



Lincoln Christian UNIVERSITY

2020

Office of Student Development
Timothy Hall, Room 30
217-732-3168 ext. 2212

Lincoln Christian University
100 Campus View Drive, Lincoln, Illinois 62656

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as “The Clery Act”), as amended by the Violence Against Women Act (known as “VAWA”), requires all postsecondary institutions participating in the Higher Education Act of 1965’s Title IV student financial assistance programs to disclose campus crime statistics and security information. In addition, colleges and universities with on-campus student housing facilities are required to disclose fire safety information.

Lincoln Christian University (hereinafter “LCU” or “the University”) is committed to campus wide security and safety for all students, faculty, and staff. The following information is provided in compliance with The Clery Act requirements. Campus crime and fire statistics are posted yearly on the LCU website.

COLLECTION OF CRIME DATA

The Annual Security and Safety Report is prepared by the Office of Student Development in compliance with The Clery Act. The Annual Report contains LCU policies related to campus safety, as well as crime statistics for the previous three years. Data is gathered from on campus reporting, the Lincoln Police Department, and the Town of Normal.

Main Campus Report

Criminal Offenses - On Campus (includes incidents also reported in on campus housing)			
Crime reported	2017	2018	2019
Murder & non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes:			
Murder & non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction, damage, vandalism of property	0	0	0
VAWA:			
Domestic Violence	1	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests:			
Weapons violations	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions:			
Weapons violations	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	0	0	5

Criminal Offenses - On Campus Student Housing Facilities			
Crime reported	2017	2018	2019
Murder & non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	1	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes:			
Murder & non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction, damage, vandalism of property	0	0	0
VAWA:			
Domestic Violence	1	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests:			
Weapons violations	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions:			
Weapons violations	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	0	0	3

Criminal Offenses - Public Property			
Crime reported	2017	2018	2019
Murder & non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes:			
Murder & non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0

Intimidation	0	0	0
Destruction, damage, vandalism of property	0	0	0
VAWA:			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests:			
Weapons violations	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions:			
Weapons violations	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

	2017	2018	2019
Unfounded Crimes	0	0	0

Normal Campus Report

Criminal Offenses - On Campus			
Crime reported	2017	2018	2019
Murder & non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes:			
Murder & non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction, damage, vandalism of property	0	0	0
VAWA:			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests:			
Weapons violations	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions:			
Weapons violations	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Criminal Offenses - Public Property			
Crime reported	2017	2018	2019
Murder & non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes:			
Murder & non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction, damage, vandalism of property	0	0	0
VAWA:			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests:			
Weapons violations	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions:			
Weapons violations	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

	2017	2018	2019
Unfounded Crimes	0	0	0

ANNUAL FIRE SAFETY REPORT

Fires - Summary

Name of Facility	2017			2018			2019		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Ruth Hall	0			0			0		
Alumni Hall	0			0			0		
Student Apt 1	0			0			0		
Student Apt 2	0			0			0		
Student Apt 3	0			0			0		
Student Apt 4	0			0			0		
Total	0	0	0	0	0	0	0	0	0

EMERGENCY MANAGEMENT

Emergency Management Policy

The purpose of the Emergency Management Guidelines is to safeguard the students, employees, property, and integrity of Lincoln Christian University in the event of an emergency.

In managing emergencies, the first priority is the safety of our students and employees, and in any case of doubt, one should always err on the side of safety. The second priority is clear and appropriate communication so that all affected parties understand what is expected of them and for what time period. The third priority is the desirability of returning to normal routine functions as quickly and safely as possible, including the continuous protection of our property, plant, and equipment so that returning to routine is feasible.

Definition of Emergency

An emergency is any event that affects significantly the routine functions of all or part of the campus, including life threatening situations, and requires some kind of immediate response that is not routine. Emergencies may range from minor (cancelling some classes due to bad weather) to severe (evacuating the entire campus due to a threat). An emergency may or may not imply an immediate threat to life, since a blizzard or a power outage could be viewed as an emergency but not necessarily be life-threatening.

Levels of Emergencies

Not all emergencies require the same degree of response, and each incident will be evaluated on a case-by-case basis.

- Level 1 – Minor Emergencies: The incident has limited impact that does not affect the overall operation and function of the University or the immediate safety of any individual (e.g., minor hazardous materials, small fire, temporary power outage, etc.).
- Level 2 – Major Emergencies: The incident has disrupted or could disrupt significant operation of the University or impact a major population of the community or threat to the immediate safety of a person (e.g., Clery Act crimes, crimes on campus, major fires, death(s), partial infrastructure failure, etc.).
- Level 3 – Disaster Emergencies: The incident is a community-wide emergency that involves major systems failure of the University or the community and serious threat to the safety of many people (e.g., tornadoes, widespread extended power outage, severe natural disasters, acts of terrorism, etc.).

Emergency Contacts & Reporting a Crime

Anyone who witnesses or receives information regarding a campus emergency or crime is instructed to contact the Emergency Management Team (EMT) through LCU Alert. They can be reached by phone at (217) 651-6809. You may dial extension 6809 if you are on the main campus and using an LCU network phone.

The LCU Alert system [(217) 651-6809] is monitored and answered by:

Name	Title	Phone Number
Dave Riggs	Director of Facility Management EMT Co-Chair	(217) 732-3168 ext. 2280
Andy Brant	Assistant Director of Facility Management EMT Co-Chair	(217) 732-3168 ext. 2275
Nick Radcliffe	Alumni Hall Head Resident	(217) 732-3168 ext. 2324
Mandy Renfro	Ruth Hall Head Resident	(217) 732-3168 ext. 2360

Students, employees, victims, or witnesses can also report any emergency or crime to the following EMT members:

Name	Title	Phone Number
Jill Dicken	Vice President of Student Development	(217) 732-3168 ext. 2212
Jeff Robinson	Director of Custodial Services	(217) 732-3168 ext. 2386
Jeremiah Proctor	Director of Campus Technology	(217) 732-3168 ext. 2282
Taylor Payne	Director of Human Resources	(217) 732-3168 ext. 2220
Weilun Lee	Director of China Institute	(217) 732-3168 ext. 2346
Dr. Kim Baldwin	Faculty Representative	(217) 732-3168 ext. 2246
Dr. Brian Messner	Faculty Representative	(217) 732-3168 ext. 2350

If the incident involves a Level 1 (Minor Emergency), contact LCU Alert at (217) 651-6809.

If the incident involves a Level 2 or 3 (Major Emergency or Disaster), contact 911 first, then contact LCU Alert at (217) 651-6809.

“911” phone calls made on campus phones (911) or your cell phone (911) will be answered by local police. In order to assist the dispatch in processing the call quickly and efficiently, please be prepared to give the following information:

- What you see, heard, or found
- Exact location of incident
- The phone number of the phone you are using
- Details of situation
- Your name and address

Stay on the line until you are told to hang up. Make sure that you (the caller) are not in danger.

Students in need of assistance or wanting to report an incident on-campus (non-emergent) should call: (217) 651-6809.

Students needing assistance or reporting an incident off-campus should contact the local authorities by *dialing 911* or call the following numbers:

Lincoln Police Department (710 5th Street, Lincoln, IL): (217) 732-2151
 Logan County Sheriff (911 Pekin Street, Lincoln, IL): (217) 732-4159
 Illinois State Police: (309) 673-8245

LCU does not currently have a confidential reporting system for the reporting of Clery Act crimes, except for those crimes that fall under the Sexual Misconduct Policy. However, a student and/or employee can report a crime to any member of the Emergency Management Team and note their desire for confidentiality. All reasonable attempts will be made to maintain the privacy of the person reporting the crime.

The University has authorized an Emergency Management Team to prepare policies and procedures to guide the University’s response to various crisis situations related to weather, intruders, or other threats to the safety of our students.

Individuals responsible for issuing a warning or campus wide alert are:

Name	Title	Phone Number
Andy Brant	Assistant Director of Facility Management EMT Co-Chair	(217) 732-3168 ext. 2275
Jill Dicken	Vice President of Student Development	(217) 732-3168 ext. 2212
Jeremiah Proctor	Director of Campus Technology	(217) 732-3168 ext. 2282

Types of Campus Alert						
Alert	Soft Lockdown	Lockdown	Shelter in Place	Building Evacuation	Campus Evacuation	Campus Closure
Written or verbal warning to be cautious and observant	Notice to stay in classrooms, dorm rooms, and offices for coordination, investigation, etc. until an “all-clear” is given (non-defensive)	Notice to stay put and get defensive (shut and lock doors, turn off lights, etc.). Campus and building access will be restricted.	Notice to seek shelter immediately and to stay put unless it is safe to flee or until an “all-clear” is given	Notice to evacuate building and reassemble at the designated on-campus “Safe Area”	Notice to evacuate campus with instruction to assemble at the designated off-campus “Safe Area”	Notice to stay away from campus until further notice

Emergency Response and Evacuation Procedures

In the event of a significant campus emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees, the Emergency

Management Team will alert the campus through use of the LCU Emergency Notification System (LCU Alert), in compliance with the Clery Act (34 CFR 668.46(g)).

The LCU Emergency Notification System uses different contact points (emails, SMS phones, voice phones) for notifying people on campus of emergencies. All employees (faculty, adjuncts, staff) and students that are active on campus are automatically subscribed to LCU Emergency Notification System. Students are automatically subscribed at the beginning of each school term when they are registered for on campus classes.

Personal emails, SMS numbers, and voice phones submitted to LCU are automatically subscribed as contact points for emergency notification. Students and employees can go to My Profile page to manage and/or opt-out of notification contact points. LCU email is always one contact point used for notifying the campus of emergencies and cannot be opted-out. For students, at the beginning of each school term, contact points are automatically subscribed, even if a student opted-out in the previous school term.

In case of an emergency or crime, a member of the Emergency Management Team (EMT) will assess the emergency, determine the nature of the emergency, and notify the appropriate parties. The evacuation plan and/or emergency response is determined by the procedures outlined in [Appendix A](#).

If the emergency is determined to affect the larger Lincoln/Logan County community, local law enforcement will be notified and information will be posted on the LCU website.

The University works closely with the Lincoln Police Department and the Logan County Sheriff's Department. Law enforcement is called to assist in mental health matters that require assessment and intervention, as well as investigation into any criminal activity that occurs on the LCU campus.

Timely Warnings

In compliance with the Clery Act, Lincoln Christian University will alert the campus community to Clery Act crimes that occur on LCU property. Non-Clery Act crimes or incidents may be reported through the use of a timely warning but will be decided on a case-by-case basis. If a Clery Act crime occurs, a timely warning will be issued after consideration of the following factors:

- The nature of the crime.
- The continuing danger to the campus community.
- The possible risk of compromising law enforcement efforts.
- Timely warnings will be issued through the LCU Alert System.

Testing

Fire alarm systems in the Laughlin Center, Alumni Hall, and Ruth Hall are monitored by Tech Electronics and are tested once a week. The City of Lincoln tests the tornado warning system once a month.

In order for the University to maintain a state of readiness and test critical response components, semi-annual exercises and drills will be conducted. These events provide opportunities to ensure that adequate preparations are in place to effectively respond to emergencies on campus and that personnel are ready to perform their assigned duties. The EMT, with assistance from Student Development, will coordinate exercises and drill scenarios that will challenge the University emergency response groups and affiliated departments to effectively respond to any given emergency. To the extent necessary, Incident Command exercises and drills will involve participation from external tactical emergency response organizations and governmental agencies to ensure that responses are compatible, synchronized and interoperable.

All drills and exercises will result in an After Action Report generated, assessed, and maintained by the EMT.

Missing Persons Notification

Each LCU student, eighteen (18) years of age or older, has the option to identify an individual to be contacted by LCU no later than twenty-four (24) hours after the time circumstances indicate that the student may be determined missing. If a student does not provide such a contact person or that contact person cannot be reached, LCU will use the student's emergency contact. For each student who is under age eighteen (18) and not emancipated, the institution is required to notify the custodial parent no later than twenty-four (24) hours after the time that the student may be determined missing.

Contact information is be registered confidentially, will only be accessible to authorized campus officials, and may not be disclosed except to law enforcement personnel in helping with a missing person investigation.

LCU will notify appropriate law enforcement agencies no later than 24-hours after the time a student is determined to be missing. A student is determined to be missing when a report comes to the attention of LCU and LCU determines the report to be credible. LCU officials receiving a missing person's report relating to a student are required to notify the Vice President of Student Development immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus.

If anyone believes that another student has gone missing, they are encouraged to notify a member of the Student Development office. The staff member will gather information to file a report and will begin the notification process according to office policy and the missing student's designation. The Student Development office will begin an investigation to determine if law enforcement or parents/guardians should be notified.

Students, employees, and others should report missing students to any of the following:

LCU Alert:	(217) 651-6809
Vice President of Student Development	(217) 732-3168 x. 2212
Alumni Hall Head Resident	(217) 732-3168 x. 2324
Ruth Hall Head Resident	(217) 732-3168 x. 2360
Apartment Manager	(217) 732-3168 x. 2397

Security and Campus Facility Access

University buildings are open to students, employees, and invited guests during regular business hours. Access to the residence halls for guests and employees (with exceptions for custodial and maintenance staff) is limited to the first floor lounge of each residence hall. Guests may be invited on to the floors in Alumni Hall (male student residence hall) at specially designated times or with permission. Guests may be invited on to the floors in Ruth Hall (female student residence hall) at specially designated times or with permission and must gain access via an electronic keycard.

Additional residence hall safety measures include locking doors and windows, peepholes in the apartment building doors, annual training for residence life staff, fire alarm systems, annual emergency procedures and fire evacuation training for residents, and designated shelter areas.

Students and employees may gain access to certain University buildings by use of key or electronic key card. Individuals without a key or key card may gain access to University buildings during non-business hours if previously arranged with Facility Management. Buildings are unlocked and locked each morning and evening by a member of the facility management staff. LCU does not employ security and does not have campus police. The local law enforcement agencies periodically patrol campus.

Although LCU is a private campus, visitors and alumni are often on campus and have access to campus buildings. Employees and students are encouraged to report any suspicious behavior to LCU Alert. A member of the Emergency Management Team may ask any individual to leave campus property at any time.

Facility Management personnel regularly monitor campus buildings and grounds. Housing personnel assist in the effort by monitoring residence halls and student apartments. Facility Management personnel repair or replace necessary lights, doors, locks, etc. required to keep campus secure. Unsafe and/or hazardous campus conditions may be reported to the Facility Management staff at any time.

The University does not have any officially recognized student organizations with noncampus locations.

Security Awareness and Crime Prevention Education

Every year students and employees are provided with a variety of programming aimed at educating the campus body regarding safety, security, and crime prevention.

All new students attend a session during orientation related to campus safety, sexual harassment training, bystander awareness, reporting guidelines, and evacuation plans. All resident assistants attend annual training on emergency management, campus safety, and sexual harassment. Sexual harassment training is provided to all students, residential and online, on an annual basis either in person or virtually. Safety and security information is available to students through the University's website and student portal. Students receive information from the SAFE Team (Sexual Assault Free Environment) as a component of the education and awareness efforts on

campus. The University joins the Take Back the Night organization in promoting special events specifically related to sexual assault and violence.

All new employees receive training during orientation related to campus safety, sexual harassment training, bystander awareness, and evacuation plans. Annual Title IX training is provided to staff and faculty who are members of the Title IX resolution team. All employees attend annual training on campus safety and sexual harassment. Employees receive information from the SAFE Team (Sexual Assault Free Environment) as a component of the education and awareness efforts on campus. The EMT (Emergency Management Team) provides campus updates to all employees on relevant safety and security information. The Emergency Management Manual is available as an online resource for all campus employees.

POLICY STATEMENTS

Alcohol

Students are to refrain from using or abusing alcoholic beverages or from employment that requires serving alcohol as a primary responsibility. We make every effort to promote self-discipline, to provide social and recreational alternatives to the use of alcohol and other drugs, and to provide confidential and redemptive assistance to students who seek help for chemical dependency issues. Students who are struggling with a chemical dependency may initiate confidential counseling for free at LCU's on-campus Student Counseling Center. Students who require intervention for their chemical dependency may be referred to on-campus personnel or an off-campus agency for counseling support. Off-campus counseling will be at the student's expense.

Lincoln Christian University's penalties for alcohol use are determined on a case by case basis as is any violation of this handbook, but include the full range of discipline up to and including dismissal.

- Illinois State penalties for alcohol abuse can be found at <http://www.illinois.gov/ilcc/Education/Pages/BASSET/Program-Laws-and-Penalties.aspx>
- Health risks associated with alcohol use and abuse can be found at <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>.
- Confidential help for a chemical dependency can be arranged at <http://www.aa.org> or at <http://www.choosehelp.com/illinois>

Drugs

Possession, manufacture, sale, delivery, purchase, or use of any illegal drug or the wrongful possession, wrongful use, manufacture, sale, delivery or purchase of any prescription or over-the-counter medication is prohibited and subject to disciplinary action. Violations or reports of violations of this policy may be turned over to law enforcement. Students who are struggling with a chemical dependency may initiate confidential counseling for free at LCU's on-campus Student Counseling Center. Students who require intervention for their chemical dependency may be referred to on-campus personnel or an off-campus agency for counseling support. Off-campus counseling will be at the student's expense.

Lincoln Christian University's penalties for drug use are determined on a case by case basis as is any violation of this handbook, but include the full range of discipline up to and including dismissal.

- Federal penalties for drug abuse can be found at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>
- Illinois State penalties for drug abuse can be found at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ChapterID=53&ActID=1941> under the (720 ILCS 570/) Illinois Controlled Substances Act.
- Health risks associated with drug abuse can be found at <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart>.
- Confidential help for a chemical dependency can be arranged at <http://mydrugaddictionhelp.com/> or call the Drug and Alcohol Treatment Center at 1-877-833-8822.

Awareness/Educational Programs

In compliance with the Drug-Free Schools and Communities Act of 1989, the Student Development office, in partnership with the Substance Abuse Committee, provides annual awareness opportunities to the campus community. Information related to the negative effects of drugs and alcohol, resources for those struggling with addiction, the University conduct policy, and State and Federal drug laws are communicated to the entire student body, as well as to the faculty and staff.

All students receive the LCU Student Handbook at the beginning of each fall semester. New students receive training regarding the drug and alcohol policy as a part of the new student orientation held at the beginning of each fall and spring semester. New students are required to sign an agreement indicating they have read and understood the handbook policies.

The Student Counseling and Consultation Center provides psychoeducation for identified substances to any student who is mandated to/participates in a substance abuse evaluation, but students who are not using counseling services do not have access to this information.

Students struggling with alcohol and/or drug use may utilize the Counseling and Consultation Center to request help and/or be referred to a drug and alcohol treatment center.

SEXUAL MISCONDUCT POLICY

Lincoln Christian University (sometimes referred to herein as the "University" or "LCU") strives to provide a safe environment in which students, employees, and other members of the campus community can pursue their education and work free from the detrimental effects of sexual misconduct and sexual violence, including sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Such actions, in any form, are prohibited and will not be excused or tolerated. Therefore, the University seeks to educate students and employees about these issues and to provide a means of recourse should a member of the campus community believe he or she has been the victim of sexual violence and/or sexual misconduct. When brought to the attention of

the University, such actions will be appropriately responded to according to the procedures outlined in this policy.

LCU's complete Sexual Misconduct Policy and Procedures can be found at: [LCU Title IX Policy](#)

Scope of Title IX Policy

This policy applies to conduct occurring on the University's campus, at University-sponsored events within the United States, and in University housing and, may apply to other conduct occurring online or off the University campus when the conduct occurs while either party is engaged in a University education program or activity. Locations covered by this policy include but are not limited to residence halls, student apartments, school sponsored on campus activities, school sponsored off campus events, athletic events, SERVE trips (domestic), and internships.

Sexual misconduct and/or sexual violence that occurs outside of the scope of Title IX may still be addressed by LCU's conduct policy as detailed in the Student Handbook.

Prohibited Conduct

This policy prohibits sexual misconduct and sexual violence, including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and sexual exploitation and applies to conduct of students, employees, and other members of the campus community and guests on the University property.

Definitions

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- (3) Sexual assault (as defined in the Clery Act), or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). Clery Act definitions follow.

Sexual Assault (Sex Offenses): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- a) Rape is the 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 the consent of the victim. This offense includes the rape of both males and females.
- b) Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c) Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d) Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- b) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by:

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

Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- a) Fear for the person's safety or the safety of others; or
- b) Suffer substantial emotional distress.

For the purposes of this definition:

- a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Consent

Consent is an affirmative, freely given, and conscious agreement to engage in the sexual activity in question. Consent should NOT be assumed from conduct alone. You should engage in sexual activity only with mutual affirmative consent; this is known as “yes means yes.” Relying solely upon nonverbal communication for consent can lead to misunderstanding. If confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies (again, with a strong preference for verbal clarification) their willingness to continue. It is the responsibility of each person involved in the sexual activity to ensure consent has been obtained from the other participant to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent.

Informed consent cannot be obtained through physical force, compelling threats, intimidating behavior, or coercion. Incapacitation by the person INITIATING sexual activity does NOT in any way lessen his or her obligation to obtain consent.

A person can withdraw consent AT ANY TIME through a verbally expressed statement, including, but not limited to, the word “no” (“No” means “No”) or any other word or words that reasonably communicate a withdrawal of consent or by clear conduct that would lead a reasonable person to conclude that consent has been withdrawn.

A person who initially consents to sexual activity is not deemed to have consented to any sexual activity that occurs after he or she withdraws consent during the course of that sexual activity. A person always retains the right to revoke consent at any time during a sexual act.

The above consent definition applies to all sexual activity. In the vast majority of circumstances a person cannot assume that consent to past sexual activity is consent to future sexual activity nor can a person assume that a person’s consent to one sexual act is also consent to a different sexual act. In the context of a long-term sexual relationship, it may be tempting to demonstrate overall consent or consent to multiple different sexual acts based upon long-standing practices, but this is unwise, and you do so at your own peril. Those engaged in sexual activity should always avoid relying on nonverbal communication.

The following do NOT constitute Consent:

- (1) a person's manner of dress or other contextual matters such as drug/alcohol consumption, dancing, or an agreement to go to a private location like an apartment, home, bedroom, dorm room, or other private location;
- (2) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person;
- (3) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity for any reason, including, but not limited to, language limitations, cultural differences, or social inexperience;
- (4) the existence or former existence of a friendship, engagement, romantic, or dating relationship or accepting a date, a meal, or a gift;
- (5) a person cannot consent to sexual activity if that person is unable to give knowing consent, due to circumstances existing at the time of the sexual conduct, including WITHOUT LIMITATION, the following:

- a) the person is incapacitated due to the use or influence of alcohol and/or drugs to the point of being unable to make an informed and rational decision;
- b) the person is asleep or unconscious;
- c) the person is under the legal age of consent (which, currently, in Illinois, is 17-years-old unless the accused holds a position of trust, authority or supervision in relation to the victim, where in such later case, the legal age of consent rises to 18-years-old. Note: this definition may be different in States other than Illinois and, if so, the definition in the state where the misconduct occurs shall be used);
- d) the person is incapacitated due to a mental disability;
- e) the person is incapacitated due to a physical disability to the point of being unable to make an informed and rational decision.

Jurisdictional Definitions

Domestic Violence (750 ILCS 60/103) (from Ch. 40, par. 2311-3) For the purposes of this Act, the following terms shall have the following meanings:

- (1) "Abuse" means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.
- (2) "Adult with disabilities" means an elder adult with disabilities or a high-risk adult with disabilities. A person may be an adult with disabilities for purposes of this Act even though he or she has never been adjudicated an incompetent adult. However, no court proceeding may be initiated or continued on behalf of an adult with disabilities over that adult's objection, unless such proceeding is approved by his or her legal guardian, if any.
- (3) "Domestic violence" means abuse as defined in paragraph (1).

Criminal Sexual Assault (720 ILCS 5/11-1.20) (was 720 ILCS 5/12-13)

- (a) 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 over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

Stalking (720 ILCS 5/12-7.3) (from Ch. 38, par. 12-7.3)

- (a) A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:
 - (1) fear for his or her safety or the safety of a third person; or (2) suffer other emotional distress.

- (a-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:
 - (1) 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
 - (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.
- (a-5) 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:
 - (1) follows that same person or places that same person under surveillance; and
 - (2) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.
- (b) Sentence. Stalking is a Class 4 felony; a second or subsequent conviction is a Class 3 felony.

Consent (720 ILCS 5/11-1.70) (was 720 ILCS 5/12-17) Defenses with respect to offenses described in Sections 11-1.20 through 11-1.60.

- (a) It shall be a defense to any offense under Section 11-1.20, 11-1.30, 11-1.40, 11-1.50, or 11-1.60 of this Code where force or threat of force is an element of the offense that the victim consented. "Consent" means 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.

Reporting

LCU encourages all LCU community members to report incidents of sexual misconduct or sexual violence in order to receive the assistance needed and to maintain a safe campus community for all members.

For emergency reporting, call 911. If you have been assaulted on the LCU campus, you can also call LCU Alert at (217) 651-6809 and someone will assist you immediately.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number, e-mail address, or by mail to the office address listed for the Title IX Coordinator.

In addition to making a report to the University, LCU encourages the complainant to make a report to law enforcement for incidents of sexual misconduct or sexual violence. The University will assist the complainant with contact with law enforcement. The complainant is under no obligation to report the incident to law enforcement and the University will comply with the complainant's wishes.

Making a report does not obligate the Title IX Coordinator to initiate an investigation or hearing. A report made notifying the Title IX Coordinator of sexual misconduct or violence *may* result in a formal complaint, but it is not required. The individual reporting the incident may request supportive measures, access to resources, or no additional action to be taken. The identity of the complainant may be kept confidential from the respondent until a formal complaint is made.

If a report of sexual misconduct and/or sexual violence is made to the University by someone other than the individual alleged to be the victim of the conduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, discuss complainant's wishes, and explain the process of filing a formal complaint.

The complainant may file a formal complaint, thereby initiating the Title IX process, including an investigation and live hearing. A formal complaint may be filed with the Title IX Coordinator in person, by mail, e-mail, or form submission. The formal complaint must contain the complainant's physical or digital signature. The Title IX Coordinator may also file a formal complaint.

The University's procedures seek to ensure a prompt, fair, and impartial investigation and resolution. Procedures will be conducted by University officials who receive annual training on issues related to sexual misconduct and sexual violence, as well as on conducting a fair and equitable hearing process.

The University's pastoral and professional counselors are encouraged, at their discretion, to inform those they are counseling of procedures for reporting crimes voluntarily and confidentially for inclusion in the University's annual security report. If an individual would like to report a crime but maintain their anonymity, they will be directed to follow the confidential reporting guidelines already in place.

Seeking Assistance & Preserving Evidence

The University encourages survivors of sexual violence to seek medical assistance immediately. The hospital emergency room can provide a physical exam, treatment of any injuries or sexually transmitted diseases, as well as collect any physical evidence from the assault. Seeking medical attention and a physical exam does not obligate a survivor to report the incident to police, but will preserve the evidence should that decision be made in the future.

In compliance with the Sexual Assault Survivors Emergency Treatment Act (SASETA) the Illinois Department of Healthcare and Family Services will cover any cost of emergency medical or forensic examinations for sexual violence survivors if it is not covered by the survivor's private health insurance or the survivor does not have insurance.

In order to preserve evidence, survivors are reminded to:

Go immediately to the local emergency room.

Do not change clothes.

Bring a change of clothes with you to the emergency room.

Do not shower, douche, or use the bathroom.

Do not brush your teeth or drink anything.

Sexual Assault survivors can call the Prairie Center Against Sexual Assault 24-hour crisis hotline and an advocate will meet them and provide support throughout the process.

Hotline: (217) 753- 8081

Website: <https://www.prairiecasa.org/seeking-help/what-do-if-you-are-assaulted/>

Reporting Options

The University urges anyone who has experienced sexual harassment, sexual assault, domestic violence, dating violence, or stalking to seek support as soon as possible to minimize and treat physical and emotional harm and to understand options for reporting. Various options exist for reporting these offenses, as described below.

- Confidential Reporting

Confidential reporting means the individual reporting the incident would like the details to be kept confidential and except in extreme cases of immediacy of threat or danger or in case of abuse or neglect of a minor, the representatives listed below will do so. These representatives will, however, submit anonymous statistical information to allow the University to fulfill reporting requirements of the Clery Act unless they believe it would be harmful to the individual.

An individual who reports an incident to a confidential reporter but later decides to file a formal complaint may do so. Initial reporting to any one of the following resources maintains the confidential nature of your report until and unless you say otherwise.

- Emergency Reporting

1. For emergency medical services:
Abraham Lincoln Memorial Hospital
Phone: (217) 732-2161 or dial 911
Location: 200 Stahlhut Dr., Lincoln, IL 62656
2. For 24 hour services:
Prairie Center Against Sexual Assault 24 Hour Crisis Hotline
Phone: Hotline Available 24 hours/day: (217) 753-8081
Location: 3 West Old State Capitol Plaza, Springfield, IL 62701

- Non-Emergency Reporting

1. Dr. Kim Baldwin (an LCU confidential advisor):
Available during regular counseling office business hours
Phone: (217) 732-3168 (Ext. 2246)
Office Location: Restoration Hall, Room 11
Email: kbaldwin@lincolnchristian.edu
2. Dr. Nolan Thomas (LCU Confidential Advisor)
Available during regular counseling office business hours
Phone: (217) 732-3168 (Ext. 2268)
Office Location: Restoration Hall, Room 10
Email: cnthomas@lincolnchristian.edu
3. Dr. Violeta Cone (LCU Confidential Advisor for MAC [Master of Arts in Counseling] and PC&C [Pastoral Care & Counseling] seminary students)
Available during regular counseling office business hours
Phone: (217) 732-3168 (Ext. 2206)
Office Location: Administration Building, Room AD157
Email: vccone@lincolnchristian.edu
4. Complete the Online Sexual Assault Report
(your information will be sent only to the LCU confidential advisors):
<https://my.lincolnchristian.edu/sexual-assault-report/>

- NON-CONFIDENTIAL Reporting

Non-confidential reporting means the information reported will be acted upon by the University. Reports made to the following are not held in confidence.

- Non-Emergency Reporting

1. Jill Dicken (Title IX Coordinator)
Vice President of Student Development
Available during regular business hours
Phone: (217) 732-3168 (Ext. 2212)
Office Location: Timothy Hall, Room TM30
Email: jmdicken@lincolnchristian.edu
2. LCU ALERT
Monitored by the LCU Emergency Management Team
Phone: (217) 651-6809
3. Electronic Reporting (Reports made electronically can be confidential or non-confidential) Link: [Incident Report](#)

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

- OFF-CAMPUS Reporting

Click here for available resources for those not living on the LCU campus: [Resource List](#)

Order of Protection/No Contact Orders

A survivor of sexual assault can request a campus "no-contact order," which prohibits the respondent from having contact of any kind (including electronic contact or contact from third parties acting on the respondent's behalf). If information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community the university may also remove that individual from campus, whether that individual is a part of the campus community or not. A person found to be in violation of a no-contact order may be referred to the local law enforcement agency and recommended for arrest or criminal charges.

Survivors may also request a civil order of protection or no-contact order issued by the court. In Lincoln, Illinois, assistance in filling out related paperwork is available from Sojourn Shelter and Services on the 1st Floor at the Logan County Courthouse. Sojourn (www.sojournshelter.org) can also be reached at (217) 732-8988 during regular business hours or in an emergency through calling 911. Resources at other LCU satellite campus locations can be found at the following links: [Resource List](#)

Any student or employee who has an order of protection or a no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the university and can be enforced on campus, if necessary. Upon notification of any such orders, the university will take all reasonable action to implement the order.

Confidentiality and Privacy

Reports made to a confidential advisor will not be disclosed to LCU unless the complainant chooses to move forward with a formal complaint. LCU strives to maintain confidentiality to the fullest extent possible, while remaining compliant with applicable state and federal laws. Complainants may choose to maintain their confidentiality and still seek counseling and other services.

If a complainant files a formal complaint, the Title IX Coordinator and those involved in the investigation will maintain the party's privacy to the greatest extent possible. Party identities, allegations, and witnesses will be protected and only disclosed as a required part of the grievance process.

Standard of Evidence

The standard of evidence used in the decision of cases of sexual misconduct and sexual violence will be by a “preponderance of the evidence”, meaning the decision-maker believes there is a greater than 50% chance that the claim is true. Possible sanctions if a student or employee is found responsible for a violation of this policy include the full range of disciplinary sanctions available at the University, up to and including suspension and expulsion for students or termination of employment for employees.

Grievance Process

The grievance process begins once a formal complaint has been filed. The complainant and respondent will be treated equitably throughout the grievance process until resolution. No disciplinary action will be taken until a determination of responsibility has been made.

It is the goal to resolve complaints within sixty (60) business days from the notice of a formal complaint to both parties. The Title IX Coordinator may extend the time frame for the grievance process for reasonable circumstances or in the event classes are not in session. Both parties will receive immediate notice of any delay in investigation or resolution. The 60 days to resolution does not include appeals.

Supportive Measures

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Initial Report

Within 24 hours of receipt of a report of sexual misconduct or sexual violence, the Title IX Coordinator will contact the complainant to:

- Discuss availability of supportive measures.
- Consider complainant’s wishes regarding supportive measures.
- Discuss the grievance process and formal complaint.
- Consider complainant’s wishes regarding next steps.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Formal Complaint

If the complainant files a formal complaint, the Title IX Coordinator will issue a written notice to the known parties. The written notice will include:

- Notice of allegations.
- Identity of the parties.
- Any additional information that sufficiently details the event.
- Notice of grievance process.
- Notice of supportive measures available.

A formal complaint must be dismissed prior to or after an investigation if the conduct alleged in the formal complaint:

- Does not meet the definition of sexual harassment as defined by the Title IX regulations;
- Did not occur in an LCU education program or activity; or
- Did not occur within the United States.

A formal complaint may be dismissed at any time during the grievance process if:

- Complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations, therein;
- Respondent is no longer enrolled or employed by the recipient; or
- Specific circumstances prevent the recipient from gathering sufficient evidence to reach a determination as to the formal complaint or allegations herein.

A formal complaint dismissed from the Title IX grievance policy may still be considered under the conduct policy found in the LCU Student Handbook. Notice of dismissal and transfer to the conduct policy process will be issued to each party upon determination.

Advisors

Both parties have the right to have an advisor of choice present during any or all of the grievance process. Advisors may speak to their advisee any time during the process, but may not speak directly to the Title IX Coordinator or investigators.

Investigation

The Title IX Coordinator will convene an investigative team consisting of two trained individuals, one male and one female, who do not have a bias or other conflict of interest with either party. The investigators will meet with each party, gather evidence, and interview witnesses.

Written notice will be provided to the relevant party detailing the date, time, location, participants, and purpose of all investigative interviews.

Prior to the completion of the investigative report, both parties and advisors will be given an opportunity to inspect and review any evidence obtained that is directly related to the allegations in the formal complaint. Parties will have ten (10) days from the date of receipt to submit a written response to the investigator. The investigator will consider any written response prior to completing the investigation report.

Upon completion of the investigative report, a copy will be sent to both parties and advisors for review. Parties will receive the report no later than ten (10) days prior to the hearing. Parties may submit a written response to the investigator.

Hearing

Live hearings will be held virtually and instructions and procedures will be sent to all parties at the time of scheduling.

During the live hearing, each party may be accompanied by their advisor. If a party does not have an advisor, one will be provided to them. If a party does not have an advisor and refuses to utilize the LCU advisor provided, that party forfeits his or her right to cross examination.

Advisors will be allowed to cross examine the other party and witnesses. The parties may not personally ask questions of the other party or witnesses.

The live hearings will be heard by an impartial decision-maker. The decision-maker will review the investigative report and evidence, determine issues of relevance during the live hearing and cross-examination, and issue a final determination at the conclusion of the matter.

If a party or witness refuses to appear at the live hearing, his or her statements will be excluded from consideration by the decision-maker. Additionally, a party or witness's refusal to answer one question during the live hearing constitutes a failure to submit to cross-examination and therefore his or her statements will be excluded from consideration.

Written Determination

Both parties will receive simultaneously a written notice of determination within ten (10) days of the hearing. The notice of determination will include a determination of responsibility and any disciplinary sanctions imposed on the respondent.

Appeals

Parties have the right to appeal a written determination but must do so within seven (7) days of receipt of the written notice of determination.

The right to appeal is limited to the following if shown to have affected the outcome of the matter:

- Procedural irregularity;
- New evidence not reasonably available at the time of the determination; and/or
- Proof of conflict of interest on the part of the Title IX Coordinator, Investigator, or Decision-maker.

Upon the filing of an appeal, written notification will be provided to the other party. Parties have ten (10) days from the notice of appeal to submit written statements in support of, or challenging, the outcome.

The appeal officer will review all written statements and issue a determination in a timely manner.

The written notice of determination will be sent simultaneously to both parties.

In compliance with The Clery Act, the University will, upon written request, disclose to the alleged victim (or next of kin, if appropriate) of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against the student who is the alleged perpetrator of such crime or offense.

In disciplinary matters that arise from an allegation of dating violence, domestic violence, sexual assault, or stalking, no written request is necessary. Both the accused and accuser will receive simultaneous written notification of the result of any University disciplinary proceedings.

Registered Sex Offenders

Information regarding registered sex offenders can be found at <https://www.isp.state.il.us/sor/>. The Sex Offender Database is maintained by the Illinois State Police. The Logan County Sheriff's Office also maintains a searchable database: [Offender Search](#).

APPENDIX A

Roles of the Emergency Management Team

Role of Emergency Management Team: The Emergency Management Team exists to help keep the campus safe through coordinated prevention, protection, mitigation, response and recovery.		
Prevention	The capabilities necessary to avoid, prevent, or stop an imminent threatened or actual incident.	Resources: <ul style="list-style-type: none"> • LCU Policies • LCU Discipline • LCU Training • LCU Ongoing Communication • LCU Emergency Management Planning • Networking with Local EMA/Law Enforcement • LCU Text and Intercom Notification Systems
Protection	The capabilities necessary to secure the campus or facilities against acts of terrorism and manmade or natural disasters.	
Mitigation	The capabilities necessary to reduce the loss of life and property by lessening the impact of disasters.	
Response	The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.	
Recovery	The capabilities necessary to assist members of the campus affected by an incident to recover effectively.	

Role of LCU Alert Hotline

Role of LCU Alert Hotline: When an LCU Alert is reported through the on-campus system, the person answering the call is responsible for these actions:	
Step 1: Record	<p>Listen to the report. Ask for additional important information. Record/write key facts. If the person is reporting an actual Level 2 or 3 Emergency, ask them to call 911 immediately and then to call you back, or to have someone near them call 911 immediately while you continue to gather the report.</p> <p>Important information to gather in report:</p> <ol style="list-style-type: none"> 1. Make sure reporter is not in danger 2. What did the reporter see, hear, or find? 3. Detailed physical description of threatening person/item 4. Details of witnessed situation 5. Exact location of threat/incident, especially building name and location in building 6. Exact location of reporter, especially building name and location in building 7. Phone number of the phone being used to report 8. Reporter's name/relationship to campus (student, employee, parent, guest) 9. Keep reporter on line until you have all information

Step 2: Assess	<p>Determine what kind of incident is being threatened or is happening according to its classification in the Emergency Management Plan.</p> <ol style="list-style-type: none"> 1. With respect to time: <ul style="list-style-type: none"> • Past incident with continuing impact • Active incident with continuing threat • Potential future incident from present factors contributing to escalation 2. With respect to threat agent: <ul style="list-style-type: none"> • Human • Weather
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	<ul style="list-style-type: none"> • Facility <p>3. With respect to impact:</p> <ul style="list-style-type: none"> • Facilities threatened • Individual emotional/psychological condition threatened • Individual physical condition threatened • Group(s) threatened
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Step 3: Advise	Suggest appropriate action for the person filing the report to keep themselves or others safe. If the person is safe, suggest appropriate action for the person to continue assisting you by gathering other information or coordinating an appropriate on-site response.
	<ol style="list-style-type: none"> 1. Hide – if in immediate danger 2. Fight – if in immediate danger, without opportunity to hide or run 3. Run – if in immediate danger, but with opportunity to get away safely 4. Observe – if not in immediate danger or if no risk of personal safety, then observe for more details about the threat or impact of an incident 5. Notify – if others nearby should know about an imminent threat or incident in order to protect their own safety

Step 4: Initiate	Take appropriate action, according to the Emergency Management Plan or according to your best judgment with the available information, to activate institutional or community response to the alert.
	<ol style="list-style-type: none"> 1. Initiate time-sensitive investigation by appropriate LCU Personnel through direct verbal and written report 2. Initiate time-sensitive response by appropriate LCU Personnel/Department for non-emergency action 3. Initiate warning message to LCU Campus through emergency notification system and/or campus phone network intercom system 4. Initiate activation of Emergency Management Plan by calling a member of the EMT 5. Initiate immediate emergency response by calling 911 6. Initiate immediate community non-emergency response by calling local law enforcement through non-emergency number

Step 5: Notify	Immediately contact the person who filed the report to explain what action is being taken.
	<ol style="list-style-type: none"> 1. Name the LCU personnel or local agencies who are following up on the report 2. Describe the expected action 3. Indicate an expected time-frame for the action 4. Suggest a next step to the person reporting the threat (wait there to meet with responders and assist with follow up, move to new location for safety, coordinate notification to people nearby who may be impacted, go on with other plans, etc.)

Step 6: Report	Write a report for LCU record-keeping to assist with on-going response, continuing investigation, institutional assessment, and planning.
	<ol style="list-style-type: none"> 1. File a report using these six responsibilities as a framework 2. Please include full names and times where possible 3. Submit the reports to the chair of the EMT for record-keeping

Evacuation

1. If evacuation is required, alert others to assist with evacuation.
2. Communicate clearly and succinctly [Example: “we have a _____ type of emergency. Evacuate to _____ (refer to building evacuation signs). Take (or don’t take) your belongings. DO NOT use the evaluators.”]
3. Assist persons with disabilities (see section on “Responding to Various Types of Emergencies”).
4. Check offices, classrooms, and restrooms through visual and verbal searches.
5. Turn equipment off, if possible.
6. Close doors, but do not lock them.
7. Take any emergency supplies and/or rosters.
8. Keep exiting groups together.
9. Instructors assist students (for assistance for individuals with disabilities, please recruit those around to assist or call the LCU Alert at (217) 651-6809 or extension 6809).
10. Gather at the evacuation site and await instructions.
11. Exit the building via the nearest safe exit route. Walk; do not run. Do not use elevators to exit.
12. Move away from the building, report to the unit’s designated evacuation point.
13. Account for faculty, staff, and students and sign in at evacuation point.
14. Wait at evacuation point for directions.
15. Do not reenter the building until emergency staff gives the “all clear” signal.