp_content&contentID=7152#)

The Title IX Coordinator and the Knox College Campus Safety Department will assist individuals with transportation to a hospital if they so request, with making contact with appropriate law enforcement authorities upon request, and with accessing all appropriate resources and support, including on and off-campus confidential victim services and sexual violence crisis support.

Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence or resume its own investigation as soon as is practicable under the circumstances. The College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.



Individuals who believe they are the victims of a crime as defined by federal and state laws are encouraged to report to law enforcement authorities as the legal system of the State of Illinois offers recourse through law enforcement officials and the courts. Knox's authority to sanction members of the College community applies only to the violation of College rules, policies and procedures. Legal action to pursue either civil or criminal proceedings may be initiated by contacting the police or the State's Attorney. The College's Title IX Coordinator and the Knox College Campus Safety Department are available to assist students with any reports they might wish to make to law enforcement authorities.

### 3. Confidential Reporting

The College recognizes that individuals who feel they have been victims of sexual misconduct, interpersonal violence or stalking may require time and support in considering whether or how to participate in any College or law enforcement process. There are confidential resources on campus and in the community available to individuals as they make these decisions. These resources include:

#### a. Confidential Resources on Campus

##### **Knox Health and Counseling Center: 309-341-7492**

Staff counselors and medical personnel at the Health and Counseling Center can provide emotional and medical support in a safe and confidential space. They are not required to disclose identifying information as they have professional obligations to maintain the confidentiality of their clients. They can also help parties think through their options for filing a formal report. In addition, a Staff Counselor and Sexual Assault Advocate is available to meet with students and provide support and information about the College's Policy and Procedures in a confidential setting.

#### b. Confidential Resources in the Community

##### **Safe Harbor Family Crisis Center**

1188 West Main Street – Galesburg 24-Hour Local Crisis Line: 309-343-7233  
[www.safeharbordv.org](http://www.safeharbordv.org)

##### **Western Illinois Regional Council Victim Services (WIRC)**

24-Hour Crisis Line: 309-837-5555  
[www.wirpc.org/victimservices/sexualassault.php](http://www.wirpc.org/victimservices/sexualassault.php)

##### **RAINN: Rape, Abuse and Incest National Network**

24-Hour National Sexual Assault Hotline: 1-800-656-4673 (HOPE) [www.rainn.org](http://www.rainn.org) Family Planning  
311 East Main Street, #409 – Galesburg  
309-343-6162  
[www.familyplanningservice.net](http://www.familyplanningservice.net)

#### c. Amnesty/Good Samaritan Policy

The College recognizes that an individual who has been drinking or using drugs at the time of an incident of sexual misconduct, interpersonal violence or stalking may be hesitant to make a report because of potential disciplinary consequences. To encourage reporting, the College has determined that an individual who reports these incidents will not be subject to disciplinary action by the College for personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not/do not endanger the health or well-being of any other individual. The College may, however, initiate an education discussion or

pursue other educational remedies regarding alcohol or other drugs.

#### d. Anonymous Witness Report

The College also has an online mechanism for individuals who believe that they have been subjected to sexual misconduct to make an anonymous report: [www.knox.edu/silentwitness](http://www.knox.edu/silentwitness).

These reports will be sent to the Title IX Coordinator who will make every effort to respond or take other corrective action, but the College's ability to respond or take corrective action following an anonymous report may be limited. This reporting mechanism is not a substitute for the obligation of all College employees, except for the Confidential Reporting resources identified, to make a report as described above.

### 4. Requesting Confidentiality: How Knox College Will Weigh the Request and Respond

The College has designated the Title IX Coordinator to evaluate requests for confidentiality or that no formal action be taken and oversee the College's response to reports of alleged sexual violence or other misconduct involving Knox College students. If Knox College honors a Reporting Party's request for confidentiality or request that no investigation or resolution be pursued, the College's ability to investigate the incident comprehensively or pursue disciplinary action against the alleged Reporting Party(s) may potentially be limited. If a Reporting Party discloses an incident, but requests confidentiality or is unwilling to participate in any investigation or adjudication process, the Title IX Coordinator, in consultation with other College administrators, which may include representatives of the Office of the Dean of Students, the Knox College Campus Safety Department, and the College's Title IX Counsel, will weigh the request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the Reporting Party. When weighing a Reporting Party's request for confidentiality or that no investigation or resolution be pursued, the Title IX Coordinator will consider a range of factors, which may include but are not limited to, whether:

- The alleged Responding Party is likely to commit additional acts of sexual or other violence, such as:
  - Whether there have been other sexual violence complaints about the same alleged Responding Party;
  - Whether the alleged Responding Party has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the alleged Responding Party threatened further sexual violence or other violence against the Reporting Party or others;
  - Whether the sexual violence was committed by multiple perpetrators;
- The sexual violence was perpetrated with a weapon;
- The Reporting Party is a minor;
- Knox College possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- The Reporting Party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue action against

the Responding Party even if the Reporting Party requests otherwise. If none of these factors are present, the College is more likely to respect the Reporting Party's request. If the Title IX Coordinator determines that the College cannot maintain a Reporting Party's confidentiality, the Title IX Coordinator will inform the Reporting Party prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

### **C. INITIAL ASSESSMENT| INTERIM MEASURES AND REMEDIES**

Whatever the source, the College will make every effort to bring reports as quickly as possible to the Title IX Coordinator for preliminary assessment. The primary goal of the College's response at this stage is to assist and support the complainant/victim/survivor (referred to as the Reporting Party), regardless of whether the Reporting Party chooses to report the incident to law enforcement. The Initial Assessment will also determine whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted. Upon receipt of a report, the Title IX Coordinator and/or designee will implement any appropriate Interim Measures and Remedies to protect the safety of the parties and the campus community and will seek to provide Interim Measures and Remedies for the parties that address their safety and well-being. Such measures and remedies may be requested by or provided to either party and may include but are not limited to counseling services, orders of no contact, provision of escorts and residence modifications, along with academic and campus work accommodations. Interim measures will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the College to provide the interim measures. As required under the Clery Act, the College will (a) provide Reporting Parties with information about their options for, and available assistance in, changing academic, living, transportation, and working situations if requested and reasonably available, regardless of whether the Reporting Party chooses to report the crime to campus security or to local law enforcement; and (b) facilitate changes in the Reporting Party's transportation and working situations, in addition to academic and living situations, if requested and reasonably available.

#### **1. Initial Assessment**

The first step of the Initial Assessment will typically be a meeting between the Reporting Party and the Title IX Coordinator and/or designee. This meeting will allow the Title IX Coordinator and/or designee to:

- Assess the nature and circumstances of the allegation.
- Address any immediate concerns about the physical safety and emotional well being of the parties.
- Notify the Reporting Party of the option to notify law enforcement and be assisted in doing so, as well as the option not to notify law enforcement.
- Provide the Reporting party with information about the range of available on and off campus resources and services, including confidential resources and services, and assist them in accessing these resources.
- Describe the range of Interim Measures and Remedies for security and support, including orders of no contact, changes in living arrangements, campus employment, course adjustments and other forms of academic support. In addition,

the College may, at its discretion, impose an interim suspension or leave of absence on the Responding Party in cases where the College believes there is risk of harm to others. Any Interim Measures or Remedies will be taken in a manner that minimizes the burden on the Reporting Party to the extent possible.

- Discuss fully the options afforded to the Reporting Party, the rights and responsibilities of both parties (including the right to be accompanied during any meeting related to the matter by an advisor of their choice whose participation will be limited to consulting privately with the party they accompany), the Investigation and Resolution process, and the need to preserve any relevant evidence or documentation in the case. All parties will be informed that the College prohibits any retaliation against parties who have filed a report, assisted, or participated in any manner in an investigation or proceeding under this Policy.
- Assess whether there is a need for a timely warning or emergency notification under federal law.

At this time, a written complaint or statement may be submitted by the Reporting Party, but a written complaint or statement is not necessary; information provided by the Reporting Party in any form will be considered in resolving allegations reported to the College.

If the Reporting Party at any time requests that their identity remain confidential or that no formal action be taken, the College will balance this request along with its responsibility to take steps to foster an educational environment that is free of discrimination and harassment for all members of the campus community. Among the factors to be considered are the seriousness of the alleged misconduct and the risk to the community's safety, whether the alleged incident is isolated or part of a pattern of misconduct, and the Responding Party's rights for notification under federal and state law. If the Title IX Coordinator determines that it cannot honor the request for confidentiality, the College cannot abide by the Reporting Party's requests, it will inform that party prior to initiating any investigation and will, to the extent possible, only share information with those responsible for handling the College's response.

As soon as practicable after the initial meeting with the Reporting Party, the accused party (referred to as the Responding Party) will also be notified that a report or complaint alleging a violation of College Policy has been made unless the College determines that notifying the Responding Party is not necessary or appropriate under the circumstances. When notified of the report or complaint, the Responding Party will also receive parallel discussion of the options afforded to them, the rights and responsibilities of both parties (including the right to be accompanied during any meeting related to the matter by an advisor of their choice whose participation will be limited to consulting privately with the party accompanied by the advisor), the Investigation and Resolution process, the prohibition against retaliation, the need to preserve any relevant evidence or documentation in the case, and the availability of interim measures and remedies. The Responding Party will also be provided with a written explanation of these rights.

**The Responding Party may elect to accept responsibility for all or part of the conduct alleged by the Reporting Party at this stage or at any later stage throughout the process.** In that case, the Title IX Coordinator and/or their designee may

initiate an Investigation for the purposes of providing additional information that may be relevant to the College official charged with determining appropriate sanctions. If the Responding Party does not accept responsibility, the Investigation will proceed as described below. In addition, if the Responding Party withdraws a prior acceptance of responsibility, the process will continue as described below.

## **2. Interim Measures and Remedies**

Throughout the Investigation and Resolution process, the Title IX Coordinator will monitor the effectiveness of the interim measures or remedies described above and coordinate with the both parties on the provision and implementation of these measures.

### **D. OPTION FOR VOLUNTARY RESOLUTION**

The Voluntary Resolution process produces an agreement designed to cease the conduct at issue and remedy its effects on the safety and welfare of the Reporting Party and the campus community, all the while respecting the preferences of the Reporting Party. Voluntary Resolution is only appropriate if the Reporting Party requests it and if the Title IX Coordinator determines through the Initial Assessment or at a later stage that the Voluntary Resolution is permissible and appropriate. It is not appropriate for all forms of conduct covered under the Policy. Allegations of sexual assault or sexual violence, and allegations of interpersonal violence and/or stalking involving physical contact may not be resolved using a Voluntary Resolution. However, other alleged violations of the Policy, including some allegations of sexual harassment, may be resolved using a Voluntary Resolution process overseen by the Title IX Coordinator in conjunction with one or more College representatives if the College determines, in its discretion, that such a process would be appropriate and all parties agree to participate. In some forms of Voluntary Resolution, the process will involve only remedies that support the Reporting Party. Other forms of Voluntary Resolution allow the Responding Party to accept responsibility for the misconduct and for appropriate remedies and other corrective actions to be imposed. In addition, either party can request at any time that the Voluntary Resolution process cease and the the Investigation and Resolution process begin (or resume if it has already begun).

A summary of the Initial Assessment by the Title IX Coordinator will be shared with both parties to help inform the process of Voluntary Resolution. The parties to any such voluntary process will not be required to deal directly with one another without the College's involvement. The Title IX Coordinator can also arrange for any current member of the College faculty, staff or student community to be asked to assist with the voluntary process by meeting with both parties separately or together. The Title IX Coordinator or other College official will discuss with the both parties the range of potential actions and resolutions. If both parties agree on a set of actions and resolutions, the Voluntary Resolution will be documented and both parties will be notified simultaneously/contemporaneously (to the greatest extent possible) in writing of the Voluntary Resolution.

## **E. INVESTIGATION AND RESOLUTION**

### **1. Investigation**

The College is committed to undertaking prompt, thorough, impartial and fair investigations, and to treating all individuals with respect and sensitivity. If Voluntary Resolution is not

appropriate or requested by the Reporting Party, the Title IX Coordinator will continue the Investigation process by appointing one or more internal or external investigators who have been trained in the investigation of, and other issues related to, domestic violence, dating violence, sexual assault, stalking and other misconduct covered by this Policy and who do not have a conflict of interest or bias for or against any parties involved in the potential Policy violation, and who receive at least annual training on issues related to sexual assault, interpersonal violence, and stalking. These investigators will undertake an Investigation for the purposes of adjudicating whether the Responding Party is responsible for the alleged violation(s) of the Policy. As noted above, the College will complete the process of responding to any suspected or alleged violation of the Policy and arrive at a resolution (excluding any appeals) within 60 calendar days of the filing of a report or the date on which the College becomes aware of a suspected or alleged violation of the Policy unless the College determines that additional time is required. The College will provide the parties with periodic updates as it deems appropriate and timely notice of meetings at which either or both the Reporting and Responding Parties may be present, and will provide both parties with timely and equal access to any information that will be utilized in the process. Extenuating circumstances could require the process to extend beyond the 60-day time frame described above, and the College will determine in its discretion if such circumstances exist and will notify the Reporting and Responding Parties in writing of the delay and the reason for the delay.

As part of the Investigation and Resolution, the Investigator(s) will review any information gathered during the Initial Assessment and will seek to interview both the Reporting and Responding Party, along with any other witnesses who can provide germane information. Both parties are entitled to bring an advisor of their choice to any meeting or interview in connection with the process. The role of the advisor of choice is limited to consulting privately with the party they accompany. To help ensure a prompt and thorough investigation, the Reporting Party is encouraged to provide as much information as possible, including the following:

- The name of the person or persons allegedly engaged in the prohibited conduct.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the reporting party's opportunity to benefit from the College's programs or activities.
- The names of other individuals who might have relevant information about the alleged actions and/or been subject to the same or similar acts of prohibited conduct.
- Although it is not required, any steps the Reporting Party has taken to try to stop the prohibited conduct.
- Any other information the Reporting Party believes to be relevant to the alleged prohibited conduct.

The Responding Party is also expected to provide as much information as possible in connection with the investigation.

In general, in a case where the Responding Party raises consent as a defense, any prior sexual or other relationship between the parties may be deemed relevant to the Investigation but not necessarily determinative. As noted in the Policy above, a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Generally, other prior sexual history of the



Reporting or Responding Party will not be considered relevant to the Investigation. However, in limited circumstances, such as pattern evidence, it may be relevant in the determination of responsibility or, in the case of the Responding Party, assigning of a sanction. Additionally, a prior finding of responsibility for a similar act of sexual misconduct that remains following any appeals may be deemed relevant and may be considered in making a determination as to responsibility and/or assigning of a sanction.

## 2. Title IX Investigative Report

Upon conclusion of the investigation, the Investigator(s) will produce a Title IX Investigative Report that summarizes and analyzes the allegations, the relevant facts, and any supporting documentation (which may include statements by the parties, third party witnesses, or others with information and any physical, written, or electronic or other evidence). The Title IX Investigative Report will be provided to the Title IX Coordinator and shared with the parties (to the extent permitted by FERPA or other applicable law). Each party will have the right to provide to the Title IX Coordinator their comments on the Report identifying any factual inaccuracies or misunderstandings within 5 calendar days of receipt of the Report. The Investigator will address any identified factual inaccuracies or misunderstandings as appropriate and based on this information, as well as all information gathered during the Investigation, the Investigator(s) will make a finding as to whether the College's Policy has been violated in the matter by the Responding Party.

## 3. Standard of Proof

The **Standard of Proof** to be employed by the Investigator shall be the preponderance of the evidence: that is, based upon the information obtained during the investigation, is it more likely than not that one or more violations of the Policy occurred? The Final Title IX Investigative Report, including a finding of responsibility or non-responsibility for a Policy violation and a rationale for the finding, will be provided to the Title IX Coordinator and shared with the parties (to the extent permitted by FERPA or other applicable law) simultaneously/ contemporaneously to the greatest extent possible.

## 4. Sanctioning, Impact Statements and Corrective Actions

If the Investigator finds based on a preponderance of the evidence that the Responding Party is responsible for a violation of the Policy, the Final Title IX Investigative Report will be forwarded to the appropriate College official for determination of sanction. Both parties will then be afforded the opportunity to provide any additional written comments and statements as to the impact of the Investigator's finding for consideration by the appropriate College official who will be assigning the sanction. These comments and statements must be submitted to the sanctioning officer within 5 calendar days of receipt of the Final Investigative Report.

- When the Responding Party is a student who has been found responsible for a violation of College Policy, the Dean of Students will determine the appropriate sanction and any other corrective actions.
- When the Responding Party is a faculty member who has been found responsible for a violation of College Policy the Dean of the College will determine the appropriate sanction and any other corrective actions, unless a different process is required under the Faculty Handbook then in effect.

- When the Responding Party is a staff member who has been found responsible for a violation of College Policy the Director of Human Resources will determine the appropriate sanction and any other corrective actions, unless a different process is required under any applicable collective bargaining agreement.

Upon reviewing the Final Title IX Investigative Report and any additional comments or statements submitted by either party, the College official responsible for sanctions will determine what, if any, sanctions will be imposed and will notify each party, contemporaneously/simultaneously (to the greatest extent possible) of any sanctions or other corrective actions in writing, as well as the rationale for the sanctions or other corrective actions, to the extent permitted or required by law. Each party will be notified of the decision regarding sanctions and any other corrective actions within 5 calendar days of the referral of the Report to the College official responsible for determining the sanction and any other corrective actions, unless the College official determines that additional time is required. The College official will also provide a copy of the decision regarding sanctions and any other corrective actions to the Lead Title IX Coordinator.

The College will take reasonable steps to prevent the recurrence of any violations of the Policy and to correct the discriminatory effects on the Reporting Party (and others, if appropriate). The range of potential disciplinary sanctions that may be imposed along with other corrective actions for a finding of a Policy violation is: written or verbal apology; discrimination, harassment or consent education; drug or alcohol counseling, community service; verbal or written warning; probation; suspension; and dismissal or other separation from the College. Additional corrective actions for the Reporting Party may include but are not limited to support services and accommodations such as escorts, counseling and medical services, academic or residential accommodations and support. Corrective actions and remedies at the level of the institution may include but are not limited to providing and/or requiring appropriate forms of counseling and training, developing educational materials and programming, implementation of revised policies and procedures, undertaking climate surveys and other mechanisms to identify and address patterns of violations.

In no event will the Reporting Party in matters involving an alleged violation of the Policy that involves sex discrimination, sexual harassment, or other sexual misconduct including interpersonal violence and/or stalking be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome. In instances where the College is unable to take disciplinary or other corrective action in response to a violation of this Policy because a complainant/victim/survivor requests confidentiality or for some other reason, the College will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

## F. APPEALS

### 1. Appeal of Finding of Non-Responsibility

If there is a finding of non-responsibility, either party may appeal such a finding within 10 calendar days of receiving the Final Title IX Investigative Report. Appeals of such a finding may be submitted on two grounds: new evidence or information sufficient to alter a decision; and allegations that the Investigator deviated



from the Investigation and Resolution process outlined in the Policy in a way that substantially altered the outcome of the case. Appeals must be written and must state the grounds for the appeal, provide any supporting documentation, and include information and arguments relevant to the grounds for the appeal.

## **2. Appeal of Finding of Responsibility and Sanctions/Corrective Actions**

If there is a finding of responsibility, either party also has the right to submit an appeal of the finding and the sanctions/corrective actions within 5 calendar days of being notified of the sanction decision. Appeals of such a finding may be submitted on two grounds: new evidence or information sufficient to alter a decision; and allegations that the Investigator deviated from the Investigation and Resolution process outlined in the Policy in a way that substantially altered the outcome of the case. Appeals of the sanctions may be submitted on the grounds that the sanction was excessively harsh or excessively lenient or that the College official imposing the sanction deviated from the process outlined in the Policy in a manner that substantially influenced the nature of the sanction. Appeals must be written and must state the grounds for the appeal, provide any supporting documentation, and include information and arguments relevant to the grounds for the appeal. The appeal must be submitted in writing to the Title IX Coordinator within 5 calendar days of receipt of the sanction notification. If the responding party wishes to have a sanction suspended pending the outcome of the appeal, they may so request at the time of the appeal. It is within the sole discretion of the Title IX Coordinator to grant a suspension of the sanction pending an appeal determination and to invoke necessary interim remedies and measures during this period.

## **3. Appeal Process**

The appeal process has two steps. First, within 5 calendar days of receiving an appeal of either finding or sanction, the Title IX Coordinator will determine whether the appeal satisfies the grounds for appeal and will notify the parties simultaneously/contemporaneously (to the greatest extent possible) in writing of their decision regarding this issue. The party that did not initiate the appeal will then have 7 calendar days to submit a written response to the appeal if the Title IX Coordinator determines that the appeal request satisfies the grounds for appeal. Appeals of either finding or sanction appeal will be reviewed by a three-person Appeal Panel of College officials trained in Title IX matters and appointed by the Title IX Coordinator. The Appeal Panel will review the Final Title IX Investigative Report and may interview the Investigator(s) or any other person who participated in the investigation or sanctioning process. The Appeal Panel may uphold the original finding, remand the case to the original Investigator(s) for reconsideration, convene an entirely new Investigation, or recommend reconsideration of the sanction or other corrective actions. The Appeal Panel will deliver its decision within 14 days of receiving the Appeal unless there are extenuating circumstances that require an extension. Upon completion of the Appeal, the Title IX Coordinator will notify the parties contemporaneously/simultaneously (to the greatest extent possible) in writing of the outcome of the appeal and the rationale for the decision. Appeal decisions by the Appeal Panel are final.

## **G. RECORDS MAINTENANCE**

The College will maintain documentation and records regarding alleged violations of the Policy and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information of victims of sexual misconduct, interpersonal violence, and stalking.

All files relating to the Final Title IX Investigative Report, Initial Assessment, Voluntary Resolution, Investigation, Sanctions and Appeals will be maintained by the Title IX Coordinator. If a student has been found responsible for violating the Policy, this finding remains a part of that student's conduct record.

## **H. EDUCATIONAL PROGRAMMING**

The College will provide the following education programming designed to promote the awareness of Discrimination, Harassment, Sexual Misconduct, Interpersonal Violence and Stalking.

### **1. Officials with Responsibility for Investigating or Adjudicating Alleged Violations of this Policy**

- Training on at least an annual basis on the issues related to sexual assault, domestic violence, dating violence and stalking; and
- Training on at least an annual basis on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

### **2. Primary Prevention and Awareness Programs**

The College will provide primary prevention and awareness programs for all incoming students and new employees that includes the following:

- a statement that the College prohibits the offenses of discrimination, harassment, sexual misconduct, interpersonal violence and stalking, and a
- description of the College's policies that prohibit this conduct;
- the definition of consent, in reference to sexual activity, as defined in this Policy and under Illinois law;
- the definition of discrimination, harassment, sexual misconduct, including sexual assault, interpersonal violence, including domestic violence and dating violence, and stalking (or similar offenses) in this Policy and under Illinois law;
- safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of discrimination, harassment, sexual misconduct, interpersonal violence and stalking against a person other than such individual;
- information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- the procedures that a complainant/victim/survivor should follow if discrimination, harassment, sexual misconduct, interpersonal violence and stalking has occurred, as described in this Policy;
- the possible sanctions and protective measures that the College may impose following a final determination of a violation of College policy regarding discrimination, harassment, sexual misconduct, interpersonal violence and stalking;
- the procedures for College disciplinary action in cases of alleged discrimination, harassment, sexual misconduct,

interpersonal violence and stalking, as described in this Policy, including the standard of proof that is used;

- information about how the College will protect the confidentiality of Reporting Parties, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the Reporting Party, to the extent permissible by law;
- information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for student and employee accusers and victims both on-campus and in the community; and
- information about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the Reporting Party and if such accommodations are reasonably available, regardless of
- whether the Reporting Party chooses to report the crime to campus security or local law enforcement.

### **3. Ongoing prevention and awareness campaigns**

The College will also provide ongoing prevention and awareness campaigns for students and employees that include the information covered in the primary prevention and awareness programs.

For complete information on the College's policy and procedures with respect to sexual assault, interpersonal violence and stalking, see [www.knox.edu/titleIX](http://www.knox.edu/titleIX).

The Title IX coordinator is available to meet with or talk to students, faculty, and staff regarding issues relating to this policy.

#### **Lead Title IX Coordinator**

Kimberly K. Schrader  
Old Jail #12, Box K-209  
309-341-7751 office  
309-337-6536 cell  
[kschrade@knox.edu](mailto:kschrade@knox.edu)

The lead Title IX coordinator is responsible for implementing and monitoring Title IX compliance on behalf of the College. This includes coordination of training, education, communications, and administration of the complaint and investigation/resolution procedures for the handling of suspect or alleged violations of this policy.

# ANNUAL FIRE SAFETY REPORT

In July 2010, the Higher Education Opportunity Act (HEOA) of 2008 became effective. The Act required that colleges and universities publish information relating to emergency response and evacuation, emergency notification, missing student notification, and hate crime reporting. The HEOA also adopted new fire safety reporting obligations. The guidelines direct all institutions that provide on-campus student housing to issue an Annual Fire Safety Report and to maintain a fire log for review.

## CLERY FIRE DEFINITIONS

Clery Act guidelines require that any institution that "maintains an on-campus student housing facility" must collect "fire statistics." Those statistics and additional fire related information has been included in the Annual Knox College Fire Safety Report. The statistics include information in the categories of:

**Unintentional Fires** in regard to: Cooking, Use of smoking materials, Open flames, Electrical, Heating Equipment, Hazardous products, Machinery/Industrial, Natural and "other" unintentional causes

**Intentional fires and undetermined fires** are defined in this report as:

**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.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Cause:** The factor or factors which give rise to a fire. The causal include intentional or unintentional acts, mechanical failure or act of nature.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire Related Injury:** Any instance in which a person is injured as a result of a fire, including those injured while involved in fire control, rescue, or escaping from the dangers of fire. Persons include students, employees, visitors, firefighters, or any other individuals.

**Fire Related Death:** Any instance in which a person is killed as the result of a fire or dies within one year of injuries as a result of the fire.

**Fire Safety system:** Any mechanism or system related to the detection, warning or control of a fire. This includes sprinklers, other fire extinguishing systems, fire detection devices, stand alone smoke alarms, fire alerts (horns, bells, strobe lights, smoke control and reduction mechanisms), and fire doors and walls that reduce the spread of a fire.

**Value of Property Damaged:** The estimated value of the loss of the structure and contents based on cost of replacement. Includes contents damaged by smoke, water, and overhaul. It does include indirect costs such as business interruption.

## FIRE SAFETY POLICIES

**Smoking, Open Flames, and Portable Appliances.** All on-campus residential units and academic buildings areas are considered smoke-free. Residents and their guests may not smoke inside any on-campus residence or interior area of any buildings. No lighting or heating device that produces an open flame or smoke is allowed in any on-campus residence (excluding designated kitchens). This includes candles, incense, open flames, kerosene, electric or propane heaters, hot plates and fuel containers.

Knox College expects, and the State of Illinois requires, all students to follow the Fire Safety Code. Violations of this code may result in disciplinary action.

The College enforces the following fire regulations:

- Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when students are so directed by a college staff member. Individuals who violate this will be subject to disciplinary action.
- No electrical heat-producing appliances other than irons, electric blankets, hair dryers, hot pots and popcorn poppers are permitted in residence halls or housing units. No toaster ovens are permitted.
- All appliances such as hair dryers, coffee pots, popcorn poppers and irons must be plugged directly into wall outlets and unplugged when not in use.
- The use of space heaters in students' rooms is not permitted. Space heaters will be confiscated.
- The use of "torchiere" halogen lamps in student rooms is not permitted. Halogen lamps will be confiscated.
- Flammable decorations are not permitted in College housing units. This includes but is not limited to Christmas trees, wreathes, and untreated bunting.
- Open flames, including candles, kerosene lamps, and other similar items, are not permitted in any College-owned or approved housing units.
- No flammable or combustible liquids such as gasoline, kerosene, turpentine or similar substances may be stored in any College-owned or approved housing unit. Any of these substances found in College housing will be confiscated, and disciplinary action will be taken.
- Only College wiring is allowed in residence hall rooms, and only a reasonable number of standard U.L. approved extension cords may be used. Extension cords must be exposed at all times; they may not be placed under carpets, behind desks, etc.
- Smoke detectors should not be covered, blocked, or otherwise tampered with. Care should be taken not to spray aerosol cans near them or to create smoke in confined areas.
- Tampering with fire equipment is a violation of the State of Illinois law and is prohibited by the College. Fire extinguishers are not to be removed from their proper locations or to be discharged except in the event of a fire emergency. Any tampering with fire equipment will result in disciplinary action (including restitution for the cost of recharging fire extinguishers) and/or criminal prosecution.

- Safety signs and markings are not to be tampered with or defaced.
- Fire doors and any other doors with closing mechanisms are to be kept closed at all times except in the event of a fire emergency.
- Nothing is allowed to block, even partially, any means of exit.

**Electrical Appliances/Cooking**—Television sets, computers, stereos, and small refrigerators are permitted but the residence hall rooms are not wired to carry larger appliances such as air conditioners and space heaters. Only UL-approved electrical cords should be used. Power strips are highly encouraged. The use of extension cords in student rooms is highly discouraged. A reasonable number of electrical appliances may be used if they are electrically safe and don't have exposed wires or heating elements.

Cooking is not allowed in student rooms or suites. Most residence halls provide cooking facilities, usually in the basement of the halls. Food may be kept in student rooms but it must be stored in sealed containers. Toasters, hot plates, electric skillets, and the like are not permitted.

Details regarding these matters are also contained within the Student Handbook section of the Student Development website (<https://www.knox.edu/offices/student-development/student-handbook>).

## TO REPORT A FIRE

In case of a fire or an explosion, immediately activate the nearest fire alarm and call the Galesburg Fire Department at 911. Then, notify the Office of Campus Safety at 309-341-7979.

When a fire alarm sounds, leave the building immediately and close all doors. Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when directed to do so by college personnel. Individuals who violate this policy are subject to disciplinary action. Fire doors and fire escapes are to be used only in case of an emergency.

## FIRE DRILLS

The Galesburg Fire Department, in conjunction with the Knox College Offices of Student Development and Campus Safety, conducts fire drill exercises in each of residential units on the Knox College campus (generally approximately 45 drills annually). During the drills, the alarms are sounded and Galesburg Fire Department and College staff monitor the evacuation process. Staff then inspect every residence hall room to verify all students have exited the buildings. Students are instructed to congregate at the evacuation sites as instructed in the emergency preparedness plan and/or discussed during initial suite meetings. Students not leaving the buildings during a fire alarm or during a drill are referred to the Office of Student Development for appropriate sanctions.

## RESIDENTIAL EVACUATION PROCEDURES

In the event of a fire in a residential unit or hall, our campus community has been instructed to close appropriate interior room doors, proceed to the nearest exit (do not use an elevator while the alarm is activated), and leave the building in an expedient and safe manner. On the rare occasion that an alarm has not been automatically activated, community members have been

instructed to manually activate the nearest pull station, provided that such activation does not compromise the safety of any person. Once outside the building, Galesburg Emergency Services should be advised (via 911) of the nature and location of the fire. The Campus Safety Department (if not present at the fire location) should also be contacted at 309-341-7979 for assistance.

Upon exiting the residential unit, community members should proceed to the evacuation locations discussed during initial suite meetings. Students residing in the residential units noted below have been directed to meet at the following locations:

- 112 W. South Street (BETA House): South of the residence near Seymour Library.
- 143 W. South Street (Williston Hall): Parking lot northeast of the residence.
- 151 W. Knox Street (Sherwin): East side of building near tennis courts.
- 160 W. South Street (TKE): South of the residence near the Seymour Library.
- 167 W. Knox Street (Neifert): East side of building near tennis courts.
- 168 W. Tompkins Street (ABLE House): Southeast corner of Tompkins and West Streets.
- 175 W. Knox Street (Furrow East/West): East side of building near tennis courts.
- 218 S. Cedar Street (FIJI): Parking lot south of residence.
- 237 W. Knox Street: Northwest corner of S. West and W. Knox Street.
- 240 W. Tompkins Street (Executive Arms): Hamblin Hall parking lot.
- 247 W. Knox Street: Parking lot west of the residence.
- 251 S. West Street (Townhouses): Hamblin Hall parking lot across the street from the Townhouses.
- 251 W. South Street (Hamblin Hall): Hamblin Parking lot near 284 W. Tompkins Street.
- 260 W. Tompkins Street: Hamblin Hall parking lot.
- 265 S. Academy Street: Hamblin Hall parking lot.
- 270 W. Tompkins Street: Hamblin Hall parking lot.
- 284 W. Tompkins Street: Hamblin Hall parking lot.
- 362 S. Academy Street: Parking lot north of residence.
- 401 S. West Street (Seymour Hall): North of residence between Seymour and Alumni Halls.
- 418 S. West Street (International House): Parking lot west of the residence.
- 461-463 S. West Street (Post Hall): Grass (hill) area east of Post.
- 480 W. South Street (Peterson House): Softball field west of the residence.
- 511 S. West Street (Griffith): North of residence near Post Hall.
- 513 S. West Street (Drew): North of residence near Post Hall.
- 516 S. West Street: Parking lot West of the residence.
- 517 S. West Street: North of residence near Post Hall.
- 519 S. West Street (Simonds): North side of residence near Post Hall.
- 530 S. West Street: Parking lot West of the residence.



- 531 S. West Street (Conger): East side of building near tennis courts.
- 542 S. West Street: Parking lot West of the residence.
- 543 S. West Street (Neal): East side of building near tennis courts.
- 553 S. West Street (Sellew): East side of building near tennis courts.
- 556 S. West Street (Sigma Nu): Parking lot west of residence.
- 561 S. West Street (Campbell): East side of building near tennis courts.
- 563 S. West Street (Raub): East side of building near tennis courts.
- 577 S. West Street (Elder): East side of building near tennis courts.
- 616 S. West Street (Sigma Chi): Parking lot on Southeast corner of W. Knox and S. West Streets
- 643 S. West Street: Parking lot on the Southeast corner of W. Knox and S. West Streets
- 675 S. West Street: East of residence near soccer field.
- 697 S. West Street: East of residence near soccer field

## RESIDENTIAL FIRE SAFETY SYSTEMS

The Higher Education Opportunity Act (2008) has required that institutions that maintain on-campus housing facilities publish an annual fire safety report that contains information regarding campus fire safety practices and standards of the institution. The following information, which has been published in conjunction with the Annual Safety and Security (Clery) Survey Report, has been developed to address the requirements of the Act, and provided detailed information regarding the current and future state of Knox College residential facilities. This report has been created for review as follows:

**Residential Units.** Knox College currently has 44 individual residential units on the campus. Listed below are the names of those units (some of which have been consolidated as noted) with a description of the fire alarm system.

**Post Hall**—Post Hall is a two building, multi-story, dormitory style building with a capacity of approximately 180 persons. A Notifier brand fire alarm system was installed in the Hall in 2010. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2009 Knox College Facilities Service oversaw the installation of a water based sprinkler system that will provide coverage for the entire building common areas and individual rooms.

**Williston Hall**—Williston Hall is a multi-story, dormitory style building with a capacity of approximately 90 persons. A Simplex brand fire alarm system was installed in the Hall in 1997. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In the 1960s, the original water based sprinkler system was installed which provided coverage for the entire building common areas and individual rooms. In 2010 Knox College Facilities Service oversaw the upgrade of the original system to ensure compliance with current NFPA standards.

**Hamblin Hall**—Hamblin Hall is a two-story, dormitory style building with a capacity of approximately 100 persons. A Notifier brand fire alarm system was installed in the Hall in 2006. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2006, Knox College Facilities Service oversaw the installation of a water based sprinkler system that will provide coverage for the entire building common areas and individual rooms.

**Conger-Neal Halls**—Conger-Neal Halls are two-story, dormitory style buildings with a capacity of approximately 70 persons. A Simplex brand fire alarm system was installed in the Halls in 1997. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2009, Knox College Facilities Service oversaw the installation of a water based sprinkler system that will provide coverage for the entire building common areas and individual rooms.

**Five Name Dormitories**—Elder-Campbell-Furrow-Sherwin and Neifert Halls make up what is frequently referred to as the “Five Name Dorm.” The units are two-story, dormitory style, buildings with a total capacity of approximately 160 persons. A Simplex brand fire alarm system was installed in the Halls in 2009. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2009, Knox College Facilities Service oversaw the installation of a water based sprinkler system that provides coverage for the entire building common areas and individual rooms.

**Four Name Dormitories**—Simonds-Drew-Longden and Griffith Halls make up what is frequently referred to as the “Four Name Dorm.” The units are two-story, dormitory style, buildings with a total capacity of approximately 90 persons. A Simplex brand fire alarm system was installed in the Halls in 2009. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2009, Knox College Facilities Service oversaw the installation of a water based sprinkler system that will provide coverage for the entire building common areas and individual rooms.

**Raub-Sellew Halls**—Raub-Sellew Halls are two-story, dormitory style buildings with a capacity of approximately 70 persons. A Simplex brand fire alarm system was installed in the Halls in 2009. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2009, Knox College Facilities Service oversaw the installation of a water based sprinkler system that provides coverage for the entire building common areas and individual rooms.

**Tompkins Apartments**—The Tompkins Street apartments are two-story, individual, apartment style units with a capacity of approximately 45 persons. A Simplex brand fire alarm system was installed in the Halls in 1996. Each room has a hard wired detector that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2010, Knox College Facilities Service oversaw the installation of a water based

sprinkler system that provides coverage for the entire building common areas and individual rooms.

**Seymour Hall**—Seymour Hall is a three story, dormitory style, hall with dining services, offices, meeting rooms on the first level with residential rooms on the second and third levels. The building has a residential capacity of approximately 80 persons. A Notifier brand fire alarm system was installed in the Hall in 2010. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2009, Knox College Facilities Service oversaw the installation of a water based sprinkler system that provides coverage for the entire building common areas and individual rooms.

**Town House**—The Town Houses consist of four independent (A, B, C and D) two-story, apartment style, units with a total capacity of approximately 50 persons. A Simplex brand fire alarm system was installed in the Halls in 1997. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2010, Knox College Facilities Service oversaw the installation of a water based sprinkler system that provides coverage for the entire building common areas and individual rooms.

**Fraternity House**—The Sigma Chi Fraternity House is a two story, residential style house (which is owned and maintained by Knox College) with a kitchen and living areas on the first level with residential rooms on the second level. The house has a residential capacity of 12 students. A Notifier brand fire alarm system was installed in the House in 2006. Each room has hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In 2006, Knox College Facilities Service oversaw the installation of a water based sprinkler system that provides coverage for the entire building common areas and individual rooms.

**Fraternity Houses**—The FIGI, TKE, BETA (which are each served by a Simplex brand alarm system) houses and the Sigma Nu house (which is served by a Notifier brand fire alarm system) are two and three story, residential style houses (which are maintained by Knox College) with kitchens and living areas on the first level with residential rooms on the second and third levels. The houses have a residential capacity of approximately 30, 25, 30 and 15 persons respectively. The rooms within the houses have hard wired detectors that will send the system into alarm and will notify the monitoring company upon activation. The alarm company will then dispatch the fire department. In the period between 2007 and 2010, Knox College Facilities Service oversaw the installation of a water based sprinkler system that provides coverage for the entire building common areas and individual rooms. Sigma Nu House was completed in the summer of 2011. BETA House was completed during the summer of 2012.

**Theme and Residential Houses**—The College maintains 15 residential style houses. The units are two stories with kitchens and living areas on the first level with residential rooms on the second levels. A combination of Simplex and Notifier brand fire alarm systems serve each of the houses. The common areas as well as each of the rooms in the houses have a hard wired detector that, upon activation, will send the system into alarm

and will notify the monitoring company who will then dispatch the fire department. Knox College Facilities Services oversaw the installation of a water based sprinkler system in 2011 which provides coverage for the common areas and individual rooms within the houses. The houses have a total residential capacity of approximately 105 persons.

## **FIRE SAFETY EDUCATION AND TRAINING**

Fire safety training is provided annually to resident advisors (RA) and others with potential safety interaction including, but not limited to: Citizen Emergency Response Training programs provided by the Galesburg Police Department and Western Illinois Chapter of the American Red Cross. Additional fire safety training is available upon request by contacting the director of campus safety at 309-341-7255.

## **FIRE LOGS**

The Knox College Daily Crime Log and Fire Log are similar in content and are reported and made available simultaneously to *The Knox Student (TKS)* newspaper. The Fire Log has been designed to specifically address actual fires and has included the nature of the fire, date, time as well as the location of any verified fires reported. Both the Crime and Fire Logs are published within College weekly publications with hard copies also available at the Campus Safety office (368 S. Prairie Street). There is no charge for these documents.

## **FUTURE IMPROVEMENTS**

Knox College plans to continue to add and upgrade current facilities with upgraded alarms and alarm monitoring systems. In addition to the water based sprinkler systems, upgrades have included the installation of an Onyx brand alarm monitoring system that has provided a single point alarm status indicator and with building notification capabilities throughout the campus. Knox was fully compliant with mandated sprinkler upgrades for all residential units prior to the 2013 deadline. Current plans call for the expansion of sprinkler systems into sorority/fraternity meeting areas by 2016. Knox College will seek to improve the College fire safety network, including providing additional training opportunities to our community members.

## **FIRE STATISTICS**

The Knox College Department of Campus Safety will annually provide fire statistics on the following fire categories for inclusion in the annual crime and fire safety report. That information has been included with this document but may also be accessed in the charts below. The fire statistics report will include the following information:

- The number of fires and the cause of each fire
- The number of deaths related to fire
- The number of injuries related to the fire that resulted in treatment at a medical facility
- The value of the property damage related to the fire

**Chart 3a: 2012 Fire Statistics for On-Campus Student Housing Facilities**

*Note: The Higher Education Opportunity Act of August 2008 has required that institutions that maintain on-campus housing facilities publish an "Annual Fire Safety Report" which contains information regarding campus fire safety practices and standards of the institution. The report should also contain information regarding the number and cause of each fire on the campus. The "cause" categories which will be used have been identified as: Unintentional and the result of: Cooking, Smoking Materials, Open flames, Electrical, Heating Equipment, Hazardous Products, Machinery/Industrial, Natural and Other. In addition to: Intentional and Undetermined fires.*

Student Housing Facility	2013 Fires	Cause	Injuries	Deaths	Property Loss
112 W. South St. (BETA House)	0	None to Report	0	0	0
143 W. South St. (Williston Hall)	0	None to Report	0	0	0
151 W. Knox St. (Sherwin Hall)	0	None to Report	0	0	0
160 W. South St. (TKE House)	0	None to Report	0	0	0
167 W. Knox St. (Neifert Hall)	0	None to Report	0	0	0
168 W. Tompkins St. (House)	0	None to Report	0	0	0
175 W. Knox St. (Furrow E/W)	0	None to Report	0	0	0
218 S. Cedar St. (FIGI House)	0	None to Report	0	0	0
237 W. Knox St. (House)	0	None to Report	0	0	0
240 W. Tompkins St. (Apartments)	0	None to Report	0	0	0
247 W. Knox St. (House)	0	None to Report	0	0	0
251 S. West St. A (Townhouse)	0	None to Report	0	0	0
251 S. West St. B (Townhouse)	0	None to Report	0	0	0
251 S. West St. C (Townhouse)	0	None to Report	0	0	0
251 S. West St. D (Townhouse)	0	None to Report	0	0	0
251 W. South St. (Hamblin Hall)	1	Unintentional	0	0	\$0-99
260 W. Tompkins St. (House)	0	None to Report	0	0	0
265 S. Academy St. (House)	0	None to Report	0	0	0
270 W. Tompkins St. (House)	0	None to Report	0	0	0
284 W. Tompkins St. (Apartments)	0	None to Report	0	0	0
337 S. West St. (Longden Hall)	0	None to Report	0	0	0
362 S. Academy St.	0	None to Report	0	0	0
401 S. West St. (Seymour Hall)	0	None to Report	0	0	0
418 S. West St. (House)	0	None to Report	0	0	0
461 S. West St. (Post Building #1)	1	Intentional	0	0	\$0-99
463 S. West St. (Post Building #2)	0	None to Report	0	0	0
480 S. West St. (House)	0	None to Report	0	0	0
511 S. West St. (Griffith Hall)	0	None to Report	0	0	0
513 S. West St. (Drew Hall)	0	None to Report	0	0	0
516 S. West St.(House)	0	None to Report	0	0	0
519 S. West St. (Simonds Hall)	0	None to Report	0	0	0
530 S. West St. (House)	0	None to Report	0	0	0
531 S. West St. (Conger Hall)	0	None to Report	0	0	0
542 S. West St. (House)	0	None to Report	0	0	0
543 S. West St. (Neal Hall)	1	Unintentional	0	0	\$0-99
553 S. West St. (Sellew Hall)	0	None to Report	0	0	0
556 S. West St. (Sigma Nu)	0	None to Report	0	0	0
561 S. West St. (Campbell Hall)	0	None to Report	0	0	0
563 S. West St.(Raub Hall)	0	None to Report	0	0	0
577 S. West St. (Elder hall)	0	None to Report	0	0	0
616 S. West St. (Sigma Chi House)	0	None to Report	0	0	0
643 S. West St. (House)	0	None to Report	0	0	0
675 S. West St. (House)	0	None to Report	0	0	0
697 S. West St. (House)	0	None to Report	0	0	0

**Chart 3b: 2013 Fire Statistics for On-Campus Student Housing Facilities**

**Note:** The Higher Education Opportunity Act of August 2008 has required that institutions that maintain on-campus housing facilities publish an "Annual Fire Safety Report" which contains information regarding campus fire safety practices and standards of the institution. The report should also contain information regarding the number and cause of each fire on the campus. The "cause" categories which will be used have been identified as: Unintentional and the result of: Cooking, Smoking Materials, Open flames, Electrical, Heating Equipment, Hazardous Products, Machinery/Industrial, Natural and Other. In addition to: Intentional and Undetermined fires.

Student Housing Facility	2013 Fires	Cause	Injuries	Deaths	Property Loss
112 W. South St. (BETA House)	0	None to Report	0	0	0
143 W. South St. (Williston Hall)	0	None to Report	0	0	0
151 W. Knox St. (Sherwin Hall)	0	None to Report	0	0	0
160 W. South St. (TKE House)	0	None to Report	0	0	0
167 W. Knox St. (Neifert Hall)	0	None to Report	0	0	0
168 W. Tompkins St. (House)	0	None to Report	0	0	0
175 W. Knox St. (Furrow E/W)	0	None to Report	0	0	0
218 S. Cedar St. (FIGI House)	0	None to Report	0	0	0
237 W. Knox St. (House)	0	None to Report	0	0	0
240 W. Tompkins St. (Apartments)	0	None to Report	0	0	0
247 W. Knox St. (House)	0	None to Report	0	0	0
251 S. West St. A (Townhouse)	0	None to Report	0	0	0
251 S. West St. B (Townhouse)	0	None to Report	0	0	0
251 S. West St. C (Townhouse)	0	None to Report	0	0	0
251 S. West St. D (Townhouse)	0	None to Report	0	0	0
251 W. South St. (Hamblin Hall)	0	None to Report	0	0	0
260 W. Tompkins St. (House)	0	None to Report	0	0	0
265 S. Academy St. (House)	0	None to Report	0	0	0
270 W. Tompkins St. (House)	0	None to Report	0	0	0
284 W. Tompkins St. (Apartments)	0	None to Report	0	0	0
337 S. West St. (Longden Hall)	0	None to Report	0	0	0
362 S. Academy St.	0	None to Report	0	0	0
401 S. West St. (Seymour Hall)	0	None to Report	0	0	0
418 S. West St. (House)	1	Unintentional	0	0	\$0-99
461 S. West St. (Post Building #1)	0	None to Report	0	0	0
463 S. West St. (Post Building #2)	0	None to Report	0	0	0
480 S. West St. (House)	1	Unintentional	0	0	\$0-99
511 S. West St. (Griffith Hall)	0	None to Report	0	0	0
513 S. West St. (Drew Hall)	0	None to Report	0	0	0
516 S. West St. (House)	0	None to Report	0	0	0
519 S. West St. (Simonds Hall)	0	None to Report	0	0	0
530 S. West St. (House)	0	None to Report	0	0	0
531 S. West St. (Conger Hall)	0	None to Report	0	0	0
542 S. West St. (House)	0	None to Report	0	0	0
543 S. West St. (Neal Hall)	0	None to Report	0	0	0
553 S. West St. (Sellew Hall)	0	None to Report	0	0	0
556 S. West St. (Sigma Nu)	0	None to Report	0	0	0
561 S. West St. (Campbell Hall)	0	None to Report	0	0	0
563 S. West St. (Raub Hall)	0	None to Report	0	0	0
577 S. West St. (Elder hall)	0	None to Report	0	0	0
616 S. West St. (Sigma Chi House)	0	None to Report	0	0	0
643 S. West St. (House)	0	None to Report	0	0	0
675 S. West St. (House)	0	None to Report	0	0	0
697 S. West St. (House)	0	None to Report	0	0	0



**Chart 3c: 2014 Fire Statistics for On-Campus Student Housing Facilities**

*Note: The Higher Education Opportunity Act of August 2008 has required that institutions that maintain on-campus housing facilities publish an "Annual Fire Safety Report" which contains information regarding campus fire safety practices and standards of the institution. The report should also contain information regarding the number and cause of each fire on the campus. The "cause" categories which will be used have been identified as: Unintentional and the result of: Cooking, Smoking Materials, Open flames, Electrical, Heating Equipment, Hazardous Products, Machinery/Industrial, Natural and Other. In addition to: Intentional and Undetermined fires.*

Student Housing Facility	2013 Fires	Cause	Injuries	Deaths	Property Loss
112 W. South St. (BETA House)	0	None to Report	0	0	0
143 W. South St. (Williston Hall)	0	None to Report	0	0	0
151 W. Knox St. (Sherwin Hall)	0	None to Report	0	0	0
160 W. South St. (TKE House)	0	None to Report	0	0	0
167 W. Knox St. (Neifert Hall)	0	None to Report	0	0	0
168 W. Tompkins St. (House)	0	None to Report	0	0	0
175 W. Knox St. (Furrow E/W)	0	None to Report	0	0	0
218 S. Cedar St. (FIGI House)	0	None to Report	0	0	0
237 W. Knox St. (House)	0	None to Report	0	0	0
240 W. Tompkins St. (Apartments)	0	None to Report	0	0	0
247 W. Knox St. (House)	0	None to Report	0	0	0
251 S. West St. A (Townhouse)	0	None to Report	0	0	0
251 S. West St. B (Townhouse)	0	None to Report	0	0	0
251 S. West St. C (Townhouse)	0	None to Report	0	0	0
251 S. West St. D (Townhouse)	0	None to Report	0	0	0
251 W. South St. (Hamblin Hall)	1	Intentional	0	0	\$0-99
260 W. Tompkins St. (House)	0	None to Report	0	0	0
265 S. Academy St. (House)	0	None to Report	0	0	0
270 W. Tompkins St. (House)	0	None to Report	0	0	0
284 W. Tompkins St. (Apartments)	0	None to Report	0	0	0
337 S. West St. (Longden Hall)	0	None to Report	0	0	0
362 S. Academy St.	0	None to Report	0	0	0
401 S. West St. (Seymour Hall)	0	None to Report	0	0	0
418 S. West St. (House)	0	None to Report	0	0	0
461 S. West St. (Post Building #1)	0	None to Report	0	0	0
463 S. West St. (Post Building #2)	0	None to Report	0	0	0
480 S. West St. (House)	0	None to Report	0	0	0
511 S. West St. (Griffith Hall)	0	None to Report	0	0	0
513 S. West St. (Drew Hall)	0	None to Report	0	0	0
516 S. West St. (House)	0	None to Report	0	0	0
519 S. West St. (Simonds Hall)	0	None to Report	0	0	0
530 S. West St. (House)	0	None to Report	0	0	0
531 S. West St. (Conger Hall)	0	None to Report	0	0	0
542 S. West St. (House)	0	None to Report	0	0	0
543 S. West St. (Neal Hall)	0	None to Report	0	0	0
553 S. West St. (Sellew Hall)	0	None to Report	0	0	0
556 S. West St. (Sigma Nu)	0	None to Report	0	0	0
561 S. West St. (Campbell Hall)	0	None to Report	0	0	0
563 S. West St. (Raub Hall)	0	None to Report	0	0	0
577 S. West St. (Elder hall)	0	None to Report	0	0	0
616 S. West St. (Sigma Chi House)	0	None to Report	0	0	0
643 S. West St. (House)	0	None to Report	0	0	0
675 S. West St. (House)	0	None to Report	0	0	0
697 S. West St. (House)	0	None to Report	0	0	0

## APPENDIX A

### STATE OF ILLINOIS CRIME DEFINITIONS

The Violence Against Women Act and its proposed regulations require the inclusion of certain Illinois definitions in a campus' Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students.

**THE VIOLENCE AGAINST WOMEN ACT DEFINES SEXUAL ASSAULT AS AN OFFENSE CLASSIFIED AS A FORCIBLE OR NONFORCIBLE SEX OFFENSE UNDER THE UNIFORM CRIME REPORTING SYSTEM OF THE FEDERAL BUREAU OF INVESTIGATION. WHAT FOLLOWS IS THE TERMINOLOGY UTILIZED IN THE ILLINOIS CRIMINAL CODE (720 ILCS 5/1212).**

**Criminal Sexual Assault:** A person commits criminal sexual assault if that person commits an act of sexual penetration that has involved one of four circumstances:

- uses force or threat of force;
- knows that the victim is unable to understand the nature of the act or is unable to give knowing consent;
- is a family member of the victim, and the victim is under 18 years of age;
- Or is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

**Aggravated Criminal Sexual Assault:** A person commits aggravated criminal sexual assault if that person commits criminal sexual assault and has involved any one of ten (10) circumstances:

- the person displays, threatens to use, or uses a dangerous weapon, other than a firearm, or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- the person causes bodily harm to the victim;
- the person acts in a manner that threatens or endangers the life of the victim or any other person;
- the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony;
- the victim is 60 years of age or older;
- the victim is a physically handicapped person;
- the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purposes;
- the person is armed with a firearm;
- the person personally discharges a firearm during the commission of the offense; or the person personally discharges a firearm during the commission of the offense, and that discharge proximately causes great bodily harm,

permanent disability, permanent disfigurement, or death to another person.

**Predatory Criminal Sexual Assault of a Child:** A person commits predatory criminal sexual assault of a child if that person is 17 years of age or older, and commits an act of contact, however slight, between the sex organ or anus of one person and the part of the body of another for the purpose of sexual gratification or arousal of the victim or the accused, or an act of sexual penetration, and:

- the victim is under 13 years of age; or
- the victim is under 13 years of age and that person: is armed with a firearm;
- personally discharges a firearm during the commission of the offense;
- causes great bodily harm to the victim that:(i) results in permanent disability; or
- is life threatening; or
- delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception, for other than medical purposes.

**Criminal Sexual Abuse:** A person commits criminal sexual abuse if that person:

- commits an act of sexual conduct by the use of force or threat of force; or
- commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent.

A person commits criminal sexual abuse if that person is under 17 years of age and commits an act of sexual penetration or sexual conduct with a victim who is at least 9 years of age but under 17 years of age. A person commits criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is less than 5 years older than the victim.

**Aggravated Criminal Sexual Abuse:** A person commits aggravated criminal sexual abuse if that person commits criminal sexual abuse and any of the following aggravating circumstances exist during the commission of the offense or as part of the same course of conduct as the commission of the offense:

- the person displays, threatens to use, or uses a dangerous weapon or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- the person causes bodily harm to the victim;
- the victim is 60 years of age or older;
- the victim is a physically handicapped person;
- the person acts in a manner that threatens or endangers the life of the victim or any other person;
- the person commits the criminal sexual abuse during the course of committing or attempting to commit any other felony; or

- the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim for other than medical purposes without the victim's consent or by threat or deception.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is under 18 years of age and the person is a family member.

A person commits aggravated criminal sexual abuse if that person is 17 years of age or over and commits an act of sexual conduct with a victim who is under 13 years of age; or

- commits an act of sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person uses force or threat of force to commit the act; or that person is under 17 years of age and:
- commits an act of sexual conduct with a victim who is under 9 years of age; or commits an act of sexual conduct with a victim who is at least 9 years of age but under 17 years of age and the person uses force or threat of force to commit the act.
- A person commits aggravated criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is at least 5 years older than the victim.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is a severely or profoundly intellectually disabled person.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is at least 13 years of age but under 18 years of age and the person is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim.

**Domestic Violence:** The term "domestic violence" means a felony or misdemeanor crime of violence committed by:

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

**THE TERMINOLOGY UTILIZED WITHIN THE ILLINOIS CRIMINAL CODE (720 ILCS 5/12-12) FOR DOMESTIC VIOLENCE IS DOMESTIC BATTERY.**

**Domestic Battery:** A person commits domestic battery if he or she knowingly without legal justification by any means:

- causes bodily harm to any family or household member;
- makes physical contact of an insulting or provoking nature with any family or household member.

**Aggravated Domestic Battery:** A person who, in committing a domestic battery, knowingly causes great bodily harm, or permanent disability or disfigurement commits aggravated domestic battery. A person who, in committing a domestic battery, strangles another individual commits aggravated domestic battery. ("strangle" means intentionally impeding the normal breathing or circulation of the blood of an individual by applying pressure on the throat or neck of that individual or by blocking the nose or mouth of that individual)

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

**THE ILLINOIS CRIMINAL CODE (720 ILCS 5/12-12) DOES NOT SPECIFY THE OFFENSE OF DATING VIOLENCE WITHIN THE CRIMINAL CODE. OFFENSES WOULD BE PURSUED WITHIN DOMESTIC BATTERY AND BATTERY STATUTES.**

**Stalking.** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

**Course of conduct** means: two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

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

**Reasonable person** means: a reasonable person under similar circumstances and with similar identities to the victim.

**THE TERMINOLOGY UTILIZED WITHIN THE ILLINOIS CRIMINAL CODE (720 ILCS 5/12-12) FOR STALKING OFFENSES HAS BEEN SUMMARIZED FOR COMPARATIVE PURPOSES AS FOLLOWS:**

**Stalking:** A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to fear for his or her safety or the safety of a third person; or suffer other emotional distress.

A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion:

- follows that same person or places that same person under surveillance; and
- transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.

**Definitions within the Illinois Criminal Code:**

**“Course of conduct”** means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. A course of conduct may include contact via electronic communications.

**“Electronic communication”** means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. “Electronic communication” includes transmissions by a computer through the Internet to another computer.

**“Emotional distress”** means significant mental suffering, anxiety or alarm.

**“Family member”** means a parent, grandparent, brother, sister, or child, whether by whole blood, half-blood, or adoption and includes a step-grandparent, step-parent, step-brother, step-sister or step-child. “Family member” also means any other person who regularly resides in the household, or who, within the prior 6 months, regularly resided in the household.

**“Follows another person”** means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. “Follows another person” does not include a following within the residence of the defendant.

**“Non-consensual contact”** means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

**“Places a person under surveillance”** means: remaining present outside the person's school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or placing an electronic tracking device on the person or the person's property.

**“Reasonable person”** means a person in the victim's situation.

**“Transmits a threat”** means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

Note: This Stalking Section does not apply to any individual or organization monitoring or attentive to compliance with public or worker safety laws, wage and hour requirements, or other statutory requirements, or picketing occurring at the workplace that is otherwise lawful and arises out of a bona fide labor dispute, including any controversy concerning wages, salaries, hours, working conditions or benefits, including health and welfare, sick leave, insurance, and pension or retirement provisions, the making or maintaining of collective bargaining agreements, and the terms to be included in those agreements. This Section does not apply to an exercise of the right to free speech or assembly that is otherwise lawful. Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

**Aggravated stalking:** A person commits aggravated stalking when he or she commits stalking and:

- causes bodily harm to the victim;
- confines or restrains the victim; or
- violates a temporary restraining order, an order of protection, a stalking no contact order, a civil no contact order, or an injunction prohibiting the behavior described previously.

A person commits aggravated stalking when he or she is required to register under the Sex Offender Registration Act or has been previously required to register under that Act and commits the offense of stalking when the victim of the stalking is also the victim of the offense for which the sex offender is required to register under the Sex Offender Registration Act or a family member of the victim.

**Cyberstalking:** A person commits cyberstalking when he or she engages in a course of conduct using electronic communication directed at a specific person, and he or she knows or should



---

know that would cause a reasonable person to fear for his or her safety or the safety of a third person; or suffer other emotional distress.

A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions, harasses another person through the use of electronic communication and at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person; or places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or at any time knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

A person commits cyberstalking when he or she, knowingly and without lawful justification, creates and maintains an Internet website or webpage which is accessible to one or more third parties for a period of at least 24 hours, and which contains statements harassing another person and which communicates a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person or a family member of that person, or which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or which knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

#### **Definitions within the Illinois Criminal Code:**

**“Harass”** means to engage in a knowing and willful course of conduct directed at a specific person that alarms, torments, or terrorizes that person.

**“Non-consensual contact”** means any contact with the victim that is initiated or continued without the victim’s consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

**“Reasonable person”** means a person in the victim’s circumstances, with the victim’s knowledge of the defendant and the defendant’s prior acts.

**“Third party”** means any person other than the person violating these provisions and the person or persons towards whom the violator’s actions are directed.

Note: Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.