Annual Security and Fire Safety Report

JUDSON UNIVERSITY

2009-2010
Important Phone Numbers

ALL EMERGENCIES  911
                  9999 (on-campus)

Judson University Department of Campus Safety

Vice-President of Student Development   847-628-1565
Director of Campus Safety              847-628-1515
On-Duty Supervisor                    847-417-3401
Campus Safety Dispatch (from cell phone) 847-622-9999

Other University Departments

Plant Operations                      847-628-2480
Counseling Center                     847-628-5052
Health Services                       847-628-2465

Elgin Agencies

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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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 2009. 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 or 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 web site.

As you will see when you review the crime statistics section of this report, Judson University is an extremely safe campus. Pursuant to that ongoing commitment the President and Cabinet of the University emphasized improving the Department of Campus Safety this past year. The Department has undergone an organizational review and improvement initiative in 2009. Emphasis has been placed upon professionalization and staff development, policy and procedure, and organizational structure. We intend on continuing this initiative for the remainder of 2009 and into 2010 to meet the needs of all of our constituents.

Campus Safety Officers are not sworn police, but do work closely with the local police department. They do not have arrest powers but have the authority to direct and control traffic and detain individuals 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. They have been instrumental in assisting the Elgin Police Department in crime prevention and investigation of crimes on campus. Our officers are trained alongside police officers in the latest law enforcement techniques, patrol tactics and first responder skills. The Department also works closely with the Director of Emergency Preparedness to insure our policies and procedures meet the guidelines of the Department of Homeland Security and that we maintain NIMS compliance.

The Department of Campus Safety also partners with the campus community and outreaches to the greater Judson-Elgin community. This past year the Department of Campus Safety sponsored a Bicycle Rodeo for both our returning students and the youth in the community to showcase our Bike Patrol Unit and promote bicycle safety. Our staff has also participated in several campus-wide committees including the Campus Violence Prevention and Campus Threat Assessment Team.

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.

From Director James R. Kruger
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. Records of all Incident Reports for the past three years are stored in a secure location and maintained by the Department of Campus Safety.

Campus crime statistics are also collected from external agencies such as the Elgin and Rockford Police Departments, respectively.

To learn more about the Clery Act, visit www.securityoncampus.org/schools/cleryact

INFORMATION ON REGISTERED SEX OFFENDERS

To search the Illinois’ sex offender website, visit http://www.isp.state.il.us/sor/sor.cfm

Additionally, a link to the Illinois sex offender website is available on the Campus Safety website in the section “Campus Crime Stats.”
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 2499 for non-emergency business calls (847-628-2499 from an outside line).

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

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

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

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 2499 or send an email to Campus Safety. Judson University extensions can be reached via an outside line by dialing 847-628 and then the extension.
The Silent Witness and 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 themself. 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 offices.

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 Policy 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 JudsonUniversity’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 flyers 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 crime, 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.
• Walk in well-lit areas. Be prepared for the unexpected.
• 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.
• Add the JUCS emergency number, 847-622-9999, to your cell phone.

EMERGENCY “BLUE LIGHT” TOWERS

There are three Emergency Towers on campus like the one pictured at right.

• 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.
Crime Prevention
and Awareness

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.

WHILE TRAVELING
• Be aware of your surroundings. Park in well-lit, heavily populated areas. Trust your instincts. If something doesn’t feel right, find another place to park.
• Avoid parking next to occupied vehicles.
• If you have a cell phone, have it accessible.
• Do not leave valuable items visible in your vehicle.
• Always roll up your windows and lock your doors before leaving your vehicle.
• Walk with others to your vehicle whenever possible.
• Carry your keys in hand when you approach your vehicle.
• Look around and check the back seat of your vehicle before entering.
• Upon entering your vehicle immediately lock all doors.
• If you are involved in a minor collision in an isolated area, you may want to drive to a well-lit and populated area before stopping to assess your damage.
• Never pick up hitchhikers.
• While driving, if you notice that you are being followed do not go home. Drive to the nearest open store, service station, police station etc. for help. Blow your horn to draw attention to yourself. Try to get a description of the car following you and its license plate number.
The Department of Campus Safety is pleased to be able to offer Women’s Self-Defense to interested student and staff members for free, unless the participant chooses to purchase pepper spray for eight dollars.

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

Currently, Women’s Self-Defense is offered to any female Judson University students or staff members who wish to take them, though class space is limited to thirty participants per class on a first-come basis. JUCS plans to offer a self-defense course for men in the future.

All female students and staff 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 or sign up for this course or others, visit the Judson University Campus Safety website at judsonu.edu/campussafety.aspx

Or email the Department of Campus Safety at jcps@judsonu.edu
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 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. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Department of Campus Safety or one of the other authorized individuals may activate the CodeRED system, a high-speed automated telephone notification system. In the event of an emergency and the activation of the CodeRED system, Judson will post on its website contact numbers that parents and others off-campus can call to access accurate information about the situation on campus or the surrounding area.

Anyone with information warranting a timely warning or CodeRED alert should report the circumstances to the Department of Campus Safety, by phone (extension 9999) or in person at the Campus Safety office, located in the University Center.

NOTE: All members of the Judson community are strongly encouraged to add their contact information to the CodeRED system. To submit your contact information or learn more, visit the Judson University website and search for keywords: “code red”.

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 on the Campus Safety website at judsonu.edu/campussafety.aspx

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.
Sexual Harassment and Assault Policy

Sexual harassment—including but not limited to unwelcome 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, pinching or physical abuse. Sexual assault is a crime of violence and is prohibited by law. Under current Illinois law, both males and females can commit sexual harassment/assault and its victims can be either male or female as well.

Forcible 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 harassment and sexual assault seriously. Students who believe that they have experienced sexual harassment or assault should immediately report it to the Department of Campus Safety or a member of Student Development and will be advised to refrain from washing, changing clothes, using the toilet, douching or otherwise disturbing the scene of the incident so as to preserve as much evidence as possible. The Vice President of Student Development will initiate an investigation of all alleged charges and will assist in obtaining medical assistance if so needed and will provide the victim with the opportunity to receive counseling on campus through the Counseling Center or off campus through other organizations. The Department of Campus Safety will assist with reporting allegations to local police if so desired by the victim. If the allegations involve an employee of the University, the Vice President of Business Affairs shall be notified. Information obtained in this process will be kept as confidential as possible.

A statement of charges will be presented to both the accuser and the accused in all cases of alleged sexual assault, and both accuser and accused shall be informed of the outcome of any such investigation. During a disciplinary proceeding, both the accused and the accuser shall be allowed to have others present. 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.

If the victim of sexual harassment and/or assault chooses not to report it through formal channels, the victim is still encouraged to seek counseling through the University’s Counseling Center at extension 5052. Services available off-campus 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).

In all cases of alleged sexual harassment or assault, the University will provide students with the opportunity to change their living or academic arrangements if possible. For brochures and information regarding the prevention of and response to sexual harassment and sexual assault, please visit the Health Center. Additionally, the Department of Campus Safety offers a Women’s Self-Defense Course throughout the year. To learn more, contact the Department of Campus Safety at 2499 or visit judsonu.edu/campussafety.aspx
Information on
Sexual Harassment and Assault

INFORMATION ON SEXUAL HARASSMENT

Definition: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
• A student’s submission to unwelcome sexual conduct becomes an explicit or implicit condition of a grade, admission to a program, a favorable recommendation, or a disciplinary or similar decision;
• Submission to or rejection of such conduct is used as a basis for employment or education decisions.
• Such conduct has the purpose or effect of interfering substantially with an individual’s work or educational performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment includes, but is not limited to, unwelcome verbal, visual or physical behaviors. These behaviors may occur as sexual comments or advances, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, pinching, physical abuse or sexual assault.

INFORMATION ON SEXUAL ASSAULT

Victims of sexual assault/rape are strongly encouraged to report offenses immediately. Sexual assault is any sexual act directed against another person forcibly or against the person’s will.

If a rape has occurred, it is important that the victim do the following:

• Get to a safe place and seek medical attention.
• Call 911 to report the act.
• DO NOT SHOWER
• DO NOT BRUSH YOUR TEETH OR HAIR
• DO NOT CHANGE CLOTHES.
• DO NOT DISTURB THE AREA WHERE THE RAPE OCCURRED.

NOTE: This is to preserve as much evidence as possible.

Victims can receive assistance on campus from Resident Hall Staff, Campus Safety (x9999), the Counseling Center (x5042), Student Development (x1561) and Health Services (x2465). Services available off-campus include the Elgin Police Department at 847-289-2700 and the Community Crisis Center at 847-697-2380. Both are available 24 hours a day. Judson University will also assist any victim of sexual harassment/attack with changes to living and academic arrangements to the extent that is reasonably possible.
Other Sensitive Crimes

ANNOYING/HARASSING PHONE CALLS

Individuals on campus who receive obscene or repeated prank phone calls are advised not to talk back to the individual calling and, immediately following the phone call, to call Campus Safety at extension 9999.

IDENTITY THEFT AND PREVENTION

Identity theft is a serious crime. If you suspect you have been the victim of identity theft, contact the Department of Campus Safety at extension 9999 to report the incident. You should also contact either the Elgin Police Department (847-289-2700) or Rockford Police Department (817-587-5839) non-emergency numbers to file a police report.

To prevent identity theft:

- Store your social security card and other sensitive personal information in a secure location, not your wallet or purse.
- Verify sources before providing personal information.
- Protect your email address; this will reduce “spam” and “phishing” attempts.
- When creating passwords, use complicated sequences of numbers and letters; do not use your telephone number, mother’s maiden name, or other passwords that could be easily guessed.
- Prevent offers of pre-screened credit from being mailed to you by calling 1-855-OPT-OUT
  Note: You will be asked to provide your Social Security number which the consumer reporting companies need to match you with your file.
- Shred sensitive documents that you wish to discard, such as bank and credit statements, billing statements, insurance forms, physician statements, and expired charge cards.

For further information regarding identity theft, visit http://www.ftc.gov/bcp/edu/microsites/idtheft/
Alcohol Use 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 approval granted by the Dean of Students, may use an alco-test to determine alcohol use. A positive alco-test will serve as evidence of possession and consumption. Refusal to take an alco-test 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

Judson University takes student safety very seriously. To this end, the following procedure is in place to assist in locating Judson University students living in Judson owned on-campus housing who, based on the facts and circumstances known to Judson, Judson has determined to be missing.

- Students have the option of identifying an individual to be contacted by Judson University not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Department of Campus Safety.
- If the student is under 18 years of age, and not an emancipated individual, Judson University is required to notify a custodial parent or guardian not later 24 hours after the time that the student is determined to be missing.
- Judson will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Judson University Campus Safety or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Judson will initiate the emergency contact procedures in accordance with the student’s designation.

Judson will follow the following notification procedure for a missing student who resides in on-campus housing:

- Once Judson receives a missing student report via the Student Development Office, Campus Safety, Housing Office or other source, the following offices will be notified:
  - Judson University Campus Safety
  - The Office of Student Development
  - The Office of the Academic Provost
  - Housing Office

- Any official missing person report relating to this student shall be referred immediately to Campus Safety.
- If Campus Safety, after investigating the official report, determines the student has been missing for more than 24 hours, Campus Safety will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.
- Upon notification from any entity that any student may be missing, Campus Safety may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
  - Campus Safety may key into the student’s assigned room and talk with known associates.
  - Campus Safety may search on-campus public locations to find the student (library, cafeteria, etc.).
  - Campus Safety may issue an ID picture to assist in identifying the missing student.
  - The Student Development Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
  - Student Life or academic departments may be contacted to seek information on last sighting or other contact information.
  - Campus Safety may access card access logs to determine last use of the card and track the card for future uses.
  - Campus Safety may access vehicle registration information for vehicle location and distribution to authorities.
  - Tech Services may be asked to look up email logs for last login and use of Judson email system.
  - If there is any indication of foul play, the local police department will immediately be contacted for assistance.
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

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

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. JUCS Officers regularly perform routine security and lighting checks, reporting any defective or malfunctioning doors and lights to the Plant Operations Department. Periodically, the Department of Campus Safety meets with Plant Operations 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.

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

The following is a classification of crime statistics that Judson University is required by federal law (the Clery Act) to make available to all current and prospective students and employees:

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

**NEGLIGENT 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

The following crime statistics are for 2006, 2007 and 2008 for Judson University’s Elgin campus
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# Rockford Campus Crime Statistics

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*On-Campus Residence Halls*
Annual Fire Safety 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 visit the Judson University Campus Safety website at.

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.*

*Revisions to the Higher Education Opportunity Act (HEOA) for Fire Safety and reporting were proposed in 2008. Therefore, only one year of data is currently available.”
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.

BONFIRES 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.

For permission to have a bonfire on campus, the Office of Student Development will work in conjunction with the Office of Emergency Preparedness 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 Safety Policies and Procedures (continued)

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. Fire drills will be scheduled periodically. 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.

HEALTH AND SAFETY INSPECTIONS

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.
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 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.
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. These systems combine smoke and heat detectors in addition to manual pull stations.

The Department of Campus Safety in conjunction with the Plant Operations Department 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, security doors and emergency exits. Equipment found to be malfunctioning is referred to Oak Fire and Security 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
- HAWAC
- Lindner Tower
- Fitness Center
- Barton House
## Elgin Campus
### Residential Facility Fire Statistics

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<th>Facility</th>
<th>Number of Fires</th>
<th>Cause of Fire</th>
<th>Fire-Related Deaths</th>
<th>Fire-Related Injuries</th>
<th>Value of Fire Loss</th>
<th>Automatic Sprinkler System Throughout</th>
<th>Number of Evacuation Drills</th>
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