

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: D.5
Date of Issue: 08/20

Subject: Crime Reporting

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I. Introduction

IIT is committed to the safety and security of its community. Though IIT encourages all members of the IIT community, whether they are a victim or witness, to report crimes, potential crimes and suspicious persons and activities, certain employees, as identified in this policy, have an obligation to report crimes. An individual who subsequently becomes aware of a crime is also encouraged to report it even if the victim has elected not to, or is otherwise unable to, do so. The process for reporting crimes is set forth below.

To enable members of the IIT community to promote their own safety and prevent becoming the victims of crime, IIT provides notifications of crimes on or near its campuses. A summary of this notification process is described herein. In addition, as a supplement to the on-going programs and efforts made by various IIT departments to advance safety and security on campuses, IIT's Department of Public Safety provides on its website a number of resources for proactively promoting personal safety as well as a copy of IIT's most recent *Campus Security Report*. See http://www.iit.edu/public_safety. All members of the IIT community are strongly encouraged to review all crime notifications and to become familiar with and take advantage of the safety resources referenced in this policy.

II. Who Must Report and Reportable Crimes

Under federal law, certain IIT employees are required to report certain "crimes." Crimes include the following: **criminal homicide, including murder and non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes,¹ domestic violence, dating violence, sexual assault, stalking and liquor, drug and weapon violations.²** Such employees are referred to as "Campus Security Authorities" under the Clery Act. Campus Security Authorities are required promptly to report crimes, and they should do so to IIT's Department of Public Safety. Crimes of sexual violence may also be reported to either the Title IX, Dean of Students or another designated "Officials With Authority."³ Employees who qualify as

¹ A hate crime is any of the listed crimes plus destruction/damage/vandalism of property, larceny-theft, simple assault, and intimidation that involved victims who were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation ethnicity, disability, gender identify or national origin.

² Definitions of these crimes are in Appendix A of Subpart D of Part 668 of the Clery Act regulations, which is at the following link: http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=0e826eb893497871725d8a9df8d36286&mc=true&n=sp34.3.668.d&r=SUBPART&ty=HTML#ap34.3.668_149.a.

³ In accordance with Title IX, IIT has designated the employees as Officials with Authority: President, Provost, Vice Presidents and those designated to serve in the role of Associate or Assistant Vice Presidents/Provosts; the Title IX Coordinator and Assistant Title IX Coordinators, academic deans, department chairs; student affairs and residential life directors; athletic directors; and the Director and Assistant Directors of Public Safety.

Campus Security Authorities - and, thus, are subject to this obligation - are those with the following titles or who act in the following capacities:

President, Provost, Vice Presidents and those designated to serve in the role of Associate or Assistant Vice Presidents/ Provosts; academic deans, directors and department chairs, including those serving in associate or assistant roles; student affairs directors; residential life personnel, including resident advisors; Greek life coordinators; athletic administrators, including directors, assistant directors, coaches, assistant coaches and trainers; student activities coordinators; faculty and staff advisors to Illinois Tech recognized student organizations; academic advisors; and Department of Public Safety staff (collectively, "Mandatory Reporters").

Even if a campus security authority has a doubt about whether a crime has in fact occurred, he or she should report it. No one except public safety personnel should attempt to apprehend or pursue a suspected criminal.

(For purposes of clarification, staff members of the Student Health and Wellness Center, whose official responsibilities include providing mental health counseling, when acting within the scope of their license or certification, and designated confidential advisors are generally obligated by law to maintain confidentiality, and these individuals are not required to report criminal offenses, including sexual misconduct, about which they are informed.)

III. Reporting Crimes

Although Mandatory Reporters must come forward and report crimes, as noted, other members of the IIT community are encouraged to do so, and such individuals may make reports anonymously by telephoning the Department of Public Safety at one of the numbers noted below. The individual so reporting should inform the dispatcher who answers that he or she wishes anonymously to report a crime, and though the individual will not be asked his or her name, he or she will be asked to provide as much information as he or she can. Reports should be made as follows:

A. Crimes that occur on campus:

To report a crime, whether at the Main, Rice, Downtown or Moffett campuses, one can call Public Safety at 312-808-6363 (or 312-808-6300 for non-emergency) from off-campus telephones or extension 8-6363 from campus telephones or report in person at the Department of Public Safety's offices, located at 3300 South Michigan Avenue, Chicago. Reports can also be made electronically at www.iit.edu/incidentreport. The Department of Public Safety maintains direct contact with the Chicago, Wheaton and Bedford Park Police and Fire Departments, and support from these departments can be obtained immediately. Any of the emergency telephones located throughout campus may be used as well. With respect to crimes of sexual violence, reports may also be made to (i) IIT's Title IX Coordinator, Virginia Foster, whose contact information is: 312-567-5725, foster@iit.edu, IIT Tower, 10 West 35th Street, Room 2D9-1, Chicago; or (ii) IIT's Dean of Students, Katherine Stetz, whose contact

information is: 312-567-3080, kstetz@iit.edu, McCormick Tribune Student Center, 3201 South State Street, Room 210, Chicago.

B. Crimes that occur off campus:

Reports should be made first to local police by calling 911. After calling local police, then report the matter to the Department of Public Safety as noted above.

C. Crimes that occur abroad:

Reports should be made first to local police in the host country. After calling local police in the host country, then report the matter to the Department of Public Safety as noted above.

D. Campus Security Authorities:

Again, though individuals who are not Campus Security Officials are strongly encouraged to report crimes, potential crimes or suspicious activities or persons directly to the Department of Public Safety or, as appropriate, the Dean of Students or Title IX Coordinator, such reports can be made to the individuals and offices below for each campus, who will thereafter promptly notify the Department of Public Safety of the incident or event.

Mies Campus

“Residence Halls” – McCormick Student Village, John and Jeanne Rowe Village, George J. Kacek Hall, Gunsaulus Hall and Carman Hall, collectively

- Dean of Students at 312-567-3081 or dos@iit.edu.
- Associate Vice Provost for Residence Life and Housing at 312-808-5133 or housing@iit.edu
- Assistant Director of Community Standards at 312-567-5172 and or conduct@iit.edu
- The Office of Residence Life provided security desks, which are located at the Main Entrances of McCormick Student Village, John and Jeanne Rowe Village, George K. Kacek Hall, Carman Hall and Gunsaulus Hall, or the Office of Residence Life at 312-567-5075 or housing@iit.edu

Keating Hall

- Director of Athletics at 312-567-7124
- Door Guard at Main Entrance at 312-567-7130

General

- Dean of Students at 312-567-3081 or dos@iit.edu
- Assistant Director of Community Standards at 312-567-5172 or conduct@iit.edu
- IIT's Title IX Coordinator, Virginia Foster, at 312-567-5725 or foster@iit.edu, whose office is in Room 2D7-1 of the IIT Tower, 10 West 35th Street in Chicago
- The Chicago Police or Fire Department can be reached at 911 for emergency assistance or 311 for non-emergency assistance

Conviser Law Center

Chicago-Kent College of Law

- Assistant Dean for Academic Administration and Student Affairs at 312-906-5282

Stuart Graduate School of Business

- Office of the Dean at 312-906-6500

General

- Public Safety in Lobby of Conviser Law Center at 312-906-5030
- IIT's Title IX Coordinator, Virginia Foster, at 312-567-5725 or foster@iit.edu, whose office is in Room 2D7-1 of the IIT Tower, 10 West 35th Street in Chicago
- The Chicago Police or Fire Department can be reached at 911 for emergency assistance or 311 for non-emergency assistance

Moffett Campus

- At the Moffett Campus, Public Safety personnel can be reached at 708-563-8195
- Office of the Director of the Institute for Food Safety & Health at 708-563-1577
- IIT's Title IX Coordinator, Virginia Foster, at 312-567-5725 or foester@iit.edu, whose office is in Room 2D7-1 of the IIT Tower, 10 West 35th Street in Chicago
- Dean of Students at 312-567-3081 or dos@iit.edu
- The Bedford Park Police Department can be reached at 911 for emergency assistance or 708-458-3388 for non-emergency assistance

Rice Campus

- At the Rice Campus, Public Safety personnel can be reached at 630-682-6054
- IIT's Title IX Coordinator, Virginia Foster, at 312-567-5725 or foster@iit.edu, whose office is in Room 2D7-1 of the IIT Tower, 10 West 35th Street in Chicago
- Dean of Students at 312-567-3081 or dos@iit.edu
- The Wheaton Police Department may be contacted by dialing 911 for emergency assistance or 630-260-2161 for non-emergency assistance or information

IV. Crime Notifications

IIT makes reasonable efforts to inform members of the IIT community on a timely basis about campus crime and crime-related issues. These efforts include the following:

Crime Alerts: Notification to students and employees about the occurrence of serious crimes on or near campus that are considered a potential threat to students, faculty and staff.

Timely Warnings: Alerts of a potentially dangerous situation on or off campus that allow the campus community to take the appropriate precautions for their safety. Timely warnings can be issued for threats to property as well as threats to persons.

Crime Alerts and Timely Warnings may be accomplished by a variety of means, including, but not limited to, written notifications, text messages, e-mails, website posting, public address system, and/or alarm systems. The actual nature and scope of an alert or warning

and the means used to issue it will be dictated by the facts and circumstances of the particular situation; however, an alert or warning will not include the name of any victim or victims and will be issued so as to protect, to the extent practicable, the confidentiality of the victim or victims.

Further, crime statistics for the last three reporting periods are published in IIT's annual *Campus Security and Campus Fire Safety Report*, and the Department of Public Safety maintains a record of reported incidents for the most recent 60 day period that is open to the public at its office in Farr Hall during normal business hours, 8:00 a.m. to 5:00 p.m. A request to see reported incidents older than 60 days will be met within 2 business days after receipt of a request.

For more detailed information on crime alerts, timely warning and crime statistics, review IIT's annual *Campus Security and Campus Fire Safety Report*, which is available via the Department of Public Safety's home page at http://www.iit.edu/public_safety.

V. Reporting Suspected Child Abuse and Neglect

Minors (individuals under 18 years of age) may visit the campus for a number of reasons, including, but not limited to, visits as matriculated or prospective students or as part of an athletic, cultural, or academic camps or programs. Under the Illinois Abused and Neglected Child Reporting Act, IIT personnel are considered "mandated reporters" who must report to the Illinois Department of Children and Family Services (DCFS) at 1-800-25-ABUSE (1-800-252-2873) if the reporter has reasonable cause to believe that a minor, known to the reporter in his or her official or professional capacity, may be subjected to physical or sexual abuse, may be at risk of physical or sexual abuse, or is being deprived of proper or necessary care, for instance medical care, food and clothing, or shelter. In addition to the DCFS report, IIT personnel must also notify the Office of General Counsel that a report to DCFS has been (or will be) made.

DCFS offers an online training course to help Illinois mandated reporters understand their critical role in recognizing and reporting child abuse available at <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action;jsessionid=2448F4AFC193C70E566C6F389689F5D7>.