

**2025**

**ANNUAL  
SECURITY AND  
FIRE SAFETY  
REPORTS**



**Benedictine University  
LISLE CAMPUS**

**CALENDAR YEARS  
2022, 2023, 2024**

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## A Mutual Commitment to a Safe University

Benedictine University (the “University”) is dedicated to providing a safe and secure environment for all members of the University community who study, live, and work at our Lisle, Illinois and Mesa, Arizona campuses. Campus Safety Officers serve each campus. The Benedictine University Campus Safety (Campus Safety) serves the Lisle main campus; comprised of non-sworn officers and the Emergency Preparedness Manager/Safety Specialist. Benedictine University Campus Safety (Campus Safety) serves the Mesa campus; comprised of non-sworn officers who collaborate with local police authorities to provide safety and security.

Campus Safety is available for presentations to classes, student groups and other campus entities. Topics may include crime prevention, personal safety, alcohol/drug awareness, violence in the workplace, and bystander intervention.

Campus Safety officers and support personnel are a dedicated, well-trained group of professionals who take pride in their service to the University. The department values the partnerships it has developed with the students, faculty, staff, visitors, and neighbors, and believes that community relationships are the key to building trust and safety for all.

Reviewing the information outlined in this report will increase your awareness and help you understand the high level of commitment to safety the University advocates. Please feel free to contact Lisle Campus Safety at 630-829-6122 or Mesa Campus Safety at 602-888-5516 with any questions, concerns, or comments about this report. If you are experiencing an emergency, please call 9-1-1.

Sincerely,

*Brad Delphey*

Brad Delphey  
Director, Campus Safety  
Benedictine University

## **A Guide to Safety at Benedictine University - Lisle Campus**

In 2024, Congress amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092 (f)) (or the “Clery Act”, which is now known as the Jeanne Clery Campus Safety Act). The Clery Act requires colleges and universities receiving federal funding to disclose reported instances of criminal activities on campuses. In addition to the disclosure of campus crime statistics, the Clery Act requires that timely warnings of criminal activity be disseminated to the campus community, as well as the disclosure of various campus policies. For more information on the Clery Act, please visit the Campus Security Web Site of the U.S. Department of Education, Office of Post-secondary Education, at: <http://www2.ed.gov/admins/lead/safety/campus.html>. The Clery Act is intended to assure that students and their families, as higher education consumers, have access to accurate, complete, and timely information about safety on campus so that they can make informed decisions.

## **Procedures for Preparing and Distributing the Annual Security Report**

The Director, Benedictine University Campus Safety (Campus Safety) and the Emergency Preparedness Manager are responsible for preparing and distributing the Annual Security Report to comply with 34 CFR 668.46 of the Clery Act. The Annual Security Report is published annually by October 1 and contains three calendar years of campus crime statistics and certain campus security policy statements in accordance with the Clery Act. This required statistical information is presented in this Annual Security Report. The Annual Security Report also informs individuals how to report crime to university officials or local law enforcement agencies on a voluntary and confidential basis. Security policies include **immediately** reporting crimes and emergencies, security resources, crime awareness and prevention, security of campus facilities and residence halls, and alcohol, drug, and weapons violations.

## **Distribution and Notification of Annual Security Report**

**The Annual Security and Fire Safety Reports are sent twice during the academic school year, once by October 1 and by January 31.**

An e-mail notification is sent to all current students, faculty, and staff providing the website <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> to access this report. Upon request:

- A written paper copy of the report is also available at the Campus Safety (5720 College Road, Lisle, IL 60532); or
- By calling the non-emergency telephone number, 630-829-6122.

**Newly enrolled students** receive written notification providing the website <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> to access this report.

- Notifications will be provided to newly enrolled students in their Admitted Student Packet during their initial advising.
- A link to the Campus Safety Reporting page has been added at the bottom of the website which is visible no matter what page the individual is on for students enrolled in the traditional undergraduate programs for both freshmen, transfer, Lisle graduate/doctoral programs and International Programs.  
<https://ben.edu/>

**Upon request, prospective students and employees:**

- May obtain a written paper copy of the report at the Campus Safety at 5720 College Road, Lisle, IL 60532; or
- By calling the non-emergency telephone number 630-829-6122; or
- By visiting Benedictine’s University’s web site at: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> or <https://ben.edu/office-of-institutional-compliance-and-risk-management/>

**Prospective employees** are notified about this report via Benedictine University’s Human Resources jobs website at: <https://ben.edu/human-resources/>

**New employees** are provided with a PowerPoint presentation containing a link to the Annual Security and Fire Safety Reports in their training materials during the new hire orientation.

**Prospective students and parents of students** can also read about and reference Clery Act information on the University webpage at <https://ben.edu/>, <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> and <https://ben.edu/office-of-institutional-compliance-and-risk-management/>

**Current Employees** can find the Annual Security Report and Annual Fire Safety Report by clicking the link to Campus Safety: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/>

## Reporting of Criminal Offenses, Emergencies and University Response

University community members – students, faculty, staff, and guests – are encouraged to report all crimes, emergencies, and public safety related incidents to the Campus Safety in an accurate, prompt, and timely manner. Campus Safety has been designated by the University as the official office for campus crime reporting. Accurate and prompt reporting ensures Campus Safety can evaluate, consider, and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. The University further encourages accurate and prompt reporting to Campus Safety and/or the local police when the victim of a crime elects to or is unable to make such a report. This publication focuses on Campus Safety because it has primary responsibility for patrolling the campus and it has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the Lisle Police Department. The Lisle Police Department is located at 5040 Lincoln Avenue, Lisle, Illinois 60532 and can be reached at 630-271-4200 or in case of an emergency, 9-1-1.

To report a crime or emergency, members of the community should:

- To report an emergency, call 9-1-1;
- To report a non-emergency security or public safety related matter, call the Campus Safety on extension 6122 or, from outside the University 630-829-6122;
- Report in person to the Campus Safety located within the Parking Garage, ground floor in the southwest part of campus;
- Mail a report to the Benedictine University Campus Safety at 5720 College Road, Lisle, IL 60532;
- Crimes or emergency situations can be reported to the local police department by dialing 9-1-1;
- Sex-based harassment or sex discrimination can be reported to the University's Title IX Coordinator, by dialing 630-829-6495 or on campus extension 6495, or in person in Kindlon Hall, Room 310;
- For employee related issues, contact Human Resources by dialing 630-829-6031 or on campus extension 6031, or in person in Goodwin Hall, Room 318;
- For student related issues, contact the Dean of Students by dialing 630-829-6006 or on campus extension 6006, or in person in Krasa Center, Room 177;
- For resident students' issues, contact the Resident Assistant, or the Director of Residence Life by dialing 630-829-6496 or on campus extension 6496, or in person in Krasa Center, Room 109;
- 19 emergency call boxes, 15 emergency elevator phones, and 27 emergency house phones located in all buildings can be used to contact Campus Safety to report a crime or emergency; and
- A "Silent Witness" link is found on the Campus Safety web page. You may anonymously report any crime, concern, misdeed, or emergency at: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/>



The DuPage County Sheriff's Office has an [Anonymous Crime Tips](#) (ACT) site where you can submit a time via an online form or text ACT via a cell phone. If you have specific information regarding a serious crime on or off campus, you can call the State of Illinois Crime Stoppers anonymously at 1-800-222-TIPS and may receive a reward of up to \$1,000.

Campus Safety staff are available 24 hours/7 days a week to answer campus community calls. Campus Safety procedures require an immediate response to emergency calls. Campus Safety works closely with local and county resources to assure a response to emergency calls. Priority response is given to crimes against people and personal injuries. Campus Safety responds to all reports of crimes and/or emergencies that occur on campus, adjacent to campus within its public property reporting area. In response to a call, Campus Safety will take the required action, dispatch an officer or ask the victim to report to Campus Safety to file an incident report.

If a sexual assault should occur on campus, staff on scene, including Campus Safety, will offer the victim a variety of [resources](#) and services. This publication contains information about on and off campus resources and services. You may make a report anonymously, request anonymity, or voluntarily identify yourself.

For a life-threatening event, medical emergency, criminal act, suspicious person, or incident, which should be reported immediately, dial 9-1-1, for the Lisle Police/Lisle Woodridge Fire District and Campus Safety.

You may also dial **630-829-6122**, for Campus Safety to report non-emergency incidents or request a safety escort.

You may also report a crime or emergency to a Campus Security Authority, faculty, or staff member, who will contact the appropriate authority. Crimes or emergencies can be reported in-person, via email, telephone, or US mail. You can choose to make a report anonymously, request anonymity, or voluntarily identify yourself.

### **Campus Security Authorities (CSA)**

A CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with the institution. All listed CSAs go through annual training through the University's learning management system D2L.

1. A campus police department or a campus security department;
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department;
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

Below is a list of current Campus Security Authorities:

**Carrie Ankeny**, [cankeney@ben.edu](mailto:cankeney@ben.edu), Director, Campus Ministry, Kindlon Hall, room 416, 630-829-6028

**Al Brown**, [abrown13@ben.edu](mailto:abrown13@ben.edu), Campus Safety Officer, Parking Garage, room 121, 630-829-6122

**Brian Burdette**, [bburdette@ben.edu](mailto:bburdette@ben.edu), Campus Safety Officer, Parking Garage, room 121, 630-829-6122

**Josie Carparelli**, [jcarparelli@ben.edu](mailto:jcarparelli@ben.edu), Recruiting Coordinator, Goodwin Hall, room 318, 630-829-6042

**Brad Delphey**, [bdelphey@ben.edu](mailto:bdelphey@ben.edu), Director, Campus Safety, Parking Garage, room 133, 630-829-1101

**Julie Dockery**, [jdockery@ben.edu](mailto:jdockery@ben.edu), Associate Vice President of Academic Affairs and Student Life and Title IX Coordinator, Goodwin Hall, room 483, 630-829-2172

**Michi Dubes**, [mdubes@ben.edu](mailto:mdubes@ben.edu), Emergency Preparedness Manager/Safety Specialist, Parking Garage, room 132, 630-829-6364

**Kameron Garfield**, [kgarfield@ben.edu](mailto:kgarfield@ben.edu), Campus Safety Officer, Parking Garage, room 121, 630-829-6122

**Kate Heidkamp**, [kheidkamp@ben.edu](mailto:kheidkamp@ben.edu), Head Coach – Softball/Senior Associate Director of Athletics, Rice Center, room 236, 630-829-6149

**Dan Jones**, [djones12@ben.edu](mailto:djones12@ben.edu), Campus Safety Officer, Parking Garage, room 121, 630-829-6122

**Marco Masini**, [mmasini@ben.edu](mailto:mmasini@ben.edu), Dean of Students, Krasa Student Center, room 177, 630-829-6006

**Liz Melendez**, [lmelendez@ben.edu](mailto:lmelendez@ben.edu), Director, Residence Life, Krasa Student Center, room 109, 630-829-6496

**Paul Nelson**, [pnelson@ben.edu](mailto:pnelson@ben.edu), Director of Athletics, Rice Center, room 241, 630-829-6144

**Claude Ortega**, [cortega@ben.edu](mailto:cortega@ben.edu), Campus Safety Officer, Parking Garage, 630-829-6122

**Karla Palencia**, [kpalencia@ben.edu](mailto:kpalencia@ben.edu), HRIS Assistant, Goodwin Hall, room 318, 630-829-6020

**Susan Salerno**, [ssalerno@ben.edu](mailto:ssalerno@ben.edu), Nurse/Health Educator, Krasa Student Center, room 116A, 630-829-6046

**Lou Simios**, [lsimios@ben.edu](mailto:lsimios@ben.edu), Director, Athletic Stadium-Operating, Ricer Center, room 233, 630-829-6085

**Debra Vanderploeg**, [dvanderploeg@ben.edu](mailto:dvanderploeg@ben.edu), Assistant Director, Campus Safety, Parking Garage, room 134, 630-829-1104



**Harold Watson**, [hwatson@ben.edu](mailto:hwatson@ben.edu), Director, Student Activities & Recreational Sports, Krasa Student Center, room 113, 630-829-6129

**Brad Wilcoxon**, [bwilcoxon@ben.edu](mailto:bwilcoxon@ben.edu), Associate Director, Campus Safety, Parking Garage, room 135, 630-829-1102

**Kelly Zapp**, [kzapp@ben.edu](mailto:kzapp@ben.edu), Director, Human Resources, Goodwin Hall, room 318, 630-829-6031

**Cheryl Heinz**, [cheinz@ben.edu](mailto:cheinz@ben.edu), Associate Professor, Birck Hall, room 319, 630-829-6581

**Patrick Polasek**, [ppolasek@ben.edu](mailto:ppolasek@ben.edu), Professor, Scholl Hall, room 228J, 630-829-6472

**Niina Ronkainen**, [nronkainen@ben.edu](mailto:nronkainen@ben.edu), Professor, Birck Hall, room 322, 630-829-6549

**Paula Sochacki**, [psochacki@ben.edu](mailto:psochacki@ben.edu), Associate Professor, Kindlon Hall, room 224F, 630-829-6597

## **Responsibilities of the Benedictine University Community for their own Personal Safety**

Members of the University community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- Report all suspicious activities to Campus Safety immediately;
- Never take personal safety for granted;
- Try to avoid walking alone at night. Use the Campus Safety escort service;
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call Campus Safety for help at the first sign of trouble;
- Carry only small amounts of cash;
- Never leave valuable (wallets, purses, books, phones, laptops, etc.) unattended;
- Always carry your keys and do not lend them to anyone;
- Lock car doors and close windows when leaving your car;
- Always lock the door to your residence hall room or apartment, whether you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home. DO NOT PROP OPEN INTERIOR OR EXTERIOR DOORS;
- Do not leave valuables in your car, especially if they can be easily noticed; and
- Engrave serial numbers or owner's recognized numbers, such as driver's license, on items of value.

## **Confidential/Anonymous Reporting**

Campus Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to Campus Safety. When a report is made to Campus Safety, they must investigate the incident and cannot hold reports of crime in confidence. With the information investigated from the crime, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime regarding a particular location; method, or assailant; and alert the campus community to potential danger. Reports filed are counted and disclosed in the annual crime statistics for the institution.

It is understood that not everyone is comfortable speaking with the police. We urge you to speak with your supervisor, any senior University official or Human Resources should you become aware of any act or omission, which you think violates the law or University policies or procedures.

Benedictine University has an obligation and commitment to conduct business legally and ethically. It is our policy to prevent violations of the law or other improper business conduct and detect and remedy violations should they nonetheless occur. In keeping with this obligation, employees are expected to conduct themselves ethically and honestly. Furthermore, it is the responsibility of every employee to report any illegal, unethical, or improper activities. Should you need to report a situation that may conflict with this statement, you are encouraged to speak with your supervisor, an appropriate management representative or Human Resources. You may make an anonymous report by using the Anonymous Reporting Form at: [https://benu.formstack.com/forms/anonymous\\_reporting\\_form](https://benu.formstack.com/forms/anonymous_reporting_form)

## Policy Statement Addressing Counselor Confidentiality

The University "Pastoral Counselors" and "Professional Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual security report disclosure of crime statistics. As a matter of policy, the professional counselors are encouraged if and when they deem it appropriate, to inform individuals being counseled of the procedures to report crimes on a voluntary confidential basis to Campus Safety.

Counselors are defined as:

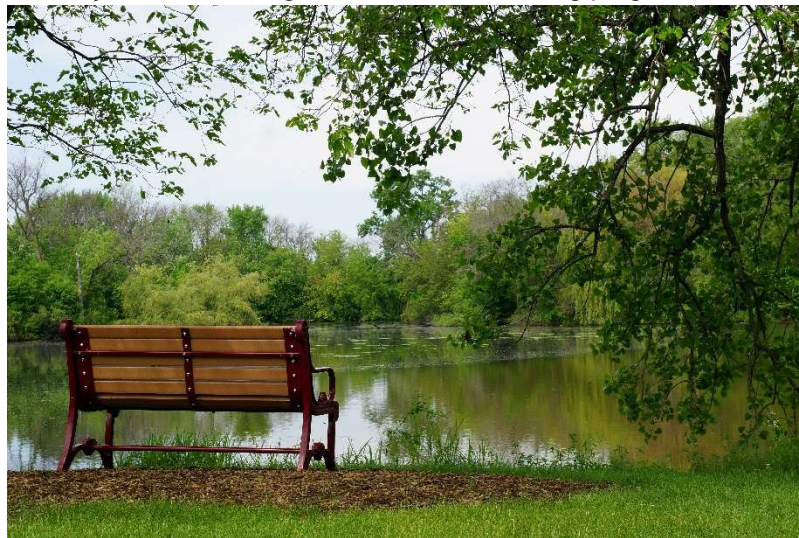
**Pastoral Counselor** – A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor** – A person whose official responsibilities include providing mental health counseling to members of the 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.

All information with regards to counseling remains confidential, except in situations where there is a threat to life and safety. The Counseling Center prohibits the release of any information without explicit, informed, and written authorization. The Counseling Center works closely with the Campus Response Evaluation (CARE) team, Campus Safety, Campus Ministry, and outside professional agencies, to minimize any threat to oneself and the entire internal and external campus community. Information on CARE can be found at: <https://ben.edu/care-team/>

## Violence Against Women Act and Title IX

The Violence Against Women Reauthorization Act of 2022 (VAWA) is aimed at addressing sexual assault and other forms of gender-based violence by expanding access to safety and support for survivors and increasing community-wide prevention efforts. The reauthorization of VAWA contains several new measures and adds new definitions and revised others. The 2022 VAWA reauthorization does not change the training requirements under the 2013 VAWA reauthorization. For all Illinois higher education institutions, Preventing Sexual Violence in Higher Education was enacted August 2016. Sexual violence primary prevention and awareness programming shall be provided for all students who attend one or more classes on campus annually. In addition, we require all staff and faculty to complete online training annually. We have designed an in-house training program delivered virtually with students, faculty and staff using Zoom.



We have taken the training and added it to our learning management system, D2L, for those that could not make the scheduled Zoom times. The Counseling Center offers in person training or calls via Zoom for those students that are triggered by the topic and would prefer to talk with someone.

Benedictine University expects its Trustees, officers, faculty, staff, and students to cultivate an environment that allows members of the University community to enjoy the full benefits of their work or learning experience. It is, therefore, the policy of the University to comply with Title IX of the Education Amendments of 1972 ("Title IX"), which was amended in 2020, prohibiting discrimination based on sex (including sex-based harassment and sex discrimination) in the University's employment, educational programs, and activities. Title IX also

prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Such behavior seriously undermines the University's effectiveness as an educational institution and a workplace.

A person who has been a victim of sex-based harassment or sex discrimination is strongly encouraged to **immediately** report the crime. Victims are strongly urged to preserve all physical, trace and serological evidence, to include clothing, bedding and body fluids, associated with the assault, to ensure a successful criminal prosecution, or administrative sanction against the offender, if desired. The University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student

financial aid, and other services available to victims, both within the University and in the community. Upon request, assistance will be provided in changing academic schedules and living arrangements.

The [Bill of Rights for Victims and Witnesses of Violent Crime](#) is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses - the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

### **Illinois Domestic Violence Act: Rights of Victims**

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law family or household members are defined as

- Family members related by blood;
- People who are married or used to be married;
- People who share or used to share a home, apartment, or other common dwelling;
- People who have or allegedly have a child in common or a blood relationship through a child in common;
- People who are dating or engaged or used to date, including same sex couples; and
- People with disabilities and their personal assistants.

(Excerpt from the Illinois Domestic Violence Act webpage, Illinois Attorney General)

Domestic violence consists of physical assault, sexual abuse and stalking. Violence takes many forms and can happen all the time or occasionally. If you are in an abusive situation, you are urged to seek help.

For employees who may have been a victim of domestic or sexual violence, or who have a family member who has been a victim of domestic or sexual violence, the University fully complies with the Illinois Victims' Economic Security and Safety Act (VESSA), which gives employees affected by domestic violence certain rights for leaves of absence, protective measures in the workplace, and reasonable accommodations. More information about the University's VESSA policy may be obtained from Human Resources or can be found in the Employee Handbook.

### **Reporting Sex-base Harassment or Sex Discrimination, Filing a Formal Complaint**

- A. Any person may report conduct alleged to be sexual harassment or discrimination to the Title IX Coordinator, Deputy Title IX Coordinator, to any University Official with Authority, and/or to law enforcement without filing a Formal Complaint. A report of sexual harassment or discrimination may be made at any time, regardless of the length of time between the alleged sexual discrimination or harassment and the decision to report it. However, a delay in reporting may compromise the subsequent investigation. No member of the University community may discourage an individual from reporting alleged incidents of sexual harassment or discrimination.
- B. Individuals wishing to file a Formal Complaint must do so by contacting the Title IX Coordinator or the Deputy Title IX Coordinator. The Title IX Coordinator is responsible for receiving all reports of sexual discrimination or harassment, overseeing the grievance process and coordinating the University's responses to all parties involved.
  1. All Formal Complaints submitted to the Title IX Coordinator or the Deputy Title IX Coordinator must be resolved within 90 days of the filing. The Title IX Coordinator or either party may request a delay or extension of the time for good cause to the Title IX Coordinator or Adjudicator. Good cause may include but is not limited to:
    - a. Considerations such as the absence of a party.
    - b. A party's advisor, or a witness.
    - c. Concurrent law enforcement activity; or
    - d. The need for language assistance or accommodation of disability.
  2. Informal Resolutions submitted to the Title IX Coordinator or the Deputy Title IX Coordinator are not subject to the 90-day restriction.
  3. The Title IX Coordinator or Deputy Title IX Coordinator is required to be free from conflicts of interest or bias for or against Complainants and Respondents and/or any individual party.
  4. The Title IX Coordinator or Deputy Title IX Coordinator is required to undergo annual training.

- C. Reports may be filed in person, by mail, by email, or through the [Title IX Report Form](#) located on the Title IX web page. To report to the Title IX Coordinator or Deputy Title IX Coordinator, or to file a Formal Complaint, contact:
- Dr. Julie Dockery, Benedictine University Title IX Coordinator, (630) 829-2172, [jdockery@ben.edu](mailto:jdockery@ben.edu), Goodwin Hall, room 483
  - Jessica Steadman, Benedictine University Deputy Title IX Coordinator, 602-888-5532, [jsteadman@ben.edu](mailto:jsteadman@ben.edu), Gillett Hall, room 118
  - University Title IX webpage: <https://ben.edu/campus-links/titleix/>
  - Other options to file a report:
  - [Title IX Report Form](#)
  - [Silent Witness Form](#)
  - [Anonymous Reporting Form](#):
- D. Any reports made to an Official with Authority (OWA) are required to be forwarded to the Title IX Coordinator immediately upon receipt of Actual Knowledge of a report of sexual discrimination or harassment.
- E. To report to Campus Safety or law enforcement contact:
- Benedictine University Campus Safety Lisle at (630) 829-6122 or Mesa at (602)888-5516 for non-emergency, or 911 for emergency or local law enforcement
  - Lisle Police Department: 911 or (630) 271-4200 non-emergency
  - DuPage County State's Attorney Victim/Witness Advocates at 630-407-8008, via mail 505 N. County Farm Road, Wheaton, IL 60187.
- F. If an individual is not comfortable making a report or filing a Formal Complaint, or would like to think through their situation with someone who can keep their information as confidential as possible, the following resources are available:
- Counseling Center Hours of Operation during the academic year: (Closed for the summer) Counseling Center is in the Krasa Center, Room 010, phone 630-829-1800. To make an appointment you may call or visit. A Counseling Center staff member will return messages within 24 business hours <https://ben.edu/counseling-center/>
  - Student Wellness Center, Krasa Center, room 116, 630-829-6046 (Closed for the summer) <https://ben.edu/student-life/wellness-services/>
  - YWCA Metropolitan Chicago Patterson McDaniel Family Center, 2055 Army Trail Road, Addison, IL 60101, (630) 790-6600, Hotline (888)293-2080, [www.ywachicago.org](http://www.ywachicago.org). YWCA representatives are available to meet on or off campus and serve as Benedictine University's Confidential Advisor. Contact the Title IX Coordinator for more information.
  - Family Shelter Service of Metropolitan Family Services, 605 E. Roosevelt Road, Wheaton, IL 60187, (630) 469-5650, <http://www.familyshelterservice.org/>
  - Arab American Family Services, 7000 W. 111th St. Worth, IL 60482, (708) 945-4405, [aafsil.org](http://aafsil.org)
  - Illinois Coalition Against Domestic Violence, 877-863-6338
  - National Suicide Prevention Hotline at 988 or dial 800-273-8255
  - DuPage County Health Crisis Services at 630-627-1700, 24/7, <https://www.dupagehealth.org/183/Crisis-Services>
  - On-line Reports: Reports can be made on the ben.edu Title IX website <https://ben.edu/campus-links/titleix/> and will be investigated to the greatest extent possible. However, in the case of [Title IX Report Form](#), the University's ability to act may be limited by the lack of information reported.
  - In a case of physical or sexual abuse, the Complainant is able to seek medical attention. Survivors of sexual assault may receive a medical forensic examination completed at no cost to them as a result of the Sexual Assault Survivors Emergency Treatment Act.
  - Edwards Hospital, 801 S. Washington St., Naperville, IL 60565, 4.4 miles, Level II Trauma Center
  - Good Samaritan Hospital 3815 Highland Ave, Downers Grove, IL 60515, 6.6 miles, Level I Trauma Center
  - Elmhurst Hospital, 155 E. Brush Hill Rd, Elmhurst, IL 60126, 12.1 miles, Level II Trauma Center

- Central DuPage Hospital, 25 Winfield Rd, Winfield, IL 60190, 10.3 miles, Level II Trauma Center

### **The University's Grievance Process – Pre-Investigation**

- A. Within 3 days after receiving a report of either sexual harassment or discrimination, the Title IX Coordinator will send the Complainant or filer written acknowledgement of receipt.
- B. The Title IX Coordinator will evaluate the report to determine if the alleged conduct falls within the definition of sexual harassment under this Policy.
  1. The Title IX Coordinator shall dismiss any allegations that:
    - a. Show the Complainant was not participating in or attempting to participate in the University's education programs or activities at the time the report was filed; or
    - b. Would not constitute sexual harassment even if proved; or
    - c. Allege conduct which did not occur in the University's education program or activity; or
    - d. Alleged conduct which did not occur against a person in the United States.
  2. The Title IX Coordinator *may* dismiss a Formal Complaint:
    - a. Upon Complainant's written request to withdraw the Formal Complaint; or
    - b. If the Respondent is no longer employed or enrolled at the University; or
    - c. If specific circumstances prevent the University from gathering evidence sufficient to reach a determination.
  3. If the Title IX Coordinator determines that dismissal is warranted, the Coordinator will promptly send notice of the dismissal simultaneously to the Complainant and Respondent and advise each of the reason(s) for the dismissal and their right to appeal the decision. Such a dismissal will not preclude action under another provision of the University's Code of Conduct.
- C. If the report alleges sexual harassment or discrimination, the Title IX Coordinator will:
  1. Contact the Complainant and Respondent to discuss the availability of Supportive Measures.
  2. To inform the Complainant and Respondent that the measures are available with or without filing a Formal Complaint.
  3. To consider the Complainant's wishes with respect to the measures.
  4. Explain to the Complainant and Respondent the process for filing a Formal Complaint.
  5. To contact the investigator(s) to initiate an investigation.
  6. To oversee the University's response to assure a prompt and equitable resolution of the report of sexual harassment or discrimination.
- D. The Title IX Coordinator will undertake an individualized safety and risk analysis to determine if the alleged sexual harassment or discrimination presents an immediate physical threat to the health or safety of students or others, which would justify the emergency removal of the Respondent from an education program or activity on an emergency basis.
  1. To appeal a removal decision, a Respondent must follow the steps outlined below:
    - a. Must contact the Title IX Coordinator within 48 hours regarding the intent to appeal the emergency removal decision.
    - b. The Respondent may appeal no later than 5 days after the emergency removal decision.
    - c. The Respondent shall provide a written request to vacate the emergency removal decision to the assigned Appellate Officer within 5 days of the removal decision.
    - d. The Appellate Officer will render a decision within 48 hours of receipt of a written request to vacate the emergency removal and notify the Respondent and Title IX Coordinator of the decision.
  2. Appellate process applies to students and employees alike and nothing shall prohibit the University from placing a non-student employee Respondent on administrative leave during the pendency of the University's grievance process.
  3. The University's Appellate process may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.
- E. As soon as possible, but not later than 7 days of receiving a signed Formal Complaint of sexual harassment or discrimination, the Title IX Coordinator will send written notice to the Complainant and Respondent of the allegations and a copy of this Grievance Process.  
The notice will provide all of the following:
  1. The identity of the parties involved in the incident(s), if known; and
  2. The specific section of the Policy that has allegedly been violated; and
  3. The alleged conduct potentially constituting sexual harassment or discrimination; and
  4. The date and location of the alleged incident, if known; and



5. That the Respondent is presumed not responsible until a determination has been made at the conclusion of the Grievance Process; and
  6. That both parties may have an advisor of their choice, who may be an attorney, accompany them to any meeting or proceeding related to the case, but is not permitted to participate in the University's investigation; and
  7. That the Complainant may have an advocate present at all meetings and hearings; and
  8. That the Student Statement of Responsibilities – Student Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during the Grievance Process; and
  9. The University will provide the parties with notice of any additional allegations it later decides to investigate which were not included in the original notice.
- F. To the extent reasonably possible, the University will keep private the identity of any individual who has made a report of sex discrimination, including any individual who has made a report or filed a Formal Complaint of sexual harassment or discrimination, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness in a Title IX grievance process except as permitted by FERPA, required by law, or as necessary to conduct the hearing or proceeding.

### **The Grievance Process – The Investigation**

- A. In accordance with Title IX Law, the investigation must adhere to the following timeline.
  1. The University is responsible for gathering the relevant evidence sufficient to prove responsibility by a preponderance of the evidence and will complete the investigation within 45 days of the filing of a Formal Complaint.
  2. The time for the completion of the investigation may be extended in 5-day intervals with written notice to the parties explaining the reason for the extension.
  3. Any grant or denial of a request for extension or delay will be documented in the Determination Regarding Responsibility.
- B. At any time prior to reaching a Determination of Responsibility, the Complainant and an eligible Respondent may agree to participate in informal resolution. This Grievance Process will be suspended once the informal resolution process begins but will resume if either party withdraws from the informal process.
- C. Prior to the start of the investigation, The Title IX Coordinator will notify the Complainant and Respondent:
  1. To provide the names and contact information of the individuals involved in investigating their case.
  2. To inquire about the need for language interpreters or disability accommodations.
- D. The investigator will provide the parties with written notice of:
  1. The date, time, location, participants, and the purpose of any hearing, investigative interview, or other meeting with the Complainant or Respondent at least 5 days in advance to allow each time to prepare.
  2. Each party's right to be allowed to have an advisor of their choice present during the interview but inform each party that advisors are not allowed to participate in the interviews or meetings.
- E. Neither the Complainant nor the Respondent is restricted from discussing the allegations under investigation or from gathering or presenting relevant evidence. Both parties are encouraged to present to the investigator, witnesses and other inculpatory or exculpatory evidence to prove or disprove responsibility.
- F. Each party may submit relevant questions to be asked of the other party or any witness at the investigative interview.
  1. The questions must be submitted in writing to the investigator no later than 48 hours prior to the interview.
  2. Decisions to exclude questions as not relevant will be explained in the investigative report.
  3. The University investigators may not access, consider, disclose or otherwise use medical, or mental health treatment records of a party without the party's written consent.
- G. Prior to the completion of the investigative report, the investigators will send each party and their advisor, if any, a copy of the evidence subject to inspection and review, in electronic format or hard copy including but not limited to interview summaries of the parties and witnesses.
  1. Each party will have up to 10 days to provide any additional or new evidence; or submit a written response regarding the evidence subject to inspection and review,
  2. After which time the investigator will not be required to accept a late submission.

3. The investigator will consider written responses timely received and will generate the investigative report within 5 days or, alternatively, may provide the parties with written notice extending the investigation for an additional 5 days and explaining the reason for the extension.
- H. The investigators will create an investigative report that fairly summarizes the relevant evidence and provides a copy of the report to the parties by a secure file share for their review and written response at least 10 days prior to the Hearing to Determine Responsibility.
- I. If a party wishes to submit a written response to the investigative report, it must be submitted to the Title IX Coordinator and Lead Investigator no later than 48 hours prior to the scheduled start of the hearing.

### **The Grievance Process – The Hearing**

The purpose of the formal hearing is to make a determination of responsibility in a fair and equitable way. The University shall require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as a Complainant, Respondent, or witness.

- A. The Title IX Coordinator will schedule a date for the live Hearing to take place on Zoom as soon as practicable after the completion of the investigative report.
  1. The scheduling needs of off parties will be taken into consideration to the extent possible.
  2. The Title IX Coordinator will send notice of the time and date to the parties, their advisors, the Adjudicator and the witnesses.
  3. Once the Hearing has commenced, the additional days and times needed to present all the evidence and expeditiously conclude the hearing will be scheduled by the Adjudicator in consultation with the Title IX Coordinator.
- B. Twenty-four (24) hours before the Hearing, parties must submit the following information to the Title IX Coordinator, who will send the information to the Adjudicator: Both parties must:
  1. Identify their intent to bring an advisor to the hearing.
  2. Submit the questions to be asked on cross-examination of the other party or any witness(es) to provide the Adjudicator with the opportunity to review the questions for relevancy.
- C. Cross examination of parties and witnesses will be conducted directly, orally and in real time by the party's advisor of choice and never by a party personally.
  1. The Adjudicator is prohibited from disclosing a party's questions to the other party or their advisor or any witness.
  2. Only relevant cross examination and other questions may be asked.
  3. After a question is asked, and before the Complainant, Respondent or a witness answers, the Adjudicator will determine if the question is relevant and explain a decision to exclude a question as not relevant.
  4. If a party does not have an advisor at the hearing, the University will choose an advisor to conduct cross-examination on behalf of that party.
  5. The advisor is permitted to ask the other party or witnesses relevant questions and follow-up questions including those that challenge credibility.
- D. An advisor who repeatedly violates guidelines for civility and decorum, or who disregards the directives of the Adjudicator, may be removed by the Adjudicator and replaced by an advisor of the University's choice.
- E. No party is required to participate in the grievance process, including being cross- examined at a live hearing. In the event that a party chooses not to attend, that party's advisor may appear and conduct cross-examination.
- F. If deemed reliable and relevant by the decision-maker, and not otherwise subject to exclusion under this Policy, the decision-maker may consider the statements of persons who were not present at the hearing, or persons who were present at the hearing but who nevertheless were not subject to cross-examination. This includes, but is not limited to:
  1. Opinions and statements in police reports or other official reports
  2. Medical records
  3. Court records and filings or,
  4. Investigation notes of interviews, emails, written statements, affidavits, text messages, social media postings, and the like.
- G. Only relevant evidence may be considered by the Adjudicator to determine responsibility. Questions and other forms of information are relevant if they tend to prove or disprove the issue of responsibility. Questions and other forms of evidence that are not relevant are not admissible to prove responsibility and include, but not by way of limitation, the following:

1. Evidence about the Complainant's sexual predisposition or prior sexual behavior are "irrelevant," unless (a) such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or (b) the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
  2. Evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the privilege is waived by the party.
  3. Evidence of any party's medical, psychological, and similar records unless the party has given voluntary, written consent.
  4. Questions that are duplicative or repetitive.
  5. Conversations or statements made during informal resolution.
- H. At the conclusion of the hearing, The Title IX Coordinator will send a copy of the written determination of responsibility electronically to the parties' Ben.edu email accounts. The Adjudicator will issue a written determination regarding responsibility which will include all of the following:
1. Identification of the allegations potentially constituting sexual harassment or discrimination; and
  2. The administrative and investigative history of the case, beginning with the filing of the Formal Complaint, including but not limited to notifications to the parties, interviews, site visits, evidence gathering and hearings; and
  3. Findings of fact supporting the determination; and
  4. Conclusions regarding the application of the institution's code of conduct to the facts; and
  5. A statement of, and rationale for the result as to each allegation, including
    - a. A determination regarding responsibility; and
    - b. Any disciplinary sanctions the University imposes on the Respondent; and
    - c. Whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the University to the Complainant; (remedies that do not affect the Respondent will not be specifically disclosed); and
  6. That the decision becomes final and the sanctions imposed, and remedies provided are effective on the date the notice of decision is sent to the parties; and
  7. The following information regarding the appeals process will include:
    - a. The timeline in which either party may appeal after the date on which the recording of the hearing is made available for inspection; and
    - b. The method in which the audiovisual recording of the hearing will be made available for the parties' review; and
    - c. The University's procedures and permissible bases for appeal.

### **The Grievance Process – Appeals**

Both parties may appeal a determination regarding responsibility, and the dismissal of a Formal Complaint or any allegations in a Formal Complaint on the following basis only:

1. Procedural irregularity that affected the outcome of the matter.
  2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
  3. The Title IX Coordinator, Investigator(s), or Adjudicator(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- A. Both parties have the right to appeal a determination of responsibility, the dismissal of a Formal Complaint, or any allegations in a Formal Complaint provided the written appeal is filed with the Title IX Coordinator within 3 days after:
1. The date the notice of dismissal of a Formal Complaint is sent; or
  2. The date on which the recording of the hearing is made available for inspection in appeals of the determination of responsibility.
- B. Within 24 hours after receipt of the appeal, the Title IX Coordinator will send notice and a copy of the appeal to both parties and the designated Appellate Officer; advising that both parties may submit to the Appellate Officer and the Title IX Coordinator, a written statement in support of, or challenging, the responsibility determination or dismissal within 3 days after the notice of appeal.
- C. Throughout the appeals process, the Appellate Officer shall not be the same person as:
1. The Adjudicator who reached the determination regarding responsibility or dismissal.
  2. The investigator(s); or
  3. The Title IX Coordinator.



- D. Within 7 days after the notice of appeal, The Appellate Officer will prepare a written decision of outcome of the appeal and the rationale and will send a copy of the decision simultaneously to both parties and the Title IX Coordinator.
- E. Supportive Measures, such as mutual no-contact orders or academic course adjustments for either or both parties, may continue in place throughout an appeal process.
- F. The decision on appeal is final, sanctions imposed, and remedies provided are effective, on the date the notice of decision is sent to the parties.

#### **The Grievance Process – Sanctions**

- A. Possible sanctions against students for a violation of this Policy may include, but are not limited to, the following
  - 1. Oral or written warning
  - 2. Community service
  - 3. Training or online courses
  - 4. Mandatory referral for psychological counselling
  - 5. Removal from University housing
  - 6. Counselling
  - 7. Probation
  - 8. Immediate temporary suspension
  - 9. Suspension
  - 10. Expulsion
- B. Possible sanctions against faculty and staff for a violation of this Policy may include, but are not limited to:
  - 1. Written warning
  - 2. Mandatory additional training
  - 3. Administrative leave without pay
  - 4. Separation from the University

#### **The Grievance Process – Informal Resolution Process**

The Informal Resolution Process is an alternative approach to the Formal Complaint Process whereas both parties, the Complainant and Respondent, voluntarily agree to resolve the matter without the use of the Grievance Process, when the Respondent accepts responsibility for violating Policy, or when the Title IX Coordinator can resolve the matter informally by providing remedies to resolve the situation.

- A. The Complainant or Respondent may request the use of Informal Resolution Process at any time after a Formal Complaint is filed and before a Determination of Responsibility is made.
- B. The Informal Resolution Process is facilitated by a trained University staff member, is completely voluntary, and requires the agreement of both parties.
- C. Examples of Informal Resolution Processes include:
  - 1. Mediation
  - 2. Restorative Justice
  - 3. The Student Conduct Process
- D. If both parties agree to participate in the Informal Resolution Process, the Grievance Process with respect to the Formal Complaint stops.
  - 1. At any time prior to agreeing to a resolution, either party has a right to withdraw from the Informal Resolution Process at which time the Grievance Process resumes.
  - 2. The Title IX Coordinator has discretion to determine if an investigation will be paused during Informal Resolution, or if it will be limited, or will continue during the Informal Resolution process.
- E. All communications between the Facilitators and the parties during the Informal Resolution Process are private, dispute resolution communications with a neutral party and are not relevant evidence in any subsequent Grievance Process.
  - 1. Evidence that is otherwise relevant will not be rendered irrelevant as a result of its use in the Informal Resolution Process.
  - 2. The sessions will not be recorded or transcribed by the Facilitators or any of the Parties.
- F. No party shall be legally bound by anything said or done during the informal resolution sessions.
  - 1. If a solution is reached, the solution will be reduced to writing and when signed shall be binding upon the Parties.
  - 2. The Title IX Coordinator maintains records of any resolution that is reached. Failure to abide by the resolution can result in appropriate enforcement actions.

- G. Restorative Justice is not available to resolve allegations that a university employee sexually harassed or discriminated against a student.
- H. The Student Conduct Process is not available to resolve allegations that a university employee sexually harassed or discriminated against a student.

The University is committed to maintaining a positive learning, working and living environment. The University does not discriminate or allow harassment on the basis of race, color, religion, national origin, sex, gender, gender identity, age, marital status, citizenship, mental or physical disability status, sexual orientation, order of protection status, military or veteran status, or any other characteristic protected by law in admission and access to, and treatment and employment in its educational programs and activities.

## **Gender-Based Violence Prevention Programs and State Definitions**

Benedictine University values every member of our community. As such, the University prohibits acts of gender-based violence (sexual assault, domestic violence, dating violence, and stalking) against any student, faculty, staff, or visitor. Reports received of these crimes will be investigated by the Title IX office in accordance with the University Title IX Policy. To view the full policy, visit <https://ben.edu/wp-content/uploads/2025/09/2025-Title-IX-Policy.pdf>. It is also the University's policy to comply with all applicable federal and state laws for reporting and publishing statistics on the occurrence of sexual assault, domestic violence, dating violence, and stalking in our annual security report located at <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/>.

The Benedictine University [PEACE TEAM](#) (Promoting Empowerment and Community Engagement) is a team of faculty, staff, and students from across the university that continue to invest their time in preventing sexual assault, domestic violence, dating violence, and stalking. The team works together to implement policies and programs in the areas of comprehensive violence prevention, conduct and response to incidents of violence, law enforcement, and coordinating victims' services with the assistance of community partners. In addition to members of our university community, the team also includes staff from our community partners, including our confidential advisor, the YWCA, Lisle Police Department, and Family Shelter Service. We continue to add new community partners to offer options for our faculty, staff, and students to receive the best information and services available.

To prevent future crimes of gender-based violence (sexual assault, domestic violence, dating violence, and stalking), the University provides annual training and prevention programming to students, faculty, and staff.

When providing training and programming, the University considers the unique needs of our campus culture and provides programs that are:

- Culturally appropriate and inclusive of our diverse communities and identities;
- Sustainable, so programs can be provided annually to ensure the University's commitment to violence prevention;
- Responsive to the needs of our community to educate on local services; and
- Informed by research and evaluated for effectiveness.

The training and programming initiatives are available to all students, faculty, and staff. Programs conducted during the 2024 calendar year can be found at:

<S:\Projects\DAAPP-CPAPSEP Presentation Logs\CPAPSEP\2024 CPAPSEP Log\Crime Prevention Awareness and Personal Safety Education Programming Lisle.pdf>

We also consider the risks that may be inherent in our community on and off campus as well as protective factors that come from the safe and supportive environment that we strive to provide.

The institution will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the institution's ability to provide them. However, there may be times when certain information must be disclosed to a third party to implement the accommodation or protective measures. Such decisions will be made by the institution considering the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measures are provided. In the event it is necessary to disclose information about a victim to provide accommodation or protective order, the institution will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

All our programs include common themes. One important theme that guides our programming is the University's stance that violence will not be tolerated in our campus community. Some of the other topics that are covered in programming include:

- Definitions of sexual assault, domestic violence, dating violence, and stalking on the federal level which are used in University investigations;
- Definitions of these crimes in Illinois, which are used when they are reported to the Campus Safety or local law enforcement. These definitions are particularly helpful if the victim chooses to pursue the criminal justice process against the accused;
- Discuss safe and reasonable options for bystander intervention. We believe that to prevent violence, it is everyone's responsibility to step up and work to ensure a safe community;
- Share information on risk reduction to decrease perpetration on our campus, reduce barriers for getting involved as a bystander, and empower individuals to know their options in situations that may feel unsafe; and
- Give information about the institution's disciplinary process, which can be found in our Title IX Policy found at <https://ben.edu/wp-content/uploads/2025/09/2025-Title-IX-Policy.pdf>.

As defined in 34 CFR 668.46 (j)(2), 110 ILCS 155, and 34 USC 12291:

**Abuse in later life:** The term abuse in later life means (i) neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or (ii) domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and does not include self-neglect.

**Awareness programs:** The term awareness programs are defined as community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Bystander intervention:** The term bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or staking. Bystander intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options; and
- Taking action to intervene.

**Court-based personnel:** The term court-based personnel means individuals working in the court, whether paid or volunteer, including (A) clerks, special masters, domestic relations officers, administrators, mediators, custody evaluators, guardians ad litem, lawyers, negotiators, probation, parole, interpreters, victim assistants, victim advocates, and judicial, administrative, or any other professional or personnel similarly involved in the legal process; (B) court security personnel; (C) personnel working in related supplementary offices or programs (such as child support enforcement); and (D) any other court-based or community-based personnel having responsibilities or authority to address domestic violence, dating violence, sexual assault, or stalking in the court system.

**Economic abuse:** The term "economic abuse", in the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to (A) restrict a person's access to money, assets, credit, or financial information; (B) unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or (C) exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

**Female genital mutilation or cutting:** The term "female genital mutilation or cutting" has the meaning given such term in section 116 of title 18.

**Forced marriage:** The term "forced marriage" means a marriage to which 1 or both parties do not or cannot consent, and in which 1 or more elements of force, fraud, or coercion are present. Forced marriage can be both a cause and a consequence of domestic violence, dating violence, sexual assault, or stalking.

**Homeless:** The term "homeless" has the meaning given such term in section 12473 of this title.

**Legal assistance:** The term "legal assistance" means assistance provided by or under the direct supervision of a person described in subparagraph (B) to an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking relating to a matter described in subparagraph (C).

(B) Person described in this subparagraph is (i) a licensed attorney; (ii) in immigration proceedings, a Board of Immigration Appeals accredited representative; (iii) in claims of the Department of Veterans Affairs, a representative authorized by the Secretary of Veterans Affairs; or (iv) any person who functions as an attorney or lay advocate in tribal court.

(C) Matter described in this subparagraph is a matter relating to (i) divorce, parental rights, child support, Tribal, territorial, immigration, employment, administrative agency, housing, campus, education, healthcare, privacy, contract, consumer, civil rights, protection or other injunctive proceedings, related enforcement proceedings, and other similar matters; (ii) criminal justice investigations, prosecutions, and post-conviction matters (including sentencing, parole, and probation) that impact the victim's safety, privacy, or other interests as a victim; (iii) alternative dispute resolution, restorative practices, or other processes intended to promote victim safety, privacy, and autonomy, and offender accountability, regardless of court involvement; or (iv) with respect to a conviction of a victim relating to or arising from domestic violence, dating violence, sexual assault, stalking, or sex trafficking victimization of the victim, post-conviction relief proceedings in State, local, Tribal, or territorial court.

**Ongoing awareness and prevention campaigns:** The term ongoing awareness and prevention campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in 34 CFR 668.46 (j) (1) (A) through (F).

**Primary prevention programs:** The term primary prevention refers to programming, initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Restorative practice:** The term "restorative practice" means a practice relating to a specific harm that (A) is community-based and unaffiliated with any civil or criminal legal process; (B) is initiated by a victim of the harm; (C) involves, on a voluntary basis and without any evidence of coercion or intimidation of any victim of the harm by any individual who committed the harm or anyone associated with any such individual (i) 1 or more individuals who committed the harm; (ii) 1 or more victims of the harm; and (iii) the community affected by the harm through 1 or more representatives of the community; (D) shall include and has the goal of (i) collectively seeking accountability from 1 or more individuals who committed the harm; (ii) developing a written process whereby 1 or more individuals who committed the harm will take responsibility for the actions that caused harm to 1 or more victims of the harm; and (iii) developing a written course of action plan (I) that is responsive to the needs of 1 or more victims of the harm; and (II) upon which 1 or more victims, 1 or more individuals who committed the harm, and the community can agree; and (E) is conducted in a victim services framework that protects the safety and supports the autonomy of 1 or more victims of the harm and the community.

**Risk reduction:** The term risk reduction is defined as options designed to:

- Decrease perpetration and bystander inaction;
- Increase empowerment for victims to promote safety; and
- Help individuals and communities address conditions that facilitate violence.

**Survivor-centered:** The term survivor-centered means a student who has experienced sexual violence, domestic violence, dating violence, or stalking that (i) ensures the compassionate and sensitive delivery of services in a nonjudgmental manner; (ii) ensures an understanding of how trauma affects survivor behavior; (iii) maintains survivor safety, privacy, and, if possible, confidentiality; and (iv) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.

**Technological abuse:** The term "technological abuse" means an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

**Trauma-informed response:** The term trauma-informed response means a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

**Victim-centered response:** The term victim-centered response reinforces that sexual violence survivors are never at fault for the victimization and provides a supportive and compassionate response with the goal of mitigating trauma and facilitating healing for victims. The following are central components of victim-centered response:

- Services are provided to victims/survivors in a sensitive, respectful, and nonjudgmental manner, where victims are listened to and believed;
- First responders and other practitioners are competent, compassionate, and knowledgeable about sexual violence, and recognize their response can either decrease or increase the trauma experienced by victims; and
- The safety and wellbeing of the victim is responders' priority, and victims have input in determining and voicing their needs and concerns at each step of the process.

State of Illinois definitions of dating violence, domestic violence, sexual assault, stalking, and consent are as follows:

**Dating Violence:** (1) A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or

(2) Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age. (105 ILCS 110/3.10)

**Domestic Violence:** Means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of (1) any person by a family or household member; or (2) any high-risk adult with disabilities by a family or household member; or (3) any minor child or dependent adult in the care of such person; or (4) any person residency or employed at a private home or public shelter which is housing an abused family or household member.

Under Illinois law, family or household members are defined as:

Include spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012 [720 ILCS 5/12-4.4a]. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship. In the case of a high-risk adult with disabilities, "family or household members" includes any person who has the responsibility for a high-risk adult as a result of a family relationship or who has assumed responsibility for all or a portion of the care of a high-risk adult with disabilities voluntarily, or by express or implied contract, or by court order. (750 ILCS 60/103 and 750 ILCS 60/201)

**Sexual Assault:** A person commits criminal sexual assault if that person commits an act of sexual penetration and:

1. Uses force or threat of force;
2. Knows that the victim is unable to understand the nature of the act or is unable to give knowing consent;
3. Is a family member of the victim and the victim is under 18 years of age; or
4. Is 17 years of age or older and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age. (720 ILCS 5/11-1.20)

**Stalking:** A person commits stalking when he or she knowingly engaging in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:

1. Fear for his or her safety or the safety of a third person; or
2. Suffer other emotional distress; or
3. A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and:
  - a. At any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or
  - b. Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault confinement or restraint to or of that person or a family member of that person.
4. A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion:

- a. Follows that same person or places that same person under surveillance; and
  - b. Transmits a threat of immediate or future bodily harm, sexual assault, confinements or restraint to that person or a family member of the person.
5. A person commits stalking when he or she knowingly makes threats that are a part of a course of conduct and is aware of the threatening nature of his or her speech. (720 ILCS 5/12-7.3)

**Consent:** A freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent. (720 ILCS 5/11-0.1)

## **Sexual Misconduct**

As defined by [USLegal.com](http://USLegal.com), sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent or has the effect of threatening or intimidating the person against whom such conduct is directed. State laws vary on defining acts which constitute sexual misconduct. Sexual misconduct can involve any of the following acts:

- Intentional touching without consent;
- Exposing his or her genitals under circumstances likely to cause affront or alarm;
- Having sexual contact in the presence of a third person or persons under circumstances likely to cause affront or alarm;
- Having sexual intercourse or deviant sexual intercourse in a public place in the presence of a third person;
- Soliciting or requesting another person to engage in sexual conduct under circumstances in which he or she knows that his or her requests or solicitation is likely to cause affront or alarm;
- Forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks;
- Vaginal or anal intercourse;
- Fellatio or cunnilingus;
- Sexual penetration with an object without consent.

## **Discriminatory Harassment Policy**

The University is responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior that seems acceptable to you may be offensive to others. Any harassment or false accusations of harassment, of or by employees or students, are not acceptable. The University prohibits harassment based on sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group, or any characteristic, protected by law, including the following behaviors:

- Unsolicited remarks, gestures, or physical contact; display or circulation of written material or pictures negative or offensive to gender or to racial, ethnic, religious, or other groups, or to any characteristic, protected by law;
- Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic advancement or status, or the basis for employment-related decisions affecting the employee or decisions affecting the individual's academic advancement or status; or
- Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

## **Prohibition on Retaliation**

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision. (34 CFR 668.46 (m))

## **Non-Discrimination Policy**

In administering its affairs, the University does not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, age, disability, military or veteran status, marital status, citizenship, or any other characteristic protected by applicable law. The laws applicable to the University include constitutional and statutory protections of the University's rights as a religiously sponsored institution.

To report discrimination or harassment contact Benedictine University's Title IX Coordinator, Dr. Julie Dockery 630-829-2172, [jdockery@ben.edu](mailto:jdockery@ben.edu). For Illinois, you may also contact the Office for Civil Rights, Chicago Office, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **Hate Crime Policy**

A hate crime is classified by law as a felony offense and is in direct violation of the University's non-discriminatory policies. Therefore, the University, in addition to processing hate crimes in accordance with the law, may simultaneously proceed with internal investigatory and disciplinary processes as defined by the Student Handbook. A person commits (a) hate crime(s) when by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, ethnicity, physical or mental disability or natural origin of another individual or group of individuals. In addition, if larceny-theft, simple assault, intimidation, and/or destruction/damage/vandalism of property are committed as a direct result of the perpetrator's bias against the victim, the person who committed the act is in direct violation of the University's policies.

A person who has been a victim of a hate crime may report the crime to 9-1-1, Campus Safety at 630-829-6122, a residence hall staff member, the Dean of Students, Wellness Center, and the Counseling Center or an outside community agency. Those who report a hate crime will be advised of the importance of preserving evidence, which may be necessary to provide proof for prosecution. The University will provide support services for anyone who has been a victim of hate crimes. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, and counseling assistance.

## **Authority and Jurisdiction of Campus Safety**

Campus Safety consists of security professionals, with no police powers, who maintain a close working relationship with the Village of Lisle Police Department. Meetings are held between the leaders of both departments on both a formal and informal basis. The Campus Safety officers communicate regularly on incidents that occur in and around the campus area. Campus Safety officers work closely with the investigative staff of the Lisle Police Department when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written Memorandum of Understanding between Campus Safety and the Village of Lisle Police Department.

As of the date of this Report, Campus Safety is comprised of the following: Director, Assistant Director, Associate Director, four (4) Campus Safety officers, student workers and the Emergency Preparedness Manager, who are unarmed and nonsworn with no official powers of arrest authority.

Campus security is maintained through vehicle and foot patrols, and staff monitor electronic security and safety equipment, emergency and non-emergency telephone requests for service and radio communications. Services are provided 24/7, including special events, athletic competitions, and large gatherings. Campus Safety fosters a positive relationship with the community, providing personal and workplace safety, security training, fire prevention, drug and alcohol awareness, and training for Residence Life staff. All officers are certified in CPR/AED and first aid and maintain on-going training and development, including domestic violence and conflict resolution strategies.

Lisle Campus Safety collects crime reports from local law enforcement agencies for Clery Act statistical reporting for all properties, owned, controlled and/or adjacent to the University.

"Active Threat" training is conducted on campus with students, faculty and staff participating in the Run Hide Fight program. Campus Safety maintains a page on the University's website, which provides information on services, registered sex offenders, anonymous reporting, residence hall safety, Clery Act crime statistics, alternatives to drinking, and traffic enforcement initiatives.

The Director, Campus Safety serves on several University committees that have a direct impact on Campus Safety, security and violence prevention. Campus Safety officers enforce the University's Student Code of Conduct and provide referrals for reports of off-campus crime.

The Campus Safety office is located on the ground level of the Parking Garage in the southwest part of the Lisle campus. The office hours are Monday - Friday, 8:00 a.m. - 4:00 p.m. Campus Safety officers are on campus 24 hours a day, seven days a week. Campus Safety can be reached at 630-829-6122.



## Criminal Charges

Criminal charges filed by Lisle Police Department are heard in the Circuit Court for the Eighteenth Judicial Circuit in and for DuPage County, located in Wheaton, Illinois. Failure to appear on designated court dates may result in the Court issuing a warrant for Criminal Failure to Appear and/or the revocation of bond.

## Employee and Student Codes of Conduct

Violations of an Illinois state statute, Village of Lisle ordinance, or University policy also may be a violation of the Student Statement of Responsibilities found in the Benedictine University Student Handbook. Campus Safety may refer violators to the Dean of Students for student disciplinary proceedings, in addition to, or in lieu of, criminal charges. If referred to for disciplinary proceedings, the violator must comply with notices to appear to the Dean of Students or his designated representative. Failure to comply with notices to appear will result in sanctions and/or the pursuit of criminal charges.

For information on employees' Workplace Conduct, please refer to Section 5 – General Standard of Conduct – in the Staff Handbook located on the Share Drive at <S:\University Info\General Information\Human Resources\Staff Handbook>.

## Violation of Law and University Discipline

Campus Safety seeks to maintain a safe and secure campus environment. Campus Safety, in conjunction with the Lisle Police Department, has authority to enforce state and local criminal and traffic laws, as well as University policies.

At the discretion of Campus Safety, based on the seriousness of the offense, violations of the law may result in custodial arrest and criminal charges brought against any student, faculty, staff, guest or visitor. The Lisle Police Department also has jurisdiction to make arrests on campus, should the Lisle Police become aware of a criminal offense.

Campus Safety may also issue administrative citations for violations of Illinois law or for violations of the Student Code of Conduct including but not limited to those violations involving the use or possession of drugs and alcohol. The same violations may be brought to the attention of the Dean of Students. Faculty and staff conduct violations are brought to the attention of Human Resources, and to the appropriate Dean.

## Student Conduct Process

Failure to abide by your responsibilities and any University policies and procedures will be resolved through the Student Conduct Process. Many times, misconduct can be resolved informally, but situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. If University action is warranted, a student will receive a phone call and/or email to their student email account notifying them that a conversation is required.

As defined in 34 CFR 668.46 (j)(2):

**Proceeding:** The term proceeding is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Result:** The term result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (<20 U.S.C. 1232g>), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

The Office of Student Affairs will consider the following options:

**Mediation** - Incidents may be resolved through mediation – a voluntary, private, and informal process.

**Hearings** - Two kinds of hearings are possible: an administrative hearing (appointed University officials) and panel hearing (representatives of the student body, faculty, and administration act as panel hearing members). The purpose of the hearings is to come to an understanding of the misconduct by the student(s), determine responsibility and remedies. Hearings can be used to resolve minor disciplinary matters or more serious matters (not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs and repetitious misconduct)



that may result in a student being suspended or dismissed from the University or residence halls. Hearings may be conducted by a designated hearing officer or board depending on the incident as determined by the Office of Student Affairs.

**Hearing Process** - Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process, and parties will have the opportunity to present any facts to substantiate the claim, including witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement and who does not attend the hearing. No parent, guardian, legal counsel, or person outside of the University community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request that community members assist and participate in the investigation and hearing process. Students, faculty, or staff who agree to assist and/or attend the hearing with the party but do not speak at the hearing shall provide such assistance. In the event a party is unable to locate someone to act in this capacity, they may request assistance from the Office of Student Affairs. The administrator or Hearing Panel will be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or University policy has taken place. Consideration of a student's entire disciplinary record at the University will be considered when designing an appropriate sanction.

**Appeal Process** - A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five (5) days of notification of a decision. To do so, the student must deliver a written explanation on the grounds upon which the appeal is made to the Office of Student Affairs. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The responsibility of making a final decision will rest with the Office of Student Affairs.

## Sanctions

The following sanctions may be imposed upon any student found to have violated the standards as defined in the Benedictine University 2025-2026 Student Handbook. This does not and cannot include all the information that may lead to sanctions. Sanctions are defined and imposed as follows:

**A. Warning:** A written statement to the student indicating disapproval of their conduct or violation of regulations and stipulating that continuation or repetition of such action may be cause for more severe judicial action.

**B. Restitution:** Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair any damage and may be combined with another type of sanction.

**C. Monetary Fine:** Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents. Students may opt to take an online alcohol and drug awareness course (first offense only) to have their fine removed from their account.

**D. Disciplinary Probation:** The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period will be evaluated within the context of their probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:

1. May not become an officer or student representative in any University organization or committee;
2. May not represent the University at any public function, including intercollegiate or cocurricular activities; or
3. May not be eligible for scholastic honors or distinctions.

**E. Counseling or Psychological Treatment Mandate:** If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.

**F. Residency Probation:** The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.

**G. Community Service:** The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to whom to report.

**H. Behavioral Contract:** A contract between the student and the University that limits student activities and spells out specific consequences for violation of the contract may be issued.

**I. Special Projects:** An assignment relating to the offense may be issued as a possible sanction.

**J. Suspension:** The student is informed in writing they must leave the University community temporarily. Suspension shall be interpreted to include any or all the following stipulations: the student may not attend classes, contact faculty, reside on campus, or visit residence halls, cohort locations, and participate in campus activities or exercise student privileges. Suspension may be specified as follows:

**1. Terms:** suspension may be stipulated for a specified period. After the suspension period, the student is automatically eligible for readmission.

**2. Conditional:** suspension may be stipulated for an indefinite period of time premised on the student's accomplishment of certain specified conditions.

**3. Interim:** The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student's continued presence on the campus constitutes an unreasonable danger to institutional property, the student, or others. Interim suspension may be interpreted to permit all the stipulations stated above or may permit students to continue attending classes while they are suspended from representing the University in extracurricular activities, including intercollegiate athletics.

**K. Expulsion:** The student is informed in writing that they are permanently separated from the University.

## **Non-Sanction Resolutions**

**Interim Intervention:** The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student's continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved or others. Students may also be suspended on an interim basis while undergoing resolution by university or civil authorities.

**Involuntary Withdrawal:** A student may be subject to involuntary withdrawal from the University or from the residence halls if it is determined that the student is suffering from a mental illness and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage; impedes the lawful activities of others; or disrupts the community.

## **Student Off-Campus Criminal Conduct**

A student attending a university-sponsored function off campus is subject to the same standards of conduct as those expected on campus. Because the University is located within a community, any University student who has violated criminal laws also may be subject to university judicial proceedings. Violations of local, state, or federal laws on campus may also result in the filing of criminal charges.

## **Hazing Policy and Reporting**

The University prohibits hazing of any kind on or off university property. Any student or group that commits hazing will be subject to university disciplinary action, criminal prosecution, and/or civil prosecution. Visit our website at <https://ben.edu/hazing-prevention-and-resources/>.

State of Illinois Section 720 IL CS 120/0.01, Illinois Hazing Law

**Hazing** - A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person.

Hazing can happen within a student organization such as a sport or club. It might occur during initiation or pre-initiation but is not limited to these time frames. Permission or approval by a person being hazed is not a defense. Any individual who plans or intentionally assists in hazing activity has engaged in hazing, regardless of whether that individual is present when the hazing activity occurs.

If hazing has occurred, the individual involved, witnesses present, or third party can report the incident to a Campus Security Authority (CSA) by completing the [Hazing Reporting Form](#), sending an email to [Campus Safety](#) or 630-829-6122, or report to the local law enforcement.

If, during the investigation, it is found that the student organization violated the Hazing Policy, a [Campus Hazing Transparency Report](#) (the "Report") is required which discloses specific information regarding the finding of hazing. The Report must include the following for each finding and will be published on the University's website.

- Name of student organization
- General description of the violation
- Whether the hazing incident involved abuse or illegal use of alcohol or drugs
- Key dates
  - Incident
  - Start of investigation
  - End of investigation
  - Outcome of notification to student organization
- Findings (rationale) for determination
- Sanctions imposed

Some important information to note regarding the differences between the Annual Security Report crime statistics and the Campus Hazing Transparency Report.

- Annual Security Report
  - Limited to Clery geography
  - Statistics are for **reports** of hazing
  - A student organization in which two or more of the members are students enrolled at the University, whether the organization is established or recognized by the University or not.
  - Must include policy statements, programming information, and local, State, and Federal laws
  - Published once a year (on or before October 1)
  - Records maintained for seven (7) years.
- Campus Hazing Transparency Report
  - No geographic limits
  - Must include information pertaining to **findings** of hazing violations
  - Only applies to established or recognized student organizations
  - Must include policy statement regarding reporting and investigating allegations of hazing as well as local, State, and Federal laws **and** a notice of availability of hazing statistics and a link to the Annual Security Report
  - Updated twice a year (whether there was a hazing finding or not) on or before December 23 and June 23
  - Records maintained for five (5) years from the publication of each update

## Hazing Prevention and Awareness

Through StopHazing.org, Hazing Prevention Consortium and the Clery Center, toolkits and guides are available to assist in creating and presenting research and evidence-based instructional strategies in the areas of bystander intervention, ethical leadership and building group cohesion. We will utilize a public health approach and build upon strategies which will create a framework to assist in effective responses to hazing incidents.

The University is committed to the safety of our students and campus community. In-person and virtual training will be offered to our students, faculty, and staff. Both will cover topics such as the Hazing Prevention Framework (StopHazing.org, Allan et al., 2018) which illustrates the interconnectedness of eight components which make up the structure. Those components are commitment, capacity, assessment, planning, evaluation, cultural competence,



sustainability, and implementation. In addition, training will include being an empowered bystander and understanding hazing behaviors as seen in the Spectrum of Hazing continuum. This shows the relationship between the frequency of behaviors and the degree to which they are recognized as unacceptable. Applicable Federal and State laws will be covered and how and to whom to report incidents of hazing.

## Preponderance of the Evidence

This standard of evidence means that a hearing must determine whether a complaint of sex discrimination is “more likely than not” to have occurred or 51% likely to have occurred. This standard applies for all complaints of sex discrimination, including sexual harassment and violence, because Title IX outlines standards for school disciplinary processes – not criminal complaints, which require the highest standard of evidence, “beyond a reasonable doubt.”

## Annual Fire Safety Report

### **Fire Log:**

- A fire log is maintained at the Benedictine University Campus Safety and is accessible to the public onsite at the Parking Garage in Room 122 at 5720 College Road, Lisle, IL 60532; or
- A request can be made by calling the non-emergency telephone number 630-829-6122; or
- A written request can be sent to Benedictine University Campus Safety at 5720 College Road, Lisle, IL 60532.

## Emergency Preparedness Overview

Campus Emergency Response Team (CERT) is responsible for numerous Campus Safety and violence prevention programming, to include the development and maintenance of the Emergency Procedures, the Emergency Operation and Business Continuity Plan, Campus Violence and Prevention Plan, mass emergency communication initiatives, and community training and awareness. CERT is charged with developing and updating plans to prepare the University community for the event of an emergency or disaster. Through consistent promotion, educational training, and awareness campaigns, CERT hopes to save lives, reduce injuries, minimize property damage, ensure and facilitate the restoration of essential operational and priority services. The keys to an effective Emergency Operations Plan are to communicate in a timely manner when an emergency or disaster is identified, and to train as many community members as feasible in the procedures for emergencies and disasters, and recovery.

The Emergency Procedures is presented in an easy-to-read single page document. Each section identifies what to do in the event of a Medical Emergency, Fire, Severe Weather; Utility Failure; Hazardous Material Accidents; Suspicious Person, Suspicious Package, Sexual Misconduct, Active Shooter, and Hazing incident.

The Benedictine Emergency Procedures can be located at <https://ben.edu/wp-content/uploads/2025/06/EMERGENCY-PLAN-LISLE-WEBSITE-EDITION.pdf>

## Emergency Warning

The safety of all faculty, staff, students, and visitors to our campus is important to the University. The University has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following incidents are examples which would warrant an immediate emergency notification after confirmation. These incidents include but are not limited to: active shooter; tornado; structural damage; communicable disease outbreak; significant flooding and hazardous materials incident.



Any emergencies occurring on or within any of the University's Clery geography (see Geography Definitions) should be reported to Campus Safety by calling (630) 829-6122 or by calling 911 for outside emergency responders.

The emergency notification warning capability is designed to assist the University in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of faculty, staff, students, or visitors. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation.

The University will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a

notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Immediate notification to the campus can be accomplished through a variety of communications methods. Notifications will be made by using some or all the following multi-modal notification methods depending on the type of emergency:

- AlertWave™ Emergency Notification System - wireless public address, emergency communication, and mass notification system located in common areas of all campus buildings, which use speakers, horns, strobe lights.
- BenAlert emergency notifications. These are a series of pre-scripted messages sent out via phone call, text message and email that provide instruction on what to do during a particular emergency. <https://ben.edu/wp-content/uploads/Manage-BenAlert-Contacts.pdf>
- Everbridge Safety Connect app which will post all BenAlert messages to the users cell phone as well as provide additional safety features such as calling Campus Safety, Parking Information, the Campus Map, AED locations, and a “Help” button for emergencies.
- Fire alarms in all campus buildings are automatically activated in the event of a fire or can be manually activated by a pull station.
- Broadcast e-mail with the “Importance: High” option (message will appear with a red exclamation point in each user’s inbox) and emergency details to #All Main Campus Adjunct Faculty; #All Main Campus Faculty; #All Main Campus Staff; #All Main Campus Student.
- Boltek lightning detection system is located on top of the Sports Complex. The University utilizes the Boltek audible alarm and message that will activate when the sensor detects electricity in the air. The system will display a yellow lightning bolt at 12-miles out and sound a siren and message. The system will display a red lightning bolt at 8-miles out and sound a siren and message. A green lightning bolt will display when an All Clear is registered and will stay illuminated until the weather changes. Campus Safety utilizes multiple weather apps to confirm the occurrence of lightning in the area. Examples of apps used are Everbridge Smart Weather, Lightning Tracker, and National Weather Service.
- Benedictine University website <https://ben.edu/emergency-preparedness/> with emergency details posted.
- Each University office is responsible for creating and maintaining a phone tree to ensure effective communication of emergency details.
- Residence Life staff will personally contact each resident student through a variety of means including letters, posters, and notification to Resident Assistants.
- CERT members will place posters or notices on campus buildings, and for health-related incidents, CERT will prepare and/or distribute factsheets with definitions, a plan of action, and a description of action steps already taken, including the identification of isolation or quarantine areas.
- The President may issue an email to the internal community and a letter to current and prospective Benedictine parents, alumni, and friends of the University.
- CERT members and their designees may provide verbal notification by walking around campus to communicate emergency details.
- The electronic sign and campus TV network.
- Student campus leaders – Student Senate, Candor, and other student groups.
- The Emergency Preparedness Manager or designee will update the Emergency Closing Center (“ECC”), which is then automatically broadcast to all Chicago area radio and TV stations, the ECC website, and email notification system (for those who have signed up to receive this information from the ECC at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)).
- The Marketing Office will post updates to Facebook, X, and Instagram as well as post BenAlert emergency notifications to the University website.
- The Village of Lisle offers a free emergency notification for weather and traffic conditions called Code Red. Use this link to create an account. <https://public.coderedweb.com/CNE/en-US/5427B1CE05E7>

These may be updated hourly or daily as needed and as details develop. Details may include general information; warnings or notices to have awareness of particular items; the status of classes, activities, and/or the campus or specific buildings; and for health-related incidents, information about relevant signs and symptoms of a health condition, protection and prevention measures, suspected or confirmed cases, isolation or quarantine, areas, and other pertinent items.

When on-duty officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty officer confirms (through response, investigation, or collaboration with first responders) that there is a significant emergency and then immediately contacts the Director, Campus Safety and Emergency Preparedness Manager, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification. In some cases when there is no imminent threat, a conference call with CERT to discuss issuing the emergency notification will



happen. An example of getting CERT together would be a blizzard warning where the campus may need to close or have a delayed opening.

Campus Safety has the ability and authority to issue an alert without delay and without further consultation for two specific events: active threat and tornado warning. Pre-scripted messages have been developed to aid rapid communication which can be sent via BenAlert and the public address speakers when immediate danger or threat to the campus community exists and the need to advise the campus community members to act.

Follow-up communications will be provided when a threat is neutralized or effectively removed. Additionally, updates regarding a prolonged and ongoing emergency such as a health emergency (communicable disease outbreak) can be provided by creating a banner at the top of the University's webpage that would contain specific status update information along with links to federal, state and local health departments or other relevant entities.

If there is an immediate threat to the health or safety of faculty, staff, students, or visitors occurring on campus, the University must follow its emergency notification procedures. The University that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the University must provide adequate follow-up information to the community as needed.

The BenAlert system will be tested at least each academic semester to ensure that all systems are working properly and that all have a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system upon which they can rely. In conjunction with at least one of the annual test notifications, information is shared with the campus community on what to expect when the notification is sent.

Faculty, staff, and students are automatically enrolled in the BenAlert system (opt-out) when they are hired or are enrolled for classes. The BenAlert system will send out calls, text, and email to all available data in the University's PeopleSoft system. Faculty, staff, and students can go into PeopleSoft via MyBenU to update their phone numbers and email addresses.

Guests on campus have the option to opt-in to the BenAlert system by texting to the emergency notification provider. This option is set up for those guests that are on campus for a shortened period of time (i.e. summer camps). The guests will be removed once the designated timeframe has ended.

### **Timely Warning Notice**

A Timely Warning Notice (TWN) is sent when a crime that poses a serious or continuing threat to members of the University community occurs within the Benedictine University Clery Geography (on campus, in the residence halls, public property near campus, non-campus property) and is reported to Campus Safety, Campus Security Authorities or other local law enforcement agencies. The University will immediately consider the safety of the community, determine the content of the notification, and initiate the notification system. TWN is sent primarily by blast email to all students and employees on campus. TWNs can also be sent/communicated via BenAlert and a variety of other notification methods, as outlined in the Emergency Warning section of this report. The Director, Campus Safety distributes TWNs to the University community.

In general, Campus Safety will issue TWN for the following circumstances:

1. It is a Clery-reportable crime or Campus Safety determines that a TWN is otherwise appropriate;
2. The crime was reported to Campus Safety either directly or through local law enforcement; and
3. There is a serious or continuing threat to the University community.

Decisions about whether to issue a TWN, the information to include, and the form in which it will be issued, will be made on a case-by-case basis by Campus Safety, considering the relevant circumstances. In addition to issuing TWNs for campus crimes, Campus Safety will provide prevention strategies to inform the campus community of actions to take, to ensure a safe environment.



Below is a table identifying the difference between an Emergency Notification and a Timely Warning Notice and when it is necessary to send out messages.

	Timely Warning Notice (TWN)	Emergency Nonfiction (EN)
<b>Legal Standard</b>	Potential ongoing or serious threat	Immediate threat to health and safety
<b>Circumstances</b>	Clery-reportable crimes that have been reported (occurred in past)	Clery-reportable crimes as well as other types of emergencies (happening right now or about to happen)
<b>Audience</b>	Community-wide	Can send to a segment of the community, if appropriate
<b>When Issued</b>	As soon as pertinent information is available	Upon confirmation of emergency (when possible)
<b>Follow-up</b>	Not Required	Required

### Public Safety Notices

A Public Safety Notice (PSN) may be sent to the University community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be a continuing threat, but important to be aware of, and/or to inform the University of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a TWN, as outlined above.

A PSN may be sent via blast email to all students and employees on campus. A PSN is written and distributed to the University community by the Director, Campus Safety or designee.

Updates to the University community about any case resulting in a PSN, when deemed necessary, may be distributed via email, posted on the University's website, or may be shared with The Candor for follow-up story.

## **Access to and Security of Campus Facilities**

### **Academic and Administrative Buildings:**

The Lisle campus is open to the public. The majority of academic and administrative buildings are open during normal business hours and are secured during the late evening hours, depending upon special event scheduling and community usage. During holiday breaks all buildings are locked and if a staff member needs access to a building to get to their office they are instructed via email to contact Campus Safety at 630-829-6122 who will allow entry into the building. Campus Safety regularly patrols the interiors and exteriors of all campus facilities.

### **Residence Halls:**

Access to Ondrak and Jaeger residence halls is restricted to residents, their approved guests, and other approved members of the University community. Residents gain entry by swiping their student ID card at the card access readers. Founders' Woods apartments do not have card accessed controlled entry but individual key entry. Residents are cautioned against permitting strangers to enter the buildings. Residence assistants (RA) staff enforce campus policies and security measures within the residence halls and apartments to achieve a community respectful of individual and group rights and responsibilities. RAs also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

Visitors must be chaperoned at all times by a resident student while in the residence hall. Security measures shall include, but are not limited to; access control measures, and security cameras at the entrances.

## **Maintenance of Campus Facilities**

The Lisle campus facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Safety regularly patrols campus and reports malfunctioned lights and other unsafe physical conditions to Facilities Management for correction. Campus community members can additionally report hazards directly to Facilities Management. All systems are controlled and audited by Facilities Management and Campus Safety.

The campus' overall safety and security is supplemented by a variety of technological systems including:

- A campus-wide master key system for all lockable doors;
- Exterior building and parking lot lighting;
- A CCTV system in various campus buildings;
- Residence hall card access control;
- Emergency call boxes in parking lots and building entrances;
- Fire alarm system;
- Emergency telephones located in numerous building common areas;
- Intrusion detection/panic alarms;
- Radio communications between Campus Safety, Residence Life, Sports Complex, Athletics and Facilities Management;
- Written building access and room opening protocol;
- Campus-wide interior and exterior public address system; and
- Photo ID cards for faculty, staff, students, contractors and visitors.

A map of the campus (Visitors' Guide) may be accessed on the University's website, at:

<https://ben.edu/wp-content/uploads/Campus-Map-Lisle.pdf>.

## **Unlawful Entry and Trespassing**

Individuals making or attempting to make unauthorized entry into property owned or controlled by the University or University events are subject to arrest. "No trespassing – official business only" signs are posted at entrances to the campus and the Campus Safety and/or Residence Life staff may issue "no trespass" notices verbally or in writing, delivered in-person or via postal mail. If either Residence Life or Campus Safety issue a "no trespass," they must inform the other department of the issuance for enforcement. The following is prohibited:

- Unauthorized possession or use of campus keys, access cards or identification cards.
- Violation of published University regulations including those relating to entry and use of University facilities, and any other regulations, which may from time to time be enacted.
- Violation of rules applicable to residence halls and apartments.



- Violation of local, state, or federal laws pertaining to unlawful entry and trespassing.

## **Rules and Policies Regarding Possession, Use, and Sale of Alcohol**

The University seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety, and welfare of all members of its community. In keeping with these objectives, the University has established the following policy governing the possession, sale, and consumption of alcohol beverages by members of the University community, which conform to the laws of the State of Illinois. The University's alcohol policy and programs are intended to encourage its members to make responsible decisions about the use of alcoholic beverages, and promote safe, legal, and healthy patterns of social interaction. The University prohibits the following on property owned or controlled by the University or as part of any on-campus or off-campus University activity:

- Possession and/or consumption of alcoholic beverages by persons less than 21 years of age;
- Selling, distributing, or otherwise providing alcoholic beverages to and/or by anyone less than 21 years of age;
- Driving under the influence of alcohol;
- Consumption of alcoholic beverages by persons 21 years of age or older in any public area or outside of designated areas at authorized University events;
- Public intoxication of any person, regardless of age;
- Possession of containers that previously contained alcoholic beverages; and
- Possession of common source containers, of alcohol, whether full or empty, such as kegs, beer balls, or boxed wine.

The University permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older).

Alcohol education programs are conducted routinely at the University. Students having trouble with alcohol or drug use are encouraged to talk with a staff member in the Wellness Center, Counseling Center, the Dean of Students, or other members of the University staff. External resources are also available.

Click the full version of the Alcohol and Drug Policy: <https://ben.edu/wp-content/uploads/2025/05/Benedictine-University-Alcohol-and-Drug-Policy.pdf>

## **Drug and Alcohol Abuse Prevention Program (DAAPP)**

It is the policy of the University that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited by students and employees on university property, as part of its activities or in facilities controlled by the University. The University has a vital interest in maintaining a safe and healthy learning environment for the benefit of all students, employees, and guests. This information is in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989 and at a minimum is required to be distributed annually in writing to each employee and student. An e-mail notification is sent semiannually by Campus Safety or the Emergency Preparedness Manager via the Annual Security and Annual Fire Safety Reports notification email sent to all current students and employees providing the web page to access this program. The University provides information for students and employees regarding illicit drug and alcohol abuse, including standards of conduct, health risks, state and federal penalties, and available drug or alcohol counseling and rehabilitation services.

This information can be found at: <https://ben.edu/wp-content/uploads/2025/05/Drug-and-Alcohol-Abuse-Prevention-Program.pdf> Printed copies of this information are available at Campus Safety, Lower level of the Parking Garage, 5720 College Road, Lisle, IL 60532.

## **Biennial Review Report**

To meet compliance with the DFSCA, Part 86, the 2024 Biennial Review Report provides an assessment of the drug and alcohol awareness and programming initiatives from the previous two academic years of 2022-2023 and 2023-2024. The objectives of the review as identified by the U.S. Department of Education include:

- Determining the effectiveness of and to implement any needed changes to alcohol and other drug programs; and
- Ensuring that the disciplinary sanctions for violating standards of conduct are enforced consistently.

Hard copy distributions of the Benedictine University Alcohol and Drug Policy and the Drug and Alcohol Abuse Prevention Program are available upon request. Biennial Review Reports are kept for three (3) years after the fiscal year in which the record was created. This information can be found at: <https://ben.edu/wp-content/uploads/2024/12/2024-Benedictine-University-Lisle-Mesa-AOD-Biennial-Review-Report.pdf>

## Illegal Drugs and Drug Paraphernalia

The University prohibits the unlawful manufacture, distribution, dispensation, sale, possession, or use of any illicit drug by any of its students, employees in its workplace, on its premises, or as any part of its activities. Illicit Drugs are defined as drugs that are illegal to use, possess or produce; and the unlawful possession, use and sharing of prescription drugs as defined in Benedictine University's Drug and Alcohol Policy. Anyone violating the law may be turned over to civil authorities for prosecution and will be subject to all the University's disciplinary procedures.

Criminal penalties include fines, imprisonment and, in certain cases, the seizure and forfeiture of the violator's property. In addition, federal and other forms of financial aid may be forfeited.

Illinois law regarding cannabis changed on January 1, 2020. Benedictine University policy continues to prohibit students, employees and members of the general public from possessing, using or distributing marijuana in any form (by inhalation, topically, or orally) on any of the University's campuses or facilities and during any University activities (on or off campus).

As a recipient of federal funding, such as financial aid and federal grants and contracts for research, the University is required to continue to prohibit the use, possession, and distribution of all federally controlled substances – including marijuana. Consequently, such activity remains prohibited by university policy.

Students who have been convicted under state or federal law involving the possession or sale of a controlled substance are ineligible for federal student aid for specific periods, ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender.

At the federal level, the Controlled Substances Act states that the growing and use of marijuana is a crime and federal enforcement agencies can prosecute users and growers of marijuana, regardless of state law. In addition to being a federal offense, the use of medical marijuana in the workplace and on campus is restricted by additional federal laws, such as the federal Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Even in the absence of federal law, the possession, use and distribution of these substances would be inconsistent with Benedictine University's dedication to assuring the safety, security, and well-being of everyone in the University community.

<https://ben.edu/wp-content/uploads/2025/05/Benedictine-University-Alcohol-and-Drug-Policy.pdf>

Additional information is located in the Benedictine University Student Handbook. [2025-BenU-Student-Handbook.pdf](#)

## Dangerous Weapons

The University prohibits the possession or storage of dangerous weapons or destructive devices. Individuals found in possession of such will be subject to disciplinary action, including dismissal from the University and possible criminal prosecution regardless of concealed carry status.

Dangerous Weapon is defined as an instrument of offensive or defensive combat, something to fight with, or which can be used to cause bodily harm to another person.

Dangerous Weapons include but are not limited to:

- Guns and firearms, whether loaded or unloaded;
- Imitation or replica firearms;
- Any firearm that has been rendered inoperative;
- Any carbon dioxide (CO2) or spring-propelled guns;
- Pellet, flare, tranquilizer, stun, spear, and dart guns;
- Hand instruments designed to cut or stab another by being thrown, including but not limited to: knives, foils, epees (fencing swords), stilettos, bowie knives, switchblades, machetes and daggers;
- Knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type;
- Striking instruments such as clubs, truncheons, baseball bats, blackjacks, metal knuckles and sap gloves;
- Martial arts weapons including nunchakus, tonfas, staffs and throwing stars;
- Bow and arrow combinations;
- Slingshots;
- Destructive devices including hand grenades, explosives, incendiary and poison gas bombs, mines, rockets, missiles, or similar devices and includes the unassembled components from which such a device can be made;
- Fireworks include but are not limited to firecrackers, rockets, roman candles, cherry bombs, toy cannons and toy guns in which explosive materials are used, fire balloons; or

- Any improvised item.

In addition to the list above, any toy weapon includes but not limited to:

- Wooden guns, rubber band guns, cap guns, model guns, prop guns, spud guns, water guns, pop guns, ray guns, tracer guns, Nerf blasters, airsoft guns, gel blasters, paintball guns, light guns, laser tag guns, dummy guns, BB guns

This policy does not apply to the possession and/or use of disabling chemical sprays when used for self-defense. These include such items as mace and pepper spray. (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training as well as Safety Data Sheets.)

### Exceptions

The University recognizes that there may be activities related to education or research that may appear to be in violation of the policy (e.g., University-sponsored athletic activities and theatrical productions).

Any person invited to campus must obtain permission for weapon possession from the Director, Campus Safety while on campus.

### Violations

Any person found in possession of dangerous weapons on campus violating this policy will be required to remove the weapon and/or themselves from university property. Any member of the University community shall be subject to further disciplinary action in accordance with the University's disciplinary policies and procedures.

- Students in violation of the policy may be subject to disciplinary action up to and including expulsion.
- Faculty and staff violating this policy may be subject to disciplinary action, up to and including termination.
- Guests, visitors and contractors found in violation of this policy may be permanently prohibited from returning to campus for any reason.

Individuals found in possession of weapons in violation of this policy may be turned over to local law enforcement for further criminal action in accordance with the laws of the jurisdiction.

Call Campus Safety for any violation or suspected violations of this policy at 630-829-6122.

### Registered Sex Offender Information

A link to the Illinois Sex Offender Registry can be found on the Campus Safety pages of the University web site at: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/>. This information can also be located through the Illinois State Police (ISP) web site at: <https://isp.illinois.gov/Sor/Disclaimer>. All registered sex offenders must register themselves with Campus Safety if they intend on becoming a student. Campus Safety frequently search the ISP web site for registered sex offenders living off campus, in the general vicinity of the University and as a matter of preemptive intelligence gathering.

### Missing Student Notification Policy

This policy contains the official notification procedures for the University concerning missing students who reside in on-campus housing, in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092 (f)) (or the "Clery Act", which previously was known as the Crime Awareness and Campus Security Act of 1990). The purpose of this policy is to promote the safety and welfare of students who reside in on-campus housing. This policy is mandatory and must be adhered to by all University faculty, staff, and students.

1. In the event that a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she shall **immediately** call 9-1-1 or notify Campus Safety at **630-829-6122**. Campus Safety will collaborate with the Lisle Police Department to generate a missing person report and initiate an investigation. In addition, Campus Safety will report the missing person to appropriate Student Life staff on campus.
2. Any missing student report must be referred immediately to Campus Safety and to the local law enforcement agency that has jurisdiction in the area. The local law enforcement agency for Benedictine University is the Lisle Police Department. The Lisle Police Department is located at 5040 Lincoln Avenue, Lisle, Illinois 60532 and can be reached at 630-271-4200.
3. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for

more than 24 hours. Students who wish to identify a confidential contact may do so by completing the [Missing Student Contact Information](#) form found on the Campus Safety website.

4. The contact information will be confidential, accessible only by authorized Student Affairs staff and Campus Safety and may not be disclosed outside a missing person investigation.
5. If the missing student is under the age of 18 and is not an emancipated individual, staff will notify the student's parent or legal guardian **immediately** after Campus Safety determines that the student has been missing for more than 24 hours.
6. After investigating the missing person report, should Campus Safety determine that the student is missing and has been missing for more than 24 hours (regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor), Campus Safety or a representative from Student Life will notify the Lisle Police Department. In addition, the student's emergency contact will be notified no later than 24 hours after the student is determined to be missing, unless the Lisle Police Department was the entity that made the determination that the student was missing.
7. If a student has been determined to be missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include:
  1. If the student has designated a confidential contact, notify that person within 24 hours that the student is determined to be missing.
  2. If the student is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is determined to be missing.
  3. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the Lisle Police Department within 24 hours that the student is determined to be missing.

## **Crime Prevention, Fire Safety, and Safety Awareness Programming**

The University offers many programs designed to inform students and employees about campus security procedures and practices and the prevention of crimes. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Various campus organizations and departments throughout the year sponsor crime prevention programs on personal safety and security. These programs include general crime prevention and security awareness programs, such as safety education programs and discussions about topics such as alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and prevention, bystander intervention, fire safety emergency response and evacuation procedures, and theft prevention. Residence Life staff hold programs in residence halls to explain campus security and safety, campus policies, and expectations related to student conduct, behavior, fire safety measures, and procedures. During the new student orientation, crime prevention and security awareness procedures are discussed. New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees during scheduled orientation sessions throughout the year. Crime Prevention and security awareness presentations are conducted when requested by various groups, including students and employees of the University.

Several crime preventions, fire safety, and safety awareness events occur each year. In the fall semester, fire evacuation drills are conducted in each academic, administrative, and resident hall building. These are live drills where students, faculty, staff, and visitors all evacuate the buildings tested to assemble and get further instruction from the Director, Campus Safety. In addition, an active threat drill is conducted across the entire campus at the same time. Emergency team members walk through the buildings checking to see if all students, faculty, and staff are practicing the proper procedures, which are emailed prior to the drill. All students, faculty, staff, or visitors in open areas during the drill are gathered and get an explanation of what to expect and what they should do to protect themselves.

Additional safety awareness and crime prevention training/programming occurs throughout the year during October, January, and April specifically for Domestic Violence Awareness month (October), Stalking Awareness Month (January) and Sexual Assault Awareness Month (April).

## **Collection of Crime Statistics/Crime Log**

The Director, Campus Safety and/or the Emergency Preparedness Manager is responsible for the gathering of crime statistics annually from the Lisle and Mesa campuses. In addition, the Director or Emergency Preparedness Manager is responsible for contacting the area municipalities where off-site class instruction takes place to retrieve any crime information, which would be part of our Annual Security Report.

Campus Safety, in accordance with the Clery Act, maintains a daily Crime Log, and prepares and distributes statistics annually on all reported occurrences. The Clery Act requires the annual publication of crime statistics for the previous three calendar years.

Pursuant to the Clery Act, the crime statistics include reports of arrests for, and disciplinary actions arising from selected crimes. Crimes that occur on campus (including in residence halls), areas contiguous to university property (including in the public way), and hate crimes are included. Alcohol and drug incidents, and sexual assaults, are in the report.

## Geography Definitions

**On-Campus** – (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of our in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.



**On-Campus Student Housing Facility** – Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Non-Campus Building or Property** – (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately-owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relations to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic areas of the institution.

**Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, this is within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities.

**Reasonably Contiguous** – refers to a building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the "campus." The University will consider locations within one mile from the core or main campus border to be reasonably contiguous with the campus.

## Federal Crime Definitions

### Primary Crime Definitions

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

**Manslaughter by Negligence:** the killing of another person through gross negligence.

**Sexual Assault - Rape:** as defined by the Federal Bureau of Investigations (FBI) Uniform Crime Reporting Summary Reporting System: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.

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

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

**Sexual Assault - Statutory Rape:** is non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or



great bodily harm. It is not necessary for an injury to result when a gun, knife or other weapon is used in the commission of the crime.

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

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

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

### **Hate Crimes Definitions**

**Hate Crime:** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**Bias:** is a preformed negative opinion or attitude toward a group of persons based on their race, gender identity, religion, disability, sexual orientation, ethnicity, and national origin.

### **Bias Definitions**

**Race:** a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Gender:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender identity:** one's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

**Religion:** a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual orientation:** a preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

**Ethnicity:** the fact or state of belonging to a social group that has a common national or cultural tradition.

**National origin:** broadly as including, but not limited to, the denial of equal employment opportunity because of an individual, or his or her ancestor's, place of origin, or because an individual has the physical, cultural, or linguistic characteristics of a national origin group.

**Disability:** a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age or illness.

### **Hate Crime Offense Definitions**

**Larceny-Theft:** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) **Constructive possession** is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

**Simple Assault:** assaults and attempted assaults where no weapon was used and which did not result in a serious or aggravated injury to the victim. (Currently, this crime category only applies to hate crimes.)

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

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

## **Arrests and Referrals for Disciplinary Action**

**Weapon Law Violation:** The violation of laws or ordinances regulating weapons.

**Drug Law Violation:** violations of State and local laws related to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone(s)); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violation:** the violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; or any attempts to commit any of the foregoing violations. **Note: this list does not include public drunkenness and driving under the influence.**

**Disciplinary Referrals:** incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

**Unfounded:** The term unfounded refers to where sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a determination that the crime report is false or baseless and therefore “unfounded.”

## **VAWA Offenses**

**Dating Violence:** dating violence means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim;
2. Where the existence of such a relationship shall be determined on a consideration of the following factors:
  - a. The length of the relationship,
  - b. The type of relationship,
  - c. The frequency of the interaction between the persons involved in the relationship.

**Domestic Violence:** domestic violence includes felony or misdemeanor crimes committed by current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim; is cohabitating or has cohabitated with the victim as a spouse or intimate partner, shares a child in common with the victim; or commits acts against a youth or adult against an adult or youth victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

**Stalking:** engaging in a course of conduct directed at a specific person but is not limited to following, lying in wait, or harassment, when such conduct:

1. Would cause a reasonable person to feel fear for his or her physical safety or health or that of others, including fear of sexual conduct, unlawful restraint, bodily injury, or death, or would cause a reasonable person to suffer emotional distress; and
2. Serves no legitimate purpose.



**Hazing:** any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons), against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), or physical or psychological injury including:
  - Physical abuse
  - Sleep deprivation
  - Substance ingestion
  - Sexual violence
  - Intimidation
  - Criminal conduct

Offenses	2022				2023				2024			
	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property	On Campus Property	On Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault–Rape	3	3	0	0	3	1	0	0	0	0	0	0
Sexual Assault–Forcible Fondling	0	0	0	0	4	4	0	0	0	0	0	0
Sexual Assault-Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault – Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	1	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	3	1	0	0	0	0	0	0
Burglary	0	0	0	0	4	4	0	0	1	1	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrest: Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Arrest: Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrest: Liquor Law Violations	0	0	0	0	0	0	0	0	2	2	0	0
Referral: Illegal Weapons Possession	1	1	0	0	1	1	0	0	0	0	0	0
Referral: Drug Law Violations	8	8	0	0	13	12	0	0	3	3	0	0
Referral: Liquor Law Violations	31	30	0	0	41	41	0	0	13	13	0	0
VAWA: Domestic Violence	1	1	0	0	2	0	0	0	0	0	0	0
VAWA: Dating Violence	2	2	0	0	1	1	0	0	3	2	0	0
VAWA: Stalking	1	0	0	0	0	0	0	0	0	0	0	0

	Hate Crimes
2022	Two (2) hate crimes of damage/vandalism to property, one characterized by religion, the other characterized by race.
2023	Two (2) hate crimes, one of damage/vandalism to property, characterized by gender and one of intimidation, characterized by race.
2024	One (1) hate crime of intimidation characterized by race reported in calendar year 2024.
	Unfounded Crimes
2022	Zero (0) unfounded crimes in calendar year 2022.
2023	Zero (0) unfounded crimes in calendar year 2023.
2024	Zero (0) unfounded crimes in calendar year 2024.

# Annual Fire Safety Report

The Annual Fire Safety Report is required by (HEOA of 2008) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

## Procedures for Preparing and Distributing the Annual Fire Safety Report

Campus Safety collects fire statistics, composes the Annual Fire Safety Report, and maintains a fire statistics log. The Annual Fire Safety Report is published annually by October 1 and contains three years of fire statistics in accordance with (HEOA). This is the 2025 Annual Fire Safety Report, which contains the statistics for calendar years 2022-2024.

## Distribution and Notification of Annual Fire Safety Report

**The Annual Security and Fire Safety Reports are sent twice during the academic school year, once by October 1 and by January 31.**

An e-mail notification is sent to all current students, faculty, and staff providing the website <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> to access this report. Upon request:

- A written paper copy of the report is also available at the Campus Safety (5720 College Road, Lisle, IL 60532); or
- By calling the non-emergency telephone number, 630-829-6122.

**Newly enrolled students** receive written notification providing the website <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> to access this report.

- Notification will be provided to newly enrolled students in their Admitted Student Packet during their initial advising.
- A link to the Campus Safety Reporting page has been added at the bottom of website which is visible no matter what page the individual is on for students enrolled in the traditional undergraduate programs for both freshmen, transfer, Lisle graduate/doctoral programs and International Programs.

<https://ben.edu/>

**Upon request, prospective students and employees:**

- May obtain a written paper copy of the report at the Campus Safety at 5720 College Road, Lisle, IL 60532; or
- By calling the non-emergency telephone number, 630-829-6122; or
- By visiting Benedictine's University's web site at: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> or <https://ben.edu/office-of-institutional-compliance-and-risk-management/>

**Prospective employees** are notified about this report via Benedictine University's Human Resources jobs website at: <https://ben.edu/human-resources/>

**New employees** are provided with a PowerPoint presentation containing a link to the Annual Security and Fire Safety Reports in their training materials during the new hire orientation.

**Prospective students and parents of students** can also read about and reference Clery Act information on the University webpage at <https://ben.edu/>, <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> and <https://ben.edu/office-of-institutional-compliance-and-risk-management/>

**Current Employees** can find the Annual Security Report and Annual Fire Safety Report by clicking the link to Campus Safety: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/>

## Annual Security Report

Benedictine University - Lisle Campus has a separate Annual Security Report for Year 2025, which may be viewed at: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/>

## Fire Log

- A fire log is maintained at the Benedictine University Campus Safety and is accessible to the public onsite at the Parking Garage in Room 122 at 5720 College Road, Lisle, IL 60532; or
- A request can be made by calling the non-emergency telephone number, 630-829-6122; or
- A written request can be sent to Benedictine University Campus Safety at 5720 College Road, Lisle, IL 60532.

## Residence Life - Safety Brochure

The University provides its students with a brochure entitled [Resident Fire Safety Brochure](#) detailing fire safety tips, which also are addressed in this Report.

## On-campus Student Housing Fire Safety Systems

The on-campus student housing facilities are Jaeger Hall, Ondrak Hall, and Founders' Woods apartments (which consists of Anderson Hall, Becker Hall, Kucera Hall, Roman Hall, Thomas Hall, and Valentine Hall). All student-housing facilities are equipped with modern, interior fire alarm systems with horns and strobe lights, which are monitored 24 hours per day, 7 days per week. All housing facilities are equipped with automatic full sprinkler and smoke detection systems, fire extinguishers, and evacuation placards. These systems are tested at least once per year.



## Policy on Portable Electrical Appliances and Open Flames

**Portable Electrical Appliances:** *The following items are not allowed in residence halls:* space heaters, cooking appliances with heating elements, toaster ovens, outside antennas, halogen lamps, open-coil devices, or satellite dishes. Halogen lamps are not permitted in Founders' Woods apartments due to the high risk of room fires.

**Open Flames:** The following items are not allowed: incense and candles.

## Benedictine University Smoking/Tobacco Policy

The Benedictine University Smoking/Tobacco Policy is in consideration of the health risks to community members, environmental impact, and community member feedback with the prohibition of tobacco products, smoking, and vaping use.

The University prohibits the use of all tobacco products, including cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes on all our campuses. In addition to all buildings, it applies to all outside property and grounds. In a kind and courteous manner, each community member will be responsible for reminding individuals of the University policy. This policy will be enforced like any other student conduct/employee violation. Individuals desiring to smoke may do so in their car.

This policy reinforces our commitment to preserving and improving the health of our students, faculty, staff, and guests. The commitment to a tobacco-free campus is a responsibility we all share together, whether you are a tobacco user or not. In making this decision, we reflected on our Benedictine roots of addressing the common good of the community and listening to the community.

## General Residence Hall Fire Safety

The University's on-campus residential student housing facilities are completely covered by integrated automatic sprinkler and hard-wired addressable fire alarm systems, which are monitored 24/7 by Campus Safety.

In addition, on-campus residential facilities have the following life safety systems: portable fire extinguishers, emergency lighting, emergency exit signs and doors, and emergency phones. A quality control program ensures that each building is inspected by trained building inspectors on a regular basis to ensure that these systems are in working condition and includes a yearly fire alarm system test and inspection.

Resident Fire Safety Brochure, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency, is available on the Emergency Preparedness website under Emergency Plans. The Campus Emergency Response Team, Campus Safety, Lisle-Woodridge Fire District and Facilities Management conduct fire drills in the fall semester. Fire evacuation drills took place in August 2024.

If a fire occurs in a university building, community members should immediately notify the local fire department by dialing 9-1-1. Campus Safety will respond to all fire alarms or reports it receives.

Fires should immediately be reported 9-1-1. If a member of the University community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident. Fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building. Do not use the elevator. Community members should familiarize themselves with at least two ways out of each building.

## Evacuation Procedures for Students and Employees in the Case of a Fire

Should you discover a fire, remember **RACE**:

- **Remove** anyone from immediate danger.
- **Activate** the fire alarm system by pulling the nearest fire alarm pull station; call 9-1-1 and then the Campus Safety at 630-829-6122.
- **Contain** the fire by closing doors.
- **Evacuate** the building.

All buildings are equipped with fire alarm systems, which activate at certain temperature levels or smoke conditions. However, many small fires will require a fire alarm pull station to be manually activated.

Should you be in a building when an alarm is activated, take the following actions:

- Evacuate IMMEDIATELY in a calm, orderly manner, closing all office and classroom doors;
- Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know how to evacuate;
- After evacuating the building, proceed to the evacuation assembly area for that building. Notify Campus Safety and fire department personnel if anyone is deemed unaccounted. Be prepared to move to another location if the evacuation assembly area is deemed to be too close to the building. Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews;
- If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location; Remain calm and do not panic.
- Do not use the elevators;
- Exit by nearest safe stairway;
- Try to exit the room, feel the doorknob
  - If it is hot, do not open the door
  - If the doorknob is not hot, brace yourself against the door and crack it open
  - If there is heat or heavy smoke, close the door and stay in your room;
- Do not panic;
- Close all doors;
- If trapped in a room or office, keep the door closed and be prepared to signal your presence from a window;
- If you are on fire, stop, drop, and roll, wherever you are. Rolling smothers fire;
- Cool burns. Use cool tap water on the burns immediately. Do not use ointments. If skin is blistered or charred, call for an ambulance; and



- Be aware of obstacles that may be in corridors or blocking exits. Storage of any items in these locations is strictly prohibited. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire.

Remember **PASS**:

- **P**ull the pin from the fire extinguisher.
- **A**im the fire extinguisher at the base of the fire.
- **S**queeze the handles together.
- **S**weep the spray from side to side across the base of the flames

If the first fire extinguisher used does not put out the fire, EVACUATE the building. DO NOT attempt to use a second fire extinguisher.

It is the policy of the University to have defined procedures to protect the life and safety of students, staff, faculty, and guests in the event of a hazard that causes the University to decide to evacuate.

If you hear the direction to "EVACUATE" over the public address (PA) system or classroom telephones, or an administrator announces the evacuation in person or by any other means of communication, you are to follow the procedures provided by the evacuation announcement.

**What to do if outside during a building evacuation:**

1. Do not enter any building being evacuated.
2. Get to the evacuation assembly area for the building being evacuated (if you are near a building).
3. Listen to specific directions.
4. An authorized person will announce via campus PA system or bullhorn when the building is safe to reenter.

## **Evacuation of the Mobility Restricted and Mobility Impaired**

### **Mobility Restricted Individuals**

Mobility restricted individuals are those with disabilities which might impede rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by the use of walkers or crutches. Assistance can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to a designated meeting area.

### **Mobility Impaired Individuals**

Mobility impaired individuals are those with disabilities which require the use of wheelchairs or other mobility devices. To assist those individuals, proceed as follows:

1. Call Campus Safety at 630-829-6122. Provide as much information as possible. Most importantly, provide the individual's location.
2. Move the impaired individual near the stairwell and await assistance if there is no immediate danger within the vicinity of the stairs. Within the stairwell near the door there is a flyer with a QR Code and instructions. Scanning the QR Code and hitting send will alert Campus Safety of the building location and stairwell in which the individual is placed. Campus Safety can then radio to the responding fire and/or police department letting them know of the location.
3. If the hazard becomes life threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate by way of the established route. Inform Campus Safety of the individual's new location.

## **Campus Evacuation**

Should it become necessary to evacuate the entire campus, the decision to implement these procedures rests with the Director, Campus Safety, and the Emergency Preparedness Manager. In situations requiring immediate action, the Lisle Police or Fire Departments can also order a local area evacuation. When evaluating evacuation, consideration will be given to the following:

- Specific threat - Bomb, fire, storm, earthquake, explosion, hazardous materials incident
- Context - Time of day, likelihood
- Recommendations of the first responder officials

In all cases when the decision has been made to evacuate the following basic procedures will be used.

1. The campus will be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat.
2. Other areas may then be evacuated, depending on the nature of the threat.
3. A gradual evacuation is preferable to a total, immediate evacuation, if possible, as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel.
4. In all cases, evacuees would be directed away from the vicinity of the threat.

## **Policy on Fire Safety Education and Training Programs for Students and Employees**

Fire safety education programs for all students in on-campus housing and all employees that have an association with on-campus housing are held at the beginning of each academic year and throughout the calendar year. The Emergency Preparedness Manager provides a Residence Life Safety brochure, which is distributed to student residents. Campus Safety evaluates the effectiveness of the fire evacuation drills and makes recommendations for improvement to university employees including the Residence Life Staff and Student Resident Assistants. If it is determined additional training of employees is needed, Campus Safety along with the Emergency Preparedness Manager will coordinate the training.

The Lisle-Woodridge Fire District is present during all fire evacuation drills. The Emergency Preparedness Manager, working with the Campus Safety, conducts training sessions, which include fire extinguisher training, evacuation planning and execution, educational materials, informational displays/booths, new employee orientation, publishing and posting the University's Emergency Procedures online and in all classrooms, investigations, and referrals regarding fire safety issues. Training of Residence Life Staff is conducted each semester. The Lisle-Woodridge Fire District also may provide awareness and educational programming. If a fire occurs, students are instructed to leave hazardous areas via the evacuation routes and get to a predetermined location before calling 9-1-1 for help. They are to remain in that location so First Responders can determine whether all students have left the building.

### **Who should students and employees notify in the event of a fire?**

- Dial 9-1-1 Lisle-Woodridge Fire District
- Activate fire pull-station
- Dial 630-829-6122, Benedictine University Campus Safety
- Facilities Management 630-829-6420

## **Future Improvements in Fire Safety**

The University adopted the National Incident Management System (NIMS) and continues to train students, employees, and campus first responders in fire/disaster response and recovery. The University plans to continue student and employee training provided by the Federal Emergency Management Agency (FEMA), Illinois Terrorism Tasks Force (ITTF), Illinois Emergency Management Agency (IEMA) and the Illinois Law Enforcement Alarm System (ILEAS) by providing instruction on Campus-Community Emergency Response Training (C-CERT), and emergency/disaster response and recovery. Fire evacuation drills in residence facilities will be enhanced by utilizing Resident Assistants. Live fire extinguisher training has been added to resident student training and awareness. Improvements will be made as necessary and per budget year.

## **Definitions**

**Cause of Fire** – The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Evacuate** - Is a temporary and controlled rapid removal of people from a building, disaster area or campus as a rescue or precautionary measure. If the removal extends to more than a few months or becomes permanent, it is called "relocation."

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

**Fire-related Death** – Any instance in which a person:

1. Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
2. Dies within 1 year of injuries sustained as a result of the fire.

Examples of fire-related deaths:

- Lung damage due to smoke inhalation
- Heart problems due to stress or exertion
- Getting struck by a falling object
- Getting burned by fallen wires
- Being killed by jumping out a window

**Fire-related Injury** – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. Include as a fire-related injury if treated at a medical facility, including Student Health Services, individuals who are transported to a medical facility (even if they refuse treatment at the facility), individuals who are treated at a temporary medical facility that is set up at the fire site and individuals who are treated in an ambulance. Do not include as a fire-related injury if individuals appear to be injured but refuse to be transferred to a medical facility and individuals more than one time for a single fire. If an individual is treated at a medical facility, and is later transferred to a different medical facility, count this as one person with fire-related injuries.

**Fire Log** - Contains the date the fire was reported; the nature of the fire; the date and time of the fire; and the general location of the fire.

**Intentional Fire** – A fire that is ignited, or that results from the deliberate action, in circumstances where the person knows there should not be a fire. Example – fire in a dorm restroom has been investigated by fire authorities and determines to be arson. The perpetrator used matches to ignite paper towels.

**Official** - An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

**Overhaul** – Is the practice of searching a fire scene to detect hidden fires or sparks which may rekindle, and to note the possible point of origin and cause of ignition.

**Public** - Any university student, employee or any person not associated with the institution.

**Undetermined Fire** – A fire in which the cause cannot be determined.

**Unintentional Fire** – A fire that does not involve an intentional human act to ignite or spread into an area where the fire should not be.

**Value of Property Damage** – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity (replacement value, not market value). This estimate should include contents damaged by fire, and related damage caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

## Emergency Building Evacuation Drills

Fire/emergency building evacuation drills are conducted in the fall semester in our residence halls, academic and administrative facilities. Fire evacuation drills were conducted in August in September 2024. Starting in the spring 2025 semester, biannual fire evacuation drills will be conducted. Drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills will include suitable procedures, such as potential room-to-room checks, to ensure that all individuals are subject to the drill participate. Any person who fails to participate in a drill may be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed.

Drills shall be held at expected times to simulate conditions that can occur in an actual emergency. Participants shall relocate to the evacuation assembly area located outside the building and remain in that location until the all-clear is given by Campus Safety, Lisle-Woodridge Fire or University authority.

## Fire Investigations

Trained University personnel or the fire investigation officer within the Lisle-Woodridge Fire District investigates every fire that is not known to be accidental (such as a cooking fire). Fires determined through investigation to be willfully or maliciously set are classified as arsons for Clery reporting purposes.

## Evacuation Assembly Areas for Campus Buildings

- **Birck Hall** – South exit - the far south end of the Kindlon Hall parking lot or the Campus Quad, Northwest exit - the grassy area in front of Jaeger Hall
- **The Pub** – Grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building)
- **Founders' Woods** – The west end of the Krasa Center parking lot
- **Goodwin Hall** - The Campus Quad, the grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building).
- **Grounds Garage** – The far west end of the Krasa Center parking lot
- **Jaeger Hall** – The Campus Quad, the grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building)
- **Kindlon Hall** – South exit - the far south end of the Kindlon Hall parking lot or the Campus Quad, North exit - the grassy area in front of Jaeger Hall
- **Krasa Center** – The far west end of the Krasa Center parking lot
- **Lownik Hall** – The north end of the Lownik Hall parking lot
- **Neff Welcome Center** – The north end of the Lownik Hall parking lot
- **Neuzil Hall** – The north end of the parking lot near the Rice Center (Offline)
- **Ondrak Hall** – The south end of the Kindlon Hall parking lot
- **Parking Garage** – Sidewalk next to Coal Ben/Powerhouse (be prepared to move if need be)
- **Power House** – Near flagpole by parking garage if exiting from second floor south stairwell. If you exit from the west side of building proceed to the Krasa Center parking lot
- **Rice Center** – Grassy area northeast of parking lot
- **Scholl Hall** – Grassy area northeast of Scholl Hall parking lot
- **Sports Complex** –
  - South Entrance – the far south end of the Krasa Center parking lot
  - East Entrance – the Rice Center parking lot

Residential Facilities	2022						2023						2024					
	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries Requiring Treatment	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries Requiring Treatment	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries Requiring Treatment	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Anderson Hall 5630 College Road	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Becker Hall 5610 College Road	0	0	N/A	0	0	N/A	1	1	Cooking	0	0	\$50	0	0	N/A	0	0	N/A
Jaeger Hall 5540 College Road	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Kucera Hall 5640 College Road	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Ondrak Hall 5710 College Road	0	0	N/A	0	0	N/A	1	1	Electrical	0	0	\$500	0	0	N/A	0	0	N/A
Roman Hall 5620 College Road	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Thomas Hall 5660 College Road	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Valentine Hall 5640 College Road	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

	Residential Facilities Fire Safety Systems						
Facility	Clery Classification	Fire Alarm Monitoring Done On-Site	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills in Calendar Year 2024
Anderson Hall 5630 College Road	On-Campus	X	X	X	X	X	1
Becker Hall 5610 College Road	On-Campus	X	X	X	X	X	1
Jaeger Hall 5540 College Road	On-Campus	X	X	X	X	X	1
Kucera Hall 5640 College Road	On-Campus	X	X	X	X	X	1
Ondrak Hall 5710 College Road	On-Campus	X	X	X	X	X	1
Roman Hall 5620 College Road	On-Campus	X	X	X	X	X	1
Thomas Hall 5660 College Road	On-Campus	X	X	X	X	X	1
Valentine Hall 5640 College Road	On-Campus	X	X	X	X	X	1