



# 2024 ANNUAL SECURITY AND FIRE SAFETY REPORT

---

## KNOX COLLEGE

September 30, 2024

# TABLE OF CONTENTS

<b>Message from the Director</b> .....	3
<b>About the Department</b> .....	3
Department Authority and Jurisdiction .....	3
Department Services .....	4
Safety & Education Programs .....	4
Crime Safety Tips .....	5
Parking Information .....	6
Bicycle Information .....	6
Access to Campus Facilities .....	6
Keys .....	6
Maintenance of Campus Facilities .....	7
Video Network .....	7
Safety Resources Online .....	7
<b>Reporting Incidents</b> .....	7
Reporting Procedures .....	8
Emergency Telephones .....	9
Drugs and Alcohol .....	9
Notification of Outcomes .....	11
Missing Students .....	11
Campus Response to Emergencies .....	11
<b>Community Notifications</b> .....	12
Timely Warning .....	12
Emergency Notifications .....	13
Annual Testing .....	13
Severe Weather .....	14
Weathercall System .....	14
Knox Alert Sign-Up .....	14
Monthly Testing .....	14
<b>Clery Crime Reports &amp; Definitions</b> .....	15
Definition of Crimes .....	15
Sexual Assault (Sex Offenses) .....	15
Violence Against Women Act (VAWA) Offenses .....	16
Daily Crime Log .....	16
Knox College Campus Crime Statistics 2021-2023 .....	17
Hate Crimes .....	19
<b>Violence Against Women Reauthorization Act of 2013 (VAWA) Updates</b> .....	20
Our Commitment .....	20
Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking .....	20
Primary Prevention and Awareness Program .....	20
Ongoing Prevention and Awareness Campaign .....	22
PPAP and OPAC Programming Methods .....	22
Procedures to Follow If You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking .....	22
On-Campus Confidential Resources .....	24
Available Victim Services .....	24
Accommodations and Supportive Measures .....	26
Procedures for Disciplinary Action .....	26
Formal Investigation and Resolution Procedures for Allegations of Sex Based Discrimination .....	28
Formal Investigation and Resolution Procedures for Allegations of Sexual Misconduct that Does Not Constitute Title IX Sexual Harassment and the Conduct Occurred before August 1, 2024 .....	33
Rights of the Parties in an Institutional Proceeding .....	35
Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses .....	35
Publicly Available Recordkeeping .....	36
Victims to Receive Written Notification of Rights .....	36
Sex Offender Registration .....	36
<b>Annual Fire Safety Report</b> .....	37
Clery Fire Definitions .....	37
Fire Safety Policies .....	37
To Report a Fire .....	38
Fire Drills .....	38
Evacuation Procedures .....	38
Residential Fire Safety Systems .....	40
Fire Safety Education and Training .....	41
Fire Logs .....	41
Future Improvements .....	41
Fire Statistics .....	41
Knox College Campus Fire Statistics 2021-2023 .....	42
<b>Appendix A, State of Illinois Crime Definitions</b> .....	45



# 2024 ANNUAL SECURITY AND FIRE SAFETY REPORT

## MESSAGE FROM THE DIRECTOR

Thank you for reviewing the 2024 Knox College Annual Security and Fire Safety Report. Knox College publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime and Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Clery Act by, among other things, requiring certain policy statements and reporting regarding crimes of domestic violence, dating violence, and stalking. The Knox College Department of Campus Safety cooperates with numerous other College departments, including the Director of Title IX & Civil Rights Compliance, the various offices within the Division of Student Development, Facilities Services, and Athletics, as well as other campus security authorities and local law enforcement agencies to compile the necessary information for this report.

The Annual Security and Fire Safety Report provides information required by the Clery Act which includes, but is not limited to, an overview of law enforcement relationships with the Department of Campus Safety, various crime and fire safety policies/procedures, emergency response/notification procedures, and protocols for missing persons. The report also focuses on Knox College policies, procedures, resources, and educational programs specifically relating to domestic violence, dating violence, sexual assault, and stalking. Finally, the report provides definitions and statistics for the previous three years regarding those incidents of crimes that have occurred on the Knox campus, in certain off-campus buildings or property owned or controlled by Knox College, and on public property within, or immediately adjacent to and accessible from the campus.

The survey statistical reports in this report are presented in three sections: The Knox College Campus Crime Report (Table 1), the Knox College Annual Hate Crime Report, and the Knox College Fire Safety Report (Tables 3a, 3b, and 3c). Each year an email notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Copies are also available at the Campus Safety office (368 South Prairie Street, Galesburg, IL) without charge. Community members are encouraged to review this report and contact this office at 309-341-7255 or [nkemp@knox.edu](mailto:nkemp@knox.edu) with any questions regarding any of the information contained within it.

Sincerely,

Nathan Kemp  
Director of Campus Safety  
[www.knox.edu/campussafety](http://www.knox.edu/campussafety)

## ABOUT THE DEPARTMENT

The Department of Campus Safety is responsible for providing services to enhance the safety and security of all members of the Knox community. Campus Safety maintains a cooperative working relationship with the Galesburg Police Department, as well as county, state, and federal law enforcement agencies in all matters of mutual concern.

The Galesburg Police and Fire Departments are located in the Public Safety Building, 150 West Tompkins Street, just one block north of the Knox campus. These agencies respond promptly when their assistance has been requested for emergency and non-emergency circumstances. Campus Safety officers have been trained and are authorized to provide reasonable assistance, provided such assistance can be given without endangering the officer or others involved in the incident pending the arrival of emergency services personnel.

### To Report a Crime or for Assistance with a Safety Issue:

Campus Safety Duty Officer: 309-341-7979

Emergency: 911

Incident Reporting: Online reporting form ([www.knox.edu/incident-report-form](http://www.knox.edu/incident-report-form))

Sexual Assault: What to do when you or a friend is a victim ([www.knox.edu/daretocare](http://www.knox.edu/daretocare))

## DEPARTMENT AUTHORITY AND JURISDICTION

The Department of Campus Safety provides protection and services to the Knox community by foot and/or vehicular patrols 24 hours per day, 365 days per year. Campus Safety officers have been tasked to make every effort to ensure compliance with federal, state, and local laws, as well as Knox College policies and procedures, as outlined within the Student Handbook.

([www.knox.edu/offices/student-development/student-handbook](http://www.knox.edu/offices/student-development/student-handbook))

Campus Safety officers are not sworn Illinois police officers and, as a result, do not have arrest powers. The department does not have a written memorandum of understanding (MOU) with the Galesburg Police Department for the investigation of alleged criminal offenses; however, Campus Safety maintains a strong and cooperative working relationship with the Galesburg Police Department, as well as

county, state, and federal law enforcement authorities and other area emergency service providers to assist with those efforts. Knox College has no policy concerning the monitoring and recording, through local police agencies, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by Knox College.

## DEPARTMENT SERVICES

Campus Safety seeks to provide high-quality service for Knox community members and visitors to the campus. In addition to providing the services listed below, members of the department also provide assistance to the Knox community through:

- Daily security patrols;
- Room reservation coordination;
- Classroom and laboratory access;
- Medical and special needs assistance;
- Increased safety presence at special and sporting events.

Students are encouraged to share any insight regarding the manner and type of current departmental services, the manner in which they may be delivered, as well as the need for additional services.

**Escort Services.** Campus Safety officers are available 24 hours a day to provide escorts to and from any location on the Knox campus by calling 309-341-7979. Please be patient after making the escort call request, as officers may have been assigned to other calls which may be of a higher priority (such as fire alarms and requests for medical assistance). Escorts may be in the form of a “walking escort,” transportation in a Campus Safety vehicle cannot be routinely provided.

**Identification Cards.** Students are issued a Knox College identification card through the Dining Services office, located in Seymour Union. As outlined within the Student Handbook, students are expected to carry their student identification cards at all times and present the card when asked for identification by a College official. In the event that an identification card has been lost or stolen, the loss should be reported to Campus Safety as soon as possible. If an identification card is turned in to the Department of Campus Safety, officers will attempt to contact the owner to return the card.

**Jump-starts.** Generally, officers can provide a jump-start for vehicles that do not start. It should be noted, however, that the sensitive electronics in newer vehicles may make the use of this service inadvisable. In any case, the vehicle’s owner assumes any liability for damages. In the event that the officers do not provide the service, every effort will be made to assist the motorist to locate a local service provider that may safely provide the service.

**Unlock Requests.** Should a student inadvertently be locked out of a dorm room or residence, they can receive assistance by calling 309-341-7444, a special lock-out service request line which is jointly operated by Campus Life and Campus Safety. The unlock service may be used without charge by each student twice per academic year. If a student requires assistance more than twice, a \$10 fee has been established for the third and fourth service requests. For fifth or subsequent service requests, a \$50 fee will be assessed and billed to student accounts by the Business Office. Campus Safety is not able to assist in unlocking vehicles. If keys have been inadvertently locked in a vehicle, a Campus Safety officer is able to assist the owner in locating a local service provider who can assist in retrieving them.

## SAFETY & EDUCATION PROGRAMS

Knox College offers a number of safety programs designed to inform both students and employees about campus security procedures and practices. One common goal of all such programs is to encourage all members of the community to look out for their own safety, as well as the safety of others.

**Safety Awareness.** During new student orientation in September, students are informed of services provided by the Department of Campus Safety. The Department, in cooperation with the Division of Student Development and Director of Title IX & Civil Rights Compliance, discusses crime on and off the Knox campus.

**Travel Safety.** Students preparing to participate in study away programs are also provided an expanded presentation similar to the information discussed at the student orientation program but with an emphasis on issues that may confront the student while in a different city or country. Students may also contact Campus Safety individually to discuss concerns regarding safety matters in specific areas.

**Alcohol & Drug Awareness.** The Division of Student Development will provide programmatic initiatives in an effort to reduce the consumption of alcohol and other drugs by Knox students. On-campus programs include training Resident Assistants (RAs) in alcohol and other drug prevention efforts. Alcohol education is also a key part of all new student orientation and includes an interactive online training program through AlcoholEdu. Alcohol awareness training was provided during the 2023-2024 school year to Resident Assistants, and a drug, alcohol, and mental health education program was provided to student athletes.

**Sexual Assault Prevention.** Sexual assaults continue to be a serious concern facing college campuses today. This crime is typically underreported; therefore, the number of incidents may be higher than officially noted. To underscore this concern of the Knox campus, the College offers programs dealing with issues relating to sexual assault prevention. During new student orientation, the Division of Student Development and Director of Title IX & Civil Rights Compliance offer trained peer-facilitated interactive workshops on active consent, a performance-based presentation about consent, boundaries, and healthy relationships through skits, interactive dialogue,



and power monologues that specifically address issues, including consent, sexual assault, and active bystander intervention, including training of student facilitators to promote healthy campus dialogue following the performance. Online interactive programs addressing sexual assault, relationship violence, and stalking and safer decision-making in choices about the use of alcohol are available for all students. The Department of Campus Safety, in cooperation with the Division of Student Development and the Director of Title IX & Civil Rights Compliance, has and will continue to provide primary and ongoing prevention and awareness programs dealing with the issues of sex discrimination, sexual misconduct, and interpersonal violence, as well as other forcible and non-forcible sex offenses and healthy relationships.

**Active Shooter Awareness.** Since 2016, the Department of Campus Safety presents on request an active shooter awareness and mitigation program to students, faculty, and staff. This program covers such topics as steps to take if confronted with an active shooter, escape planning, reporting, and protective measures.

**Special Programs.** Crime prevention and personal safety programs are available throughout the academic year and may be independently designed to address a specific need or concern. The programs may address a wide range of topics, including, but not limited to, crime prevention awareness, sexual and relationship violence, drug and alcohol abuse, acquaintance rape drug awareness, and theft prevention. Students and employees are encouraged to contact the Director of Campus Safety at 309-341-7255 or the Director of Title IX & Civil Rights Compliance at 309-341-7751 to discuss the development of specialized programs.

## CRIME SAFETY TIPS

These safety tips are just a few that should be practiced every day. Please plan to attend (or request) a crime prevention program to continue learning ways students can protect themselves from crime. Security measures should be taken seriously for the protection of students, as well as other members of the Knox community.

- Report all suspicious activity or safety concerns to Campus Safety at 309-341-7979.
- Never take personal safety for granted.
- Be aware of your surroundings; avoid shortcuts through dark, secluded areas. Stay where other people are visible.
- Walk in a group, and walk with confidence. If you have to walk alone, contact Campus Safety for an escort.
- Avoid hats or other items that restrict your vision and earphones that impair your hearing.
- Never prop doors open. Not only are you putting yourself in danger, but everyone else residing in that building as well.
- Carry only the cash, credit cards, and ID that you expect to need.
- Always lock the door to your room whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not home.
- Lock all doors when driving your vehicle. When parking your vehicle, park in a well-lit area and secure your vehicle.
- Never admit strangers into secured buildings.
- Do not attach your ID to your keys or mark your keys with your name or address.
- If you need to store valuables in your car, place them out of sight or in your trunk.
- Have your keys in your hand as you approach your vehicle. Check the floor and back seat before entering your vehicle.

---

## PARKING INFORMATION

Campus Safety is responsible for the issuing of parking permits to motor vehicles that park on College property and for the enforcement of parking regulations. The Business Office ([www.knox.edu/offices/business-office](http://www.knox.edu/offices/business-office)) is responsible for the collection of parking fines. "Motor vehicle" refers to any motorized conveyance as described by the Illinois Vehicle Code. The term includes cars, trucks, campers, motorcycles, and motor scooters. The College cannot be responsible for the safety or protection of motor vehicles or their contents while parked on College property or on city streets.

**Parking Permits.** All persons who wish to park a motor vehicle on College property should complete a parking permit application and return it to Campus Safety. The application is available at Campus Safety or online. Application should be made within 24 hours of bringing a motor vehicle to campus. Parking permits will be issued during new student registration and from the Campus Safety office 24 hours a day.

### Resources

Parking Information: Rules and information regarding parking at Knox College  
([www.knox.edu/offices/campus-safety/about-the-department/parking-information](http://www.knox.edu/offices/campus-safety/about-the-department/parking-information))

Parking Map ([https://www.knox.edu/documents/campussafety/parking\\_map.pdf](https://www.knox.edu/documents/campussafety/parking_map.pdf))

Parking Permit Application ([https://www.knox.edu/documents/campussafety/parking\\_application.pdf](https://www.knox.edu/documents/campussafety/parking_application.pdf))

**Snow and Snow Emergencies.** Efforts will be made to have College lots plowed as soon as possible after a snowstorm. To permit proper plowing, vehicles should be moved from unplowed lots to those previously plowed. Additionally, parking spaces will first be cleared in the lot east of Fleming Fieldhouse off S. Prairie Street so that vehicles can be moved there while the other lots or spaces are cleared.

The City of Galesburg enacts a snow emergency on all city streets when snow accumulation has reached two inches. Vehicles parked on city streets at that time will be subject to ticketing and towing by the City of Galesburg. The parking prohibition will remain in effect on all city streets for a period of 12 hours or until the street has been completely plowed. Once the street has been plowed, the vehicles may return to the street. Listen to local radio stations for snow emergency announcements.

The following streets on or near campus are Knox College property and not subject to City snow emergencies: Brooks Street from S. Prairie Street to the circle drive of the Ford Center Fine Arts; W. Berrien Street from the Seymour Union loading dock to S. Academy Street; East Berrien Street between Cherry and Prairie Streets; and S. Cherry Street south of E. South Street.

Note: It is important for Knox students who may be departing the Galesburg area during winter break to move vehicles from the public streets into College lots prior to their departure in anticipation of snow emergencies that may be enacted during the winter break.

## BICYCLE INFORMATION

All bicycles on the Knox campus must be registered at the Campus Safety office (368 S. Prairie Street). In cooperation with the Galesburg Police Department (GPD), Campus Safety utilizes the GPD bicycle registration stickers at no cost to Knox students. The registration information is then retained by both departments so that, in the event the recovery of a lost or stolen bicycle on- and off-campus, it may be returned to the student owner.

### Resources

Bicycle Information: Rules and information regarding bicycles at Knox College  
([www.knox.edu/offices/campus-safety/about-the-department/bicycle-information](http://www.knox.edu/offices/campus-safety/about-the-department/bicycle-information))

## ACCESS TO CAMPUS FACILITIES

When buildings have been secured, a Campus Safety officer may be requested to provide after-hours access provided that the requesting party has obtained proper faculty and/or institutional authorization.

Access to student housing facilities is controlled; doors remain locked 24 hours a day. Security procedures used in the maintenance of campus facilities involve coordination between Residential Life and Facilities Services. A member of Campus Safety or Residential Life will attempt to be present while emergency repairs are being completed. Off-campus maintenance personnel are not allowed access to residential halls without coordination between and permission from the Departments of Facilities Services and Campus Safety.

Any person, who has demonstrated an inability or unwillingness to comply with College policy or applicable law, may be banned from campus. Such notice, which is generally issued by the Director of Campus Safety and/or the Dean of Students, denies access to all College property and facilities.

## KEYS

For safety and security, residence hall doors are locked 24 hours a day. Students are encouraged to keep their individual rooms locked at all times. The Department of Campus Safety issues keys to rooms and residence halls at the beginning of the academic year or when a new student arrives on campus.

Students who may have lost their keys should request a temporary replacement at the Campus Safety office (368 S. Prairie Street). A fee of \$25 per key will be issued for all lost/non-returned keys and will be charged to the student's account. A fee of \$150 will be issued for all lock changes.

---

At the end of the school year, or at the time of departure, keys must be returned to the Campus Safety office (368 S. Prairie Street). A \$25 charge plus any applicable lock change costs will be added to the student account for any keys returned after a designated date.

## MAINTENANCE OF CAMPUS FACILITIES

Campus Safety and Facilities Services staff strive to ensure that campus facilities and grounds are maintained to minimize any potentially hazardous conditions. Campus Safety patrols campus daily and reports unsafe conditions, malfunctioning lights or phones, or other physical concerns to Facilities Services for correction. Other members of the community who wish to report equipment, grounds or facilities problems may do so by utilizing the Asset Essentials mobile app or the web-based app available on the <https://www.knox.edu/myknox> homepage or contacting Campus Safety at 309-341-7979 for urgent matters.

## VIDEO NETWORK

The Department of Campus Safety oversees an Internet Protocol (IP) video camera system, which provides video images of various campus locations. The video system utilizes the campus fiber network to transmit data to Information Technology Services, which may then be accessed by Campus Safety personnel. The initial installation, which was completed in 2010, was designed with input from the Student Senate Safety and Services Committee, Information Technology Services, and Facilities Services. The installation expanded on a small freestanding analog camera network that had been installed at the Fitness Center in 2005; that system had no network capabilities. During the 2010 IP camera installation, the analog system was added onto the campus fiber network.

The majority of the cameras are fixed focus high definition (HD) cameras, which do not possess pan, tilt, or zoom (PTZ) features. The units were installed primarily at the campus perimeter to capture images in parking lots and near emergency telephones. The network was expanded in 2011 to include Seymour Hall—a building with 24-hour access—and Post Hall. In 2015, camera coverage was added for Old Main and Alumni Hall. Cloud-based cameras were also added to the new Whitcomb Art Center when it opened in 2017 to the southwest perimeter of campus in 2022, and to the northwest perimeter and “Quad” in 2023. Additional cloud-based camera updates and installations are anticipated to be installed throughout the next year, including additional video surveillance capabilities at Green Oaks.

While the cameras are not specifically monitored on a 24/7 basis, they have provided the capability to locate and retrieve useful images on or near the campus perimeter as a result of data reviews by officers. The installation of the Video Camera System has underscored the department's desire to improve the delivery of safety services to the Knox Community.

## SAFETY RESOURCES ONLINE

Federal Emergency Management Agency ([www.fema.gov](http://www.fema.gov))

Emergency Preparedness ([www.ready.gov](http://www.ready.gov))

Illinois State Police ([www.isp.state.il.us](http://www.isp.state.il.us))

## REPORTING INCIDENTS

Faculty, staff, students, and visitors are encouraged to report all crimes and public safety related incidents in a timely manner to the Knox College Department of Campus Safety and the Galesburg Police Department. Accurate and prompt reporting will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community when necessary.

In the event that a victim is unable to or may elect not to make a formal complaint regarding an incident, they are encouraged to document the incident with Campus Safety or other law enforcement authority to preserve evidence and other details regarding the matter.

Reporting may be accomplished by contacting the Department of Campus Safety at 309-341-7979. The Galesburg Police Department can be reached at 309-343-9151. Alternately, a report can be made in person by visiting the Campus Safety office, located in the Administrative Services Center at 368 S. Prairie Street. The Galesburg Police Department is located in the Public Safety Building at 150 S. Broad Street, just north of campus. When calling, please provide your name and phone number so you can be contacted if further investigation is necessary. Campus Safety officers are available 24 hours a day and will respond to your location if necessary and/or desired. If there is an emergency which may require police, fire, or medical response, please call 911 from any campus telephone, including any one of the 36 emergency telephones located throughout the campus.

If you are unsure what you have witnessed or experienced is a crime, please contact Campus Safety for assistance. Campus Safety officers are available 24 hours a day to answer requests for service/assistance. In response to such requests, the Campus Safety duty officer will dispatch an officer to the campus location specified, meet the caller at the Campus Safety office (368 S. Prairie), or provide assistance in contacting the appropriate public safety agency.

Officer response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. Response to an incident may also involve other college personnel, such as the Division of Student Development, Counseling Services, and/or an outside law enforcement agency or other public safety agents in the event that an incident requires specialized services beyond the capabilities of Campus Safety.

Campus Safety incident reports for criminal or policy violations may be forwarded to the Division of Student Development and/or the Director of Title IX & Civil Rights Compliance for review and appropriate follow-up.



Please note: All calls made to the 309-341-7979 number are generally routed to a Campus Safety cell phone carried by the duty officer. During some high call volume periods, simultaneous calls may be routed to the Campus Safety radio system. Calls routed in this manner must be answered on the Campus Safety radio which restricts two persons from talking at the same time (in effect both parties will be required to speak as if BOTH were on a portable, two-way, radio versus telephone). Additionally, calls routed to the radio system are restricted to a 60-second communication period, which requires that the conversation must end within the 60 second period.

**Reporting Crimes on a Confidential Basis.** If you have been the victim of a crime and do not wish to pursue action within any segment of the official College investigation and resolution system or with local authorities, or if you have observed criminal activity in which another is a victim, you may make a confidential report to the Department of Campus Safety or to one of the College's on-campus confidential advisors. On-campus confidential counselors include Knox Counseling Services and Knox College Health Services. Contact information for on-campus confidential advisors can be found on page 24. The College encourages its professional and pastoral counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

When reporting a crime on a confidential basis, at the request of the reporting party, the director or designee of Campus Safety may file a report on the details of an incident without adding the name of the reporting party to the Campus Safety Report. Please understand, however, that reports of sexual assault, domestic violence, dating violence, and stalking, including any identifying information, will be reported by the Department of Campus Safety to the College's Director of Title IX & Civil Rights Compliance who will then evaluate any request for confidentiality in accordance with the College's Investigation and Resolution Procedures for allegations of Discrimination & Harassment or, for conduct occurring before August 1, 2024, the Sexual Harassment and Sexual Misconduct policy.

Additionally, the College has created an Incident Report Form ([www.knox.edu/incident-report-form](http://www.knox.edu/incident-report-form)), which permits the reporting party to make a confidential report online without revealing the identity of the reporting party. The confidential process permits the reporting party to maintain confidentiality/anonymity while documenting the incident.

The College uses this information to maintain an accurate record of criminal activity on campus and to identify patterns of crime in particular locations, methods, or possible assailants and provide information to the campus community. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

**Reporting Sex Discrimination, Sexual Misconduct, and Interpersonal Violence.** For detailed information, confidential resources, and options in reporting sex discrimination, sexual misconduct, and interpersonal violence, including sexual assault, dating or domestic violence, and stalking, please see page 20.

**Reporting Bias Incidents.** The Director of Title IX & Civil Rights Compliance coordinates the Bias Education and Support Team and is responsible for coordinating responses to any reported bias incidents. Bias Incident refers to verbal or physical action committed against or directed toward a person or to a person's property because of the person's actual or perceived race, color, creed, religion, national or ethnic origin, ancestry, age, sex, gender identity or expression, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service. A bias incident reporting form as well as detailed information regarding the composition and role of the Bias Education and Support Team is available on the Knox College Culture of Respect website ([www.knox.edu/about-knox/our-values/culture-of-respect/reporting-bias-incidents](http://www.knox.edu/about-knox/our-values/culture-of-respect/reporting-bias-incidents))

**How To Report a Fire.** In case of a fire or an explosion, immediately activate the nearest fire alarm and call the Galesburg Fire Department at 911. Then, notify Campus Safety at 309-341-7979. When a fire alarm sounds, leave the building immediately and close all doors. Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when directed to do so by College personnel. Individuals who violate this policy are subject to disciplinary action. Fire doors and fire escapes are to be used only in case of an emergency.

**Placing a 911 call.** 911 is the number to call in any campus emergency. From campus phones, dial 911 for fire, medical, or police assistance. If you feel threatened, do not hesitate to call for help immediately and stay on the phone so the communications operator can obtain information needed for a timely and appropriate response. If possible, Campus Safety should also be notified as soon as possible at 309-341-7979 after the emergency call has been completed.

The following format has been developed to assist the caller with the delivery of concise, accurate information based on the acronym "I TALK" (Identity, Time, Activity, Location, Keep observation active). The I-TALK component is part of a national campaign initiated by the New York City Metropolitan Transportation Authority, which used the phrase "If you see something, say something" to encourage timely reporting of suspicious activity. The program has been adopted for use by numerous colleges and universities throughout the country to encourage timely reporting on campuses:

- I = IDENTIFY the caller by name and address. Include a callback number in the event that the call may be inadvertently dropped/disconnected.
- T = TIME Provide the 911 Communications Center with the TIME of the incident observation. The time element remains a critical component as it confirms that the communication center personnel understands if the event may be taking place at the time of the call or took place days earlier.
- A = ACTIVITY Provide the 911 Communications Center with a concise and accurate description of the observation(s) of the ACTIVITY that has been observed by the caller.
- L = LOCATION Provide the 911 Communications Center with the LOCATION of the observation.
- K = KEEP When possible attempt to KEEP observing the activity provided that such observations may be made without endangering the personal safety of the caller or any other innocent person.

---

## Resources

Reporting Procedures ([www.knox.edu/offices/campus-safety/reporting-incidents/reporting-procedures](http://www.knox.edu/offices/campus-safety/reporting-incidents/reporting-procedures))

"Report It" Page for additional links to report forms ([www.knox.edu/about-knox/our-values/culture-of-respect/report-it](http://www.knox.edu/about-knox/our-values/culture-of-respect/report-it))

## EMERGENCY TELEPHONES

24-hour emergency access telephones are provided outside of the following buildings:

- 240 W. Tompkins Street (south entrance)
- 284 W. Tompkins Street apartments (southeast entrance)
- 251 S. West Street (north wall of the central service drive)
- Administrative Services Center
- Auxiliary Gym
- Conger-Neal Hall
- Drew Hall
- Fitness Center (on E. Brooks St)
- Ford Center for the Fine Arts (east and west side)
- Hamblin Hall
- Heating Plant (south entrance)
- Phi Gamma Delta (east entrance)
- Post Hall (main entrance, east wing and north wing)
- Sellow Hall
- Seymour Union (inside of north entrance)
- Seymour Union (south entrance near Gizmo)
- Sherwin Hall
- Simonds Hall
- Umbeck Science-Mathematics Center (south side)
- Williston Hall (south side)

Additionally, 13 freestanding "Blue Light" telephones are located on campus at:

- The north side of the outdoor track
- The east side of Post Hall
- Inside the east side of the Bowl
- The east side of the soccer field
- At the east side of the parking lot to the rear of 530 S. West Street
- Between 386 and 396 S. Academy Street
- In the parking lot at the rear of Hamblin Hall 251 W. South Street
- In the parking lot south of 218 S. Cedar Street
- In the front of Borzello Hall 115 East South Street
- In the parking lot south of 418 S. West Street
- On the corner of W. Brooks and S. Academy Street, near Kappa Kappa Gamma
- On the east and west sides of Whitcomb Art Center

Additionally, non-emergency phones are available in many campus buildings and locations. View the campus ([www.knox.edu/map](http://www.knox.edu/map)).

**Using the Emergency Telephone.** For most phones, simply push the red button and the caller will automatically be connected to the Public Safety 911 Communications Center. The 911 Communications Operators there will notify the appropriate emergency services. The Emergency telephone's campus location is automatically identified and an officer will always be dispatched. The campus video system has also been developed to cover many freestanding emergency telephones.

## DRUGS AND ALCOHOL

In compliance with the Drug Free Schools and Communities Act, Knox College has a drug and alcohol abuse prevention program (DAAPP) that includes an annual notification to students and employees regarding the information in the following sections. In addition, the College performs a biennial review of its DAAPP to determine effectiveness and consistency of sanction enforcement. For more information about the biennial review, please contact the Division of Student Development.

## PROHIBITED CONDUCT

Knox College prohibits the unlawful possession, use, sale, or distribution of illicit drugs or alcohol by students and employees on College property or as any part of its activities. The College also enforces the State's underage drinking laws as well as Federal and State drug laws.

## APPLICABLE LEGAL SANCTIONS

### Federal Law

- Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.
- Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.

### Illinois Law and Local Ordinances

The Illinois Criminal Code classifies drug-related offenses (e.g. manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending upon the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses.

Category of Offense	Monetary Fines	Imprisonment
Class A Misdemeanor	Up to \$2,500	less than 1 year
Class 4 Felony	Up to \$25,000	1 to 3 years
Class 3 Felony	Up to \$25,000	2 to 5 years
Class 2 Felony	Up to \$25,000	3 to 7 years
Class 1 Felony	Up to \$25,000	4 to 15 years
Class X Felony	Up to \$25,000	6 to 30 years

In July 2016, the State of Illinois enacted legislation to change the penalty for possession of less than 10 grams of cannabis from a misdemeanor offense to a civil law violation, punishable by a fine of between \$100 and \$200 (720 ILCS 550/4). In January 2020, the City of Galesburg changed city ordinance to make knowingly possessing cannabis in the amount of 30 grams or less an ordinance violation punishable by a minimum fine of \$300 (Galesburg Municipal Code Title XIII, 130.141).

In June 2019, the State of Illinois enacted the Cannabis Regulation and Tax Act (410 ILCS 705) which took effect on January 1, 2020. This law, among other things, permits the "possession, consumption, use, purchase, obtaining, or transporting an amount of cannabis for personal use that does not exceed the possession limit" defined in law for persons aged 21 and over. Possession, for Illinois residents, is limited to 30 grams of raw cannabis; cannabis-infused product or products containing no more than 500 mg of THC; and five grams of cannabis product in concentrated form. For non-residents, these limits are 15 grams of raw cannabis; cannabis-infused product or products containing no more than 250 mg of THC; and 2.5 grams of cannabis product in concentrated form. This Act describes certain additional limitations, and the Act does not supersede "provisions of federal law, including colleges or universities that must abide by the Drug-Free Schools and Communities Act Amendments of 1989, that require campuses to be drug free."

Text of Act: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3992&ChapterID=3>

Summary: [https://www2.illinois.gov/ISNews/20242-Summary\\_of\\_HB\\_1438\\_The\\_Cannabis\\_Regulation\\_and\\_Tax\\_Act.pdf](https://www2.illinois.gov/ISNews/20242-Summary_of_HB_1438_The_Cannabis_Regulation_and_Tax_Act.pdf)

The law of the State of Illinois requires that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages, including beer and wine. State law prohibits charging for alcoholic beverages without proper licensing arrangements. In addition, anyone under the age of 21 who receives or accepts liquor, even as a gift, or who borrows or defaces the identification of any person for the purpose of obtaining liquor, is guilty of a Class A misdemeanor (235 ILCS 5/6-20). A person injured by an intoxicated individual has the right to sue for damages the supplier of the liquor, as well as the intoxicated individual (235 ILCS 5/6-21).

The City of Galesburg controls and regulates the sale, possession, and distribution of alcohol according to Ordinance No. 84-940. Each of the following offenses is punishable by a monetary fine of \$50 to \$1,000: unlicensed sale to minor, sale to minor by licensee, sale to incompetent persons by licensee, sale off premises by licensee, illegal possession/transportation, illegal possession/consumption by minor, unlawful purchase by minor, minor frequenting licensed premises, allowing minors to frequent, employment of minor, conduct on licensed premises, gambling on licensed premises, weapons, misrepresentation of age by minor, providing fraudulent identification.

## HEALTH RISKS

There are a vast array of health risks associated with chronic drug and alcohol use including but not limited to: depression; liver and kidney disease; psychosis and impaired thinking; heart attack; seizures; strokes; high blood pressure; violent outbursts; paranoia; anxiety; increased risk of birth defects and developmental issues during and after pregnancy. More information about the health risks associated with alcohol and particular types of drugs is at: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.



---

## **COUNSELING, TREATMENT, AND REHABILITATION SERVICES**

Employees and students are urged to seek assistance for drug and alcohol related problems. There are provisions in the College's group health insurance plan to help with the expenses of such assistance for those who are insured. Students may seek assistance from either the College's Counseling Services or some other qualified source. Additional information may be obtained from the Office of Human Resources or the Division of Student Development. Any inquiries will be treated confidentially.

Drug and alcohol counseling, treatment, or rehabilitation services are available in the community to students and employees.

## **COLLEGE SANCTIONS AND PENALTIES**

Knox College employees or students found in violation of the prohibitions set forth under Prohibited Conduct of the Knox College Drug and Alcohol Policies will be subject to conduct action up to and including dismissal, suspension, or termination and possible referral for prosecution. Each case will be evaluated on an individual basis. It is possible a conduct sanction may include the completion of an appropriate rehabilitation program.

## **NOTIFICATION OF OUTCOMES**

The outcome of a conduct proceeding is part of the education record of the responding student and is protected from release except as permitted under the Federal Education Rights and Privacy Act (FERPA). As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or a "non-forcible sex offense," the College will, upon written request, inform the alleged victim in writing of the final results of the process. Such release of information may only include the responding student's name, the finding of responsibility/non-responsibility, and the sanctions imposed (if applicable). If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the reporting party and responding party in these cases are given the results without the need to make a written request.

## **RESOURCES**

Drug and Alcohol Policies ([www.knox.edu/documents/Academics/Faculty/Faculty\\_Handbook.pdf](http://www.knox.edu/documents/Academics/Faculty/Faculty_Handbook.pdf))

Knox College Code of Conduct ([www.knox.edu/Documents/StudentDev/Student-Code-of-Conduct.pdf](http://www.knox.edu/Documents/StudentDev/Student-Code-of-Conduct.pdf))

## **MISSING STUDENTS**

Any person, including but not limited to a student, faculty and/or staff member, who believes that a Knox student, who lives on campus, is missing or otherwise unaccounted for 24 hours or more, must immediately notify the Knox College Department of Campus Safety at 309-341-7979.

In the event that some other office or department has received a report of a missing student, that office or department has the responsibility to notify Campus Safety to confirm that department has been contacted. Campus Safety, after consultation with other College personnel as necessary, will make the final determination regarding the student's missing status and notify the Galesburg Police Department within 24 hours of the determination that the student is missing, unless the Galesburg Police Department was the entity that made the determination that the student is missing.

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), each Knox College student who resides in on-campus student housing facilities now has the option to designate a confidential contact, separate from their standard emergency contact information. The HEOA guidelines indicate that the confidential contact must be notified within 24 hours of the determination by the Department of Campus Safety or the Galesburg Police Department that a student for whom a missing persons report has been filed, has been missing for more than 24 hours. This information is maintained confidentially and is accessible by authorized campus officials and law enforcement only and will not be disclosed outside of a missing persons investigation. Please contact Campus Safety (309-341-7979 or 309-341-7255) for more information. If a student is under 18 years of age and not emancipated, the College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

To designate a confidential alternative contact person, fill out the form and return it to the Office of Campus Safety: ([www.knox.edu/Documents/campussafety/Missing\\_Persons\\_Form.pdf](http://www.knox.edu/Documents/campussafety/Missing_Persons_Form.pdf))

## **CAMPUS RESPONSE TO EMERGENCIES**

The Knox College Campus Emergency Operations Plan ([www.knox.edu/documents/campussafety/GuidelinesforCampusEmergencies.pdf](http://www.knox.edu/documents/campussafety/GuidelinesforCampusEmergencies.pdf)) includes information about the management of anticipated emergency response and operations during an emergency situation on campus. The College has developed contingency plans for College operations and conducts drills and exercises each year. Such exercises can include building evacuation drills, table top exercises and participation in full scale community drills through membership in the Local Emergency Planning Committee (LEPC) managed by the Knox County Management Coordinator (Region Two). The exercises also include tests of the Knox Alert system. The tests/exercises are designed to assess and evaluate the emergency plans and capabilities of the College on an annual basis.

---

Numerous Campus Safety officers and managers, as well as College administrators, have received training in incident command and responding to critical incidents on campus. When a critical incident occurs that causes an immediate threat to the campus, the first responders to the scene are generally emergency services (police, fire, EMS) from the City of Galesburg, Illinois. These agencies typically respond and work together to manage the incident; however, depending on the nature and scale of the incident, other Knox County departments and/or Illinois agencies and other state and/or federal agencies could also be involved in the incident response. The College has general evacuation guidelines in place in the event that any segment of the campus needs to be evacuated. The evacuation plans (other than normal building evacuations) would be impacted by numerous factors, including but not limited to, threat type, the occupancy of the other buildings and areas of the campus affected when the incident has occurred. In that regard, specific information about a multi-building, area evacuations and total evacuation is not routinely available.

The Department of Campus Safety expects members of the community to comply with the instructions of area first responders on the scene as it is anticipated such evacuations would be coordinated on-site. In the event that the buildings or areas on the campus become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances or because leaving the area may cause an exposure to that danger or some other threat, persons may be instructed to “shelter in place.” The term “shelter in place” correlates to establishing shelter within the building occupied. In some circumstances, and with a few adjustments, such locations may be made safe and comfortable until it is safe to go outside. Once evacuated, seek shelter at the nearest College building. If police, fire and/or Campus Safety personnel are on the scene their directions should be followed.

Knox College community members are encouraged to notify Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus. Campus Safety has the responsibility to respond to and summon the necessary resources to mitigate, investigate, and document any situation that may have caused the emergency or dangerous circumstances.

In addition, Campus Safety has a responsibility to determine if the situation does in fact pose a threat to the community. However, other College departments may be involved in the confirmation process. Federal Law requires that the College notify the campus community or the appropriate segments of the community that may be affected by the situation without delay.

In addition to unanticipated emergency circumstances as noted above, there are other events that may require emergency notifications and response, including severe weather conditions (see below for more information).

## COMMUNITY NOTIFICATIONS

In an effort to provide timely notifications to the Knox College community regarding incidents which may pose some type of potential threat and/or negative impact on the Knox community, Campus Safety may issue a Knox Alert notification or other communication to ensure that community members are aware of the potential threat. Such threats may involve any incident of concern to the campus from weather to ongoing criminal activity in and/or around the campus.

The notifications may involve any one or a combination of notification capabilities available to the Department of Campus Safety including but not limited to:

- personal contact
- public Address (PA) announcements
- weather warning calls
- electronic and paper postings
- telephone calls
- text messaging
- email
- local and campus based radio notifications

Additionally, Galesburg Public Safety and the surrounding community may, at their discretion, utilize other forms of notification for emergencies that could affect campus, such as warning siren activations, weather radio broadcasts, and local television notifications. Generally, the notifications are referenced with the terms Timely Warnings and/or Knox Alert notifications.

## TIMELY WARNING

In the event that a circumstance may be known to exist regarding criminal activity which may pose a serious or continuing threat to the Knox community, Campus Safety, in consultation with senior staff, may issue timely warning alerts to inform members of criminal activity or events that take place on, or in some cases, near the campus. At a minimum, for all crimes reportable under the Clery Act that are reported by campus security authorities or local police agencies and that are deemed to be a serious or continuing threat to students and employees, Campus Safety will issue a timely warning.

Campus Safety will normally create and issue the campus-wide message utilizing the campus email alert network. Updates regarding criminal events will normally utilize the campus wide email notification network but may also involve other distribution methods.

As an example, Campus Safety may distribute timely warning alerts on the Knox College website, through mass email distribution, postings in residential halls and academic buildings, mailbox stuffings, and/or requesting the telecommunications department to leave voicemail messages on the College telephone network.

---

The use of the Knox Alert system has the capability to issue multiple voice, text, and email notifications simultaneously to multiple devices, including landlines, cellular telephones, and email accounts. The system is also capable of displaying messages on many campus television and classroom computer screens. Use of the Knox Alert system has generally been limited to emergency notifications only.

## EMERGENCY NOTIFICATIONS

Students, staff and visitors are encouraged to notify Campus Safety of any emergency or potentially dangerous situation. Upon receipt of such information, Campus Safety will access available sources of information to confirm the existence of the emergency and will be responsible for initiating the College's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the information received, other College departments may be involved in the confirmation process.

In the event that Campus Safety or other campus officials confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees, Campus Safety will be responsible for initiating any needed emergency notifications to the campus. The Director of Campus Safety will assess the nature of the situation and determine (1) the appropriate segment or segments of the College community to be notified, and (2) the most appropriate content to be disseminated to the Knox community. Senior Staff may be consulted as part of this determination process, depending on the circumstances of the emergency situation.

This emergency notification process, which may include some or all of the systems described above in the "Timely Warning" section, may also include the use of personal and mobile public address devices, as well as the Knox Alert system, which has the capability to issue multiple voice, text, and email notifications simultaneously to landline and cellular telephones and email accounts. Such notifications will be issued without delay unless they will, in the judgment of the first responders (Campus Safety, Galesburg Police Department, Galesburg Fire Department and/or Galesburg Hospitals' Ambulance Service) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information will normally be provided on the Knox College website. During the emergency, the College website home page will contain information that deals with the emergency circumstance and will be updated throughout the event. In addition, if deemed necessary, the Director of Campus Safety or designee will notify local law enforcement of the emergency if they are not already aware of it and local media outlets so that the larger community outside the campus will be aware of the emergency.

It should be noted that unlike the Timely Warning requirements, emergency alerts are not limited to Clery reportable crimes. Any incident which may pose an immediate threat to the campus would be considered for the use of this protocol.

## ANNUAL TESTING

Knox College tests emergency response and evacuation procedures annually. This test involves at least one scheduled drill and exercise designed to assess and evaluate the College's emergency plans and capabilities, and it may be announced or unannounced. The test includes representatives from departments expected to respond to an emergency, and invitations to participate are extended to local emergency response and management personnel. The results of these tests are then reviewed for areas of future improvement. The Director of Campus Safety maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced.

In 2023, Knox College Senior Staff, Campus Safety, the Galesburg Police Department, and the Knox County Emergency Management Agency conducted an unannounced tabletop exercise addressing an active shooter scenario at Knox College. The exercise was conducted to evaluate capabilities in the following areas:

- Public Information and Warning
- Threat Hazards Identification
- Operational Coordination
- On Scene Protection; and
- Intelligence and Information Sharing

An after action report was filed with the Illinois Emergency Management Agency (IEMA). The exercise was completed successfully, and feedback from the Knox County Emergency Management Agency was obtained to increase the efficacy of Knox College's response to such an emergency."

Knox College publishes and distributes via email its emergency response and evacuation procedures each year, in conjunction with at least one such test.

In addition, Knox College is a member of the Local Emergency Planning Committee (LEPC) and participates in LEPC meetings twice a year to ensure interoperability with the Knox College and Knox County Emergency Operations Plans. The Local Emergency Planning Committee (LEPC) is a federally mandated entity composed of state and local officials, business representatives and members of the press. Community members are encouraged to review the College's emergency response plan and evacuation procedures (<https://www.knox.edu/emergency-info/emergency-communications>).



---

## SEVERE WEATHER

**Severe Thunderstorm Watch:** Severe storms are POSSIBLE. Continue with normal activity but continue to monitor the circumstances.

**Severe Thunderstorm Warning:** Severe thunderstorms are OCCURRING. Prepare to move to a place of shelter if threatening weather approaches. Monitor local television/radio stations for storm updates.

**Tornado Watch:** Tornadoes are POSSIBLE. Monitor local television/radio stations and be prepared to take shelter.

**Tornado Warning:** A tornado has been sighted or indicated by radar within the warning area specified. Persons in the path of the storm should seek immediate shelter. Turn on battery operated radios to monitor the storm situation and wait for the “all clear” or end of the warning period to be announced.

**Important Note:** The tornado warning sirens are manually activated from the Galesburg Public Safety Building Duty Office and will be sounded in the event that a tornado has been observed by a trained weather spotter and/or the National Weather Service Doppler radar has indicated “rotation” in a storm in the Galesburg area.

**Shelter Information:** Seek shelter in a basement or inside hallway at the lowest level. Stay away from windows, outside doors and corners. Avoid areas with “wide span” roofs such as auditoriums, gymnasiums, cafeterias and large hallways. If outdoors, get to a substantial building. If there are no buildings available lie in a ditch, culvert, or low-lying area until the storm has passed.

**As a reminder:** There will be no “all clear” message sounded through the siren system. It is recommended that community members should monitor local media sources or a weather radio during any storm to confirm when the storm threat has expired.

## WEATHERCALL SYSTEM

Throughout the year the campus community is encouraged to monitor local radio/television stations to maintain current on rapidly changing weather conditions during the approach of severe weather.

The National Weather Service (NWS)/NOAA early warning radio system may also be helpful to monitor weather watches and warnings within the Knox County area. Additionally, Campus Safety staff and duty officers, members of the Student Life and Student Development offices, as well as various faculty and staff members within various building locations, have been provided access to a “WeatherCall” warning system for severe thunderstorms and tornadoes. The WeatherCall System has been designed to issue a cellular, text, and email notification and a live link to NWS Service radar to persons within those groups.

The WeatherCall system sends the notification whenever a weather warning box/polygon has been issued by the NWS and when some portion of the warning box has touched within a 10-mile circle of Knox College; the center of the circle has been established as “Old Main.”

The WeatherCall system has added one additional warning opportunity for community members in addition to the existing warning options available: local media, Public Address (PA) announcement, and the storm warning siren (located on the south side of the campus). The WeatherCall system has provided timely weather information to persons who can, as the conditions deem necessary, provide up-to-date information regarding approaching storms and to aid/encourage persons seeking shelters.

## KNOX ALERT SIGN-UP

In an effort to keep the Knox community informed, the College has implemented a campus notification system to permit the distribution of time-sensitive information to students and staff during unforeseen events or emergencies using voice, email, text messaging, and displays on many campus televisions and classroom computers. During such circumstances, Knox College can broadcast pertinent information and provide details on an appropriate response. All new students are automatically enrolled in Knox Alert upon their arrival to Knox. New students are encouraged to visit the Knox Alert page to review their accounts, ensure that the information present is accurate, and to add any additional phone numbers or other points of contact through which they would like to receive Knox Alert messages. Other community members are encouraged to enroll in the Knox Alert notification system so that such information is obtained and appropriate action may be taken and, as necessary, shared with others who may not have the capability to receive such information. To enroll in the notification system or to change your information, please log into the Knox Alert update page ([www.knox.edu/knoxalert](http://www.knox.edu/knoxalert)).

The personal contact information will not be shared with other entities, and it will be kept private and confidential. This information is used only for Knox College communication purposes and it is kept separate from student or employee records.

## MONTHLY TESTING

A test broadcast of the Knox Alert system is conducted on the first Tuesday of every month at 10:00 a.m., which coincides with the Knox County monthly warning siren tests. The test will activate the voice, text messaging, email, and Common Alerting Protocol (CAP) features of Knox Alert. If you are a member of the Knox community and you are not receiving alerts, or you are not receiving alerts by every method for which you’ve signed up, please visit [www.knox.edu/knoxalert](http://www.knox.edu/knoxalert) to verify your information, then contact Campus Safety any time during standard business hours for assistance. Knox Alerts can originate from a variety of phone numbers, such as 309-341-7003 or 226787. Please ensure that you do not inadvertently block one of these numbers, and consider saving these as a contact to represent the College calling you.

---

## CLERY CRIME REPORTS & DEFINITIONS

Knox College publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime and Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Clery Act by, among other things, requiring certain policy statements and reporting regarding crimes of domestic violence, dating violence, and stalking. The Knox College Department of Campus Safety cooperates with numerous other Knox College departments, including the Director of Title IX & Civil Rights Compliance, the various offices within the Division of Student Development, Facilities Services, and Athletics, as well as other Campus Security Authorities and local emergency services agencies, to compile the necessary information for this report.

This section of the Report provides definitions and statistics for the previous three years regarding those incidents of crimes that have occurred on the Knox campus, in certain off campus buildings or property owned or controlled by Knox College, and on public property within or immediately adjacent to and accessible from the campus.

### DEFINITION OF CRIMES

**Crime Definitions from the Summary Reporting System User Manual, National Incident-Based Reporting System, Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual, and the Violence Against Women Act of 1994:**

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

#### CRIMINAL HOMICIDE –

**Murder and Nonnegligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

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

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault 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 and probably would result in serious personal injury if the crime were successfully completed.)

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

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

**Weapon Law Violations:** 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 offenses that are regulatory in nature.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of 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 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:** 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.

**Sex Offenses Definitions. From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

#### SEX OFFENSES –

**Rape:** 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.

**Fondling:** 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.

**Incest:** Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

## VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

**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 reporting party'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—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- 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 current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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;
- 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.

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

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

For the purposes of this definition—

- "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.
- "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

## DAILY CRIME LOG

In compliance with the Clery Act, the Department of Campus Safety maintains and makes available a daily crime log. This log documents all criminal incidents and alleged criminal incidents reported to the department as having occurred on campus, at non-campus buildings or property, on public property within or immediately adjacent to and accessible from campus, and any other property which is within the patrol jurisdiction of Campus Safety patrol services.

In addition to the required elements of the daily crime log (the date the incident was reported, the date and time the incident occurred, the nature and general location of the crime, and the disposition of the complaint, if known), Campus Safety may make additional information available which might serve to better inform the Knox community. No personally identifying information will be disclosed in the crime log.

The Department of Campus Safety may withhold information from the daily crime log if there is clear and convincing evidence that releasing the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Once the adverse condition is no longer present, the information will be disclosed.

At Knox, the daily crime log is combined with the fire log into a single document covering both reported crimes and fires. Additional elements may also be included in the log for community informational purposes.

The Knox College Department of Campus Safety makes the most recent 60 days of the crime and fire log available for review upon request, either in person during normal business hours or online (<https://www.knox.edu/offices/campus-safety/crime-log>). The log is additionally provided to *The Knox Student* (TKS) newspaper for community review. In the event that a review of daily crime and fire logs that are older than the most recent 60 days is desired, please contact the Director of Campus Safety at 309-341-7255 for assistance.



**Table 1: Knox College Campus Crime Statistics for 2021-2023**

*This table includes offenses that were reported to the Knox College Department of Campus Safety, Galesburg Police, and other College officials who have significant responsibilities for student and campus activities. These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

	Residence Halls	Other Campus Locations	On Campus Total	Non-Campus Buildings / Property	Public Property	Total Crimes Reported
<b>Murder and non-negligent manslaughter</b>						
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
2023	0	0	0	0	0	0
<b>Manslaughter by negligence</b>						
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
2023	0	0	0	0	0	0
<b>Rape</b>						
2021	0	1	1	0	0	1
2022	2	1	3	0	0	3
2023	2	0	2	0	0	2
<b>Fondling</b>						
2021	2	0	2	0	0	2
2022	0	1	1	0	0	1
2023	1	1	2	0	0	2
<b>Incest</b>						
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
2023	0	0	0	0	0	0
<b>Statutory Rape</b>						
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
2023	0	0	0	0	0	0
<b>Robbery</b>						
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
2023	0	0	0	0	0	0
<b>Aggravated Assault</b>						
2021	0	0	0	0	1	1
2022	0	0	0	0	1	1
2023	0	0	0	0	0	0
<b>Burglary</b>						
2021	2	2	4	0	0	4
2022	7	2	9	0	0	9
2023	1	1	2	0	0	2
<b>Arson</b>						
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
2023	1	0	1	0	0	1
<b>Motor Vehicle Theft</b>						
2021	0	2	2	0	0	2
2022	0	1	1	0	0	1
2023	0	1	1	0	0	1

**Note:** Offenses that may take place at Green Oaks, a 760-acre property located in Truro Township, 20 miles east of Galesburg, would be included in the "Non-campus" category.

**Table 1: Knox College Campus Crime Statistics for 2021-2023**

(continued)

*This table includes offenses that were reported to the Knox College Department of Campus Safety, Galesburg Police, and other College officials who have significant responsibilities for student and campus activities. These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

	Residence Halls	Other Campus Locations	On Campus Total	Non-Campus Buildings / Property	Public Property	Total Crimes Reported
<b>Domestic Violence</b>						
2021	0	0	0	0	0	0
2022	0	1	1	0	0	1
2023	0	0	0	0	0	0
<b>Dating Violence</b>						
2021	5	0	5	0	0	5
2022	0	1	1	0	0	1
2023	0	0	0	0	0	0
<b>Stalking</b>						
2021	2	0	2	0	0	2
2022	0	1	1	0	0	1
2023	1	1	2	0	0	2
<b>Weapon Law Violations: Arrests</b>						
2021	0	1	1	0	0	1
2022	0	0	0	0	0	0
2023	0	0	0	0	0	0
<b>Weapon Law Violations: Disciplinary Referrals</b>						
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
2023	2	0	2	0	0	2
<b>Drug Law Violations: Arrests</b>						
2021	0	2	2	0	0	2
2022	0	0	0	0	2	2
2023	0	0	0	0	3	3
<b>Drug Law Violations: Disciplinary Referrals</b>						
2021	1	0	1	0	0	1
2022	4	1	5	0	0	5
2023	0	0	0	0	0	0
<b>Liquor Law Violations: Arrests</b>						
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
2023	0	0	0	0	0	0
<b>Liquor Law Violations: Disciplinary Referrals</b>						
2021	48	3	51	0	1	52
2022	41	1	42	0	0	42
2023	27	1	28	0	0	28

*Note: Offenses that may take place at Green Oaks, a 760-acre property located in Truro Township, 20 miles east of Galesburg, would be included in the "Non-campus" category.*

In accordance with the Department of Education guidelines all offenses have been displayed in the year that they were reported rather than the year that they may have occurred. The guidelines permit that a caveat may be added for clarification.

The rape reported in 2021 was reported to have occurred between 1996 and 1998.

The incident of fondling reported in 2022 was reported to have occurred between 2014 and 2015.

The number of disciplinary referrals for drug law violations has been affected by recent changes to state law and local ordinance decriminalizing the possession of certain amounts of cannabis.

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, the eight categories which are reported are race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. Hate Crimes reported include any incidents of Murder and Non-Negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

**Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined as 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.)

- **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- **Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- **Theft From Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
- **Theft From Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.
- **Theft From Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"):** The theft of articles from a motor vehicle, whether locked or unlocked.
- **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

**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 (Except "Arson"):** 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.

### HATE CRIMES

**2021:** No hate crimes reported.

**2022:** No hate crimes reported.

**2023:** No hate crimes reported.

### UNFOUNDED CRIMES

**2021:** No unfounded crimes.

**2022:** No unfounded crimes.

**2023:** No unfounded crimes.

# VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

Knox College provides the following information in accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Clery Act by requiring the publication in the Annual Security Report of information and policy statements regarding sexual assault, domestic violence, dating violence, and stalking.

## OUR COMMITMENT

Knox College affirms its commitment to create and maintain an environment free from acts of Title IX sexual harassment (includes sexual assault, domestic violence, dating violence, and stalking) and sexual misconduct, and to foster within that environment respect for the dignity of all members of the community. Accordingly, Knox College will not tolerate any acts of Title IX sexual harassment or sexual misconduct.

To that end, Knox College has established a Policy Against Discrimination & Harassment for conduct that occurs August 1, 2024 to present. For conduct occurring prior to August 1, 2024, a policy against Sexual Harassment and Sexual Misconduct that articulates the College's set of behavioral standards, common understandings of definitions and key concepts, and descriptions of prohibited conduct. The Investigation and Resolution Procedures for Allegations of Discrimination and Harassment (and/or Sexual Harassment and Sexual Misconduct) outline the College's approach to addressing reports of sex discrimination, harassment and sexual misconduct.

Knox College is committed to prompt and equitable resolution of all alleged or suspected violations of the Policy about which the College has actual knowledge. Under Illinois law, complainants have the right to request a prompt procedure, and the College is committed to providing a prompt resolution in all matters.

## POLICIES, PROCEDURES, AND PROGRAMS RELATED TO DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Consistent with applicable laws, Knox College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policies used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Policy Against Discrimination and Harassment:  
[https://www.knox.edu/documents/TitleIX/Policy-Procedures/Policy\\_Against\\_Discrimination\\_And\\_Harassment.pdf](https://www.knox.edu/documents/TitleIX/Policy-Procedures/Policy_Against_Discrimination_And_Harassment.pdf)
- Policy Against Title IX Sexual Harassment and Sexual Misconduct (for conduct before August 1, 2024):  
<https://www.knox.edu/documents/TitleIX/Policy-Procedures/Title-IX-Sexual-Harassment-Sexual-Misconduct-Policy.pdf>
- Investigation and Resolution Procedures for Allegations of Title IX Sexual Harassment (for conduct before August 1, 2024):  
<https://www.knox.edu/documents/TitleIX/Policy-Procedures/Investigation-and-Resolution-Procedures-for-Allegations-of-Title-IX-Sexual-Harassment.pdf>
- Investigation and Resolution Procedures for Allegations of Sexual Misconduct (for conduct before August 1, 2024):  
<https://www.knox.edu/documents/TitleIX/Policy-Procedures/Sexual-Misconduct-Procedures.pdf>

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provide information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses; and advise students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

## PRIMARY PREVENTION AND AWARENESS PROGRAM

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

### ILLINOIS CRIME DEFINITIONS

Definitions for dating violence, domestic violence, sexual assault, stalking, and consent (as it relates to sexual activity) in the jurisdiction where this campus is located can be found in Appendix A.

### COLLEGE DEFINITION OF CONSENT

Policy Against Discrimination and Harassment	Policy Against Title IX Sexual Harassment and Sexual Misconduct
Consent means freely given words or actions that a reasonable person in the position of the Responding Party would understand as agreement to engage in the conduct at issue. A person's lack	Consent to engage in sexual activity must be informed, freely given and mutual. Consent must be ongoing, throughout each instance of sexual activity, and for each form of sexual contact.



of verbal or physical resistance or submission resulting from the use of threat of force does not constitute consent. A person's manner of dress does not constitute consent. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with a different person. A person who is Incapacitated is not capable of giving Consent, and a person who is under the age of consent cannot consent. Consent cannot be procured through Coercion. A person can withdraw consent at any time.

Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. For example, an individual may agree to kiss but choose not to engage in touching of the intimate parts or sexual intercourse. An individual should obtain consent before moving from one act to another.

Consent may not be inferred from silence, passivity, lack of verbal or physical resistance or lack of active response alone. Consent cannot be inferred by an individual's manner of dress. In the absence of an outward demonstration, consent does not exist. If at any time it is apparent to either party that the other party is hesitant, confused or uncertain, both parties should stop and obtain mutual consent before continuing sexual activity.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Further, a person's consent to past sexual activity does not constitute consent to future sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates willingness to engage in sexual activity each time such activity occurs. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

Consent does not exist if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual contact. Consent can be withdrawn at any time.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

- The individual is incapacitated due to drug or alcohol consumption, either voluntarily or involuntarily;
- The individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring;
- The individual is under age (17 years in Illinois); or
- The individual has a disability that impairs their ability to provide consent.

## RISK REDUCTION

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be as direct as possible about wanting to leave the environment.
- Identify someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.

- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

### **BYSTANDER INTERVENTION**

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

### **OTHER INFORMATION COVERED BY THE PPAP**

The PPAP also provides information on possible sanctions and supportive measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

## **ONGOING PREVENTION AND AWARENESS CAMPAIGN**

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

## **PPAP AND OPAC PROGRAMMING METHODS**

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: presentations, online training modules, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- New students receive education on the prevention of dating violence, domestic violence, sexual assault, and stalking through a presentation by the Division of Student Development, Title IX & Civil Rights Compliance, and the Campus Safety Department during orientation. All new students and employees are required to complete an online training module on these topics upon enrollment or hire and are encouraged to retake the online training each year as well as attend in-person training sessions.
- As part of its ongoing campaign, the College uses a variety of strategies, such as targeted, in-person presentations by appropriate campus offices, student organizations and outside experts, emails blasts with pertinent information, and passive programming campaigns. While programming occurs throughout the year, the College also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

## **PROCEDURES TO FOLLOW IF YOU ARE A VICTIM OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING**

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Campus Safety Department at 309-341-7979. You may also contact the College’s Director of Title IX & Civil Rights Compliance at 309-341-7751.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Director of Title IX & Civil Rights Compliance or refer to the other resources listed in this report).

2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to campus security authorities in notifying law enforcement if the victim so chooses (the College is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the College's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

## **PRESERVATION OF EVIDENCE & FORENSIC EXAMINATIONS**

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at:

- OSF St. Francis Medical Center  
530 NE Glen Oak Avenue  
Peoria, Illinois 61603  
309-655-2000

Victims may also obtain information about where to obtain such an examination from:

- OSF St. Mary Medical Center (or their associated treatment facility)  
3333 North Seminary Street  
Galesburg, Illinois 61401  
309-344-3161 (main switchboard)  
309-344-9403 (emergency department)

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

## **SECURITY/LAW ENFORCEMENT & HOW TO MAKE A POLICE REPORT**

- Knox College Department of Campus Safety  
368 South Prairie Street  
Administrative Services Center 105  
Duty Officer All Hours: 309-341-7979
- The City of Galesburg Police Department  
150 South Broad Street  
Galesburg, Illinois 61401  
911 or 309-343-9151
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

## **INFORMATION ABOUT LEGAL PROTECTION ORDERS**

In Illinois, there are three different kinds of protection and no contact orders available to victims: a Domestic Violence Order of Protection, a Sexual Assault Civil No Contact Order, and a Stalking No Contact Order. Information about these orders may be found on the Illinois Attorney General's website at: <https://illinoisattorneygeneral.gov/Safer-Communities/Violence-Prevention-and-Community-Safety/Orders-of-Protection/>. The College's Director of Title IX & Civil Rights Compliance can also provide more information and assistance with this process if desired.

A Domestic Violence Order of Protection is governed by the Illinois Domestic Violence Act and is appropriate for victims seeking a restraining order against a person with whom the victim has a relationship. Illinois law also provides protection in the form of Sexual Assault Civil No Contact Order and Stalking No Contact Orders. A Sexual Assault Civil No Contact Order may be granted for any person who is a victim of nonconsensual sexual conduct. A Stalking No Contact Order provides protection for any victim of a course of conduct that causes the victim to fear for their safety or the safety of another person, or to suffer emotional distress. Stalking No Contact Orders provide relief when such relief is not available to the victim through the Illinois Domestic Violence Act or through a Sexual Assault Civil No Contact Order.

A protection order may be obtained by filing a petition with the court for an order of protection. To obtain an order of protection, victims may go to their local circuit court clerk's office and get papers to seek an order of protection. A victim should be prepared to present documentation (including a police report number if an arrest was made) and/or other forms of evidence when filing for an order of protection. The judge will then review the petition and enter a temporary order of protection, if the judge determines there is enough evidence to support the order.

An order of protection should be filed in the local circuit court. When filing the petition in Knox County, Illinois, you should file in the Ninth Judicial Circuit Court at the Knox County Courthouse, located at: 200 South Cherry Street, Galesburg, Illinois 61401. More information is available at <http://www.9thjudicial.org/9th-legal-resources.html#7>.

---

The Illinois Attorney General's Office suggests that victims contact a local domestic violence program to ask for assistance in completing the forms necessary to obtain an order of protection. The Knox County Safe Harbor Family Crisis Center serves Knox County, Illinois. The address is 1188 West Main Street, Galesburg, Illinois 61401 and the phone number is 309-343-7233. More information is available at: <http://www.safeharbordv.org/>.

Courts may issue three types of orders of protection: emergency, interim, and plenary orders. Emergency orders may last for 14 to 21 days, and interim orders up to 30. While these orders are temporary, plenary orders may be for longer lengths of time (up to 2 years). The judge can grant a variety of remedies and protections, which range from prohibiting further contact, protecting property and pets, ordering the offender to transfer to another school, or other injunctive relief that is necessary to protect the victim. Violating a Domestic Violence Order of Protection, a Sexual Assault Civil No Contact Order, or a Stalking No Contact Order is a Class A misdemeanor. A second violation can be a felony.

The College will enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Director of Title IX & Civil Rights Compliance and provide a copy of the restraining order so that it may be kept on file with the College and can be enforced on campus, if necessary.

Upon learning of any orders, the College will take all reasonable and legal action to implement the order.

The College does not issue legal orders of protection. However, as a matter of College policy, the College may impose a no-contact order between individuals in appropriate circumstances. The College may also issue a No Trespass Warning if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

## ON-CAMPUS CONFIDENTIAL RESOURCES

A Confidential Advisor is available to discuss incidents or accusations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking with both Reporting Parties and Responding Parties in confidence, and provide emotional support in a safe and confidential space. Disclosures to a Confidential Advisor will not trigger the College's investigation into an incident. The College's Confidential Advisor receives forty hours (40) of initial training regarding sexual violence and participate in six (6) hours of annual continuing education thereafter.

### ON-CAMPUS CONFIDENTIAL ADVISOR:

- Jeanine Fox  
Assistant Dean of Student Health & Wellness  
309-341-7566  
[jafox@knox.edu](mailto:jafox@knox.edu)

Confidential employees on the Knox campus are Knox Counseling Services, Knox Health Services, and the Director of Spiritual Life. Confidential Employees are not required to report potential incidents or accusations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking to the Director of Title IX & Civil Rights Compliance. However, if they receive a report about incidents or accusations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking, Confidential Employees must provide information on how to make a report to and provide contact information for the Director of Title IX & Civil Rights Compliance.

## AVAILABLE VICTIM SERVICES

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

### COLLEGE RESOURCES

- Knox College Health Services  
Furrow Hall  
175 West Knox Street  
Galesburg, Illinois 61401  
309-341-7559  
[health@knox.edu](mailto:health@knox.edu)
- Knox College Counseling Services  
Furrow Hall 118  
175 West Knox Street  
Galesburg, Illinois 61401  
309-341-7492  
[counseling@knox.edu](mailto:counseling@knox.edu)
- Student Financial Services – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, they should understand there may be financial aid implications in taking such leave. This should be discussed with financial services personnel, and the Director of Title IX & Civil Rights Compliance can assist in facilitating this conversation if desired. The College's financial services website can be found at: <https://www.knox.edu/offices/financial-services>.



---

## STATE/LOCAL RESOURCES

- OSF St. Mary Medical Center  
3333 North Seminary Street  
Galesburg, Illinois 61401  
309-344-3161 (main switchboard)  
309-344-9403 (emergency department)
- Crossroads Counseling and Life Coaching  
575 N. Kellogg Street, Suite #4  
Galesburg, Illinois 61401  
309-343-0800
- Pathways Counseling Solutions  
311 E. Main Street, Suite 514  
Galesburg, Illinois 61401  
309-351-5255
- Stacey Wyant, LCSW  
311 E. Main Street  
Galesburg, Illinois  
309-297-4911
- Virgosces Consultants  
286 N. Academy Street  
Galesburg, Illinois 61401  
309-299-7456
- OSF Behavioral Group and Mental Health  
3375 N. Seminary Street  
Galesburg, Illinois 61401  
309-344-1000
- Bridgeway, Inc.  
2323 Windish Drive  
Galesburg, Illinois 61401  
309-344-2323
- The Center for Youth and Family Solutions  
292 N Chambers Street  
Galesburg, Illinois 61401  
309-342-1136
- Knox Community Health Center  
1361 W Fremont Street  
Galesburg, Illinois 61401  
309-344-2225
- Safe Harbor Family Crisis Center  
1188 West Main Street Galesburg, Illinois 61401  
24-Hour Local Crisis Line: 309-343-7233  
<http://www.safeharbordv.org/>
- Western Illinois Regional Council Victim Services (WIRC)  
223 South Randolph Street  
Macomb, Illinois 61455  
24-Hour Crisis Line: 309-837-5555  
<http://wirpc.org/victim-services/>
- Western Illinois Regional Council Victim Services (WIRC) – Galesburg Office  
311 East Main Street, Suite 505  
Galesburg, Illinois 61401  
Office: 309-343-3337 (for appointments during business hours only)
- Family Planning Services of Western Illinois  
311 East Main Street, Suite 409  
Galesburg, Illinois  
309-343-6162  
<https://www.familyplanningservice.net/>
- Prairie State Legal Services – Galesburg Office  
311 East Main Street, Suite 302  
Galesburg, Illinois 61401  
309-343-343-2141 and 800-331-0617  
<https://www.pslegal.org>

## NATIONAL RESOURCES

- National Domestic Violence Hotline: 1-800-799-7233.
- National Sexual Assault Hotline: 1-800-656-4673.
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>.
- U.S. Department of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>.
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>.
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>.
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>.
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>.

## ACCOMMODATIONS AND SUPPORTIVE MEASURES

The College will provide written notification to victims about options for, and available assistance in, counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, other changes to academic, living, dining, transportation, and working situations, honoring an order of protection or no contact order entered by a State civil or criminal court, and other similar measures. If victims request these accommodations or supportive measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement.

Requests for accommodations or supportive measures should be made to the Director of Title IX & Civil Rights Compliance at 309-341-7751 or [cultureofrespect@knox.edu](mailto:cultureofrespect@knox.edu), or in person at the Old Jail 12, 337 S. Cherry Street. The Director of Title IX & Civil Rights Compliance is responsible for deciding what, if any, accommodations or supportive measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations.
- Any continuing effects on the complainant.
- Whether the complainant and alleged respondent share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

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

## PROCEDURES FOR DISCIPLINARY ACTION

August 1, 2024-Present	For conduct prior to August 1, 2024
Allegations of discrimination and harassment, including domestic violence, dating violence, sexual assault or stalking will be processed through the College's Policy Against Discrimination and Harassment. These procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent. The complaint resolution procedures are invoked once a report is made to the Director of Title IX & Civil Rights Compliance (whose contact information is listed above). Reports may be made in person (Old Jail 12, 337 S. Cherry Street), by phone (309-341-7751), by email <a href="mailto:cultureofrespect@knox.edu">cultureofrespect@knox.edu</a> , or online ( <a href="https://www.knox.edu/reportit">https://www.knox.edu/reportit</a> ).	Allegations of Title IX sexual harassment and non-Title IX sexual harassment domestic violence, dating violence, sexual assault or stalking will be processed through the College's Policy Against Title IX Sexual Harassment and Sexual Misconduct. Matters of Title IX sexual harassment involving domestic violence, dating violence, sexual assault or stalking will utilize the Investigation and Resolution Procedures for Allegations of Title IX Sexual Harassment and allegations of non-Title IX sexual harassment involving domestic violence, dating violence, sexual assault or stalking will utilize the Investigation and Resolution Procedures for Allegations of Sexual Misconduct. These procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent. The complaint resolution procedures are invoked once a report is made to the Director of Title IX & Civil Rights Compliance (whose contact information is listed above). Reports may be made in person (Old Jail 12, 337 S. Cherry Street), by phone (309-341-7751), by email <a href="mailto:cultureofrespect@knox.edu">cultureofrespect@knox.edu</a> , or online ( <a href="https://www.knox.edu/reportit">https://www.knox.edu/reportit</a> ).

## PRELIMINARY ASSESSMENT

August 1, 2024-Present	For conduct prior to August 1, 2024
<p>After receiving a Report of potential Discrimination or Harassment the Director of Title IX &amp; Civil Rights Compliance will conduct a preliminary assessment to determine:</p> <ul style="list-style-type: none"><li>• Whether the conduct, as reported, falls or may fall within the scope of this Policy (see “Scope”); and</li><li>• Whether the conduct, as reported, constitutes or may constitute Discrimination or Harassment.</li></ul> <p>If the Director of Title IX &amp; Civil Rights Compliance determines that the conduct reported does not and could not fall within the scope of the Policy, and/or does not and could not constitute Discrimination or Harassment, even if investigated further, the Director of Title IX &amp; Civil Rights Compliance will close the matter and may notify the reporting party if doing so is consistent with FERPA. The Director of Title IX &amp; Civil Rights Compliance may refer the report to other College offices, as appropriate.</p> <p>If the Director of Title IX &amp; Civil Rights Compliance determines that the conduct reported could fall within the scope of this Policy, and/or could constitute Discrimination or Harassment, if investigated further, the Director of Title IX &amp; Civil Rights Compliance will proceed to contact the Reporting Party.</p> <p>As part of the preliminary assessment, the Director of Title IX &amp; Civil Rights Compliance may take investigative steps to determine the identity of the Reporting Party, if it is not apparent from the Report.</p> <p>If a Report is not closed as a result of the preliminary assessment and the Reporting Party’s identity is known, the Director of Title IX &amp; Civil Rights Compliance will promptly contact the Reporting Party to discuss the availability of Supportive Measures (see “Supportive Measures”); to discuss and consider the Reporting Party’s wishes with respect to Supportive Measures; to inform the Reporting Party about the availability of Supportive Measures with or without making a Complaint; to explain the process for making a Complaint; and to advise the Reporting Party of the investigation and adjudication procedures set forth in this Policy. The Reporting Party will also be provided options for filing complaints with local law enforcement and information about resources that are available on campus and in the community.</p>	<p>When the College receives information indicating that there may have been a violation of the Policy Against Title IX Sexual Harassment and Sexual Misconduct, the Director of Title IX &amp; Civil Rights Compliance will conduct a preliminary assessment to determine whether the conduct, as reported, constitutes or could constitute Title IX Sexual Harassment as defined by the Policy. If, as a result of the Preliminary Assessment, the Director of Title IX &amp; Civil Rights Compliance determines the conduct reported does not or could not constitute Title IX Sexual Harassment, the Director of Title IX &amp; Civil Rights Compliance may proceed to assess the report pursuant to the Procedures for Allegations of Sexual Misconduct. The Director of Title IX &amp; Civil Rights Compliance may also refer the report to other College offices as appropriate and to determine whether further action is warranted.</p> <p>The preliminary assessment typically involves a meeting with the complainant to gather details about the situation. As a result of the Preliminary Assessment, the Director of Title IX &amp; Civil Rights Compliance may determine that the conduct constitutes or could constitute Title IX Sexual Harassment, as defined in the Policy, and may proceed to apply the Title IX Procedures. If the Director of Title IX &amp; Civil Rights Compliance determines that the conduct reported does not or could not constitute Title IX Sexual Harassment but could constitute Sexual Misconduct, as defined in the Policy, the Director of Title IX &amp; Civil Rights Compliance will proceed with the procedures set forth in the Procedures for Allegations of Sexual Misconduct.</p> <p>If a report is not closed as a result of the preliminary assessment, and the Complainant’s identity is known, the Director of Title IX &amp; Civil Rights Compliance will promptly contact the Complainant to discuss the availability of Supportive Measures and consider the Complainant’s wishes with respect to such Supportive Measures; to inform the Complainant of the availability of such Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint. The Complainant will also be provided options for filing complaints with the local police and information about resources that are available on campus and in the community.</p> <p>If the Complainant or the Director of Title IX &amp; Civil Rights Compliance files a Formal Complaint, then the College will commence an investigation and proceed to adjudicate the matter as specified in the appropriate procedures. If there is no Formal Complaint, the Title IX investigation and adjudication provisions will not be applied, but the Director of Title IX &amp; Civil Rights Compliance may assess the matter under the College’s Procedures for Allegations of Sexual Misconduct or refer the matter to other College offices, as appropriate.</p>

## NOTIFICATION TO THE RESPONDENT

August 1, 2024-Present	For conduct prior to August 1, 2024
<p>The Director of Title IX &amp; Civil Rights Compliance will transmit a written notice to the Reporting Party and Responding Party that includes:</p> <ul style="list-style-type: none"><li>• A full copy of the Policy, whether in physical or electronic form.</li><li>• Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident, the conduct alleged to constitute Discrimination or Harassment, and the</li></ul>	<p>Contemporaneously with the Respondent being notified of a Formal Complaint, the Director of Title IX &amp; Civil Rights Compliance will notify the Respondent of the availability of Supportive Measures for the Respondent, and the College will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The College will also offer and make available Supportive Measures to the Respondent prior to the</p>



date and location of the alleged incident, to the extent that information is available to the College.

- A statement that the Responding Party is presumed not responsible for the alleged Discrimination or Harassment until an adjudication of responsibility is made final and that the parties will have an opportunity to present relevant evidence to a trained, impartial decision maker prior to such adjudication being made.
- A statement that the party is entitled to receive access to relevant evidence or to an investigative report that accurately summarizes the evidence; if the College provides the party with a summary of the relevant evidence, the parties will have an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
- Notification to the Reporting Party and Responding Party of the College’s prohibitions on Retaliation and false statements specified in “Bad Faith Complaints and False Information” and “Retaliation.”

If the case is one involving Sex-Based Harassment and a Student Reporting Party or Student Responding Party, a statement that the party may be accompanied by an advisor of their choice, who may be an attorney, and who is permitted to fulfill the role described in “Advisor of Choice.”

If there are legitimate concerns for the safety of any person because of providing the written notice of Complaint, providing such written notice may be reasonably delayed to address the safety concern appropriately. Safety concerns that would justify delay of providing the written notice must be based on an individualized safety and risk analysis and not mere speculation or stereotypes. In any event, the written notice of Complaint will be provided to a party sufficiently in advance of their initial investigative interview such that the party has sufficient time to prepare.

Should the College elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the College will provide a supplemental written notice describing the additional allegations to be investigated.

Respondent being notified of a Formal Complaint, if the Respondent requests such measures. The Director of Title IX & Civil Rights Compliance will provide the Complainant and Respondent with a written document listing the available rights, options, and resources, including Supportive Measures, and describing the Title IX and Sexual Misconduct Procedures in plain, concise language.

**FORMAL INVESTIGATION AND RESOLUTION PROCEDURES FOR ALLEGATIONS OF SEX BASED DISCRIMINATION**

August 1, 2024-Present	For conduct prior to August 1, 2024
<p>After the written notice of a Complaint is transmitted to the parties, the Director of Title IX &amp; Civil Rights Compliance or an investigator selected by the Director of Title IX &amp; Civil Rights Compliance, will undertake an investigation to gather evidence relevant to the alleged Discrimination or Harassment, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the College and not with the parties. Although the length of each investigation may vary depending on the totality of the circumstances, the College strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice of the Complaint.</p> <p>During the investigation, the investigator will provide advance written notice to a party of the date, time, location, participants, and purpose of all meetings and investigative interviews pertaining to that party, with sufficient time for the party to prepare to participate. The investigator will provide an equal</p>	<p>After the written notice of Formal Complaint is transmitted to the parties, an investigator selected by the Director of Title IX &amp; Civil Rights Compliance will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The investigation will culminate in a written investigation report that will be submitted to the hearing officer during the hearing process. Although the length of each investigation may vary depending on the totality of the circumstances, the College strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice of Formal Complaint.</p> <p>At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the investigator will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence</p>



opportunity for the parties to be interviewed, to identify witnesses and to present other inculpatory and exculpatory evidence.

Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible under "Inadmissible Evidence and Impermissible Questioning." The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party's opportunity to present testimonial and other evidence that the party believes is Relevant to the allegations in the Complaint. A party who is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

After the evidence gathering phase of the investigation is completed, the investigator will prepare a written investigation report that summarizes the investigation and append to it all the potentially admissible evidence that is relevant to the allegations in the Complaint, including both inculpatory and exculpatory evidence. The investigator will then notify the Director of Title IX & Civil Rights Compliance that the investigation is complete and transmit the investigation report and its appended evidence to the Director of Title IX & Civil Rights Compliance and to the parties.

The Director of Title IX & Civil Rights Compliance will then appoint an adjudicator whose responsibility it will be to adjudicate the Complaint. The adjudicator may be the investigator or the Director of Title IX & Civil Rights Compliance themselves, or other designee selected by the Director of Title IX & Civil Rights Compliance.

The investigation report and its appended evidence will be transmitted to the adjudicator. The adjudicator will promptly send written notice to the parties notifying the parties of the adjudicator's appointment; setting a deadline for the parties to submit a written response to the investigation report and its appended evidence which shall not be sooner than seven (7) days from the date the investigator transmitted the investigation report; and setting a date and time for each party to meet with the adjudicator separately. The adjudicator's meetings with the parties will not be held any earlier than ten (10) days from the date the investigator transmitted the investigation report to the parties.

A party's written response to the investigation report must include:

- To the extent the party wishes to respond to any aspect of the investigation report or evidence, any such response.
- A statement as to whether the party contends the credibility of the other party or any witness is in dispute; if so, how such credibility dispute is relevant in evaluating any of the allegations in the Complaint.
- A list of questions the party contends should be posed to the other party and any witnesses.

the College may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

After the period for the parties to provide any written response has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Director of Title IX & Civil Rights Compliance. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

The Director of Title IX & Civil Rights Compliance will promptly appoint a hearing officer who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Director of Title IX & Civil Rights Compliance will see that the hearing officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator.

After the hearing officer is appointed by the Director of Title IX & Civil Rights Compliance, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of the College's Hearing Procedures. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) days from the date of transmittal of the written notice. The parties will have the opportunity to respond to the investigation report.

Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the parties and their advisors. After the pre-hearing conference, the hearing officer will convene and conduct a hearing pursuant to the College's Hearing Procedures. While the Hearing Procedures and rulings from the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each party to make a brief opening statement.
- Opportunity for each party to address the hearing officer directly and to respond to questions posed by the hearing officer;
- Opportunity for each party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each party to raise contemporaneous objections to testimonial or nontestimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;
- Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each party to make a brief closing argument.

After the hearing is complete, the hearing officer will objectively

- Any argument that a particular piece or class of evidence should be categorically excluded from consideration based on any one or more of the standards specified in “Inadmissible Evidence and Impermissible Questioning.”
- Argument regarding whether any of the allegations in the Complaint are supported by a preponderance of the evidence.
- Argument regarding whether any of the allegations in the Complaint constitute Discrimination or Harassment.

While the party may receive assistance in preparing the written response, the written response must be submitted and signed by the party themselves or someone with legal authority to act on their behalf.

After reviewing the parties’ written responses to the investigation report, the adjudicator will meet separately with each party to ask questions, including questions posed by the other party, concerning the party’s written response, the investigation report, and/or the evidence collected during the investigation, including questions that may bear on credibility. The adjudicator may also meet with specific witnesses whose credibility is in dispute, and whose testimony is potentially relevant in evaluating any allegations in the Complaint, to pose questions that may bear on credibility.

When a Complaint includes Sex-Based Harassment allegations involving a Student Reporting Party or Student Responding Party, the individual meetings will be video and/or audio recorded. The adjudicator will provide copies of the recordings, or transcripts of the recordings, to the parties. Each party will have seven (7) days to review the recordings or transcripts and propose follow-up questions to be posed to the other party and/or witnesses. The adjudicator will then meet promptly with parties and/or witnesses to pose follow-up questions, as deemed appropriate by the adjudicator.

The adjudicator will screen questions submitted by the parties to ensure they are clear, relevant, and not harassing, and will exclude questions and evidence that are inadmissible under “Inadmissible Evidence and Impermissible Questioning.” The adjudicator will give a party an opportunity to clarify or revise a question that the adjudicator has determined is unclear or harassing and, if the advisor sufficiently clarifies or revises the question, the question will be posed.

In the event a party or witness who was interviewed during the investigation declines to meet with the adjudicator or respond to questions that have been deemed relevant and not impermissible, the adjudicator may consider the individual’s statements, although the adjudicator must consider whether the individual’s failure to meet and/or respond to questions about their credibility should affect the weight to be given to such statement.

The adjudicator may choose to place less or no weight upon the individual’s prior statements, provided that the adjudicator may not draw an inference about whether Discrimination or Harassment occurred based solely on a party’s or witness’ refusal to respond to questions.

After meeting with each party and any witnesses whose credibility is in dispute, the adjudicator will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and ensure that any credibility determinations made are not based on a person’s status as a Reporting Party, Responding Party, or witness. The adjudicator will take care to exclude from consideration any evidence that the adjudicator

evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person’s status as a Complainant, Respondent, or witness. The hearing officer will resolve disputed facts using a preponderance of the evidence (i.e., “more likely than not”) standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the Policy as alleged in the Formal Complaint.

In the event the hearing officer determines that the Respondent is responsible for violating this Policy, the hearing officer will, prior to issuing a written decision, consult with an appropriate College official with disciplinary authority over the Respondent and such official or designee will determine any discipline to be imposed. The hearing officer will also, prior to issuing a written decision, consult with the Director of Title IX & Civil Rights Compliance who will determine whether and to what extent ongoing Supportive Measures or other remedies will be provided to the Complainant.

After reaching a determination and consulting with the appropriate College official and Director of Title IX & Civil Rights Compliance, the hearing officer will prepare a written decision. The hearing officer’s written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal. Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the College strives to issue the hearing officer’s written determination within seven (7) days of the decision.

Either party may appeal the determination of a hearing or a dismissal of a Formal Complaint. A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to the Director of Title IX & Civil Rights Compliance, who will appoint an appeal officer.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties. If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Director of Title IX & Civil Rights Compliance any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal. Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties within seven (7) days that explains the outcome of the appeal and the rationale. The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed

determines is inadmissible on the grounds explained in "Inadmissible Evidence and Impermissible Questioning." The adjudicator will resolve disputed facts using a preponderance of the evidence (that is, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the Policy as alleged in the Complaint.

In the event the adjudicator determines that the Responding Party is responsible for violating this Policy, the adjudicator will, prior to issuing a written decision, consult with an appropriate College official with disciplinary authority over the Responding Party and such official will determine any discipline to be imposed. The adjudicator will also, prior to issuing a written decision, consult with the Director of Title IX & Civil Rights Compliance who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Reporting Party and other persons, as appropriate. The adjudicator may seek legal advice from the College's in-house or outside counsel.

After reaching a determination and consulting with the appropriate College official and Director of Title IX & Civil Rights Compliance as necessary, the adjudicator will prepare a written decision that will include:

- A description of the alleged Discrimination and/or Harassment.
- Information about the policies and procedures the College used to evaluate the allegations.
- The adjudicator's evaluation of all relevant evidence and determination of whether Discrimination and/or Harassment occurred.
- When the adjudicator finds that Discrimination and/or Harassment occurred, discipline determined by the appropriate College official.
- Whether the Reporting Party, Responding Party, or, to the extent appropriate, other persons, will receive any ongoing Supportive Measures or other remedies as determined by the Director of Title IX & Civil Rights Compliance.
- A description of the College's process and grounds for appeal, as specified in "Appeal."

The adjudicator will transmit the written decision to the Director of Title IX & Civil Rights Compliance and the parties. Transmittal of the written decision to the parties concludes the adjudication process, subject to any right of appeal as specified in "Appeal." Any discipline imposed will be stayed pending the completion of any appeal.

Although the length of time needed to issue the written decision will vary depending on the totality of the circumstances, the College strives to issue the adjudicator's written decision within thirty (30) days of the adjudicator's appointment.

Either party may appeal the written decision of an adjudication, or a dismissal of a Complaint, on one or more of the following grounds:

- A procedural irregularity that would change the determination of whether a Policy violation occurred.
- There is new evidence that would change the outcome of the matter and that was not reasonably available at the time the determination of whether the Policy was violated occurred or dismissal was made.
- The sanction is disproportionate to the violation.

with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision. No further review beyond the appeal is permitted. Although the length of each appeal will vary depending on the totality of the circumstances, the College strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

- The Director of Title IX & Civil Rights Compliance, investigator, or adjudicator, as the case may be, had a conflict of interest or bias for or against Reporting Parties or Responding Parties generally, or against the individual Reporting Party or Responding Party, that would change the outcome.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice the written decision or dismissal appealed from or, if the other party appeals, within three (3) days of receiving notice that the other party has appealed, whichever is later. The appeal must be submitted in writing to the Director of Title IX & Civil Rights Compliance who will transmit to the College designated appeals officer. The appeal must specifically identify the written decision and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Director of Title IX & Civil Rights Compliance any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the Rationale.

The determination of a Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the College strives to issue the appeal officer's written decision within seven (7) days of an appeal being filed.

## **INFORMAL RESOLUTION**

At any time after the parties are provided written notice of the Formal Complaint and before the completion of any appeal, the parties may voluntarily consent, with the approval of the Director of Title IX & Civil Rights Compliance, to engage in mediation, facilitated resolution, restorative justice or other form of dispute resolution, the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties.

An informal resolution may result in the parties and College agreeing on a resolution that involves punishing or disciplining the respondent, up to and including expulsion. The specific manner of any informal resolution process will be determined by the parties and the Director of Title IX & Civil Rights Compliance, in consultation together. Prior to commencing the informal resolution process agreed



upon, the Director of Title IX & Civil Rights Compliance will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Director of Title IX & Civil Rights Compliance, another College official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Director of Title IX & Civil Rights Compliance, before the informal resolution may commence.

If the parties reach a resolution through the informal resolution process, and the Director of Title IX & Civil Rights Compliance agrees that the resolution is not clearly unreasonable, the Director of Title IX & Civil Rights Compliance will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature.

Once both parties and the Director of Title IX & Civil Rights Compliance sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the College, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the College. Informal resolution pursuant to this Section is not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized. Absent extension by the Director of Title IX & Civil Rights Compliance, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21) days, and absent an extension, abeyance, or other contrary ruling by the Director of Title IX & Civil Rights Compliance, the informal resolution process will be deemed terminated.

Informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Title IX Sexual Harassment against a student.

## **FORMAL INVESTIGATION AND RESOLUTION PROCEDURES FOR ALLEGATIONS OF SEXUAL MISCONDUCT THAT DOES NOT CONSTITUTE TITLE IX SEXUAL HARASSMENT AND THE CONDUCT OCCURRED BEFORE AUGUST 1, 2024.**

### **INFORMAL RESOLUTION**

Where appropriate, the College will work to informally resolve allegations of Sexual Misconduct by taking immediate and corrective action to stop the conduct, address its effects, and prevent recurrence without a formal investigation and determination of a College Policy violation. Informal resolution may include the range of supportive measures described above, as well as targeted and/or broad-based training and educational programming for relevant individuals and groups and/or any other remedy that will achieve the goals of the College's Policy Against Title IX Sexual Harassment and Sexual Misconduct. An informal resolution process may also include an agreed upon resolution, which allows both parties to come to a mutual agreement regarding the resolution of the grievance. This process is overseen by the Director of Title IX & Civil Rights Compliance in conjunction with one or more College representatives.

Once an informal resolution is reached, it will be documented and both parties will be notified simultaneously/contemporaneously (to the greatest extent possible, and consistent with FERPA or other applicable law) of the resolution. The Informal Resolution process does not conclude with a finding; responding parties are not charged with a policy violation and are not found to be "responsible" or "not responsible" for a policy violation. Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution process (described below) would commence. The College may also commence the formal resolution process at any time. In addition, any party can pursue formal resolution if they are dissatisfied with a proposed informal resolution. The College does not set forth a particular timeline for informal resolution but is committed to resolution in a prompt and timely manner.

### **FORMAL RESOLUTION**

When a report of Sexual Misconduct cannot be informally resolved, a formal resolution will be initiated. The Director of Title IX & Civil Rights Compliance will appoint one or more internal or external Investigators who have been trained in the investigation of, and other issues related to Sexual Misconduct covered by the Policy.

As part of the Investigation and Resolution, the Investigator(s) will review any information gathered during the initial conversations or meetings with the parties, gather and review any additional relevant evidence, seek to interview both the Parties, and seek to identify and interview any other witnesses who can provide germane information.

The Investigator will also seek to gather and analyze any relevant evidence pertaining to the complaint, such as text/email/voicemail messages, social media messages and postings, written communications, law enforcement records, hospital reports, and other relevant evidence. Additionally, both Parties:

- May provide written statements;

- Are encouraged to identify witnesses who can provide information about the alleged conduct at issue to be interviewed by the Investigator and/or present statements from such witnesses;
- Are encouraged to submit or identify any other relevant evidence;
- May have their advisors or support persons present with them during interviews and meetings conducted during the investigation; and
- Are encouraged to suggest questions for the Investigator to consider asking of the other party or other witnesses (along with an explanation of why the party believes the question(s) would elicit relevant information), which questions the Investigator will review to determine whether they should be asked.

Timely notice will be provided to both Parties of all interviews/meetings at which they may/must be present, and both parties will be provided with timely and equitable access to information that will be taken into account in reaching a determination.

Upon conclusion of the investigation, the Investigator(s) will produce a Preliminary Investigation Report that summarizes and analyzes the allegations, the relevant facts, the Investigator's credibility determinations and rationale for those determinations, and all relevant inculpatory and exculpatory evidence (which may include statements by the parties, third-party witnesses, or others with information and any physical, written, or electronic or other evidence). The Preliminary Investigation Report will be provided to the Director of Title IX & Civil Rights Compliance and shared with the parties (to the extent permitted by FERPA or other applicable law). Each party will have the opportunity to provide in writing to the Investigator or Director of Title IX & Civil Rights Compliance their comments on the Preliminary Investigation Report identifying any factual inaccuracies or misunderstandings and any additional questions to suggest that the Investigator ask of the other party or other witnesses (along with an explanation of why the party believes the question(s) would elicit relevant information that has not already been sought or obtained by the Investigator) within 5 calendar days of receipt of the Preliminary Investigation Report.

The Investigator(s) will prepare a Final Investigation Report that includes the Investigator's credibility determinations, a finding as to whether the College's Policy has been violated in the matter by the Respondent, and the rationale for these determinations. The Final Investigation Report, including a finding of responsibility or non-responsibility for each Policy violation alleged, based on the preponderance of the evidence standard, and a rationale for each finding, will be provided to the Director of Title IX & Civil Rights Compliance and shared with the parties (to the extent permitted by FERPA or other applicable law) simultaneously/contemporaneously to the greatest extent possible.

If the Investigator finds based on a preponderance of the evidence that the Respondent is responsible for a violation of the Policy, the Final Investigation Report will be forwarded to the appropriate College official for determination of sanction. Both parties will then be afforded the opportunity to provide any additional written comments and statements as to the impact of the Investigator's finding for consideration by the appropriate College official who will be assigning the sanction. These comments and statements must be submitted in writing to the sanctioning officer within 7 calendar days of receipt of the Final Investigation Report.

Upon reviewing the Final Investigation Report and any additional comments or statements submitted by either party, the sanctioning official will determine what, if any, sanctions, remedies, or corrective actions will be imposed or implemented and will notify each party, contemporaneously/simultaneously (to the greatest extent possible) of any sanctions or other corrective actions in writing, as well as the rationale for the sanctions or other corrective actions, to the extent permitted or required by law. Each party will be notified in writing of the decision regarding sanctions and any other corrective actions, including information regarding appeal rights, within 7 calendar days of the referral of the Report to the sanctioning official, unless the sanctioning official determines that additional time is required.

Either party may appeal the outcome. A party must file an appeal within seven (7) days of the date they receive notice of the outcome appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to the Director of Title IX & Civil Rights Compliance, who will appoint an appeal officer. The appeal must specifically identify the outcome appealed from, articulate which one or more of the above grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Director of Title IX & Civil Rights Compliance any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties within seven (7) days that explains the outcome of the appeal and the rationale. The outcome, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision. No further review beyond the appeal is permitted.

## RIGHTS OF THE PARTIES IN AN INSTITUTIONAL PROCEEDING

During the course of the processes described in the previous section, both the complainant and the respondent accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
  - A prompt, fair, and impartial process is one that is: (1) completed within reasonably prompt timeframes designated by the College's policies, including a process that allows for the extension of time frames for good cause, with written notice to the complainant and the respondent of the delay and the reason for the delay; (2) conducted in a manner that: (a) is consistent with the College's policies and transparent to the complainant and the respondent; (b) includes timely notice of meetings at which the complainant or respondent, or both, may be present; and (c) provides timely access to the complainant, the respondent and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and proceedings; and (3) conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and resolution process that protects the safety of victims and promotes accountability.
  - College officials have attended a variety of trainings and presentations covering issues of dating violence, domestic violence, sexual assault, and stalking, including, but not limited to, those provided EVAWI, the Clery Center, law firms, and the National Association of College and University Attorneys (NACUA). Among other things, this type of training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning parties and witnesses, basic procedural rules for conducting an investigation, and avoiding actual and perceived conflicts of interest. These trainings include, but are not limited to, comprehensive ongoing online course(s) for new employees and available for all employees, in-person training for all faculty and staff offered at least annually, and other webinar and/or recorded sessions throughout the year.
  - Those individuals involved in resolving reports of Title IX sexual harassment and sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking, receive extensive training designed to assist them with the execution of their role in the resolution process and to ensure they are not biased for or against any party in a specific matter, or for or against Complainants or Respondents generally. This training includes but is not limited to: Title IX's definition of sexual harassment; the scope of the institution's education program or activity; how to conduct an investigation and grievance process; how to serve impartially, including by avoiding prejudgment of the facts at issue; how to avoid conflicts of interest and bias; for decision-makers on any technology to be used at a live hearing, and on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant; and for investigators, on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
3. The same opportunities to have others present during any College disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The College may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

## POSSIBLE SANCTIONS OR SUPPORTIVE MEASURES THAT THE COLLEGE MAY IMPOSE FOR DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING OFFENSES

Following a final determination in the College's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the College may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include: verbal or written warning; mandatory educational programming or projects; community service; probation; removal from housing or other campus programs/activities/leadership positions; restrictions regarding entering certain buildings or areas of campus; performance improvement/management process (employees only); suspension from school or employment (with or without pay, in the case of employees); termination of contract with the College; and/or dismissal or other separation from the College; loss of privileges; and/or required activities such as drug or alcohol counseling.

If a suspension is imposed on a student, it may be for part of a term, a full term, an entire academic year, or longer. An employee may be suspended for any length of time determined appropriate by the Associate Vice President of Human Resources or designee. Following a suspension, the individual will be required to meet with the Dean of Students or designee (if they are a student), Associate Vice President of Human Resources or designee (if they are a staff member), and/or Dean of the College or designee (if they are a faculty member) to discuss re-entry and expectations going forward.

---

In addition, the College can make available to the victim a range of supportive measures. They include: forbidding the accused from entering the victim's residence hall and from communicating with the complainant, other College no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

### **PUBLICLY AVAILABLE RECORDKEEPING**

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

### **VICTIMS TO RECEIVE WRITTEN NOTIFICATION OF RIGHTS**

When a student or employee reports to the College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of their rights and options as described in the paragraphs above.

### **SEX OFFENDER REGISTRATION**

Knox College complies with The Campus Sex Crimes Prevention Act (CSCPA) and the Illinois Sex Offender Registration Acts, which are Federal and State Laws which require all sex offenders employed by or attending an institution of higher education to register directly with the appropriate local law enforcement agency. In compliance with these Acts, any student, faculty, or staff member attending or employed by Knox College and who is required to register as a sex offender in any state must register, in person, as a sex offender with the Galesburg Police Department within three days of beginning classes or employment at Knox.

An individual committing such offense after being enrolled in classes or commencing employment with Knox College must register, in person, at the Galesburg Police Department, within three days of his or her conviction. An individual must notify the Galesburg Police Department, in person, of any and all changes of employment or enrollment status within three days of such change. Additionally, registration must be renewed each year until the individual's registration requirement is complete.

Failure to register by any student or employee who is required to do so may result in consequences pursuant to the Student Handbook, progressive discipline guidelines, or other College policies as applicable. Individuals registering with the Galesburg Police Department are not required to pay a registration fee. State registry of sex offender information may be accessed at the following link:

<https://isp.illinois.gov/Sor/Disclaimer>.

# ANNUAL FIRE SAFETY REPORT

In July 2010, the Higher Education Opportunity Act (HEOA) of 2008 became effective. The Act required that colleges and universities publish information relating to emergency response and evacuation, emergency notification, missing student notification, and hate crime reporting. The HEOA also adopted new fire safety reporting obligations. The guidelines direct all institutions that provide on-campus student housing to issue an Annual Fire Safety Report and to maintain a fire log for review.

## CLERY FIRE DEFINITIONS

Clery Act guidelines require that any institution that “maintains an on-campus student housing facility” must collect “fire statistics.” Those statistics and additional fire related information has been included in the Annual Knox College Fire Safety Report. The statistics include information in the categories of:

**Unintentional Fires** in regard to: Cooking, Use of smoking materials, Open flames, Electrical, Heating Equipment, Hazardous products, Machinery/Industrial, Natural and “other” unintentional causes

**Intentional fires and undetermined fires** are defined in this report as:

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

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

**Fire Cause:** The factor or factors which give rise to a fire. The causal includes intentional or unintentional acts, mechanical failure or act of nature.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire Related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. This includes students, employees, visitors, firefighters or any other individuals.

**Fire Related Death:** Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

**Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of Property Damaged:** The estimated value of the loss of the structure and its contents, in terms of the cost of replacement in like kind and quantity. This includes contents damaged by fire, and related damages caused by smoke, water, and overhaul. However, it does not include indirect loss, such as business interruption.

## FIRE SAFETY POLICIES

**Smoking, Open Flames, and Portable Appliances**—All on-campus residential units and academic buildings areas are considered smoke-free. Residents and their guests may not smoke inside any on-campus residence or interior area of any buildings. No lighting or heating device that produces an open flame or smoke is allowed in any on-campus residence (excluding designated kitchens). This includes candles, incense, open flames, kerosene, electric or propane heaters, hot plates and fuel containers.

Knox College expects, and the State of Illinois requires, all students to follow the Fire Safety Code. Violations of this code may result in disciplinary action. The College enforces the following fire regulations:

- Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when students are so directed by a college staff member. Individuals who violate this will be subject to disciplinary action.
- No electrical heat-producing appliances other than irons, electric blankets, hair dryers, hot pots and popcorn poppers are permitted in residence halls or housing units. No toaster ovens are permitted.
- All appliances such as hair dryers, coffee pots, popcorn poppers and irons must be plugged directly into wall outlets and unplugged when not in use.
- The use of space heaters in students’ rooms is not permitted without authorization from the College.
- The use of “torchier” halogen lamps in student rooms is not permitted. Halogen lamps will be confiscated.
- Flammable decorations are not permitted in College housing units. This includes but is not limited to Christmas trees, wreaths, and untreated bunting
- Open flames, including candles, kerosene lamps, and other similar items, are not permitted in any College-owned or approved housing units.
- No flammable or combustible liquids such as gasoline, kerosene, turpentine or similar substances may be stored in any College-owned or approved housing unit. Any of these substances found in College housing will be confiscated, and disciplinary action will be taken.



- Only College wiring is allowed in residence hall rooms, and only a reasonable number of standard U.L. approved extension cords may be used. Extension cords must be exposed at all times; they may not be placed under carpets, behind desks, etc.
- Smoke detectors should not be covered, blocked, or otherwise tampered with. Care should be taken not to spray aerosol cans near them or to create smoke in confined areas.
- Tampering with fire equipment is a violation of the State of Illinois law and is prohibited by the College. Fire extinguishers are not to be removed from their proper locations or to be discharged except in the event of a fire emergency. Any tampering with fire equipment will result in disciplinary action (including restitution for the cost of recharging fire extinguishers) and/or criminal prosecution.
- Safety signs and markings are not to be tampered with or defaced.
- Fire doors and any other doors with closing mechanisms are to be kept closed at all times except in the event of a fire emergency.
- Nothing is allowed to block, even partially, any means of exit.

**Electrical Appliances/Cooking**—Television sets, computers, stereos, and small refrigerators are permitted but the residence hall rooms are not wired to carry larger appliances such as air conditioners and space heaters. Only UL-approved electrical cords should be used. Power strips are highly encouraged. The use of extension cords in student rooms is highly discouraged. A reasonable number of electrical appliances may be used if they are electrically safe and don't have exposed wires or heating elements.

Cooking is not allowed in student rooms or suites. Most residence halls provide cooking facilities, usually in the basement of the halls. Food may be kept in student rooms but it must be stored in sealed containers. Toasters, hot plates, electric skillets, and the like are not permitted.

Details regarding these matters are also contained within the Student Handbook section of the Student Development website (<https://www.knox.edu/offices/student-development/student-handbook>).

## TO REPORT A FIRE

In case of a large fire or an explosion, immediately activate the nearest fire alarm and call the Galesburg Fire Department at 911. Then, notify the Office of Campus Safety at 309-341-7979. There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Office of Campus Safety. When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

When a fire alarm sounds, leave the building immediately and close all doors. Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when directed to do so by college personnel. Individuals who violate this policy are subject to disciplinary action. Fire doors and fire escapes are to be used only in case of an emergency.

## FIRE DRILLS

The Galesburg Fire Department, in conjunction with the Knox College offices of Student Development and Campus Safety, conducts annual fire drill exercises in each of residential units on the Knox College campus. As with previous years, one fire drill was performed for every residential unit in the fall of 2023. During the drills, the alarms are sounded and Galesburg Fire Department and College staff monitor the evacuation process. Staff then inspect every residence hall room to verify all students have exited the buildings. Students are instructed to congregate at the evacuation sites as instructed in the emergency preparedness plan and/or discussed during initial suite meetings. Students not leaving the buildings during a fire alarm or during a drill are referred to the Division of Student Development for appropriate sanctions.

## EVACUATION PROCEDURES

Employees, students and guests are not allowed to fight fires and should evacuate the building immediately at the sound of an alarm. Evacuation should be made via the nearest safe exit. Employees and students are not allowed to alter their course of exit in order to search for or notify other occupants. Notification may only be made on the way to the closest exit.

Once you have exited the building, stay out. Under no circumstance is anyone allowed to enter or to re-enter a building that is in alarm. Re-entry can only be made after an "all-clear" signal is given by the Fire Department and the fire alarm system is reset.

Respond to every alarm as if it were a real fire. Report information on false alarms to Campus Safety. If conditions permit, close all doors as you leave in order to help contain the fire and smoke.

If you have to exit through smoke, crawl low to your exit keeping your head one or two feet above the floor, where the air will be cleanest.

Test doorknobs and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it's cool, open it slowly. Slam it shut if smoke pours through.

Use the stairs; never use an elevator during a fire.

If you are trapped, call 911 and tell them your location. Seal your door with rags and signal from your window. Open windows slightly at the top and bottom, but close them if smoke comes in.

Hazardous equipment or processes, including laboratory experiments, should be shut down before leaving the building, unless doing so presents a greater hazard.

After you have left the building, go to the nearest safe location and begin taking attendance.

Upon exiting a residential unit, community members should proceed to the evacuation locations discussed during initial suite meetings. During public health emergencies, persons should attempt to maintain compliance with the guidelines disseminated by the Centers for Disease Control, Illinois Department of Public Health, and Knox County Health Department pertaining to gatherings and contact with others.

Students residing in the residential units noted below have been directed to meet at the following locations:

- 112 W. South Street (BETA House): South of the residence near Seymour Library.
- 143 W. South Street (Williston Hall): Parking lot northeast of the residence.
- 151 W. Knox Street (Sherwin): East side of building near tennis courts.
- 160 W. South Street (TKE): South of the residence near the Seymour Library.
- 167 W. Knox Street (Neifert): East side of building near tennis courts.
- 168 W. Tompkins Street: (ABLE House): Southeast corner of Tompkins and West Streets.
- 175 W. Knox Street (Furrow East/West): East side of building near tennis courts.
- 218 S. Cedar Street (FIJI): Parking lot south of residence.
- 237 W. Knox Street: Northwest corner of S. West and W. Knox Street.
- 240 W. Tompkins Street (Executive Arms): Hamblin Hall parking lot.
- 247 W. Knox Street: Parking lot west of the residence.
- 251 S. West Street (Townhouses): Hamblin Hall parking lot across the street from the Townhouses.
- 251 W. South Street (Hamblin Hall): Hamblin Parking lot near 284 W. Tompkins Street.
- 260 W. Tompkins Street: Hamblin Hall parking lot.
- 265 S. Academy Street: Hamblin Hall parking lot.
- 270 W. Tompkins Street: Hamblin Hall parking lot.
- 284 W. Tompkins Street: Hamblin Hall parking lot.
- 401 S. West Street (Seymour Hall): North of residence between Seymour and Alumni Halls.
- 418 S. West Street (International House): Parking lot west of the residence.
- 461-463 S. West Street (Post Hall): Grass (hill) area east of Post.
- 480 W. South Street (Peterson House): Softball field west of the residence.
- 511 S. West Street (Griffith): North of residence near Post Hall.
- 513 S. West Street (Drew): North of residence near Post Hall.
- 516 S. West Street: Parking lot West of the residence
- 517 S. West Street (Longden): North of residence near Post Hall.
- 519 S. West Street (Simonds): North side of residence near Post Hall.
- 530 S. West Street: Parking lot West of the residence.
- 531 S. West Street (Conger): East side of building near tennis courts.
- 542 S. West Street: Parking lot West of the residence.
- 543 S. West Street (Neal): East side of building near tennis courts.
- 553 S. West Street (Sellew): East side of building near tennis courts.
- 556 S. West Street (Sigma Nu): Parking lot west of residence.
- 561 S. West Street (Campbell): East side of building near tennis courts.
- 563 S. West Street (Raub): East side of building near tennis courts.
- 577 S. West Street (Elder): East side of building near tennis courts.
- 616 S. West Street (Sigma Chi): Parking lot on Southeast corner of W. Knox and S. West Streets
- 643 S. West Street: Parking lot on the Southeast corner W. Knox and S. West Streets
- 675 S. West Street: East of residence near soccer field.
- 697 S. West Street: East of residence near soccer field

Table 2: Residential Fire Safety Systems

Residence	Alarm monitoring	Smoke detectors	Full sprinkler system	Fire extinguisher devices	Evacuation plans and placards	Evacuation drills/year
112 W. South St. (BETA House)	✓	✓	✓	✓	✓	1
143 W. South St. (Williston Hall)	✓	✓	✓	✓	✓	1
151 W. Knox St. (Sherwin Hall)	✓	✓	✓	✓	✓	1
160 W. South St. (TKE House)	✓	✓	✓	✓	✓	1
167 W. Knox St. (Neifert Hall)	✓	✓	✓	✓	✓	1
168 W. Tompkins St. (House)	✓	✓	✓	✓	✓	1
175 W. Knox St. (Furrow E/W)	✓	✓	✓	✓	✓	1
218 S. Cedar St. (FIGI House)	✓	✓	✓	✓	✓	1
237 W. Knox St. (House)	✓	✓	✓	✓	✓	1
240 W. Tompkins St. (Apartments)	✓	✓	✓	✓	✓	1
247 W. Knox St. (House)	✓	✓	✓	✓	✓	1
251 S. West St. A (Townhouse)	✓	✓	✓	✓	✓	1
251 S. West St. B (Townhouse)	✓	✓	✓	✓	✓	1
251 S. West St. C (Townhouse)	✓	✓	✓	✓	✓	1
251 S. West St. D (Townhouse)	✓	✓	✓	✓	✓	1
251 W. South St. (Hamblin Hall)	✓	✓	✓	✓	✓	1
260 W. Tompkins St. (House)	✓	✓	✓	✓	✓	1
265 S. Academy St. (House)	✓	✓	✓	✓	✓	1
270 W. Tompkins St. (House)	✓	✓	✓	✓	✓	1
284 W. Tompkins St. (Apartments)	✓	✓	✓	✓	✓	1
337 S. West St. (Longden Hall)	✓	✓	✓	✓	✓	1
401 S. West St. (Seymour Hall)	✓	✓	✓	✓	✓	1
418 S. West St. (International House)	✓	✓	✓	✓	✓	1
461 S. West St. (Post Building #1)	✓	✓	✓	✓	✓	1
463 S. West St. (Post Building #2)	✓	✓	✓	✓	✓	1
480 S. West St. (House)	✓	✓	✓	✓	✓	1
511 S. West St. (Griffith Hall)	✓	✓	✓	✓	✓	1
513 S. West St. (Drew Hall)	✓	✓	✓	✓	✓	1
516 S. West St. (House)	✓	✓	✓	✓	✓	1
519 S. West St. (Simonds Hall)	✓	✓	✓	✓	✓	1
530 S. West St. (House)	✓	✓	✓	✓	✓	1
531 S. West St. (Conger Hall)	✓	✓	✓	✓	✓	1
543 S. West St. (Neal Hall)	✓	✓	✓	✓	✓	1
553 S. West St. (Sellew Hall)	✓	✓	✓	✓	✓	1
556 S. West St. (Sigma Nu)	✓	✓	✓	✓	✓	1
561 S. West St. (Campbell Hall)	✓	✓	✓	✓	✓	1
563 S. West St. (Raub Hall)	✓	✓	✓	✓	✓	1
577 S. West St. (Elder hall)	✓	✓	✓	✓	✓	1
616 S. West St. (Sigma Chi)	✓	✓	✓	✓	✓	1
643 S. West St. (House)	✓	✓	✓	✓	✓	1
675 S. West St. (House)	✓	✓	✓	✓	✓	1
697 S. West St. (House)	✓	✓	✓	✓	✓	1

During 2020, no yearly drill was conducted due to COVID-19 related safety measures.

---

## RESIDENTIAL FIRE SAFETY SYSTEMS

The Higher Education Opportunity Act (2008) requires that institutions that maintain on-campus housing facilities publish an annual fire safety report that contains information regarding campus fire safety practices and standards of the institution. The following information, which has been published in conjunction with the Annual Safety and Security (Clery) Survey Report, has been developed to address the requirements of the Act, and provided detailed information regarding the current and future state of Knox College residential facilities. This report has been created for review as follows:

**Residential Units.** As of 2021, Knox College currently has 42 residential units on the campus (some of which are consolidated into a single overall structure), which feature a variety of systems designed to help detect a fire, to warn residents in the event of a fire, or to control or suppress a fire. Table 2 details the systems currently in place at each residence.

## FIRE SAFETY EDUCATION AND TRAINING

Fire safety training is provided annually to resident advisors (RA) and others with potential safety interaction including, but not limited to: Citizen Emergency Response Training programs provided by the Galesburg Police Department and Western Illinois Chapter of the American Red Cross. Additional fire safety training is available upon request by contacting the Director of Campus Safety at 309-341-7255.

## FIRE LOGS

In addition to the daily crime log, the Higher Education Opportunity Act of 2008 requires that Knox maintain a record of any fire reported to a campus official which occurs in an on-campus student housing facility. This log includes the date the fire was reported, the date and time of the fire, and its nature and general location. As with the crime log, Campus Safety may make additional information available in an effort to keep the community informed.

At Knox, the fire log is combined with the daily crime log into a single document covering both reported crimes and fires. Additional elements may also be included in the log for community informational purposes.

The Knox College Department of Campus Safety makes the most recent 60 days of the crime and fire log available for review upon request, either in person during normal business hours or online (<https://www.knox.edu/offices/campus-safety/crime-log>). The log is additionally provided to *The Knox Student* (TKS) newspaper for community review. In the event that a review of daily crime and fire logs that are older than the most recent 60 days is desired, please contact the Director of Campus Safety at 309-341-7255 for assistance.

## FUTURE IMPROVEMENTS

Knox College plans to continue upgrades to current facilities with upgraded alarms and alarm monitoring systems. Alarm panels, dialers, and smoke detectors are being upgraded or replaced in order to improve the functionality of the alarm system and to offer more pinpoint alarm source notifications with greatly enhanced precision.

In 2024, the alarm panels in the Five-Name housing complex, the International House, 480 S. West and 560 S. West were replaced with new models." George Davis Hall, a non-residential facility, also received fire alarm system improvements.

## FIRE STATISTICS

The Knox College Department of Campus Safety will annually provide fire statistics on the following categories for inclusion in the annual crime and fire safety report. That information has been included with this document but may also be accessed in the tables below. The fire statistics report will include the following information:

- The number of fires and the cause of each fire, whether intentional, unintentional (cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural, or other), or undetermined.
- The number of deaths related to the fire.
- The number of injuries related to the fire that resulted in treatment at a medical facility, including an on-campus health center.
- The value of the property damage caused by the fire.

Table 3a: 2021 Fire Statistics for On-Campus Student Housing Facilities

Student Housing Facility	Fires	Cause	Injuries	Deaths	Property Loss
112 W. South St. (BETA House)	0	N/A	0	0	0
143 W. South St. (Williston Hall)	0	N/A	0	0	0
151 W. Knox St. (Sherwin Hall)	0	N/A	0	0	0
160 W. South St. (TKE House)	0	N/A	0	0	0
167 W. Knox St. (Neifert Hall)	0	N/A	0	0	0
168 W. Tompkins St. (ABLE)	0	N/A	0	0	0
175 W. Knox St. (Furrow E/W)	0	N/A	0	0	0
218 S. Cedar St. (FIGI House)	0	N/A	0	0	0
237 W. Knox St. (House)	0	N/A	0	0	0
240 W. Tompkins St. (Apartments)	0	N/A	0	0	0
247 W. Knox St. (House)	0	N/A	0	0	0
251 S. West St. A (Townhouse)	0	N/A	0	0	0
251 S. West St. B (Townhouse)	0	N/A	0	0	0
251 S. West St. C (Townhouse)	0	N/A	0	0	0
251 S. West St. D (Townhouse)	0	N/A	0	0	0
251 W. South St. (Hamblin Hall)	0	N/A	0	0	0
260 W. Tompkins St. (House)	0	N/A	0	0	0
265 S. Academy St. (House)	0	N/A	0	0	0
270 W. Tompkins St. (House)	0	N/A	0	0	0
284 W. Tompkins St. (Apartments)	0	N/A	0	0	0
337 S. West St. (Longden Hall)	0	N/A	0	0	0
401 S. West St. (Seymour Hall)	0	N/A	0	0	0
418 S. West St. (International House)	0	N/A	0	0	0
461 S. West St. (Post Building #1)	0	N/A	0	0	0
463 S. West St. (Post Building #2)	0	N/A	0	0	0
480 S. West St. (House)	0	N/A	0	0	0
511 S. West St. (Griffith Hall)	0	N/A	0	0	0
513 S. West St. (Drew Hall)	0	N/A	0	0	0
516 S. West St. (House)	0	N/A	0	0	0
519 S. West St. (Simonds Hall)	0	N/A	0	0	0
530 S. West St. (House)	0	N/A	0	0	0
531 S. West St. (Conger Hall)	0	N/A	0	0	0
543 S. West St. (Neal Hall)	0	N/A	0	0	0
553 S. West St. (Sellew Hall)	0	N/A	0	0	0
556 S. West St. (Sigma Nu)	0	N/A	0	0	0
561 S. West St. (Campbell Hall)	0	N/A	0	0	0
563 S. West St. (Raub Hall)	0	N/A	0	0	0
577 S. West St. (Elder hall)	0	N/A	0	0	0
616 S. West St. (Sigma Chi House)	0	N/A	0	0	0
643 S. West St. (House)	0	N/A	0	0	0
675 S. West St. (House)	0	N/A	0	0	0
697 S. West St. (House)	0	N/A	0	0	0



Table 3b: 2022 Fire Statistics for On-Campus Student Housing Facilities

Student Housing Facility	Fires	Cause	Injuries	Deaths	Property Loss
112 W. South St. (BETA House)	0	N/A	0	0	0
143 W. South St. (Williston Hall)	0	N/A	0	0	0
151 W. Knox St. (Sherwin Hall)	0	N/A	0	0	0
160 W. South St. (TKE House)	0	N/A	0	0	0
167 W. Knox St. (Neifert Hall)	0	N/A	0	0	0
168 W. Tompkins St. (ABLE)	0	N/A	0	0	0
175 W. Knox St. (Furrow E/W)	0	N/A	0	0	0
218 S. Cedar St. (FIGI House)	0	N/A	0	0	0
237 W. Knox St. (House)	0	N/A	0	0	0
240 W. Tompkins St. (Apartments)	0	N/A	0	0	0
247 W. Knox St. (House)	0	N/A	0	0	0
251 S. West St. A (Townhouse)	0	N/A	0	0	0
251 S. West St. B (Townhouse)	0	N/A	0	0	0
251 S. West St. C (Townhouse)	0	N/A	0	0	0
251 S. West St. D (Townhouse)	0	N/A	0	0	0
251 W. South St. (Hamblin Hall)	0	N/A	0	0	0
260 W. Tompkins St. (House)	0	N/A	0	0	0
265 S. Academy St. (House)	0	N/A	0	0	0
270 W. Tompkins St. (House)	0	N/A	0	0	0
284 W. Tompkins St. (Apartments)	0	N/A	0	0	0
337 S. West St. (Longden Hall)	0	N/A	0	0	0
401 S. West St. (Seymour Hall)	0	N/A	0	0	0
418 S. West St. (International House)	0	N/A	0	0	0
461 S. West St. (Post Building #1)	0	N/A	0	0	0
463 S. West St. (Post Building #2)	0	N/A	0	0	0
480 S. West St. (House)	0	N/A	0	0	0
511 S. West St. (Griffith Hall)	0	N/A	0	0	0
513 S. West St. (Drew Hall)	0	N/A	0	0	0
516 S. West St. (House)	0	N/A	0	0	0
519 S. West St. (Simonds Hall)	0	N/A	0	0	0
530 S. West St. (House)	0	N/A	0	0	0
531 S. West St. (Conger Hall)	0	N/A	0	0	0
542 S. West St. (House)	0	N/A	0	0	0
543 S. West St. (Neal Hall)	0	N/A	0	0	0
553 S. West St. (Sellew Hall)	0	N/A	0	0	0
556 S. West St. (Sigma Nu)	0	N/A	0	0	0
561 S. West St. (Campbell Hall)	0	N/A	0	0	0
563 S. West St. (Raub Hall)	0	N/A	0	0	0
577 S. West St. (Elder hall)	0	N/A	0	0	0
616 S. West St. (Sigma Chi House)	0	N/A	0	0	0
643 S. West St. (House)	0	N/A	0	0	0
675 S. West St. (House)	0	N/A	0	0	0
697 S. West St. (House)	0	N/A	0	0	0

Table 3c: 2023 Fire Statistics for On-Campus Student Housing Facilities

Student Housing Facility	Fires	Cause	Injuries	Deaths	Property Loss
112 W. South St. (BETA House)	0	N/A	0	0	0
143 W. South St. (Williston Hall)	0	N/A	0	0	0
151 W. Knox St. (Sherwin Hall)	0	N/A	0	0	0
160 W. South St. (TKE House)	0	N/A	0	0	0
167 W. Knox St. (Neifert Hall)	0	N/A	0	0	0
168 W. Tompkins St. (ABLE)	0	N/A	0	0	0
175 W. Knox St. (Furrow E/W)	0	N/A	0	0	0
218 S. Cedar St. (FIGI House)	0	N/A	0	0	0
237 W. Knox St. (House)	0	N/A	0	0	0
240 W. Tompkins St. (Apartments)	0	N/A	0	0	0
247 W. Knox St. (House)	0	N/A	0	0	0
251 S. West St. A (Townhouse)	0	N/A	0	0	0
251 S. West St. B (Townhouse)	0	N/A	0	0	0
251 S. West St. C (Townhouse)	0	N/A	0	0	0
251 S. West St. D (Townhouse)	0	N/A	0	0	0
251 W. South St. (Hamblin Hall)					
260 W. Tompkins St. (House)	0	N/A	0	0	0
265 S. Academy St. (House)	0	N/A	0		
270 W. Tompkins St. (House)	0	N/A	0	0	0
284 W. Tompkins St. (Apartments)	0	N/A	0	0	0
337 S. West St. (Longden Hall)	0	N/A	0	0	0
401 S. West St. (Seymour Hall)	1	Intentional	0	0	\$0-99
418 S. West St. (International House)	0	N/A	0	0	0
461 S. West St. (Post Building #1)	0	N/A	0	0	0
463 S. West St. (Post Building #2)	0	N/A	0	0	0
480 S. West St. (House)	0	N/A	0	0	0
511 S. West St. (Griffith Hall)	0	N/A	0	0	0
513 S. West St. (Drew Hall)	0	N/A	0	0	0
516 S. West St. (House)	0	N/A	0	0	0
519 S. West St. (Simonds Hall)	0	N/A	0	0	0
530 S. West St. (House)	0	N/A	0	0	0
531 S. West St. (Conger Hall)	0	N/A	0	0	0
543 S. West St. (Neal Hall)	0	N/A	0	0	0
553 S. West St. (Sellew Hall)	0	N/A	0	0	0
556 S. West St. (Sigma Nu)	0	N/A	0	0	0
561 S. West St. (Campbell Hall)	0	N/A	0	0	0
563 S. West St. (Raub Hall)	0	N/A	0	0	0
577 S. West St. (Elder hall)	0	N/A	0	0	0
616 S. West St. (Sigma Chi House)	0	N/A	0	0	0
643 S. West St. (House)	0	N/A	0	0	0
675 S. West St. (House)	0	N/A	0	0	0
697 S. West St. (House)	0	N/A	0	0	0

## APPENDIX A

### STATE OF ILLINOIS CRIME DEFINITIONS

The Violence Against Women Act and its regulations require the inclusion of certain Illinois definitions in a campus' Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students.

***THE VIOLENCE AGAINST WOMEN ACT DEFINES SEXUAL ASSAULT AS AN OFFENSE CLASSIFIED AS A FORCIBLE OR NONFORCIBLE SEX OFFENSE UNDER THE UNIFORM CRIME REPORTING SYSTEM OF THE FEDERAL BUREAU OF INVESTIGATION. WHAT FOLLOWS IS THE TERMINOLOGY UTILIZED IN THE ILLINOIS COMPILED STATUTES (ILCS).***

#### **Consent (720 ILCS 5/11-0.1):**

In Illinois law, consent, in reference to sexual activity, is defined as “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.”

#### **Criminal Sexual Assault (720 ILCS 5/11-1.20):**

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.

#### **Aggravated Criminal Sexual Assault (720 ILCS 5/11-1.30):**

A person commits aggravated criminal sexual assault if that person commits criminal sexual assault and any of the following aggravating circumstances exist during the commission of the offense or, for purposes of paragraph (7), occur as part of the same course of conduct as the commission of the offense:

- (1) the person displays, threatens to use, or uses a dangerous weapon, other than a firearm, or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- (2) the person causes bodily harm to the victim;
- (3) the person acts in a manner that threatens or endangers the life of the victim or any other person;
- (4) the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony;
- (5) the victim is 60 years of age or older;
- (6) the victim is a person with a physical disability;
- (7) the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purposes;
- (8) the person is armed with a firearm;
- (9) the person personally discharges a firearm during the commission of the offense; or
- (10) the person personally discharges a firearm during the commission of the offense, and that discharge proximately causes great bodily harm, permanent disability, permanent disfigurement, or death to another person.

A person commits aggravated criminal sexual assault if that person is under 17 years of age and:

- (1) commits an act of sexual penetration with a victim who is under 9 years of age; or
- (2) commits an act of sexual penetration with a victim who is at least 9 years of age but under 13 years of age and the person uses force or threat of force to commit the act

A person commits aggravated criminal sexual assault if that person commits an act of sexual penetration with a victim who is a person with a severe or profound intellectual disability.

#### **Predatory Criminal Sexual Assault of a Child (720 ILCS 5/11-1.40):**

A person commits predatory criminal sexual assault of a child if that person is 17 years of age or older, and commits an act of contact, however slight, between the sex organ or anus of one person and the part of the body of another for the purpose of sexual gratification or arousal of the victim or the accused, or an act of sexual penetration, and:

- (1) the victim is under 13 years of age; or
- (2) the victim is under 13 years of age and that person:
  - (a) is armed with a firearm;
  - (b) personally discharges a firearm during the commission of the offense;
  - (c) causes great bodily harm to the victim that:
    - (i) results in permanent disability; or
    - (ii) is life threatening; or
  - (d) delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception, for other than medical purposes.

**Criminal Sexual Abuse (720 ILCS 5/11-1.50):**

A person commits criminal sexual abuse if that person:

- (1) commits an act of sexual conduct by the use of force or threat of force; or
- (2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent.

A person commits criminal sexual abuse if that person is under 17 years of age and commits an act of sexual penetration or sexual conduct with a victim who is at least 9 years of age but under 17 years of age.

A person commits criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is less than 5 years older than the victim.

**Aggravated Criminal Sexual Abuse (720 ILCS 5/11-1.60):**

A person commits aggravated criminal sexual abuse if that person commits criminal sexual abuse and any of the following aggravating circumstances exist (i) during the commission of the offense or (ii) for purposes of paragraph (7), as part of the same course of conduct as the commission of the offense:

- (1) the person displays, threatens to use, or uses a dangerous weapon or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
- (2) the person causes bodily harm to the victim;
- (3) the victim is 60 years of age or older;
- (4) the victim is a person with a physical disability;
- (5) the person acts in a manner that threatens or endangers the life of the victim or any other person;
- (6) the person commits the criminal sexual abuse during the course of committing or attempting to commit any other felony; or
- (7) the person delivers (by injection, ingestion, transfer of possession, or any other means) any controlled substance to the victim for other than medical purposes without the victim's consent or by threat or deception.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is under 18 years of age and the person is a family member.

A person commits aggravated criminal sexual abuse if:

- (1) that person is 17 years of age or over and: (i) commits an act of sexual conduct with a victim who is under 13 years of age; or (ii) commits an act of sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person uses force or threat of force to commit the act; or
- (2) that person is under 17 years of age and: (i) commits an act of sexual conduct with a victim who is under 9 years of age; or (ii) commits an act of sexual conduct with a victim who is at least 9 years of age but under 17 years of age and the person uses force or threat of force to commit the act.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is at least 5 years older than the victim.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is a person with a severe or profound intellectual disability.

A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is at least 13 years of age but under 18 years of age and the person is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim.

**Domestic Violence (750 ILCS 60/103):**

**"Domestic violence"** 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.

**“Physical abuse”** includes sexual abuse and means any of the following:

- (1) knowing or reckless use of physical force, confinement or restraint;
- (2) knowing, repeated and unnecessary sleep deprivation; or
- (3) knowing or reckless conduct which creates an immediate risk of physical harm.

**“Harassment”** means knowing conduct which is not necessary to accomplish a purpose that is reasonable under the circumstances; would cause a reasonable person emotional distress; and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct shall be presumed to cause emotional distress:

- (1) creating a disturbance at petitioner's place of employment or school;
- (2) repeatedly telephoning petitioner's place of employment, home or residence;
- (3) repeatedly following petitioner about in a public place or places;
- (4) repeatedly keeping petitioner under surveillance by remaining present outside his or her home, school, place of employment, vehicle or other place occupied by petitioner or by peering in petitioner's windows;
- (5) improperly concealing a minor child from petitioner, repeatedly threatening to improperly remove a minor child of petitioners from the jurisdiction or from the physical care of petitioner, repeatedly threatening to conceal a minor child from petitioner, or making a single such threat following an actual or attempted improper removal or concealment, unless respondent was fleeing an incident or pattern of domestic violence; or
- (6) threatening physical force, confinement or restraint on one or more occasions.

**“Intimidation of a dependent”** means subjecting a person who is dependent because of age, health or disability to participation in or the witnessing of: physical force against another or physical confinement or restraint of another which constitutes physical abuse as defined in this Act, regardless of whether the abused person is a family or household member.

**“Interference with personal liberty”** means committing or threatening physical abuse, harassment, intimidation or willful deprivation so as to compel another to engage in conduct from which she or he has a right to abstain or to refrain from conduct in which she or he has a right to engage.

**“Willful deprivation”** means willfully denying a person who because of age, health or disability requires medication, medical care, shelter, accessible shelter or services, food, therapeutic device, or other physical assistance, and thereby exposing that person to the risk of physical, mental or emotional harm, except with regard to medical care or treatment when the dependent person has expressed an intent to forgo such medical care or treatment. This paragraph does not create any new affirmative duty to provide support to dependent persons.

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

**Domestic Battery (720 ILCS 5/12-3.2):**

A person commits domestic battery if he or she knowingly without legal justification by any means:

- (1) causes bodily harm to any family or household member;
- (2) makes physical contact of an insulting or provoking nature with any family or household member.

**Aggravated Domestic Battery (720 ILCS 5/12-3.3):** A person who, in committing a domestic battery, knowingly causes great bodily harm, or permanent disability or disfigurement commits aggravated domestic battery.

A person who, in committing a domestic battery, strangles another individual commits aggravated domestic battery. For the purposes of this subsection, “strangle” means intentionally impeding the normal breathing or circulation of the blood of an individual by applying pressure on the throat or neck of that individual or by blocking the nose or mouth of that individual.

**Dating Violence:** “Dating violence” is not defined in the Illinois Compiled Statutes.

“Teen Dating Violence” (105 ILCS 110/3.10) means either of the following:

- (1) A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
- (2) Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.



**Stalking (720 ILCS 5/12-7.3):** 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 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 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.

#### Exemptions

- (1) This Section does not apply to any individual or organization (i) monitoring or attentive to compliance with public or worker safety laws, wage and hour requirements, or other statutory requirements, or (ii) picketing occurring at the workplace that is otherwise lawful and arises out of a bona fide labor dispute, including any controversy concerning wages, salaries, hours, working conditions or benefits, including health and welfare, sick leave, insurance, and pension or retirement provisions, the making or maintaining of collective bargaining agreements, and the terms to be included in those agreements.
- (2) This Section does not apply to an exercise of the right to free speech or assembly that is otherwise lawful.
- (3) Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

**“Course of conduct”** means 2 or more acts, including but not limited to acts in which a defendant 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, engages in other non-consensual contact, or interferes with or damages a person’s property or pet. A course of conduct may include contact via electronic communications.

**“Electronic communication”** means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. “Electronic communication” includes transmissions by a computer through the Internet to another computer.

**“Emotional distress”** means significant mental suffering, anxiety or alarm.

**“Family member”** means a parent, grandparent, brother, sister, or child, whether by whole blood, half-blood, or adoption and includes a step-grandparent, step-parent, step-brother, step-sister or step-child. “Family member” also means any other person who regularly resides in the household, or who, within the prior 6 months, regularly resided in the household.

**“Follows another person”** means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. “Follows another person” does not include a following within the residence of the defendant.

**“Non-consensual contact”** means any contact with the victim that is initiated or continued without the victim’s consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

**“Places a person under surveillance”** means: (1) remaining present outside the person’s school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or (2) placing an electronic tracking device on the person or the person’s property.

**“Reasonable person”** means a person in the victim’s situation.

**“Transmits a threat”** means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

#### **Aggravated stalking (720 ILCS 5/12-7.4):**

A person commits aggravated stalking when he or she commits stalking and:

- (1) causes bodily harm to the victim;
- (2) confines or restrains the victim; or
- (3) violates a temporary restraining order, an order of protection, a stalking no contact order, a civil no contact order, or an injunction prohibiting the behavior described in subsection (b)(1) of Section 214 of the Illinois Domestic Violence Act of 1986.

A person commits aggravated stalking when he or she is required to register under the Sex Offender Registration Act or has been previously required to register under that Act and commits the offense of stalking when the victim of the stalking is also the victim of the offense for which the sex offender is required to register under the Sex Offender Registration Act or a family member of the victim.

Exemptions:

- (1) This Section does not apply to any individual or organization (i) monitoring or attentive to compliance with public or worker safety laws, wage and hour requirements, or other statutory requirements, or (ii) picketing occurring at the workplace that is otherwise lawful and arises out of a bona fide labor dispute including any controversy concerning wages, salaries, hours, working conditions or benefits, including health and welfare, sick leave, insurance, and pension or retirement provisions, the managing or maintenance of collective bargaining agreements, and the terms to be included in those agreements.
- (2) This Section does not apply to an exercise of the right to free speech or assembly that is otherwise lawful.
- (3) Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

A defendant who directed the actions of a third party to violate this Section, under the principles of accountability set forth in Article 5 of this Code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

#### **Cyberstalking (720 ILCS 5/12-7.5):**

A person commits cyberstalking when he or she engages in a course of conduct using electronic communication directed at a specific person, and he or she knows or should know that 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 person commits cyberstalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions, harasses another person through the use of electronic communication 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 or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or
- (3) at any time knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

A person commits cyberstalking when he or she knowingly, surreptitiously, and without lawful justification, installs or otherwise places electronic monitoring software or spyware on an electronic communication device as a means to harass another person 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;
- (2) places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or
- (3) at any time knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

For purposes of this Section, an installation or placement is not surreptitious if:

- (1) with respect to electronic software, hardware, or computer applications, clear notice regarding the use of the specific type of tracking software or spyware is provided by the installer in advance to the owners and primary users of the electronic software, hardware, or computer application; or
- (2) written or electronic consent of all owners and primary users of the electronic software, hardware, or computer application on which the tracking software or spyware will be installed has been sought and obtained through a mechanism that does not seek to obtain any other approvals or acknowledgment from the owners and primary users.

A person commits cyberstalking when he or she, knowingly and without lawful justification, creates and maintains an Internet website or webpage which is accessible to one or more third parties for a period of at least 24 hours, and which contains statements harassing another person and:

- (1) which communicates a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person or a family member of that person, or
- (2) which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or
- (3) which knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

**“Course of conduct”** means 2 or more acts, including but not limited to acts in which a defendant 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, engages in other non-consensual contact, or interferes with or damages a person's property or pet. The incarceration in a penal institution of a person who commits the course of conduct is not a bar to prosecution under this Section.

**“Electronic communication”** means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. “Electronic communication” includes transmissions through an electronic device including, but not limited to, a telephone, cellular phone, computer, or pager, which communication includes, but is not limited to, e-mail, instant message, text message, or voice mail.

**“Electronic communication device”** means an electronic device, including, but not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer.

**“Electronic monitoring software or spyware”** means software or an application that surreptitiously tracks computer activity on a device and records and transmits the information to third parties with the intent to cause injury or harm. For the purposes of this paragraph (2.2), “intent to cause injury or harm” does not include activities carried out in furtherance of the prevention of fraud or crime or of protecting the security of networks, online services, applications, software, other computer programs, users, or electronic communication devices or similar devices.

**“Emotional distress”** means significant mental suffering, anxiety or alarm.

**“Harass”** means to engage in a knowing and willful course of conduct directed at a specific person that alarms, torments, or terrorizes that person.

**“Non-consensual contact”** means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

**“Reasonable person”** means a person in the victim's circumstances, with the victim's knowledge of the defendant and the defendant's prior acts.

**“Third party”** means any person other than the person violating these provisions and the person or persons towards whom the violator's actions are directed.

Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

A defendant who directed the actions of a third party to violate this Section, under the principles of accountability set forth in Article 5 of this Code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

It is not a violation of this Section to:

- (1) provide, protect, maintain, update, or upgrade networks, online services, applications, software, other computer programs, electronic communication devices, or similar devices under the terms of use applicable to those networks, services, applications, software, programs, or devices;
- (2) interfere with or prohibit terms or conditions in a contract or license related to networks, online services, applications, software, other computer programs, electronic communication devices, or similar devices; or
- (3) create any liability by reason of terms or conditions adopted, or technical measures implemented, to prevent the transmission of unsolicited electronic mail or communications.