Important Phone Numbers

ALL EMERGENCIES 911
9999 (on-campus)
847-622-9999 (from cell phone)

Judson University Campus Safety
Vice-President of Student Development 847-628-1565
Director of Campus Safety 847-628-2492
On-Duty Supervisor Cell 847-417-3401
On-Duty Officer Cell 847-875-4392
Campus Safety Dispatch (from cell phone) 847-622-9999

Other University Departments
Aramark Facilities 847-628-2480
Counseling Center 847-628-5052
Health Services 847-628-2465

Elgin Police and Fire
Elgin Police Department (non-emergency) 847-289-2700
Elgin Fire Department (non-emergency) 847-289-2700
Elgin Public Works 847-697-3160
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A MESSAGE FROM CAMPUS SAFETY

DIRECTOR NICK SALZMANN

Judson University, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended by Public Law 105–244 of the Higher Education Amendment of 1998, submits the following report for the calendar year 2010. The University, in full compliance with Title II Part G of the act, will openly disclose to all prospective and current students and employees crime statistics and university policies concerning crime. Pertinent required policy statements concerning campus policies and information are also included in this report. In addition, Judson University maintains a Campus Crime Log, which is open to public inspection on our website.

Campus Safety Officers are not sworn police, but do work closely with area police departments. They do not have arrest powers but have the authority to direct and control traffic and detain individuals suspected of committing crimes for further questioning by police. Students, faculty, staff, and visitors are expected to cooperate with Campus Safety when asked to provide identification and reporting incidents which might result in a breach of campus-wide security.

As of July 2012 Campus Safety has begun providing uniformed patrol services at the Rockford campus during evening classes in addition to regular 24/7 service at the main Elgin campus. We have also made several important technological changes, including moving to a new instant emergency notification service, Nixle, as well as a new reporting system that allows for online reporting of lost/found items and other issues.

We pledge to continue our vigilance and commitment to the safety and security of Judson University. We are dedicated to the Mission of Judson University and continuing to maintain a safe environment so that our students are able to fulfill their educational pursuits.
The Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law was amended in 2000 to require schools to notify the campus community about where public “Megan’s Law” information concerning registered sex offenders on campus could be obtained.

The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law-enforcement, and other University officials who have “significant responsibility for student and campus activities.”

- Provide timely warning notices of those crimes that have occurred on campus...or within the patrol jurisdiction of the campus police or security department and is reported to the campus police or security department.

The Judson University Department of Campus Safety is responsible for preparing and distributing this report as well as crime statistics for the Elgin and Rockford campuses. Crime statistics are compiled based on incidents reported to the Department of Campus Safety as well as other campus security authorities - those with significant responsibility for student and campus activities. Campus crime statistics are also collected from external agencies such as the Elgin and Rockford Police Departments, respectively. Records of all Incident Reports for the past seven years are stored in a secure location and maintained by the Department of Campus Safety.
The Judson University Office of Emergency Preparedness is organized with Campus Safety through the Division of Student Development, and is tasked with coordinating the creation and maintenance of campus emergency plans, including the Emergency Operating Procedures in place at Judson University’s Elgin and Rockford campuses.

The Director of Campus Safety coordinates Judson University’s compliance with the National Incident Management System, ensuring that appropriate University officials receive training so that they are adequately prepared to perform their expected roles in the event of an emergency. These University officials include members of the University’s administration, building captains and members of the Department of Campus Safety.

To test its preparedness capabilities and procedures, Judson University annually conducts tabletop exercises, in compliance with both the Clery Act and provisions of the Campus Safety Enhancement Act (CSEA). In early 2012 Judson University made the transition to Nixle, which is an instant SMS text service that can be used to rapidly notify community members in the event of an emergency.

A tabletop exercise of the Emergency Operating Procedures has been planned for Fall 2012, and emergency evacuation drills will be conducted at all dormitories during October of 2012 and at a date and time to be announced during Spring 2013.

During an actual emergency situation that could endanger University property or lives, the University’s Emergency Operations Center may be activated at the discretion of the President, and members of the Campus Emergency Management Team would then report to the campus Emergency Operations Center to coordinate the University’s response.

Depending on the nature and scope of the emergency, notification will be made immediately to the entire campus community via Nixle, which rapidly distributes phone, text and email messages to those who have signed up. Other notifications will be sent via email, and updates will be posted on the Judson University website or MyJudson.

Sign Up For Nixle Right Now

text JUSTUDENT to 888777

To stop receiving messages, text STOP to 888777
Campus Violence Prevention Plan

All students are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions on campus. Students are expected to notify Campus Safety at 847-622-9999 (ext 9999) whenever an order of protection is granted which mentions Judson University property, or involves a Judson University employee, or a person working at or attending Judson University, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Students should also notify the Office of Student Development.

Victims of domestic violence who believe the violence may extend into the Judson University community, students or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the campus community are encourage to notify Campus Safety at 847-622-9999 (ext 9999). Confidentiality will be maintained to the extent possible.

All students should report any incidents of violence and/or inappropriate conduct or behavior to Campus Safety at 847-622-9999 (ext 9999).

Any student who believes that a serious violation of this Policy and Program exists or that an imminent danger exists shall bring such matter to the attention of the Department of Campus Safety in the form of a written notice. Following a written notice, the offices shall coordinate an investigation, and resolution. The offices have the discretion to refer the matter to the Elgin Police Department for review and recommendation also.

Students shall adhere to this Policy and Program, and the rules set forth in the Code of Conduct for Students.
BEHAVIOR ASSESSMENT TEAM

A behavior assessment is a tool the University may use when faced with an extraordinary discipline and safety issue. A behavior assessment is a way to assess a person’s particular physical, emotional, and psychological well-being and help that person receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the behavior assessment process is to provide early assistance to students, staff and faculty in distress in order to ensure the well-being and safety of all concerned and to help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious.

While behavior assessment resolutions may result in disciplinary action against the student, staff or faculty member, it is the hope that through the behavior assessment process, resources, strategies and assistance can be provided to the individual in such a way that Judson University can continue to be a safe environment for students, faculty and staff.

Discretionary Review

Faculty, staff and students may contact any member of the Behavior Assessment Team at any time to report observations of unusual or threatening behavior, regardless of whether or not a code of conduct violation has occurred. The team member who is contacted will then contact the Director of Campus Safety to advise of the situation. The Director of Campus Safety will then decide whether a preliminary investigation is necessary, or may instead convene the entire team for a complete review of the situation. The President and/or Director of Campus Safety has the discretion to call for a Team review when facing an extraordinary discipline and/or safety issue. In addition to results of the preliminary investigation, factors the Director of Campus Safety should consider include, but are not limited to, the following:

- Is this person possibly a threat to the health, safety, and welfare of himself and or others? How was that determination made?
- Could this person benefit from additional psychological, physical and emotional services? How could this person benefit and how would that be accomplished?
- Does this person have a past history of disciplinary problems?
- Does the allegation include an altercation with a student or member of the staff?
- Has the person already taken some action to apologize or take responsibility?
- Has the person sought or is the student currently seeking outside help?
- Given the situation, is there adequate time for review by the Team?
**Behavior Assessment Team** (continued)

**Mandatory Review**

The Director of Campus Safety must convene the Team any time a student, staff or faculty member is immediately removed from campus. Such action is required when the student, staff or faculty member engages in serious criminal activity or demonstrates threatening behavior that constitutes a clear and present danger to the physical and/or emotional well-being of themselves and/or other students, faculty and staff.

**Pro Forma Meetings**

Pro forma meetings of the Behavior Assessment Team: The committee will have two meetings scheduled during the school year even if there is no case review investigation pending during that year. Typically, one meeting would be scheduled each semester.

**Composition of the Behavior Assessment Team**

The Behavior Assessment Team membership will be as follows:

- Director of Campus Safety Nick Salzmann  
  ext 2492, nsalzmann@judsonu.edu
- V.P. of Student Development LeAnn Pauley Heard  
  ext 1561 lpauleyheard@judsonu.edu
- Dean of School of Education Kathleen Miller, PhD
- Professor Terrecia Stein, PhD
- Assistant Science Professor Peter Sandberg, PhD
- Interim V.P. of Business Affairs John Potter  
  ext 2011, lmalmquist@judsonu.edu
- Interim Provost Wilber Friesen, PhD  
  ext 1001, will.friesen@judsonu.edu
- Director of Human Resources Tom Rueger  
  ext 2017, trueger@judsonu.edu
- *Director of the Counseling Center Don Ferrell, PhD  
  ext 5051, dferrell@judsonu.edu

*Director Don Ferrell currently serves the team in an advisory capacity only.

**Recommendations by the Behavior Assessment Team**

Once the Team has concluded their investigation, the Team will issue a written recommendation report to the President.
REPORTING CRIMINAL EMERGENCIES

All criminal activity, suspicious activity, and other emergencies on campus should be reported directly to the Department of Campus Safety by any student, staff member or guest of the Judson University community. Please dial extension 9999 for all emergency or service calls from a campus phone, 24 hours a day. You can also reach the Department of Campus Safety at 847-622-9999 from an outside line. Campus Safety Officers will meet you anywhere on campus to investigate and inquire about any of these events. Please call extension 9999 (847-628-9999 from an outside line).

If reporting a suspicious vehicle or person, be prepared to provide the following information when you call:

1. Description of suspicious vehicle (make, model, color, license plate, damage or unique features and a description of the driver).

2. Description of suspicious person (gender, physical features, clothing and accessories).

3. If you observe a crime in progress or a behavior that you suspect is criminal, immediately notify the Elgin Police Department (911) and Campus Safety (extension 9999).

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

Stay on the phone until help arrives.

For general information please call extension 9999 during office hours (8:00 am to 4:00 pm) or send an email to Campus Safety Director Nick Salzmann at nsalzmann@judsonu.edu
**ANONYMOUS CRIME REPORTING**

Sometimes victims and witnesses of crimes and suspicious situations want to tell someone about what they have experienced while also remaining anonymous.

The Department of Campus Safety offers several ways of anonymously reporting criminal activity and suspicious persons, situations or activities.

Victims and witnesses of criminal activity may contact a Campus Security Authority – a coach or resident director or member of Student Development - to report the crime. Victims and witnesses of crimes or suspicious activities may remain anonymous if they so choose.

The Campus Security Authority will then complete a short Campus Crime Statistic Report Form designed to record the crime without revealing the identity of the victim unless the victim wishes to be identified. The Campus Security Authority will not make personal judgments or attempt to investigate the crime themselves. They will simply complete the report. The Campus Crime Statistics Report Form shall then be submitted to the Department of Safety, which shall use the report for the purpose of providing accurate crime statistics.

The victim reporting the crime is under no obligation to disclose his or her personal identity, as the form is used to help provide an accurate picture of campus crime.

If the victim does wish to be identified, the Campus Security Authority will complete a Campus Crime Report Form, which shall be submitted to the Department of Campus Safety for further investigation.
THE SILENT WITNESS

Victims and witnesses of criminal activity or suspicious circumstances may complete a Silent Witness Report, which is available on the Campus Safety section of the website under the “Silent Witness” section at judsonu.edu/campuslife/campus-services/jucs.aspx?id=6880. The Silent Witness form is NOT to be used to report an emergency situation. The Silent Witness report is made available to the Judson University community to make it possible for you to report illegal, suspicious or threatening situations and remain anonymous.

The technology used by the form on our Silent Witness page ensures your anonymity. After filling out the form your comments are sent via the server to our Campus Safety office. No information regarding the campus workstation, your logon ID or email address is included in the email. In filling out this form, you are guaranteed to remain completely anonymous.

If you have any information which could assist the Department of Campus Safety, please consider becoming a Silent Witness.
Confidential Crime Reporting

For Counselors

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into Judson University’s annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Counselors are defined as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.
Crime Prevention and Awareness

Judson University recognizes the need for a proactive approach when dealing with criminal activity, and the Department of Campus Safety is committed to providing crime prevention and awareness programs throughout the year. These programs include the year-round *Gotcha!* bike registration program, periodic new employee orientations, evening escort services, year-round distribution of the Emergency Procedures Guide and Bomb Threat Checklist to all workstations on campus, the Women’s Self-Defense Course which is offered at least twice a year, the regular posting and distribution of various crime-awareness fliers and alerts, the maintenance of an online Daily Campus Crime Log, the Silent Witness report system and the implementation of the CodeRED alert system. To learn more and check out additional crime prevention and safety tips, visit the JUCS website at judsonu.edu/campussafety.aspx

General Tips

• Stay alert. Keep your mind on your surroundings, who’s in front of you and who’s behind you. Don’t get distracted. If you’re worried about your safety, ask a friend to accompany you when you go out.
• Communicate the message that you’re calm, confident and know where you’re going. Stand tall, walk purposefully, and make eye contact with people around you.
• Trust your instincts! If you feel uncomfortable in a place or situation, leave.
• There’s safety in numbers. Stay away from isolated areas.
• Have your car or house key in hand and ready as you approach either of them.
• Carry a whistle or noisemaker to bring attention to a bad situation.
• Go to another ATM machine if someone suspicious is outside of one.
• Don’t carry large amounts of cash. A front pocket is safer for a wallet than a back one.
• Don’t flaunt expensive jewelry or clothing, or “flash” cash.
• Don’t jog or bike at night. Travel in pairs or groups on the bike path.
• Add the JUCS emergency number, 847-622-9999, to your cell phone.
Emergency Blue-Light Towers

There are three Emergency Towers on campus:

• Next to the sidewalk across the street from the HAWAC building.
• Between the Barton House and Browne Hall.
• Along the walk between Tyler Creek and the Thompson Center.

If you feel threatened, witness a hazardous or criminal situation, or otherwise need to immediately contact the Department of Campus Safety regarding an emergency, press the red button on the Emergency Tower. Campus Safety will immediately receive an alert stating your location and you will be able to directly communicate with officers.

DORMS

• Do not prop open the exterior door of your dorm.
• Always lock your door; even if you leave for a few minutes.
• Close and lock your windows when you leave.
• Take care of your keys and access cards. Don’t loan them out or give anyone a chance to take them from your room.
• Don’t leave your valuables, like your wallet, checkbook, or jewelry, in open view.
• Close your blinds or shades in the evening.
• Engrave electronic items and record serial numbers of expensive items.
• Report any suspicious activity and crimes to the Department of Campus Safety.
PERSONAL SAFETY PROGRAMS

The Department of Campus Safety is pleased to be able to offer a self-defense course to interested student and staff members for free, unless the participant chooses to purchase pepper spray.

The course is taught by trained instructors from the Department of Campus Safety and will be hosted in the Fitness Center.

All students and staff/faculty members are encouraged to take advantage of this opportunity and learn various methods of self-defense. Along with learning basic self-defense techniques and strategies, participants will have the opportunity to discuss safety strategies and may purchase pepper spray if they so choose. This program is a great way to build confidence and gain the upper hand in the event of a confrontation.

Course dates and times for the spring semester self-defense programs as well as other programs will be posted on the JUCS website and sent through campus email. To learn more about this course or others, visit the Judson University Campus Safety MyJudson page.

Or email Deputy Chief Bo Sisarica with the Department of Campus Safety: bo.sisarica@judsonu.edu
**DAILY CRIME AND FIRE LOG**

The Department of Campus Safety maintains a Daily Crime and Fire Log that is available for public inspection twenty-four hours a day at the Campus Safety Office. All crimes and fire-related incidents that occur on campus shall be posted in the Daily Crime and Fire Log within one business day of being reported to the Department of Campus Safety. In situations where the release of information poses a threat to an ongoing investigation or to the safety of the campus community, the crime may be classified as “confidential” until such time as no damage would result from the release of the information.

**TIMELY WARNINGS POLICY**

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Safety Director or one of the members of the Campus Threat Assessment Team, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning may be issued to students, faculty and staff through the University email system or through Nixle (see page 19), as well as through the posting of printed bulletins in high-traffic areas. Information may also be posted on the “Campus Safety Alerts” section of the website.

Note that the University may delay issuing a notice if it is in the opinion of professional law enforcement having jurisdiction that doing so would jeopardize an ongoing investigation or the safety of anyone.

Anyone with information warranting a Timely Warning should report it to Campus Safety by phone at extension 9999 or in person at the Campus Safety Office, located in the University Center.
NIXLE EMERGENCY NOTIFICATION SYSTEM

Judson University uses Nixle to provide emergency information to students, faculty and staff. In the event of an emergency which threatens the Judson campus community warning messages are delivered to subscribers via mass instant text message.

The effectiveness of the system is dependent upon the degree to which the campus community is enrolled in the system. All Judson students, staff and faculty are strongly encouraged to enter their contact information. The information that is entered remains private and is only used to notify you during a critical situation. Examples of situations where an alert would be issued would include: evacuation notice, bomb threat, and hazmat situations. At the present time weather warnings are not part of the anticipated uses. Monitoring media, such as, radio and television is the appropriate procedure for weather warnings.

For students, signing up is as easy as texting JUSTUDENT to 888777. There is no charge for this service. To stop messages from being sent to a phone, text STOP to 888777 from that phone.

Staff and faculty may sign up by texting JUSTAFF to 888777. To stop messages from being sent to a phone, text STOP to 888777 from that phone.

Additional information about the CodeRed system can be obtained by calling Campus Safety at 847-628-2492.
SEXUAL HARASSMENT AND ASSAULT POLICY

Definition of Sexual Harassment

Sexual harassment— including but not limited to unwelcome or nonconsensual sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature that is unsolicited—is prohibited by law and will not be tolerated at Judson University. Sexual harassment may occur as sexual comments or advances, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, sexually-based stalking, sexual exploitation, pinching or physical abuse or assault. Sexual harassment and/or assault that occurs off-campus shall be investigated and dealt with by Judson University if it creates a hostile environment on-campus for the victim or others.

In addition to the previously-mentioned examples, an incident may constitute sexual harassment if it meets any of the following criteria:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment.

Sexual harassment may include incidents between any members of the University community, including faculty and other academic appointees, staff, coaches, students, and non-student or non-employee participants in University programs, such as vendors, contractors and visitors. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.

Definition of Sexual Assault

Sexual assault is a crime and is prohibited by law. Sexual assault is defined as 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; it includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of unlawful, non-forcible sexual intercourse; they include incest and statutory rape. Judson University will not tolerate this form of behavior and will take all reported cases of sexual assault seriously.

Persons who have experienced sexual assault are advised to refrain from washing, changing clothes, using the toilet, douching or otherwise disturbing the scene of the crime so as to preserve as much evidence as possible, and should contact Campus Safety immediately. Campus Safety will assist the victim with notifying police as well as preserving evidence, and will report the incident to the University so it may be investigated.
Reporting Sexual Harassment and Assault

No employee of Judson University may hold a report of sexual harassment or assault “confidential” such that an investigation will not take place. Judson University staff and employees shall report any alleged or suspected incidents of sexual harassment or assault to any of the following University officials:

- President
- Provost
- Vice President of Student Development
- Director of Campus Safety/Title IX Compliance Coordinator
- Director of Counseling Center

Any of the above designated University officials who receives a complaint or report of sexual harassment, assault or discrimination shall immediately notify the Title IX Compliance Coordinator.

Investigating Claims of Sexual Harassment and Assault

The Title IX Compliance Coordinator shall bear responsibility for initially investigating the circumstances of the alleged offense to the extent necessary to make a determination as to whether the allegations could constitute a violation of the JU Sexual Harassment and Assault Policy. This includes fact-finding, collecting and documenting evidence and interviewing witnesses including the complainant and alleged harasser.

Romantic or consensual sexual relationships or incidents that do not meet the definition of sexual harassment or assault may still constitute a violation of Judson University policies, and would be referred to the Vice President having jurisdiction over the persons involved.

The Title IX Compliance Coordinator shall conduct the investigation with the following University officials:

- Vice President Student Development (or designee) for allegations involving a student, volunteer or visitor to the University.
- Vice President of Academic Affairs (or designee) for allegations involving a faculty member or academic appointee.
- Vice President of Business Affairs (or designee) for allegations involving a staff member.
- President (or designee) for allegations involving a Vice-President level official.
- Chairperson of the Board of Trustees for allegations involving the President.

The investigation shall be conducted as follows:

a. After determining if merit exists for a formal investigation into an incident, a statement of charges in writing will be presented within five business days by the Title IX Coordinator to both the accuser and the accused in all cases of alleged sexual assault or harassment.

b. The option for voluntary, informal mediation of some types of sexual harassment claims may be made available to the complainant. The complainant may choose to end this process at any time and proceed with a formal investigation.
SEXUAL HARASSMENT AND ASSAULT POLICY (continued)

c. If an incident is under investigation by law enforcement, Judson University shall still conduct its own independent investigation without delay.

d. In all incidents where it is suspected that a crime has been committed as defined by federal, state or local law, the Title IX Coordinator shall notify the police department.

e. The option for voluntary, informal mediation of some types of sexual harassment claims may be made available to the complainant. The complainant may choose to end this process at any time and proceed with a formal investigation.

f. If an incident is under investigation by law enforcement, Judson University shall still conduct its own independent investigation without delay.

g. In all incidents where it is suspected that a crime has been committed as defined by federal, state or local law, the Title IX Coordinator shall notify the police department.

h. The Title IX Coordinator in conjunction with the designated Vice President or other administrator may take immediate steps to prevent any continuance of a hostile environment for the complainant to include changes in living, work or academic arrangements, as possible. Judson University reserves the right to suspend or place on administrative leave any community member accused of violating the Sexual Harassment and Assault Policy, pending the outcome of the investigation.

i. A hearing shall be conducted as part of the University’s investigation into sexual harassment or assault, involving the Title IX Coordinator, designated Vice-President(s), and Behavior Assessment Team. For sexual harassment and assault investigations, the BAT hearing shall be led by the Director of the Counseling Center.

j. During the hearing, both accuser and accused shall have equal rights to present witnesses, have institutional advocates present, and shall also have similar access to the same information.

k. Guilt shall be determined based on the “preponderance of evidence” standard, meaning an incident more likely than not occurred, as opposed to the “beyond a reasonable doubt” standard.

l. The investigation shall be conducted within 45 days of the parties being notified of the allegations, and both accuser and accused shall be notified in writing of the outcome of the investigation.

m. Any student found guilty of sexual harassment or sexual assault faces disciplinary sanctions including dismissal and expulsion. Likewise any employee of the University found guilty of sexual harassment or sexual assault shall face sanctions up to and including termination of employment.

n. Following notification of the outcome of the investigation, either party may file an appeal within 30 days to the University President. The President shall consider appeals only on the basis of: (i) procedural error, or (ii) inappropriate sanction. Substantive judgments of the original investigative team will not be revisited.
Other Assistance Offered To Victims

If a victim of sexual harassment and/or assault chooses not to report it, the victim is still encouraged to seek counseling through the University’s Counseling Center at extension 5052.

Services available off-campus in the Elgin area include the Elgin Police Department (911), the Community Crisis Center (847-697-2380), Sherman Hospital (847-742-9800) and St. Joseph Hospital (847-695-3200).

For Rockford, off-campus agencies include the Rockford Police Department (911), Rockford Sexual Assault Counseling, Inc. (815-636-9811), and Rockford Memorial Hospital (815-971-5000).

In all cases of alleged sexual harassment or assault, the University will provide students with the opportunity to change their living, work or academic arrangements to the extent possible. For brochures and information regarding the prevention of and response to sexual harassment and sexual assault, please visit the Health Center or Campus Safety office.

For more information on sexual discrimination, harassment or assault, or to inquire about Title IX, please contact the Title IX Compliance Coordinator:

Nick Salzmann  
1151 N. State Street  
Elgin, IL 60123  
847-628-2492  
nsalzmann@judsonu.edu
SEX OFFENDER REGISTRATION POLICY

In keeping with the revised Sex Offender Registration Act 730 ILCS 150/3, any convicted sex offender who is enrolled in classes or employed at Judson University is required to register with the Director of Campus Safety, Nick Salzmann, who can be reached at 847-628-2492.
**Alcohol Policy**

The use of alcoholic beverages and/or simulated alcoholic beverages is not allowed on campus, in campus-approved housing, or at University-related activities. This includes possession or use of alcohol in any form (beer, wine, liquor, etc.) or simulated alcoholic beverages (“near beer”) on the University campus, in University-owned facilities, in approved or non-approved off-campus housing or commuter housing, and/or while participating in activities sponsored by the University (field trips, organized tours, athletic events, internships, etc.). In addition, creating a disturbance on campus (even the smell of alcohol on the breath) because of possession or use of alcohol or simulated alcoholic beverages; and contributing to the use of alcohol by other University students by providing the substance and/or place for consumption is also prohibited. The Director of Campus Safety, with reasonable suspicion, may authorize a Portable Breath Test (PBT) to determine alcohol use. An alcohol content reading will serve as evidence of possession and consumption. Refusal to take a PBT when accused of alcohol use and denying such use will be construed to be evidence of guilt.

**Substance Abuse Policy**

The use of hallucinogenic drugs and substances (including marijuana) or narcotics not authorized by a physician is forbidden. Under no circumstances is the use, possession, or distribution of the above allowed on or away from campus. This includes the possession or use of non-prescription drugs, barbiturates, hallucinogens, marijuana, steroids, and amphetamines, including every other substance not chemically distinguishable from them, except as authorized by law. The university reserves the right to request drug testing of its students. If a student tests positive to the drug test, the university may suspend that student. If the student returns to the University following suspension, he/she may be required to submit to random drug testing.

The Health Center has brochures and information available on drug awareness, treatment, and abuse. Students with a history of drug usage/abuse are referred to a Christian counselor. Appointments to see a counselor on campus can be arranged through the Student Development Office or by contacting the Health Center at extension 2464.
WEAPONS POLICY

POLICY:
The possession, use, or display of weapons or ammunition on campus is prohibited by any person including University faculty, staff, students and visitors. Toys or items that resemble weapons or ammunition are also prohibited.

DEFINITIONS OF WEAPONS:
For the sake of this policy, weapons are defined as firearms, explosives, hazardous chemicals, fireworks, bows and archery equipment, slingshots, flammables, knives and other edged weapons, clubs, saps, restraining devices, and any other item deemed by the Department of Campus Safety as dangerous.

Ammunition is any material capable of being projected by a weapon and that makes a weapon operational, regardless of the presence of the weapon itself.

SELF-DEFENSE SPRAYS:
Chemical self-defense sprays are permitted, though the University limits the amount a person may possess to no more than two ounces and reserves the right to revoke that privilege on an individual basis. Individuals who choose to carry a self-defense spray are strongly encouraged to seek proper training in how to properly use such spray. The Department of Campus Safety provides such training upon request.

EXEMPTIONS:
Weapons or devices used in accordance with an educational, recreational or training program authorized by the University are permitted.

Faculty and staff are permitted to possess the following:
- Folding “pocket knives” and other utility tools (box-cutters, multi-tools, etc.).

Exempt from this policy are sworn law-enforcement personnel operating in accordance with all federal, state, and local laws and ordinances.

Any other exceptions to the above rules must be approved in writing by the Director of the Department of Campus Safety.

VIOLATION:
Any employee, faculty member, student, or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable disciplinary process. All weapons or ammunition shall be seized by the Department of Campus Safety. Illegal weapons or ammunition shall be turned over to the police by the Department of Campus Safety. Any member of the public who violates this policy shall be notified of the violation and asked to comply. If the public member will not comply, the individual shall be removed from campus and subject to all legal penalties, including the criminal trespass provisions under Illinois law.
MISSING STUDENT POLICY

The University requests all students 18 years of age or older provide, on a voluntary basis, emergency contact information in the event that the student would be reported as missing during his or her tenure at the University. This contact information may be submitted as part of the normal University registration process and will not be used other than for the purpose of assisting with an investigation into a missing student incident or other emergency.

In the event of a suspected missing Judson University student, immediately contact the Campus Safety Department at 847-622-9999 or extension 9999. All reports of missing students made to Campus Safety are immediately reported to the Director of Campus Safety and Vice President of Student Development and followed up with an immediate investigation to include an evaluation of the credibility of the claim and, if necessary, attempts to contact the student to verify his or her well-being.

If the missing student incident has any criminal or suspicious circumstances surrounding it, or if the missing student is under 18 years of age, local law enforcement will be immediately notified. The student’s parents or guardian will also be immediately contacted if the student is under 18 years of age. If a student who is over the age of 18 has provided voluntary emergency contact information to the University, the emergency contact shall be notified as part of the immediate investigation and attempt to verify the student’s well-being.

If it is determined by the Director of Campus Safety that a missing student incident has not been resolved within 24 hours, the Department of Campus Safety will initiate the following:

- Contact the individual identified by the student as their emergency contact.
- Notify local law enforcement officials for any student under the age of 18 who is a dependent, (the school is required to notify a parent or guardian no later than 24 hours after the student is reported missing).
- Notify local law enforcement officials no later than 24 hours after a student over the age of 18 is believed to be a “missing person.”
STATEMENT of NON-DISCIPLINARY POLICY

Students struggling with difficult personal lifestyle choices which are not in keeping with the expectations and guidelines established by the University—including but not limited to alcohol or drug dependency, sexual promiscuity or addiction, homosexual behavior, and pregnancy—who choose to seek help through the Student Development Office will not automatically be punished and will receive the full cooperation, counsel and support of its staff as needed. (The Student Development Office reserves the right to determine the level of need in each instance.)

If the behaviors are criminal in nature, certain legal responsibilities may be placed upon the University, in which case students might be culpable, but the University will work in conjunction with willing students to insure appropriate resolution and restitution. Students must be aware that consequences for their action may still be a part of the cooperation, counsel and support of the Student Development staff.

OFF CAMPUS EXPECTATIONS AND INCIDENTS INVOLVING JUDSON STUDENTS

Off-Campus Expectations and Incidents Involving Judson Students

Judson University reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community and its students. It may become necessary for the University to take appropriate action as a result of student incidents off-campus that are contrary to the University’s mission or that affect the ability of students to function well in the University community, at University-sponsored events, and/or in educational settings.

In the event of complaints from the community, citizens, or agencies, the University will cooperate fully with local authorities in performance of their duties. Authority for deciding what off-campus incidents may affect on campus environment is vested in the Dean of Students, at which time he/she may charge the student with a violation of the Judicial Code, wait until an investigation is done, or choose not to pursue charges in the University discipline system. Students involved in criminal or civil proceedings could also be charged in the Judson University Judicial Code.
FACILITY ACCESS POLICY

GENERAL
Students wishing to gain access to locked buildings, offices, and areas need to have a staff or faculty member notify the office of Campus Safety ahead of time or present written permission from an appropriate staff or faculty member before access is granted. Both written and oral permission must contain the following: the students’ names, what they have permission to access, and the staff or faculty member’s signature. Anything less will be left to the officer-on-duty’s discretion. All building access will be reported in the officer’s daily report. JUCS Officers do not need any special permission to let a student or employee who have lost, forgotten, or misplaced their keys and access cards and have access to areas to which they would normally have access.

Campus Safety is responsible for the administration and distribution of all mechanical keys and electronic access cards. Requests for keys or access cards may be made at the Campus Safety Office.

Campus Safety regularly performs routine security and lighting checks, reporting any defective or malfunctioning doors and lights to the Facilities Department. Periodically, the Department of Campus Safety meets with Facilities to discuss other safety issues related to facilities and grounds.

RESIDENCE
The University recognizes that students’ rooms are their homes while enrolled at Judson and acknowledges the students’ rights of privacy. However, University personnel reserve the right to enter rooms for maintenance, reasons of safety, and to maintain order. Staff will enter rooms only when deemed necessary, and every effort will be made to inform the student of entry. In all campus residence facilities for single students, visitors from off-campus or students should not be present in the rooms or in the corridors in living areas of members of the opposite sex, except during open dorm. Students who do not comply with this regulation are subject to suspension from the University.
FACILITY ACCESS POLICY (continued)

Ohio Hall completely closes to male visitors from 12:00AM to 7:00AM.

The Wilson Hall Eyrie lounge is open until 2:00AM each night. Women are not allowed to enter the lower level of Wilson Hall, use the stairs, or go beyond the large doors past the lounge.

Volkman Hall has designated areas of the second and third floors for men and women. The specific limitation is defined as the cement threshold of the door; both feet should be on the outside and the screen door should be open at least 12 inches. Students and/or visitors may not stand on or pass over the cement threshold of rooms of members of the opposite sex. The Volkman Hall balcony is closed to visitors of the opposite sex from 12AM to 7AM.

Permission for visitations by family members of the opposite sex needs to be obtained from a member of the residence life staff.
DEFINITIONS of CRIMES

MURDER AND NON-NEGLIGENT MANSLAUGHTER:
The willful and non-negligent killing of one human being by another.

NEGLIGENCE MANSLAUGHTER:
The killing of another person through gross negligence.

FORCIBLE SEX OFFENSES:
Any sexual act directed against another person without the other person’s consent (includes attempts).

NON-FORCIBLE SEX OFFENSES:
Any unlawful, but consensual sex act with another person (includes attempts). Examples include statutory rape and incest.

ROBBERY:
The taking of personal property in the possession of another, from his/her immediate presence and against his/her will, accomplished by means of force or fear (includes attempts).

AGGRAVATED ASSAULT:
An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury (includes attempts).

BURGLARY:
The unlawful entry (or attempt) into a defined structure with the intent to commit a theft or felony (excludes vehicle burglary).

MOTOR VEHICLE THEFT:
The taking of a motor vehicle without the consent of the owner (includes attempts).

ARSON:
The willful or malicious burning or attempt to burn a dwelling, house, public building, motor vehicle or aircraft, or personal property of another.

HATE CRIMES (includes larceny-theft, simple assault, intimidation and vandalism):
A criminal act involving one or more crimes motivated by bias against a person or group of persons, or the property or interest of any person or group of persons because of the race, ethnicity, national origin, religion, gender, sexual orientation or disability of the person or group, or bias based upon the perception that the person or group has one or more of these characteristics.

ALL LIQUOR, DRUG OR WEAPONS LAW VIOLATIONS RESULTING IN AN ARREST.
# Elgin Campus Crime Statistics

For Judson University Elgin Campus at:

1151 North State Street

Elgin, IL 60123

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<th>CRIMINAL OFFENSES</th>
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<th>Non-Campus Property</th>
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*Crimes reported for residence halls are also reported under the on-campus property category.*

2012 Annual Security Report
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</table>

* The Rockford campus has no residential facilities

2012 Annual Security Report
The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements from institutions that participate in federal student aid programs:

1) Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire that occurs in on-campus student housing facilities. Judson University complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log. To view this information for the current year, please contact the Department of Campus Safety.

2) Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Judson University complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security & Fire Safety Report. Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The Annual Security & Fire Safety Report must include three (3) years of data.
EMERGENCY EVACUATIONS
Upon discovering smoke, fire or flames in any campus building, building occupants should immediately evacuate the building and activate the fire alarm system if it is not already active by pulling the nearest fire alarm pull station. Do not use elevators as you are exiting. If it is safe to do so, close doors and windows and turn off lights as you are leaving. Exit the building and proceed at least 100 feet away. All residential buildings and most other campus buildings have designated assembly points for evacuees. Once at a designated assembly point or other safe location at least 100 feet away from the building, call 911 if the Fire Department or Campus Safety is not already on scene.

All building occupants are expected to cooperate in evacuating a building when a fire alarm is sounded. Individuals who do not cooperate with a building evacuation will be subject to disciplinary action.

FIRE PROTECTION SYSTEMS
All on-campus residences and other university buildings are equipped with integrated fire detection and alarm systems which are monitored by Campus Safety personnel 24 hours a day, 365 days a year, and which directly notify the Elgin Fire Department in the event of a fire.

SMOKING POLICY
As Judson University is a smoke-free campus, smoking anywhere on campus is prohibited. Violators will be subject to disciplinary action and/or removal from the campus.

OUTDOOR FIRES AND FIREPLACES
Permission must be granted in writing by the Office of Student Development to have a fire in the Lindner Commons fireplace. The Department of Campus Safety will set up, ignite, and extinguish the fire.

Within the City of Elgin, outdoor fires are permitted solely for the purpose of cooking, must be contained, and may be no larger than two feet tall.

For permission to have an outdoor fire on campus, the Office of Student Development will work in conjunction with the Department of Campus Safety to apply for a bonfire permit with the Elgin Fire Marshall. Once a bonfire permit is obtained, the Department of Campus Safety will oversee the ignition, burning, and extinguishing of the bonfire.
FIRE POLICIES FOR ON-CAMPUS STUDENT HOUSING FACILITIES

1. All appliances are subject to the approval of the residence life staff.

2. Cooking meals in the Lindner Tower and in Ohio Hall and Wilson Hall is prohibited in rooms and only small appliances such as hot air corn poppers and coffee makers with completely enclosed coils are permitted.

3. Power strips must be used in place of extension cords.

4. Explosives, fireworks, and flammables, including indoor live Christmas trees are not allowed on any part of campus, including the residence halls. No open flame lanterns or burning of incense or candles is allowed in the residence halls.

5. Fire extinguishers and fire escapes are to be used only in case of fire. Any student found tampering with the fire safety system, including the fire alarms, extinguishers or the electrical system, may be subject to dismissal from the University.

6. Emergency evacuation drills will be scheduled once per semester for dormitory buildings and as necessary for other buildings. Students who do not cooperate in evacuating a building when a fire alarm is sounded will be subject to disciplinary action.

7. Students should assist in the promoting of basic fire safety principles. Fire doors should not be propped open and belongings should not be placed in stairways or hallways.
Fire Definitions

Fire: Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency.

Fire-Related Deaths: Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

Fire-Related Injuries: Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

Estimated U.S. Dollar Loss Related to Fire Incidents: Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

Evacuation Procedures Posted: When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to the designated evacuation point(s).

Fire Alarms Monitored by Campus Safety: Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year by Campus Safety personnel.

Buildings Equipped with Fire Alarm Systems and Smoke Detectors: Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls as well as campus buildings are equipped with a functional fire alarm system and smoke detectors.

Buildings Protected with Automatic Sprinkler System Throughout: Indicates an automatic sprinkler system protects all areas of a building.

Emergency Evacuation Drills (formerly known as Fire Drills): The number of supervised scheduled drills or actual events at campus residence halls that are facilitated by the Department of Campus Safety in cooperation with assigned University building personnel. Various drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles. Each academic year JUCS facilitates two (2) emergency drills targeting all student residential halls. The Department of Campus Safety in conjunction with the Office of Emergency Preparedness is currently in the process of developing emergency evacuation plans for all campus buildings.
All on-campus residences and other university buildings are equipped with integrated fire detection and alarm systems which are monitored by Campus Safety personnel 24 hours a day, 365 days a year, and which directly notify the Elgin Fire Department in the event of a fire. These systems combine smoke and heat detectors in addition to manual pull stations.

The Department of Campus Safety conducts periodic inspections of fire alarm and security systems in all campus buildings. These inspections include a visual examination of sprinkler heads, smoke and heat detectors, pull stations, fire alarm terminal panels, fire extinguishers, security doors and emergency exits. Equipment found to be malfunctioning is referred to Great Lakes Fire LLC for repair.

The following Elgin campus buildings also incorporate automatic sprinkler systems:

- Creekside South
- Plant Operations (Garage Only)
- Thompson Center (Stairwell Only)
- Commons - (Kitchen Area Only)
- Wilson Hall (some first floor areas)
- H.A.W.A.C.
- Lindner Tower
- Fitness Center
- Barton House

To fully comply with Illinois Dormitory Fire Sprinkler Act, which mandates automatic sprinkler systems in all campus dormitories, Judson University is currently planning to have comprehensive fire sprinkler systems installed in Wilson Hall and Ohio Hall by the end of 2013. Volkman Hall will not be retrofitted with an automatic sprinkler system as it is classified by the NFPA as an apartment building with independent dwelling units, exits, and cooking facilities.
Residential Facility Fire Statistics

For Judson University Elgin Campus at:
1151 North State Street
Elgin, IL 60123

*There were no reported fires in residential facilities at Judson University’s Elgin Campus during the years 2009, 2010 and 2011.

Residential Facility Fire Statistics

For Judson University Rockford Campus at:
1055 Featherstone Road
Rockford, IL 61101

The Rockford campus does not have any residential facilities.