



# Spertus Institute for Jewish Learning and Leadership

## 2023 SAFETY AND SECURITY INFORMATION REPORT

*The information and policies provided in this Annual Report is part of Spertus' commitment to safety and security and compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

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## **The Spertus Mission and Programs**

Spertus Institute is a center for Jewish learning and leadership that invites people of all backgrounds to explore the multifaceted Jewish experience. Spertus Institute inspires learning, serves diverse communities, and fosters understanding for Jews and people of all faiths.

Spertus Institute for Jewish Learning and Leadership offers dynamic learning opportunities, rooted in Jewish wisdom and culture and open to all. These opportunities are designed to enable personal growth, train future leaders, and engage individuals in exploration of Jewish life. Graduate programs and professional workshops are offered in the Chicago area, in select locations across North America, and through distance learning. Public programs — including films, speakers, seminars, concerts, and exhibits — are offered at the Institute’s Michigan Avenue facility, in the Chicago suburbs, and online. We often hear from students and participants that their experiences at Spertus are inspiring and even transformative. That is by design, because the Institute strives to offer thought-provoking content with real-world application, unparalleled resources, and a welcoming environment that encourages people to connect in an open exchange of ideas. This results in meaningful, important opportunities for personal and professional growth for constituents and communities.

Spertus enrolls approximately 300 part-time graduate students and is visited by thousands of adult learners, who participate in public programs, non-degree courses and certificates, and utilize institutional collections (exhibitions, library resources).

## **Access to Campus Facilities**

Spertus has a security guard at the front desk during all open hours. The front desk security guard meets all guests—public, students, employees—who must either show identification to be admitted to the building or sign in. The front desk security guard may question any visitor for information about the purpose of his/her visit and the security guard may deny admission to the facility for anyone who does not have an appointment or legitimate reason to visit the facility. Cameras monitor activity throughout the building, including the loading dock area, where a second staff member is stationed during regular business hours. During non-business hours, this area is monitored by security cameras.

### *Building Hours*

Monday – Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 3:00 p.m.

Certain floors and building spaces (e.g., collections storage areas and administrative floors) are locked and accessible only to individuals with prox cards set for those spaces. Elevator access is limited and can be adjusted based on event, security, and emergency needs. Stairwells are locked and can only be exited in the first floor—except by staff with prox card access. During evacuations stairwells are automatically opened. Guests to the building without IDs will be asked to sign in when they enter the building. Suspicious guests may be questioned or refused access.

Front Guard's Desk personnel are trained security guards or off-duty Chicago Police. They can respond to emergencies and summon law enforcement assistance immediately.

Students, employees, and visitors are encouraged to keep their possessions on their person or under their watch at all times.

Spertus does not have any residential or non-campus facilities.

### **Emergency Response and Evacuations**

In compliance with the *Clery Act* Spertus has and discloses emergency response and evacuation procedures in relation to significant emergencies or dangerous situations occurring on the campus that involve an immediate threat to the health or safety of students, employees, faculty, or visitors.

### **Emergency and Severe Weather School Closing Information**

On occasion, Chicago weather conditions or other situations may threaten to make travel to or from class dangerous. In such cases, the Provost/Vice President makes a decision about cancelling Spertus classes. Information about class cancellations will be posted on the Spertus website at [spertus.edu](http://spertus.edu) and via Twitter (@Spertus). Information will also be forwarded to the Chicagoland Emergency Closing Center at [emergencyclosings.com](http://emergencyclosings.com). In addition, students may tune in to the following radio and television stations for closing information: WGN-AM, WBBM-AM, WBBM-TV, WFLD-TV, WMAQ-TV, WGN-TV, and CLTV.

### **Reporting an Emergency**

If you become aware of an emergency situation, Spertus recommends that you dial 911. If the emergency is not life threatening, you should also contact the Spertus Front Desk Security Guard (312-322-1763) during regular business hours and 911 outside of regular business hours.

Security and Operations staff are notified first and then notification is transmitted to appropriate segments of the Spertus community (whether they are currently on campus or not) through a texting system (staff) or email and web postings (students, faculty, the general public). Fire alarms or public address systems may be used to alert Spertus constituents and tenants in the building of any emergency or dangerous situation. This system will be initiated by Spertus security or Operations staff.

### **Emergency Response and Plan**

Spertus will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, faculty, or visitors occurring on the campus. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. There will be a continuing assessment of the situation and that additional segments of the campus community may be notified if a situation warrants such action.

Spertus Security or Operations staff will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Spertus Security or Operations staff and/or local law enforcement agencies will determine the appropriate course of action to be taken (e.g., securing the facility, evacuation) depending upon the best information available at the time. Spertus Security will attempt to verify a situation utilizing building security cameras and communications systems and assessment of needs and options. As indicated above, notification will be initiated. The first round of notification will be to individuals in the facility—through the building PA system and internal phone or walkie-talkie communications. Additional notifications to individuals outside the facility will be made as deemed necessary through the use of an emergency text protocol and placement of information on Emergency Closings and/or the Spertus website.

Testing of the various emergency response, including fire alarms and evacuation, and notification systems at Spertus will take place at least once each year. The results of these tests will be evaluated by Operations and Facilities Department staff members. Results and recommendations for improvements that will be incorporated into any emergency procedure revisions and that will be made and shared with the employees working at Spertus and other organizations in the facility. Spertus maintains close relations with the Chicago Police Department for information sharing and emergency assessment and response.

The following individuals are responsible for carrying out the procedures noted above:

Name	Position	Phone/Email	Contact in cases of:
Phil Thompson	Director of Facilities and Operations	312-322-1710 pthompson@spertus.edu	General, potential, or active security situation. Hazardous facility-related or operational issue.
Chris Zarth	Assistant Director of Facilities and Operations	312-322-1743 czarth@spertus.edu	General, potential, or active security situation. Hazardous facility-related or operational issue.
Gerardo Santacruz	Maintenance Supervisor	312-322-1727 gsantacruz@spertus.edu	Hazardous facility-related or operational issue.
Arturo Najera	Security Guard (Front Desk)	312-322-1763 anajera@spertus.edu	Immediate on-site security situation.
Jenny Velazquez	Security Guard (Loading Dock)	312-322-1767 jvelazquez@spertus.edu	Immediate security on-site situation.

Spertus conducts emergency response exercises and tests of emergency notification systems each year, including evacuation and fire drills. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Information from these tests is assessed by Security and Operations staff and feedback is provided via email to Spertus employees and other tenants.

Spertus security staff members have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Chicago Police Department, Chicago Fire Department, who typically respond and work together to manage the incident. Depending on the nature of the incident, other Spertus departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures at Spertus are publicized each year in this report as part of Clery Act compliance efforts. This information is also available in the Spertus All-Staff Team site under Operational Resources.

All members of the Spertus Community are informed on an annual basis that they are required to notify Spertus security or officials of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Spertus has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Spertus security has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

## **Security**

### **Law Enforcement Authority and Interagency Relationships**

All security staff members are trained security professionals. All new staff members are required to undergo a criminal background check through Human Resources. All staff members are offered training on a regular basis in CPR and in other areas of security. Spertus security officers are not armed, are not sworn peace officers, and they do not have arrest powers. They detain individuals for the Chicago Police Department. Spertus is a gun-free facility. City police officers, who are employed as part-time public safety officers, are permitted to carry arms.

If a major or serious crime occurs on or near campus, the police in that jurisdiction will take control of the situation. Spertus receives updates on potential threats and on actual crimes in the neighborhood from the Chicago Police Department but does not maintain a Memorandum of Understanding with local law enforcement agencies. As noted below, Spertus encourages Security and other staff members interacting with witnesses to or victims of crimes to report these crimes to appropriate institutional staff members and local law enforcement agents.

Spertus staff members interacting with witnesses to or victims of crimes are encouraged to inform them of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### **Security Awareness and Crime Prevention Programs**

Spertus believes that in addition to the security staff and procedures that are in place on campus, it is necessary for all staff, students, and visitors to be responsible for their own safety and that of others.

*The following is a listing of some of the crime prevention programs and projects implemented at Spertus.*

1. New Student Orientation — Students are given an overview of the facility and evacuation procedures (at the start of their Cohort or during the on-campus distance learning seminars held twice each year);
2. Crime prevention and sexual harassment brochures are displayed in the Student Lounge (7<sup>th</sup> floor) (all year long);
3. The Student Handbook, given to student annually and available at all times on the Spertus website ([www.spertus.edu](http://www.spertus.edu)) outlines policies and procedures related to emergencies, reporting of crimes, and crime prevention. (The Handbook is updated annually and posted on the website);
4. Annual Security Report: the annual crime statistics survey is released to students and employees on an annual basis—through direct emails, through posts in the student lounge, and through publication in the Student Handbook and Faculty Manual), as required by the Clery Act (before October 1 each year);
5. Students and employees are notified via email or text if information about serious criminal activity in the general neighborhood is released by the Chicago Police (as information or notifications are received and evaluated);
6. Crime Prevention Publicity: Crime prevention articles and material are published from time to time on the Spertus website (available year long and reviewed annually for updated links and additional materials);
7. Limited facility access— Access to secured areas of the facility is restricted and monitored. If students do not have their IDs they need to sign in with the guard and may only access public spaces. If staff members do not have their IDs they need to secure a temporary ID by surrendering their Driver's License to the security staff member posted in the back of the facility (the facility elevator and access system is in place year round; it may be adjusted depending on specific special events, e.g., during on-campus distance learning seminars when students are given access to the Administrative floor for advising purposes during select hours of operation).

## **Electronic Security Systems**

Each Spertus employee and student is issued a Spertus photo ID card. This card is required to gain access to certain places in the facility. Spertus is a public building and some floors, for example, galleries and Library are open to the public, upon signing in, during regular business hours.

House Telephones and Emergency Call Boxes are located in spaces around the building and in elevators and stairwells. Closed Circuit Television Surveillance is used throughout the building. An electronic monitoring and alarm system monitors a network of intrusion detection, fire alarms and duress alarm systems.

## **Notifications and Warnings**

### **Immediate Notification**

Spertus utilizes a text message notification system to notify the staff and current students of on- campus emergencies. PA Notifications can be made throughout the building as need arises. In an emergency, the speakers will detail the emergency taking place. The system is tested on a regular basis.

### **Timely Warning Safety Alerts**

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Spertus discloses timely warning in the case of emergencies and dangerous situations. Spertus issues such warnings when such emergencies or dangerous situations are reported to campus security authorities or local police agencies and/or when such situations are considered by Spertus officials to represent a serious or continuing threat to students, employees, faculty, or visitors. Timely warnings are not limited to violent crimes or crimes against persons. They may include a rash of burglaries or other crimes in the vicinity. Spertus constituents are asked to share such warnings with other students and individuals who they believe need to have such information in order to take proactive protective action.

Spertus posts and/or e-mails timely warning notices for the Institute's community to notify members of the community about serious crimes against people or property that occur on or adjacent to our campus, where prior knowledge of that serious crime would aid others in not becoming the victim of a similar case. These warnings will be issued/posted if the incident is reported to the Operations and Facilities department.

The Operations Office in conjunction with Student Services will also issue and post Crime Alerts in the event of incidents of rape, murder, aggravated assault, robbery involving force or violence, major incidents of arson and other crimes. These alerts will be posted in the entrance area of the building and in the student lounge.



Spertus does not generally issue safety alerts for the above listed crimes if:

1. The offender is apprehended and the threat of imminent danger for members of the community has been mitigated by the apprehension; or
2. If a report was not filed with the Operations Office or if the Office was not notified in a manner that would allow for the office to post a “timely” warning for the community.

These types of warnings will be evaluated on a case by case basis. The Director of Operations is responsible for ensuring that a timely warning is issued to the University community. In the absence of the Director, the Facilities Manager is responsible for ensuring that the warning is issued.

### **Reporting of Crimes to the Spertus Community**

Every year in the fall, the Spertus Academic Office posts and issues to students results of the Crime Statistics Survey that details any crimes reported as occurring on campus. This survey is also posted on the 7th floor in the Student Lounge and general crime statistics are reported in the Student Handbook and Faculty Manual.

Spertus also prepares and sends via email to all students, employees, and faculty, this Annual Report, which is prepared by Spertus from internal policies and information as well as information received from local law enforcement agencies. Information is provided by Spertus facilities staff and the Director of Operations, which also supervises the security and emergency functions of the Spertus building. Spertus security, which includes a representative from a security service and/or an off-duty Chicago Police Officer, is located at the first-floor Guard’s Desk and at the loading dock in the back of the building. Operations offices are located on the 5<sup>th</sup> floor and can be reached at 312-322-1778. For immediate emergencies, please call 911.

Please review the material in this report as well as all related policies in the Student Handbook, which is posted on the Spertus website ([www.spertus.edu](http://www.spertus.edu)). Relevant policies from the Student Handbook are also appended to this Annual Report.

### **Reporting Crimes to Campus Security Authorities**

Spertus staff, students, and patrons are strongly encouraged to immediately report criminal activity and suspicious person(s) to the Front Desk Security Guard. The Security Desk can be reached for non-emergencies by dialing extension 763 on a Spertus telephone or calling 312.322.1763 from an outside line or the City of Chicago help desk at 311. In addition, you may report a crime to the following Offices: Operations Office; Facilities Office; Human Resources Office; Student Services Office.

In case of a medical emergency, call 911. In case of an emergency requiring evacuation from the building, an Evacuation Plan is posted on each floor at the elevators. In case of an emergency, use the stairs and not the elevators.

The security personnel and members of the Operations and Facilities Offices maintain the crime log, communicate with local law enforcement, issue timely warning as needed, and prepare information for the annual crime statistics (from information compiled by Spertus (information reported to the Operations and Facilities Offices) and in cooperation with local law enforcement agencies).

If you are the victim of a crime and do not want to pursue action within the Institute's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Operations or a designee of Spertus can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institute can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Spertus security staff members have the authority to ask persons for identification and to determine whether individuals have lawful business at the Institute and to deny access to individuals who do not have lawful business at the Institute; however, do not have authority to apprehend or arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving Institute rules and regulations are committed by a student, security staff, through the Operations Office, may also refer the individual to the disciplinary policies of the Office of Student Affairs. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with Institute staff and security may be deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either Municipal, General Sessions, or Federal Court of Cook County.

### **Confidential Reporting**

Spertus encourages anyone who is the victim or witness to any crime to promptly report the incident to Spertus security, staff, or law enforcement. Individuals who report crimes will be given the opportunity to decline to provide their name as part of the crime reporting process.

### **Criminal Activity on Chicago Transit Authority**

Members of the campus community should be vigilant when using the Chicago Transit Authority (CTA), including waiting at bus stops and on platforms, and when riding CTA trains and buses. For example, CTA passengers should stay alert and awake; keep belongings close; and immediately report any suspicious activity by calling 911 or alerting CTA authorities. More information about safety and security on the CTA can be found at <http://www.transitchicago.com/safety/>.

### **Daily Incident Report/Crime Log**

Spertus maintains a Daily Crime Log. The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to the campus police or security department. The crime log is available for public review at the Office of the Director of Operations on the 5<sup>th</sup> floor. Call 312-322-1778, during regular Spertus hours (between the hours of 9:00am and 5:00pm, Monday through Thursday, and 9:00am and 3:00pm). The crime log provides information about specific crimes, including any case number (if reported to the police), type of crime, date reported, date and time that the crime occurred, general location and other information. The crime log is updated within two business days of receipt of revised information on the disposition of the complaint or case is received.

Information may be withheld from the crime log *only if* there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

If information is withheld, due to possible adverse effect, that information will be disclosed once the adverse effect is no longer likely to occur. If a reported crime is investigated by law enforcement personnel, and they determine that a crime did not occur, the log will be amended to indicate that the disposition of the crime is “unfounded.”

### **Crime Statistics**

To ensure that Spertus is a safe and secure environment for all students, employees, and visitors and to comply with the Crime Awareness and Campus Security Act of 1990 (the “Act”), Spertus has instituted policies and procedures related to campus security. Under the Act, Spertus is required to disseminate its relevant policies and procedures and to publish an annual campus security report related to certain on-campus crimes and violations. Spertus posts this report on the 7<sup>th</sup> floor of its building, distributes it to students each fall, and includes it with its Faculty Manual and Student Handbook. The full report for each of the previous three years can also be found on the website of the United States Department of Education, Office of Postsecondary Education at [ope.ed.gov/security/Search.asp](http://ope.ed.gov/security/Search.asp).

Each year, the report is e-mailed to all faculty, staff and students. Prospective students and employees are also notified that the report is available. Copies of the report may also be obtained at the Operations Office (5<sup>th</sup> Floor). You may also call the Facilities Manager at 312-322-1710 to obtain a copy. See Appendix 2 of this document for the definitions of the following crimes.

Spertus is required to assemble statistics related to the crimes of murder, rape, aggravated assault, burglary, and motor vehicle theft that were reported to local police, campus security,

or Spertus officials for each calendar year. Spertus is also required to assemble statistics reflecting the number of arrests for liquor law violations, drug abuse violations, and weapons violations for this same period. The Higher Education Amendments of 1992 require that institutions report annually on forcible and nonforcible sex offenses. Institutions must also provide information on Hate Crimes and a Report on Emergency Procedures.

Campus crime, arrest and referral statistics include those reported to the Operations Office, designated campus officials, and local law enforcement agencies.

Spertus has policies and procedures in place to prevent, respond to, and report various emergencies and crimes and policies related to the prevention and response to sexual harassment and abuse and drug and alcohol abuse. Policies are reviewed biennially by the Provost and the Administrative Council (currently: President/CEO, Provost/Vice President, Director of Operations, Facilities Manager, Director of the Center for Jewish Leadership, Director of Marketing and Communications, Controller, and Director of Development). The policies are submitted to Spertus' legal counsel for review biennially as well and any reports on or revisions to the policies are made to the Board of Trustees in advance of the revision of the policies in Spertus Handbooks or Manuals or on online resource pages.

Information on incidents of crime is collected in the institutional Incident Report Log as well as from information received from local law enforcement authorities. This information is reported in the annual Crime Statistics Survey by the Provost or his/her designee and collected along with any continuing or revised policies and procedures into an Annual Security Report.

Revised policies are inserted into the Student Handbook, Faculty Manual, and Personnel Manual. Crime statistics are included in the publications noted above and they are also posted on campus in the Student Lounge (7<sup>th</sup> floor). The updated Student Handbook is posted on the Spertus website at: <http://www.spertus.edu/academics/current-students/student-handbook>. The updated Personnel Manual is available to employees on the Spertus Intranet: [intranet.spertus.edu/forms/5935](http://intranet.spertus.edu/forms/5935) Personnel Manual \_2017.

Notification of the ASR is emailed to all current students and employees before October 1 of each year.

## Notice of Annual Security Report Availability

The following notice of Annual Security Report Availability is utilized at Spertus:

Spertus Institute’s annual security report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school’s policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at <https://www.spertus.edu/students-alumni>. You may also request a paper copy from the Operations Office.

### Three Year Crime Statistics on campus, off campus, Public

Offense	2021			2022			2023		
	On Campus	Off Campus	Public	On Campus	Off Campus	Public	On Campus	Off Campus	Public
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NONFORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0

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### **Non-Campus Property**

Spertus does not own or utilize non-campus property, as defined by the Clery Act. Spertus collects information that may be provided by local law enforcement agencies related to non-campus property and includes such information in preparing its annual crime statistics survey.

### **The Violence Against Women Reauthorization Act**

The “VAWA” was signed into law March 7th, 2013, requires institutions to report, beyond the crime categories mandated by the Clery Act, incidents involving domestic violence, dating violence, and stalking. These numbers include incidents beginning January 1, 2014.

OFFENSE	2021	2022	2023
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0

### **Hate Crimes**

2023: There were no reports of hate crimes in the 2023 calendar year.

2022: There were no reports of hate crimes in the 2022 calendar year.

2021: There were no reports of hate crimes in the 2021 calendar year.

### **Policy on Dangerous Objects**

The possession, display, and/or use of dangerous objects including, but not limited to, firearms, explosives or anything that could be perceived or misrepresented as a weapon is prohibited on Spertus property. Employees of government law enforcement agencies, who are required to carry firearms at all times, are exempt from the policy prohibiting the possession of firearms on campus. Any projected object that could cause harm to a person or damage to property, including but not limited to objects such as cans or bottles, is also considered to be a dangerous object, whether anyone or anything was placed in immediate danger. The prohibited possession or use of dangerous objects maybe grounds for discipline, up to and including expulsion.

### **Preventing and Responding to Sex Offenses**

Spertus educates the student community about sexual assaults and date rape through informational materials available on the Spertus website and referenced in new student orientation sessions. Spertus employees have access to an Employee Assistance Program to assist them if they have been the victim of a sex offense.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Spertus security and ocal law enforcement agencies strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Spertus security guard, the Operations Director, Facilities Manager, or Human Resources Coordinator. Filing a police

report with a Spertus staff member will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Institute's Office of the Provost, or only the latter. An Institute representative will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available outside the Institute. These resources are listed on the Spertus website and can be recommended by appropriate Institute staff. Spertus employees may utilize the Employee Assistance Program (details about this program can be received through the Human Resources Coordinator).

Institute disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. The Student Handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the Institute sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the Institute for the first offense.

### **Programs to Promote Awareness of Rape, Acquaintance Rape, and Other Forcible and Non-Forcible Sex Offenses**

Spertus educates its community about sexual assaults and date rape through various links to information via its website ([www.spertus.edu](http://www.spertus.edu)).

### **Emergency Hotlines**

Chicago Metro Rape Crisis Hotline (YWCA): 888-293-2080

Chicago Domestic Violence Line: 877-863-6339

### **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Spertus will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Institute against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Spertus will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Sex Offender Registration**

Spertus complies with the Illinois Sex Offender Registration Act (730 ILCS 150), which requires all sex offenders employed by or attending an institution of higher education to register directly with the Public Safety Office or appropriate administrative body of that institution. In compliance with this Act, any student, faculty, or staff member who is required to register as a sex offender in any state must register, in person, as a sex offender with Student Services within three days of beginning classes or employment at Spertus. An individual committing such offense after being enrolled in classes or commencing employment with Spertus must register, in person, in the Human Resources office, within three days of his or her conviction. An individual must notify the Human Resources Office, 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 Conduct policy. Individuals registering with Spertus are not required to pay a registration fee.

Information on registered sex offenders is listed at the Chicago Police Department website is:

**<https://home.chicagopolice.org/services/sex-offender-database-search/>**

or the Illinois State Police Department website:

**<https://www.illinois.gov/services/service.sex-offenders.html>**

### **Definition of Sexual and Relationship Violence**

Sexual and relationship violence means the following crimes and behaviors:

- **Sex Offense.** Sex Offense means any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Sexual Offenses include, but are not limited to, rape, forcible sodomy, sexual assault with an object, fondling or kissing without consent, incest, statutory rape, the threat of sexual assault, sexual abuse, or any unwanted physical contact of a sexual nature, that occurs without consent by all the individuals involved.
- **Sexual Assault.** Sexual Assault means a forcible or non-forcible sex offense as classified by the FBI Uniform Crime Reporting system. Sexual Assault is an example of a Sexual Offense.
- **Sexual Misconduct.** Sexual Misconduct means taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person; indecent or lewd exposure; recording any person engaged in sexual or intimate activity in a private space; distributing sexual or intimate information, images or recordings about another person; or inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.
- **Domestic Violence.** Domestic Violence means violence committed by a family or household member. A family or household member includes parents and children, current or former spouses, a person with whom the victim shares a child in common, a



person who is cohabitating with or has cohabitated with the victim, and others as defined by Illinois law. Domestic violence can be a single event or a pattern of behavior.

- Dating Violence. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim (i.e.—a relationship which is characterized by the expectation of affection or sexual involvement between the parties); and where the existence of such a relationship shall be determined based on a consideration of factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence can be a single event or a pattern of behavior.
- Stalking. Stalking means a course of conduct (i.e.—two or more acts) directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or to suffer substantial emotional distress.

Sexual and relationship violence can occur in many different ways, including through physical force, intimidation, manipulation, and coercion. This may include the voluntary or involuntary use of drugs and/or alcohol that renders an individual unable to give consent. Sexual and relationship violence can occur within personal relationships, including those that are intimate, professional, familial, or friendly. In fact, sexual violence involving strangers constitutes only a small percentage of cases. Individuals of any sex, sexual orientation, or gender identity may experience sexual or relationship violence. There is nothing a person can do to deserve or provoke sexual or relationship violence.

### **Sexual and Relationship Violence Prevention and Response Policy**

Spertus strictly prohibits sexual and relationship violence and threats of sexual and relationship violence, which includes all of the specific crimes and behaviors detailed below.

Spertus posts information about sexual harassment and violence as well as links to useful educational resources in its Student Handbook, in the Student Lounge, and on the Spertus website: <https://www.spertus.edu/students-alumni>.

Spertus is committed to offering a secure and supportive environment for individuals who report incidents of sexual and relationship violence to receive resources and consider all available options. Spertus takes confidentiality very seriously and takes steps to protect the confidentiality of individuals reporting sexual and relationships violence to the extent possible by law. Reports of sexual and relationship violence should be made to Front Desk Security (312-322-1763) or to the Operations Office at 312-322-1778.

Individuals may report incidents of sexual and relationship violence anonymously to Spertus offices (i.e.—an individual is not required to report their name at the time of the report). Campus security authorities/representatives may also report information to the Human Resources and Operations Offices without an individual's name and create a Jane/John Doe report that does not reveal the individual's identity. Individuals may choose to add their name to a report at any time. However, individuals should be aware that if they wish to make a report

to local law enforcement (e.g.—the Chicago Police Department) or move forward with internal discipline at Spertus they will need to reveal their name.

In certain cases, Spertus may be required to issue a campus alert in response to a report of sexual or relationship violence. These safety alerts do not reveal the identity of the individuals involved.

At the time an individual makes a report of sexual or relationship violence, a variety of information is reviewed with the individual. Specifically, the individual is provided with the following, in writing:

1. A summary of the information in this policy;
2. Information about options for—and, if necessary, assistance with—further reporting at Spertus and local law enforcement (e.g.—the Chicago Police Department), if the individual chooses to do so;
3. Information about the possibility of moving forward with internal discipline;
4. Information about the possible sanctions or protective measures that could result from internal discipline;
5. Information about the importance of preserving evidence— for example, avoiding showering, bathing, changing clothes, washing hands, going to the toilet, or brushing teeth; saving clothing in individual paper bags; and not disturbing anything in the area where the incident occurred;
6. Information about rights of reporting individuals and institutional responsibilities on orders of protection (sometimes called “restraining orders”), no contact orders, or similar lawful orders issued by criminal, civil, or tribal courts;
7. Information about getting medical treatment, and other on-campus and community resources, including counseling, health services, mental health services, advocacy, and legal assistance;
8. Information about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if reasonably available, regardless of whether the individual chooses to further report the incident, or otherwise pursue internal discipline.

### **Determining Policy Violations and Potential Disciplinary Response**

All reports of sexual and relationship violence will be addressed in a prompt, fair, and impartial manner through the existing applicable institutional policies and processes. This will include making determinations as to whether this policy has been violated and, if so, potentially imposing discipline. The specific policies and responses are outlined in the Student Handbook, Faculty Manual, and Personnel Manual.

To the extent not already addressed in the above policies and procedures, the process for determining whether a violation of this policy has occurred and for imposing internal discipline involving instances of sexual and relationship violence pursuant to this policy include the following procedural aspects:

- All determinations about whether an individual has engaged in a policy violation are determined based on the standard of whether it is more likely than not that the alleged violation(s) has/have occurred.
- Both the reporting individual and the referred student or employee have the opportunity to have an advisor of his/ her choice (including legal counsel) accompany them to any meeting (including hearings) related to making a determination as to whether a policy violation has occurred, or to imposing discipline related to that policy violation. Any individual intending to have an advisor accompany him/her to a meeting must notify the individual managing the process no later than two business days prior to the meeting (unless a shorter timeframe is deemed feasible by the individual managing the process). The role of the advisor is to act as a support for the student or employee. The advisor does not have a speaking or otherwise active role to play in the process. Spertus reserves the right to require that any individual select a different advisor if the individual's choice of advisor raises fundamental fairness issues (e.g. — there is a conflict of interest with the individual's selected advisor, etc.).
- The reporting individual and the referred student or employee are simultaneously informed in writing of the outcomes that result from the process, including interim results.
- If the victim is deceased, the next of kin will be treated as the alleged victim under this policy.
- The reporting individual and the referred student or employee are simultaneously informed in writing of the possibilities for appealing the decision, if any.
- The reporting individual and the referred student or employee are simultaneously informed in writing as to any changes in the outcomes from the process.
- The reporting individual and the referred student or employee are simultaneously informed in writing when the outcomes from the process are final.

### **Title IX Coordinator and Reporting**

As required by Title IX of the Education Amendments of 1972, Spertus prohibits discrimination on the basis of sex in its education programming and activities. Spertus' Provost is the primary Title IX coordinator for Spertus. Any student seeking to file a Title IX complaint (meaning a complaint based on sexual violence, sexual harassment, or other sex discrimination) can do so through the Office of the Provost, the Student Services Office, or the Human Resources Office. The Provost works with other offices as appropriate to address Title IX complaints and other Title IX compliance issues.

### **Medical Treatment**

A person who has experienced a sexual offense is encouraged to seek an appropriate medical evaluation as promptly as possible. Medical evaluation may include treatment of injuries endured during the event; treatment of STIs; and a full examination for the collection of physical evidence should a person later decide to pursue a criminal prosecution and/or civil action. Additional resources may be available at the time of treatment.

As per Illinois law, emergency room (ER) medical treatment for sexual abuse or assault is confidential and is of no cost to the survivor. If the survivor chooses to provide their health insurance information, the insurance carrier will be charged first and any overflow costs will be covered by the State in accordance with applicable laws. Please note that if the primary holder of the health insurance is someone other than the survivor the medical bills will be sent to that primary holder. Although the primary holder will not be required to pay the bills, they will see that the survivor was in the ER due to a sexual assault.

If a survivor chooses to seek treatment, they may call Public Safety to be taken to the ER. At the ER, the survivor may request a Sexual Assault Nurse Examiner (SANE) to conduct the examination. SANEs can provide the survivor with support to ease their experience at the hospital. The police will be contacted upon arrival at the hospital, but the survivor may decline to file a report.

### **Information, Support, and Counseling**

Counseling for survivors should be sought whether or not a report is filed. Counseling provides a space for confidential disclosure. Survivors may experience Rape Trauma Syndrome, with symptoms similar to those of Post-Traumatic Stress Disorder. This condition may be serious and should be treated with respect and sensitivity. Sexual violence can affect all areas of a survivor's life and counseling can provide support to help navigate through issues that may arise.

There are off-campus resources for individuals who have experienced sexual or relationship violence.

#### *YWCA - Sexual Assault Support Services*

Operating 24 hours a day, 7 days a week, the Rape Crisis Hotlines provide free numbers where one can call to receive confidential, immediate assistance.

1-888-293-2080

<http://www.ywcachicago.org/site/c.fmJWKcOZJkI6G/b.8243023/k.58E0/Sexual-Violence-Support-Services.htm>

#### *Northwestern Memorial Hospital*

251 East Huron Street

Chicago, IL 60611

(312) 926-2000

#### *Illinois Masonic Hospital*

836 W Wellington Ave Chicago, IL 60657 (773) 975-1600

#### *Rape Victim Advocates*

180 North Michigan Avenue, Suite 600

Chicago, IL 60604 (312) 443-9603 <https://www.ourresilience.org/>

#### *Greenlight Family Services (formerly called Porchlight Counseling Services)*

Greenlight provides unlimited free counseling to college students at offices throughout Chicago.

(773)728-7800 (office) (800) 572-2390 (helpline)

Employees are also encouraged to contact Spertus' employee assistance program – available 24/7 by phone (800) 272-2727 to speak with a counselor or find different ways to get help on the web at [workhealthlife.com](http://workhealthlife.com). Employees can also find more information about the Spertus EAP in the Personnel Manual posted in the Human Resources channel of the All-Staff Team.

Please note that under the Illinois Crime Victim's Compensation Act, some individuals who have experienced sexual or relationship violence may be eligible for support services and medical reimbursement if the crime is reported within seven (7) days or, in some cases, even longer. Individuals should check with their insurance providers to explore the applicability of this program.

### **Sexual Harassment**

It is and has been the policy of Spertus to maintain an environment free of unlawful harassment for all faculty members, employees, and students. Spertus will not tolerate verbal, physical, or other harassing conduct of any student, faculty member, or Spertus employee because of his or her race, color, religion, gender, marital status, age, national origin, sexual orientation, disability, veteran status, military status, or any other characteristic protected by law that creates an intimidating, offensive or hostile environment. This policy also prohibits such harassment of students by individuals who are not Spertus faculty members, students, or employees (such as donors, visitors and vendors), and vice versa. If you have any questions about what constitutes prohibited harassment, do not hesitate to ask the Provost/VP. Spertus also strictly prohibits sexual harassment.

### **Definitions of Sexual Harassment**

For purposes of this policy, sexual harassment is any unwelcome or unwanted conduct of a sexual nature (verbal or physical) that interferes with a student's education by creating an intimidating, hostile or offensive work environment or that in any way impacts or influences decisions affecting the terms and conditions of a student's education.

Sexually harassing behavior may include physical, verbal, and nonverbal behavior. Examples of inappropriate sexual behavior include, but are not limited to:

- Sexual advances
- Inappropriate touching or other physical contact
- Demands for sexual favors in exchange for promotion, retention, or tangible employment or educational action
- An employment decision made because of an individual's compliance with or failure to comply with sexual demands
- Repeated sexual jokes, flirtations, advances, or propositions, or discussions of sexual activity (whether in conversation or through electronic or other means)
- Abuse of a sexual nature or suggestive, insulting, or obscene comments or gestures

- Display of sexually suggestive objects or pictures

These and similar behaviors are unacceptable at Spertus and in other related settings such as Spertus social events. The Spertus sexual harassment policy prohibits sexual harassment by individuals who are not Spertus faculty members, students, or employees (such as donors, visitors, and vendors). If you have any questions about what constitutes sexual harassment, do not hesitate to ask the Provost/VP.

### **Reporting a Complaint of Harassment and/or Sexual Harassment**

Students who believe they have been subjected to unwelcome harassment prohibited by this policy should inform the offender—preferably at the time of the incident—of the specific behavior that is unwelcome and request the offender to stop. Many times, this action will resolve the problem. However, if this direct approach is uncomfortable, not desirable, or ineffective, please direct a complaint to the Provost/VP or the Human Resources Coordinator. Complaints may be made orally or in writing.

If you become aware of an incident of harassment directed towards another student, faculty member, or Spertus employee you should report it to the Dean/CAO or the CFO.

### **Enforcement of Harassment and Sexual Harassment Policies**

Spertus will promptly investigate all complaints and will endeavor to handle these matters expeditiously, discreetly, and in a professional manner. To the extent allowed by law, complaints will be kept confidential, and information will be disclosed only as necessary to investigate and act upon the information. The individual against whom a charge of harassment is made will be informed of the complaint and given an opportunity to respond. All parties are required to maintain strict confidentiality and fully cooperate with the investigation. After the investigation is completed, if it is determined that harassment has occurred, Spertus will take the appropriate necessary action that may include counseling, reprimand, demotion, reassignment, or termination.

### **Prohibition against Retaliation**

Spertus strictly prohibits any retaliation against any student because he or she has, in good faith, made a report or complaint or participated in any investigation under the Anti-Harassment Policies. Retaliation is a serious violation of this policy and can result in disciplinary action, up to and including discharge.

### **The Spertus Drug and Alcohol Control Policy**

Spertus Institute is committed to maintaining a safe, healthy and productive environment for its students. The use of alcohol, drugs, and related substances at Spertus or otherwise in a manner capable of interfering with student work or the institution's reputation is a serious threat to the productivity, safety, and welfare of all students. Students are expected to attend classes in a fit condition, unimpaired by the use of illegal drugs, alcohol, or misuse of legal drugs.

Accordingly, Spertus has developed the following policies and procedures to emphasize its concern for the health, safety, and welfare of its students, to ensure a drugfree study environment, to encourage students to seek assistance and treatment if they have a substance abuse problem, and to clearly define The Institute's policy procedures and disciplinary actions relating to substance abuse.

If you have any questions about this policy, contact the Office of Finance and Administration. *Prohibited Activities.* Any student who engages in any of the following prohibited activities is in violation of Spertus policy and subject to immediate expulsion:

1. The consumption, use, sale, purchase, transfer, or distribution of alcohol on Institute premises, whether or not it takes place during regular business or class hours, unless served by Spertus as part of an event or ceremony.
2. Possession of alcohol containers, whether opened or unopened, on Spertus premises.
3. The possession, use, sale, purchase, transfer, transportation, or distribution, on Spertus premises, of controlled/illegal substances. Prohibited substances include all illegal drugs or narcotics as well as any prescription drugs or chemicals not legally obtained and any legally obtained prescription drugs not used for their appropriately prescribed use or purpose.
4. Consumption of alcohol or the use of controlled/illegal substances in such a way that they interfere with the student's academic performance or posing a potential safety risk to themselves, other students, Spertus employees including faculty, or Spertus property.
5. Conviction of a criminal offense involving the possession, use, sale, purchase, transfer, transportation, or distribution of an illegal drug, or controlled substance or the misuse of lawful drugs. Students who are convicted of such an offense must notify the Spertus Academic Office within five days of the conviction. Within thirty days of such notification, Spertus will take appropriate disciplinary action, including requiring satisfactory participation in a drug abuse assistance or rehabilitation program as a condition of continued enrollment.
6. Spertus will not expel a student merely for seeking drug or alcohol rehabilitation, treatment or counseling. However, Spertus may expel that student for earlier violations of this Policy or of other Spertus Institute rules. In addition, any student seeking rehabilitation or treatment will be required to provide evidence of fitness to work as a student as a condition of continued enrollment. Spertus reserves the right to inspect, without notice, all areas of the building, including lockers, and all portions of Spertus property or vehicles. Spertus also may require the student to submit to an immediate search by a Spertus representative of his/her person and/or property or vehicles brought onto Spertus premises when Spertus has a reasonable suspicion that the student is using, selling, dispensing, distributing, manufacturing, or possessing illegal drugs, narcotics, or alcoholic beverages during business or class hours or while on Spertus premises.

This policy applies to all students. A separate policy for employees is available in the Personnel Manual and a policy for faculty is available in the Faculty Manual.

### **Alcohol Abuse**

The possession, sale, or the furnishing of alcohol on campus is governed by the Institute's Drug and Alcohol Control Policy and Illinois state law. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Spertus security. It is also a violation of the Spertus Drug and Alcohol Control Policy for anyone to consume or possess alcohol in any public or private area of campus without prior Institute approval. Individuals or groups violating alcohol/substance policies or laws may be subject to sanctions by the Institute. The State of Illinois prohibits the sale, use or possession of all forms of alcoholic beverages by persons under 21 years of age. Students, employees and faculty are responsible for adhering to all provision of the Spertus Drug and Alcohol Control Policy. Spertus community members owe it to themselves and others to make educated decisions about their use or distribution of alcohol.

### **Health Promotion and Wellness**

Spertus expects all students, employees, and faculty to uphold the law when it comes to the purchase and consumption of alcohol. Spertus also seeks to educate students, employees, and faculty about making safe, responsible decisions when it comes to substance use. The Human Resources Coordinator is the point of contact for all outreach and initiatives pertaining to responsible substance use. Anyone who is found violating Spertus' drug and alcohol policy may be mandated to meet with an institutional counselor and be subject to disciplinary actions as outlined in the Student Handbook, Personnel Manual, and Faculty Manual.

Anyone experiencing alcohol poisoning should immediately seek help or call 911 as appropriate. All Spertus constituents are expected to take action in such situations and not remain as a passive bystander.

Below are some symptoms of alcohol poisoning. Not all symptoms may be present for alcohol poisoning to occur:

- Person is unconscious and cannot be roused;
- Person is in a stupor or exhibits confusion;
- Person is vomiting (prop unconscious persons on their sides so that they won't choke on their own vomit);
- Skin is pale, has a blue tinge, and/or skin is unusually cold to the touch;
- Abnormally slow breathing (less than 8 breaths per minute) and/or irregular breathing (a gap of more than 10 seconds between breaths);
- Seizures.

### **Illegal Use or Possession of Drugs or Controlled Substances**

Spertus has been designated "Drug free." The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Spertus security. Violators are subject to Institute disciplinary action, criminal prosecution, fine and imprisonment.



Students may not illegally use, sell, possess or distribute any state or federally controlled drug or substance on Institute property. It is unlawful to distribute prescription medication to others for whom the medication was not prescribed. In addition to illegal drugs such as marijuana, hallucinogens, narcotics, club drugs, and medications obtained without a prescription, the following substances are prohibited on campus: MDPV or “bath salts,” Salvia, K2, and Spice.

Spertus reserves the right to take any action deemed necessary to protect the institution’s interests and the safety of its students, employees, and faculty in cases involving the use, sale, possession or distribution of illegal or controlled drugs. All Spertus constituents are responsible for adhering to the Institute’s Drug and Alcohol Control Policy.

### **Health Promotion and Wellness**

Spertus expects all constituents to uphold laws prohibiting the purchase and use of illegal drugs and/or controlled substances. Spertus also seeks to educate its students, employees, and faculty about making safe, responsible decisions when it comes to substance use. The Human Resources Coordinator is the point of contact for all outreach and initiatives pertaining to substance use. Anyone who is found responsible for violating Spertus’ Drug and Alcohol Control Policy may be mandated to meet with the HR Coordinator or Employee Assistance (for employees and faculty) and be subject to disciplinary actions as outlined in the Student Handbook, Personnel Manual, and Faculty Manual. Students, employees, and faculty may request to meet with the HR Coordinator or, for employees and faculty, utilize the Employee Assistance program if they have concerns about their drug use (or someone else’s). Seeking such assistance does not in and of itself result in disciplinary activities. The Human Resources Coordinator can be reached at 312-322-1733.

Students, employees, or faculty should be prepared to seek help or call 911 when a peer may be experiencing a drug overdose or alcohol poisoning. Spertus constituents are expected to take action in such situations and not remain passive bystanders.

Anyone experiencing a drug overdose should immediately seek help or call 911 as appropriate. All Spertus constituents are expected to take action in such situations and not remain as a passive bystander.

Symptoms related to drug overdoses can vary depending on the drug consumed and other factors. Common symptoms that may indicate that help is required include the following (Not all symptoms need be present to indicate that an overdose has occurred):

- Abnormal pupil size;
- Agitation, aggressive, and/or violent behavior;
- Convulsions;
- Delusional or paranoid behavior;
- Difficulty breathing;
- Drowsiness;
- Hallucinations;

- Nausea and vomiting;
- Nonreactive pupils (pupils that do not change size when exposed to light);
- Staggering or unsteady gait;
- Sweating or extremely dry, hot skin;
- Tremors;
- Unconsciousness or death.

### **Prevention Programs**

The Institute has developed and collected information materials related to drug and alcohol abuse, prevention, and treatment. These materials are located on the Spertus website: <https://www.spertus.edu/students-alumni> and are referenced in new student orientations. Spertus employees may utilize the Employee Assistance Program for issues related to drug or alcohol abuse.

## **Spertus Institute for Jewish Learning and Leadership 2018 Annual Fire Safety Report**

*The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.*

### **Reporting on Fires**

All fires must be reported to Front Desk Guard and/or the Operations Office. The Provost's Office and the Operations Office are responsible for publishing these statistics and policies.

Spertus does not have residential facilities and is not required to publish an annual fire safety report or maintain a fire log.

Spertus does, however, have published policies related to fire safety, emergencies and evacuations in its Student Handbook and on various placards posted in the facility on all floors.

Spertus has developed an Emergency and Evacuation Plan, which is available from the Operations Office. Regular fire and evacuation drills are held to assess institutional preparedness and plans.

## **APPENDIX 1: Crime and Sex Offense Definitions**

### **Definition of Crimes**

The following definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook as required by Clery Act regulations:

**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-Negligent Manslaughter** — The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter** — The willful (non-negligent) killing of one human being by another.

**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.

**Burglary** — The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** — The theft or attempted theft of a motor vehicle.

**Weapon Law Violations** — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations** — Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations** — The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of

liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

### **Sex Offenses Definitions**

For sex offenses only, definitions from the FBI's National Incident-Based Reporting System (NIBRS) Edition of the UCR are used.

#### ***Sex Offenses***

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

***Rape*** — The carnal knowledge of a person, 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 or physical incapacity.

***Sodomy*** — Oral or anal sexual intercourse with another person, 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 or physical incapacity.

***Sexual Assault With An Object*** — To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.

***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 or physical incapacity.

#### **Sex Offense-Non-forcible**

Unlawful, non-forcible sexual intercourse.

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

***Statutory Rape*** — Non-forcible sexual intercourse with a person who is under the statutory age of consent.

#### **Hate Crime**

For hate crimes, definitions from the FBI's UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection are used.

A committed criminal offense that is motivated, in whole or in part, by the offender's bias(es) against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity; also known as Hate Crime.

Note: Even if the offender was mistaken in his or her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

### **Violence Against Women Act (VAWA) Incidents**

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

**Dating violence**— The term “dating violence” means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship. (ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

**Domestic violence**—The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

**Stalking**—The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.”

## **Appendix 2: Spertus Policies Regarding Conduct Guidelines for Students as Outlined in the Student Handbook**

### **Conduct Guidelines for Students**

As members of the Spertus community, students voluntarily assume obligations of performance and conduct reasonably imposed by Spertus relevant to its objectives and mission. Students are required to abide by the rules, regulations, and principles of Spertus. As an educational institution, Spertus places the highest value on academic freedom which consists of freedom to teach and freedom to learn. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, in the Spertus environment, and in the larger community. Students should exercise their freedom with responsibility. Only students admitted to and enrolled in a program or course are permitted to attend any class.

### **Acts of Misconduct**

Students are subject to institutional discipline for participating or conspiring in the following acts of misconduct (the following does not represent an all-inclusive list):

1. Dishonesty, such as cheating or furnishing false information to Spertus;
2. Forgery, alteration, or misuse of Spertus documents, records or identification;
3. Obstruction or disruption of teaching, administration, disciplinary procedures, or any other Spertus activities;
4. Physical abuse of any person on Spertus-owned or controlled property or at Spertus-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person;
5. Theft of or damage to property of Spertus or of a member of the Spertus community;
6. Unauthorized entry to or use of Spertus facilities;
7. Unlawful use, possession, or distribution of narcotic or dangerous drugs and chemicals;
8. Lewd, indecent, or obscene conduct or expression, as defined in federal, state, or local statutes on Spertus-owned or controlled property or at Spertus-sponsored or supervised functions;
9. Violation of Spertus policies or regulations published in advance by such means as the Student Handbook or a generally available body of institutional regulations;
10. Failure to comply with directions of Spertus staff, faculty, or officials acting in the performance of their duties;
11. Harassing or discriminatory conduct.

### **Responsibility and Authority for Administration of Student Conduct**

Responsibility and authority for the administration of student conduct at Spertus is vested in the President of Spertus, who delegates certain responsibilities and authority to the Dean/CAO, the MSNM Faculty Chair, Program and Department Directors, the Spertus Academic Office, and members of the Faculty and Staff.

### **Sanctions for Violations of Conduct Guidelines**

Upon the identification of one or more acts of misconduct, the following sanctions may be imposed upon students by the appropriate College officials:

1. ADMONITION: An oral statement to a student that he or she has violated or is violating institution rules.
2. WARNING: Written discussion of a specific form of misconduct with the understanding
3. that further misbehavior will likely result in more severe disciplinary action.
4. DISCIPLINARY PROBATION: This action requires that the student demonstrate during a specific amount of time that he/she is capable of functioning in a way which does not violate Spertus guidelines on conduct.
5. RESTITUTION: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
6. SUSPENSION: Exclusion from classes and other activities as set forth in the notice for a definite period of time not to exceed two years.
7. EXPULSION: The privilege of attending Spertus is withdrawn with no promise (implied or otherwise) that the student may return at any future time. A permanent record is filed with the Spertus Academic Office and a notation is made on the student's official transcript and in the student's file.

The sanction to be administered is at the sole discretion of Spertus officials.