Annual Security and Fire Safety Report

- Clery Statistical Information 2009 | 2010 | 2011
  - Fire Statistical Information 2011
  - Missing Student Notification Procedures
  - Sexual Offense Policy

The 2012 University of St. Francis Annual Security and Fire Safety Report is brought to you as part of the University’s commitment to your safety on campus. While the University strives towards ensuring the safety of students, staff and guests, and provides day-to-day security services on campus, this document should not be viewed as a contractual commitment to such. This document should provide informative and helpful information and portions of this document can act as a guide for safe practices on and off campus.
Table of Contents

Letter from the President

Letter from the Director of Security

Campus Security

The Safety & Security Department is responsible for the reporting of all campus crimes in compliance with the Student Right-To-Know Act. Campus Safety & Security is located in Tower Hall and is staffed by full-time professional security personnel, augmented by part-time student personnel. Safety and Security officers patrol the campus 24 hours a day/365 days a year and have a central dispatch that coordinates all emergency and non-emergency requests for service. The Safety & Security Department also safeguards the campus through the use of video surveillance placed strategically around the entire campus. Safety and Security officers are an unarmed informational force. University of St. Francis officers are not law enforcement personnel, officers are not granted any state authority, such as state powers of arrest however, officers have jurisdiction in all areas of campus. Safety & Security officers may enter all university buildings including residence halls at any time while on duty and may call for the detainment of trespassers or persons involved in criminal activities. University officials reserve the right to enter and inspect residence hall rooms and their furnishings whenever it is deemed necessary to protect and maintain the property of the University, the health and safety of its students, or for disciplinary or investigation purposes. Officers are required, as part of patrolling the campus, to check all buildings for broken windows, doors, locks, etc. These checks help maintain the security of the University. In addition, officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the University. Officers have been granted the authority by the University to issue parking citations, which are billed to the financial accounts of students, faculty, and staff. The Safety and Security Department also records criminal activity that occurs at off-campus locations of student organizations officially recognized by the University. The Safety & Security Department is in direct communication with the Joliet Police and Fire Departments and call upon their assistance when needed. The Joliet Police Department monitors and records criminal activity at non-campus locations and may work cooperatively with the University of St. Francis Safety and Security Department, and Dean of Students to address problems as they arise. There is no formal agreement, such as a written memorandum of understanding, with any local law enforcement agency.
Security Awareness Programs

The Safety and Security Department encourages members of the community to assist in preventing crime by minimizing opportunities to become a victim by using good judgment and safety practices and by encouraging students and employees to be responsible for their own and others security. During every new student orientation and in every student welcome packet, the Safety and Security Department includes a “Be Safe and Be Aware” brochure that includes appropriate responses to emergencies and ways to prevent crimes of opportunity.

Reporting Crimes and Other Emergencies

The University of St. Francis encourages individuals to report all crimes to the Safety and Security department or local police in an accurate and timely manner. The University provides several ways to report crimes or other emergencies to the Safety and Security Department or obtain help. It is the University’s policy that community members should file a report whenever they observe anything suspicious, believe they have discovered a crime, or come across a hazard which could cause harm to them or others.

**Telephone:**

911: Emergencies or non-emergency criminal violations, dial 911 from any university building or residence hall or cell phone

Emergency phones: Use any of the designated call boxes strategically places on the campus for immediate connection to the Security department.

815-740-3200: Safety and Security Department

**In Person:**

Contact an officer on patrol or go to the Safety and Security Department in Tower Hall

**Anonymously:**

815-740-6222
Voluntary Confidential Reporting

The University of St. Francis does not currently have procedures for pastoral and professional counselors to provide voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Dean of Students for review.

Missing Student Notification Procedures

The Division of Student Affairs may occasionally be contacted regarding a student who has not been in touch with individuals with whom they would otherwise regularly interact. These concerns may be brought by friends, family members, roommates, or other members of the University of St. Francis community. For concerned parties external to the institution, a missed phone call or failure to reply to an email can prompt a contact with the University. Internal constituents are more likely to express concern when a resident has failed to appear for a scheduled meeting or has failed to return to the residence halls after an extended period of time. The professional staff member interacting with the concerned party should gain as much information as possible about the nature of the concern:

- What is the relationship of the concerned party to the student?
- How long the student has been out of contact with them?
- Should we have reason to believe the student might be in some type of distress or is there a threat of imminent harm?
- Will the concerned party be contacting security or Police?

The concerned party should be informed that Director of Security, Director of Residence Life, or the Dean of Students will make a concerted effort to contact the missing student and will instruct that student to contact the concerned party. If a student has been missing for more than 24 hours or there is a threat of imminent harm or the possibility of foul play and the missing student cannot be immediately reached, then security should be contacted immediately, or in their absence, local law enforcement agencies. The Director of Security will initiate the process of investigation based on professional training and will delegate tasks to the entire Safety and Security Department. The Director will immediately notify the person identified by the student as the “missing person contact.” Only authorized campus officials and law enforcement officers may have access to this information. If the missing student is under 18 years of age, and is not an emancipated individual, the Safety and Security Department will notify the student’s parent or legal guardian that the student is considered missing. If less than 24 hours have elapsed, then there are several steps that should be taken in an attempt to make contact with the missing student. They are:

1. Do a visual check if student lives on campus. Two Student Affairs staff members (or a staff member and a security officer) should go to the student’s assigned room and knock on the door to perform a wellness check. These staff members may key into the missing student’s assigned space if there is no answer and perform a visual scan for signs of the student.
2. Utilize communication devices. Attempt to contact the student via cell phone, room phone, email, and, if possible, through instant messages or social networking sites.

3. Contact known associates. The missing student’s roommates or suitemates and Resident Assistant should be contacted and asked if they are aware of the missing student’s whereabouts. These students should be instructed to contact a professional staff member with any developments and, if they make contact with the missing student, to instruct him or her to contact the professional staff member as well as the concerned party.

4. Utilize university resources. If necessary, other university resources may be utilized to track a student’s activity. Web activity, swipe key logs, library activity, email activity and even security cameras should all be considered sources of information. Once contact is made, the “missing” student should be instructed to get in touch with the concerned party. If contact has not been made within 24 hours, then the University of St. Francis will contact security. If the missing student indicates that the concerned party may be seeking to harm him or her, then security and the Dean of Students will be contacted.

Drug, Alcohol, and Substance Abuse Policy

In the State of Illinois, the legal drinking age is 21. Persons under 21 may not consume or sell alcohol. It is also unlawful to serve or sell alcohol to anyone under the age of 21. Possession or consumption of alcoholic beverages by or distribution of alcoholic beverages to individuals under the legal drinking age is a violation of university policy on or off campus. Students are responsible for knowing, understanding, and complying with the applicable state laws, and municipal and county ordinances regarding alcohol. The university will inform students of these policies during new student orientation at the beginning of the fall and spring semesters and through the Online Student Handbook. Students will also be informed through e-mail devices, and a copy of these policies (as they relate to students) will also be found on the university’s Website. These policies will also be reviewed with students at the time of any university conduct proceeding related to a violation of the alcohol policy. These policies and consequences for infractions will also be referred to in the housing contract signed by students who live in a university sponsored residence. They will also be placed in each dormitory room and in any other residential facility owned and operated by the university. Intoxication in public is prohibited. Violations of the alcohol policy may, in the opinion of University staff, reflect the potentiality of a serious alcohol or drug related disorder and in such cases, will result in a referral to University counseling services for an evaluation and follow up services that are deemed appropriate. The unauthorized possession of empty or open containers of alcoholic beverages and/or the consumption of same by students, other than those allowed in exempt residence hall areas, is prohibited on university property or at university sponsored events. Common sources of alcohol, (kegs, half-kegs, quarter kegs, beer bongs, punches, etc.), or other means of mass distribution by students, (e.g. taps), are not permitted on the university premises. Commercial delivery of alcohol to individual students is prohibited. The University will allow students to drink alcohol who have reached their 21st birthday at University sponsored events where alcohol is served by the University or by contractors employed by the University. Students who have reached the legal age of drinking in Illinois may not however bring or drink alcohol other than that provided by the University at these events. Any student shall be in violation of the university alcohol policy where he or she knowingly permits a gathering at a residence, on or off campus, where underage drinking occurs (regardless of whether the alcohol was provided by the student
occupying the residence or brought by the person(s) under the age of 21). Note: A student may be charged with a Class 4 felony under Illinois law if he or she permits intoxicated persons to leave the residence which he or she occupies, leading to serious injury or death.

Residents who are allowed to use alcohol in designated residences may have no more than (one) 12 pack of beer, or (one) bottle of wine, per designated exempt room.

A violation of federal, state, or local laws concerning drugs shall be considered a violation of University policies and is subject to University disciplinary action up to and including separation from the University community. The University prohibits the illegal possession or transfer of any illicit drug so defined under state or federal law and views the use, possession or sale of illicit drug as contradictory to the welfare of both the individual and the University community. Whenever, in the final opinion of the Dean of Students, there is sufficient and credible information or other evidence from within the University or from without, that a student is or has been trafficking in illicit drugs, or is or has been in possession of such amounts as to make this a reasonable supposition, the student will be subject to dismissal from the University and the legal authorities will be notified. Students are responsible for reading, understanding and complying with all applicable state and local laws pertaining to drug abuse as well as the legally mandated consequences for drug possession, or distribution. The possession of drug paraphernalia by a student or present in a room owned by the University and used by a student is prohibited. Mandatory consequences for first personal offenses against these policies related to the improper or illegal private use of alcohol or drugs will be a meeting with the Dean of Students or his designee and a monetary fine of up to $100 at the discretion of the conduct officer. The conduct officer will conduct an initial assessment of the student’s behavior and will determine whether an intervention/ referral will be made for an alcohol assessment by University Counseling Services. As a result of this evaluation, further services or interventions may be required. Referrals to University Counseling Services for an evaluation after an initial infraction of these policies will be made when there is reason to suspect that the student’s use of alcohol is excessive, abusive, or possibly addictive. Mandatory consequences for a second personal violation of these policies will be up to a $200 fine to be imposed by the conduct officer. Second offenses will automatically result in a referral to the University’s Counseling Services for an alcohol-drug evaluation. Consequences for a third personal violation of these policies may include dismissal from the residence hall or the University.

The illegal or illicit distribution of alcohol to a person under the age of 21 is prohibited and is subject to sanctions imposed by University administration, including the possibility of a report being made to local police authorities leading to arrest. The illegal or illicit distribution of illegal drugs to any person is prohibited. Consequences for such distribution or supply to other students will be automatic discharge from the University. In addition, if a student attempts to sell, distribute or encourage the use of illicit drugs, the University will notify the legal authorities of this behavior and assist in their prosecution. In cases where a student is arrested for breaking the law pertaining to the illicit distribution or supply of illicit drugs or alcohol, and that student has not been determined by University authorities to have broken policies or rules of the University prior to his or her arrest; the student will automatically be suspended from living in a University sponsored residence until a legal judicial decision is made regarding guilt or innocence. That student will also be placed on probationary status as a student of the University. If the student is found to be guilty of such charges in a court of law, the student will not be allowed to live in a University sponsored residence again, and will be subject to University disciplinary action, including possible discharge from the University.
Drug and Alcohol Abuse Programs

Students are invited to discuss health risks with medical and mental health staff available through the Student Affairs Office. The University of St. Francis is currently collaborating services with Gateway Foundation for substance abuse screening when necessary. In addition, the University provides an Alcohol Awareness Week every year on campus.

Sexual Offense Policy

It is the goal of the University of St. Francis to provide an academic environment free of any form of sexual harassment in the university community. The sexual harassment of students, faculty, or staff will not be tolerated or promoted. The University classifies sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other visual, verbal, and physical conduct of a sexual nature, whether explicit or implicit. This includes sexist remarks or behavior such as verbal harassment or abuse, patting or pinching, repeated brushing against the body, subtle pressure for sexual activity, solicitation or coercion of sexual activity through the promise of rewards and/or preferential treatment or threat of punishment. Alleged violation of the sexual harassment policy must be presented in writing to the Office of the Dean of Students, MH 142, and contain all relevant information including dates, times, and persons involved. Sexual assault of any form, whether stranger, date, or acquaintance, is prohibited. Sexual assault is defined as the forcing of a person to engage in any sexual contact without knowingly or willingly consenting to the act. This includes sexual contact with persons unable to consent. A person is unable to consent if he or she is temporarily incapable of appraising or controlling his or her own conduct due to the influence of alcohol or drugs, are physically helpless because he or she are unconscious, mentally ill or handicapped, or is not of legal age. The University of St. Francis is committed to taking disciplinary action toward the person or persons committing acts of sexual assault, educating the university community about the seriousness of such acts of violence and the consequences of this form of behavior, and providing help, services and community resources for the victims of sexual assault. If you have been sexually assaulted on campus, you should report the assault to the Department of Safety and Security, Tower TG-18 (605 Taylor Entrance), (815) 740-3200. Victims may wish to inform local law enforcement agencies, and upon a victim’s request, the University will assist in making the connection between a victim and an appropriate law enforcement agency. If the assault occurred off-campus, it should be reported to the local police department or county sheriff’s office. It is important that you file a report whether you ultimately decide to press charges or not. You will be advised to go to the hospital immediately to have a physical examination for possible internal or external injuries and to preserve evidence that may be helpful in a criminal and/or University proceedings. Medical evidence of a sexual assault will be collected at no cost, but other tests performed will be at your expense.
Disciplinary Action

The University will take seriously all good faith reports of sexual assault and domestic/relationship violence. Because the University recognizes that sexual assaults and domestic/relationship violence include an attack on an individual’s dignity and self-determination rights, the University will attempt to let victims select the process for addressing their allegations. The University reserves the right, however, to proceed in whatever manner is deemed appropriate. Both the victim and the accused have the right to have the same opportunities to have an advocate to assist them throughout the process. Advocates will be individuals from within the University’s faculty, staff, or student communities. Both the victim and the accused have the right to be informed upon written request of the final outcome of any disciplinary proceedings related to an alleged sexual assault or incident of domestic/relationship violence. If the victim is deceased as a result of such offense, the next of kin of such victim shall be treated as the accuser to receive information regarding the disciplinary disposition. Both the accuser and the accused have the right to appeal the outcome of any disciplinary decision. Any victim of sexual assault or domestic/relationship violence may request consideration of a change in academic and/or living situations, “no contact” orders or other modifications designed to help the accuser cope with the situation. Sanctions that may be imposed upon an individual found responsible for sexual misconduct include but are not limited to: restriction of living space (single gender housing only), removal from housing, required counseling, restriction of privileges (guest, athletic, co-curricular), suspension from classes for a given period of time (one semester to three years), and complete expulsion from the University. All members of the University of St. Francis community share a responsibility for upholding the established University policy as we strive to create a community that is respectful and free from violence.

Support Services for Victims

The University of St. Francis encourages victims to seek the assistance of counselors. The Personal Counseling Department offers services from a licensed clinical professional therapist. Diagnostic and treatment services are provided to any student who suffers from anxiety, depression, interpersonal relationship problems or other personal issues that may interfere with the student’s ability to meet his or her responsibilities. The department’s customary operating hours are between 8:30am and 5:30pm. Evening appointments are available. A therapist is available by pager in the event of immediate need after hours and on weekends. The Counseling Department is located in the Motherhouse, first floor, room S136 and can be reached at 815-740-3598. The department will refer individuals to providers outside the University, if a specialist is needed. There is no fee for services provided to students or University employees. The University is currently collaborating services with Guardian Angel Home for sexual assault and domestic violence services. Other off site crisis intervention
facilities or resources include: Sexual Assault Services Center (815-730-8984), Will County Health Department (815-727-8670), and Will County Mental Health Services (815-727-8521).

**Sexual Assault Educational Programs**

The University educates first year students annually during orientation with a program called "No Zebras, No Excuses," which uses theatrical vignettes performed by current students to educate the student body on issues such as sexual assault, sexual harassment, stalking, date rape drugs, and domestic violence. Talk back sessions are conducted after each vignette when the specific policies are explained and the reporting structures. In addition, Orientation Board leaders facilitate a reflection session for students immediately following the event.

In addition, posters explaining sexual harassment are prominently displayed on bulletin boards all across campus and are provided by the State of Illinois. The campus also provides a "domestic violence/sexual assault awareness week" on campus every year.

**Sexual Offender Registration Policy**

The Federal Campus Sex Crimes Prevention Act requires the University of St. Francis to inform the campus community where to find information on registered sex offenders. Illinois law requires sex offenders to register with their local police or sheriff, which places their names in a state-wide database. The State of Illinois Registered Sex Offenders database can be accessed at [www.isp.state.il.us](http://www.isp.state.il.us). If you need more information, contact your local law enforcement (police or sheriff) agency or contact the Safety and Security Department at 815-740-3200.

**Policies for Timely Warnings**

In the event that a situation arises, either on or off campus, the decision to notify and warn the campus community is made by the Director of Safety and Security or designee in consultation with relevant University staff. This decision will be based on confirmed information obtained from officers, investigations, tips, or local area law enforcement and will be forwarded to all University students, faculty, and staff. Any of the following may be used to issue immediate warnings about serious emergencies on campus: emergency text message alerts, prominent postings on the USF website, and broadcast email and voicemail. Notifications and warnings will be posted without delay, unless issuing the notification will, in the professional judgment or responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. Timely warnings may be issued for any of the following incidents: Murder, Aggravated Assault, Robbery involving force or violence, Sexual
Assault, Burglary, Motor Vehicle Theft, Major Incidents of Arson, Other crimes as determined necessary by the Director of Safety and Security or his designee.

Emergency Response and Evacuation

The University has several facets of an emergency operation plan that incorporates topics of Direction and Control, Crisis Communications, Timely Warnings, Disaster Intelligence, Recovery Planning, Evacuation/ Lockdown, Mass Care, and Health and Medical Services. The University also has a Crisis Management Team in place. The decision to notify and warn the campus community is made by the Director of Safety and Security or designee in consultation with relevant University staff. This decision will be based on confirmed information obtained from officers, investigations, tips, or local area law enforcement. The director or designee will implement notification or warning messages via various communication tools. Emergency notification will be issued when it is confirmed that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus. This immediate threat to the health and safety of students and employees include: All hazards, Terrorist Attacks, Natural Disaster, and Environmental. The emergency notification system is based on speakers installed across the main campus on Wilcox St. This system is a real time notification system that can be used to send emergency notifications to the entire campus or specific buildings as the situation dictates. In the case of an emergency, contact the Safety and Security department immediately. Provide the information to be communicated and the Crisis Management Team will determine the extent of use of one or all of the previously mentioned notification systems. Should both the phone and data network be unavailable, staff will be dispatched from the Emergency Coordination Center to alert key leaders in each building, who will be expected to alert others in the building.

The University of St. Francis continues its commitment to conduct annual testing of the emergency testing by various methods. Fire drills of all buildings are completed once per semester with the assistance of the Joliet Fire Department. The Sprinkler system is also annually tested in case of fire. The tornado alert system is tested every first Tuesday of the month.

Policies for Preparing Annual Security Report

The University of St. Francis Safety and Security Department is responsible for preparing an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act each year. Since 2010, all Safety and Security Officers have saved all reports, and all crime incidents that are reported in a Word document. Once an officer
enters the report, the Director of Safety and Security reviews the report to ensure it is properly classified in the correct crime category. The Safety and Security Department regularly examines the data and maintains a daily crime log to ensure that all crimes have been reported and are readily available to the public. Annually, all data is compiled into statistics by the Director of Safety and Security, and then entered into charts by the Administrative team. All statistics are gathered, compiled, and reported to the University Community via this report.
Definitions of Crime Data Reported in the Crime Statistics Table

Types of Offenses- Seven UCR (Uniform Crime Report) Crime Definitions

Criminal Homicide:

-Murder and non-negligent manslaughter is defined as the willful (non-negligent) killing of one human being by another.

-Negligent manslaughter is defined as the killing of another person through gross negligence.

Sex Offenses:

-**Forcible Sex Offenses**: Defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcible against the person’s will where the victim is incapable of giving consent.

  -**Forcible Rape**: Defined as the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth.)

  -**Forcible Sodomy**: Defined as oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

  -**Sexual Assault With an Object**: Defined as the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

  -**Forcible Fondling**: Defined as 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 or physical incapacity.

Non-forcible Sex Offenses: Defined as incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition: incest and statutory rape.
-Incest: Defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

Robbery: Defined as 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 putting the victim in fear.

Aggravated Assault: Defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime was successfully completed.

Burglary: Defined as the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: Defined as the theft or attempted theft of a motor vehicle.

Arson: Defined as 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

The previous regulations required institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias. The current regulations have added the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of times that must be reported in hate crime statistics. The FBI’s Uniform Crime Reporting Hate Crime Collection Guidelines will continue to be the source for definitions.

Hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

Race: Defined as 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: Defined as a performed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI’s Hate Crime Data Collection Guidelines.

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

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

Ethnicity/national origin: Defined as a preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Disability: Defined as 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.

Offenses to be included in Hate Crimes are:

Larceny-Theft: Defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: 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: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

Destruction/Damage/Vandalism of Property: 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 & Referrals for Disciplinary Action

**Weapons:** Carrying, Possessing, Etc.: Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons that are regulatory in nature.

**Drug Abuse Violations:** Defined as the violation of laws prohibiting the production, distribution and/or use certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests will be made for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Arrest:** Defined as a person processed by arrest, citation or summons.

**Referral for Disciplinary Action:** Defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.
## Crime Statistics Tables

### 2011 Calendar Year

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<tr>
<th>Crime</th>
<th>On Campus</th>
<th>Non-Campus Building or Property</th>
<th>Public Property</th>
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### Arrests

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### Referrals- Non Arrests

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<tr>
<th>Crime</th>
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<th>Non-Campus Building or Property</th>
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<th>Totals</th>
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<td>Weapons Violations</td>
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2011 There were no Hate Crimes to report.
## 2010 Calendar Year

<table>
<thead>
<tr>
<th>Crime</th>
<th>On Campus</th>
<th>Non-Campus Building or Property</th>
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<th>Totals</th>
</tr>
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<tr>
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### Arrests

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<th>Public Property</th>
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### Referrals- Non Arrests

<table>
<thead>
<tr>
<th>Crime</th>
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<th>Non-Campus Building or Property</th>
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2010 There were no Hate Crimes to report.
## 2009 Calendar Year

<table>
<thead>
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<th>Crime</th>
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<td>Robbery</td>
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<td><strong>Arrests</strong></td>
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2009 There were no Hate Crimes to report.
2010 Annual Fire Safety Report

This annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by the University Safety and Security Department. This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at the University of St. Francis.

This report can be viewed online at https://www.stfrancis.edu/about/your-right-to-know/#.UKvXnJHNkYI. Hard copies of the report are available for public review by calling (815) 740-3200 or by visiting the Safety and Security Department located in Tower Hall.

The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate actions before such conditions result in a fire emergency.

This goal is accomplished by:

● Conducting periodic review and update of fire prevention policies
● Conducting regularly scheduled (at least once per semester) fire drills in all University buildings
● Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards

Fire Safety

Each building on campus has its own independent fire alarm system. All buildings contain smoke, heat, or beam detectors to detect smoke/fire, pull stations to sound the alarm, and strobe light/audible horns to alert that an alarm has been tripped. Emergency lighting is provided in all buildings. The lighting will activate automatically in a power failure and will last at least 20 minutes. Illuminated exit signs are provided throughout the buildings. Some office/classroom buildings contain a speaker alert system. All resident buildings are protected by a wet pipe sprinkler system that is integrated with the fire alarm system. The fire alarm system is continuously monitored and supervised by the Safety and Security Department at the security office. Multi-purpose ABC dry chemical fire extinguishers are installed on each floor as well as throughout the common and mechanical areas of each building. Smoke detectors are installed in each resident’s room. Pamphlets about fire safety are available in the Safety and Security Department. For additional fire safety tips, contact the Office of the Illinois State Fire Marshall http://www.sfm.illinois.gov/.
General Evacuation Guidelines

If the fire alarm sounds:

1) Feel the door.
2) If the door is hot and smoke is seen or smelled, DO NOT open the door. Place a rolled towel at the base of the door. Call down to front desk for further instructions (Marian ext.3434 and Tower ext. 3360 or 0.)
3) If the door is NOT hot, proceed to open and exit the building immediately. Exit the building and go to the front side of the Library.
4) It is your responsibility to evacuate your room during all fire alarms. Make sure the door is shut as you leave the room.
5) When the smoke detector beeps it may mean that the battery is low. If this happens, contact the front desk.

Be Prepared for Emergency Situations

1) Know the location of the nearest escape route. This will reduce panic in the case of an emergency.
2) Know the location of a pull box and alarm.
3) Know emergency phone numbers
   -Campus Security Office   Ext. 3200
   -Fire Department        9-911

If You Discover a Fire

1) Sound the alarm and leave the building by the nearest exit.
2) Call the Fire Department by dialing 9-911. Give as much information as you can to the dispatcher. Do not hang up until the dispatcher tells you that he/she has all needed information.
3) Do not attempt to put out fires or rescue others unless you can do so safely.

If You Cannot Leave Your Room or Exit to Safety

1) Remain calm. Seal up the openings around the door using sheets, towels, or clothing to prevent smoke from entering your room. If possible, these items should be wet.
2) If there is smoke in the room, drop to the floor and stay low. Smoke inhalation is often fatal. Feel the door before opening it. IF IT IS HOT, DO NOT OPEN THE DOOR. If it is cool, brace against the door and open slowly. If heat or smoke is present, close the door and remain calm.

3) Hang an object out the window (sheet, jacket, shirt) to attract the attention of the Fire Department.

4) Call Security at ext. 3200 or the Fire Department at 9-911 to report that you are trapped and to give your location.

5) Stay near a window and low to the ground.

6) A wet cloth over your nose and mouth will aid in breathing if smoke is in the room.

Fire Drills

Take all fire drills seriously! Drills will make you familiar with evacuation procedures and will be conducted at least once per semester. Residents and their guests who do not observe emergency procedures will be subject to immediate disciplinary sanctions under the Student Code of Conduct. All rooms will be checked during drills by authorized personnel. When an alarm sounds, you must leave the building immediately.

Appliances and Furniture

Cooking is not permitted in student rooms. Hot plates, toasters, toaster ovens, electrical frying pans, microwaves, and appliances with open coils are not permitted in student rooms. In addition, space heaters and other heating appliances are not allowed. Permitted appliances include hot pots, coffee makers, popcorn poppers, stereos, personal computers, TVs, clock radios, automatic shut off irons, electric blankets, study lamps, small refrigerators (maximum of 300 watts or 3.5 cubic feet) and small fans. Electrical outlets are not to be overtaxed. All extension cords must be in good condition and placed where they will not be damaged. UL approved power strips (with a breaker) are recommended. Aerials and antennas must not be affixed to the exterior of a building.

Cooking and Grilling

Cooking and grilling are not permitted inside or outside of the residence halls or on University property except for officially sanctioned University events.
**Smoking Policy**

The University of St. Francis complies with the provisions of the Illinois Clean Air Act (P.A. 86 1018). No smoking is permitted in any building on campus. Smoking is allowed in the following areas:

1) East entrance of the Donovan Hall  
2) Area facing North on Taylor Street at the East Wing of Marian Hall  
3) Back entrance of Tower Hall  
4) Receptacles for cigarette waste are provided to reduce litter on campus grounds.

**Fire Safety & Education Programs**

All Resident Assistants are trained in safety and fire extinguisher use with the Security Department. Resident students are also educated by the Residence Life staff on safety and evacuation. All students, faculty, and staff must participate in all fire drills in order to gain education and understanding of fire safety procedures. There is currently no plan for modification of procedures.

**Summary of 2011 Fire Statistics**

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Number of Fires</th>
<th>Causes</th>
<th>Injuries</th>
<th>Fatalities</th>
<th>Value of Property Damage</th>
<th>Incident Number</th>
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