

Computer Systems Institute Campus Security Policy

BACKGROUND

Campus security and safety are important issues for students and their families. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), provides students and families, as higher education consumers, with the information they need to make informed decisions. The Clery Act requires that institutions disclose institutional safety and security policies, along with statistics for offenses committed on campus. The information is a compilation of data reported in the campus records and incidents that were reported to local law enforcement agencies. Crimes statistics are disclosed each year for the previous three calendar years. Statistics for all schools nationwide are made available to the public by the Department of Education's website located at <http://ope.ed.gov/security>.

POLICY

Annual Campus Security Report

The School's Campus Security Report Web Page and the associated links constitute the **2015 Annual Security Report for Computer Systems Institute**. Additionally, notices of this Report and the direct URL address of this page are published in the Academic Catalog and the Student Handbook. Further, an email notice including the direct URL address for this web page is sent to all students and employees annually.

The crime statistics include the following:

- murder and non-negligent homicide
- negligent manslaughter
- sex offense
- forcible sex offense
- non-forcible sex offense
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson
- hate crime
- arrests or campus discipline for liquor/drug law violations, or for weapons possession/law violations

The School must also report, by category of prejudice, any of the above listed crime statistics that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Additionally, "hate crimes" must be reported in two additional categories as follows:

- larceny-theft, simple assault, intimidation, and destruction/ vandalism of property
- any other crime involving bodily injury.

Creation of the Crime Statistics Data

The statistics for CSI are published for each campus location and can be found at this specific URL address:

[2015 Annual Security Report](#)

The data used in the reports is compiled and submitted to the U.S. Department of Education annually by the Executive Vice President. Data from internal ***Incident Report Forms*** is cross-referenced and combined with external public-record data requested from local law enforcement authorities in the creation of the crime statistics.

Be Aware, Stay Alert!

Since crime can occur anywhere and at any time, it is our sincere hope that you will read this policy and follow the included guidelines. If you suspect a crime has been committed, notify the Campus President (or designee) or a member of the faculty or staff. If you witness a crime or other emergency in-progress, call 911 to alert local law enforcement agencies, and then notify the Campus President (or designee) or a member of the faculty or staff.

While the School employs electronic security systems, there is no such thing as a fail-safe security system. Even the most elaborate security precautions are not a guarantee against crime. The best safety measures are the ones you perform using common sense. You should always remain alert and aware of your surroundings. Secure your vehicles and do not leave valuables in your car. Do not leave your personal items unattended. Avoid walking alone, particularly at night. Again, be cautious, use good sense, and look after your friends and classmates.

Definitions

CSI operates in four locations in Illinois. For purposes of Campus Security data collection and reporting, the following definitions apply:

- **Campus** – Buildings or areas of buildings which are leased, owned or controlled by CSI, including any classrooms, administrative offices, faculty offices, along with any hallways, lavatories, storage areas, other area(s) under the control of CSI and used by students and/or employees.
- **Non-campus property** – CSI campuses do not include any areas which would be defined as non-campus property.
- **Public Property** – All other areas of campus buildings that are not otherwise included in the definition of “campus” (above), including any lobbies, elevators, outdoor areas, parking lots, private roads, and green space areas owned or controlled by the building owners and routinely used by CSI’s students, along with any public thoroughfares, streets, and/or sidewalks that are immediately adjacent to, and accessible from, the campus.
- **Incident** – A crime or illegal activity, serious accident, injury requiring immediate medical attention, occurrence requiring the response of EMS and/or law enforcement personnel, or any other event for which reporting is mandated under the Clery Act (see “Annual Campus Security Report”, above).

- Campus Security Authority – The School does not maintain a security or police force. The Campus Security Authority for each School location is the Campus President and is responsible for oversight and enforcement of this policy. This individual is responsible for training and appointing other employees to respond appropriately to emergencies (serve as the Campus Security Authority) in his/her absence, and for assigning that responsibility prior to any such absence.

Emergency Response System and Procedures

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs, students and employees will be notified through CSI's email alert system, by direct communication (senior staff dispatched throughout the building/grounds), and/or other situationally-appropriate means to best protect the health and safety of students and employees. The Emergency Response System (ERS) may be used to order an emergency evacuation of the building. All students, instructors, and staff must immediately evacuate the building when instructed to do so. The ERS may also be used to order a "lockdown". A lockdown order requires all students and employees to quickly enter a classroom, office or other room which can be locked, lock the door and attempt to hide from view of the hallways. Students or employees in large, unsecured areas should either find a secure area or quickly evacuate and proceed to a safe distance away from the building.

Prior to initiating the ERS, the Campus Security Authority will confirm that a bona fide emergency exists, determine the appropriate method(s) of communication, and determine the message content (if applicable). The School will take these actions without delay, and promptly make an announcement via CSI's email alert system, unless in the judgment of the Campus Security Authority, such notice would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Response Procedures will be tested at least once each year. Emergency Response Procedure Tests (other than fire drills) will be announced in advance to prevent the creation of unnecessary anxiety or false 9-1-1 calls.

Timely Notification of Security Issues

In addition to emergency warnings, the School will provide a timely warning to the campus community of any known occurrences of crime in the immediate vicinity for each campus location that are reported to campus officials or local police agencies and are considered to represent a serious or continuing threat to students and employees. If the School is aware of such a crime or pattern of crimes, the School will make an announcement via CSI's email alert system and post paper notices in various locations throughout the affected locations, including student and employee bulletin boards. These bulletin board notices will remain in place for ten days, or longer if School management feels a continuing threat remains.

Incident Reporting

Except for planned emergency drills, any employee or student observing or having knowledge of a criminal act or other emergency situation should first contact appropriate local emergency

response personnel by calling 9-1-1. Students witnessing any such event should also report it immediately to the Campus Security Authority or any senior instructor or staff member. For non-emergency events, students may submit an **Incident Report Form** to Campus President or Executive Vice President. Blank forms can be obtained from the various campus main reception desks or the Student Services Department. Students wishing to maintain confidentiality may submit an **Incident Report Form** anonymously, or may request a private, confidential meeting with the Campus President or the Executive Vice President.

Employees of the School are required to report any incident (see definition above) in which they have been involved or which they have witnessed on the campus or on the public areas adjoining the campus. Incidents will be reported on an **Incident Report Form** and forwarded immediately to Executive Vice President (or other available senior official as appropriate).

Copies of all **Incident Report Forms** will be maintained by Campus President or the Executive Vice President for use in data compilation for the Annual Campus Security Report. Forms for the previous five calendar years will be archived for audit purposes.

Security of, and Access to, Campus Facilities

Students should only be on the campus (see definition above) during scheduled School hours, or while attending to other legitimate academic or administrative functions at CSI. All visitors are required to sign in at the main reception desk. Students and visitors are discouraged from socializing, loitering, or gathering in the building, in any non-campus areas, or in the adjacent public areas after the end of their class day. Further, students are prohibited from being on campus at any time when the School is not open and staff is not present.

Security is an ongoing concern of all staff and instructors. Each staff member and instructor is expected to be security-conscious and vigilant at all times. All security violations, including unauthorized visitors, should immediately be reported to Campus President or other senior official (see "Incident Reporting", above).

Law Enforcement and Security Personnel

CSI does not maintain a law enforcement department. All requests for security assistance are handled by law enforcement agencies. Campus President (or designee) is responsible for ensuring that all crimes occurring on campus are reported to the appropriate local law enforcement agency.

Informational Programs

This policy and School security procedures are reviewed during new student orientations. These brief sessions promote awareness of crime and crime prevention, along with promoting awareness of rape, sexual assault, and acquaintance rape. During these orientations, students and employees are also told about good practices in crime prevention (including securing their autos and other personal property) and how to report a crime, emergency, or other incident.

Other Safety Policies and Related Topics

The Computer Systems Institute Drug and Alcohol Policy prohibit the possession or use of illegal controlled substances on the School's premises or at any school-related activity. In that regard, the *Drug and Alcohol Policy* is considered part of this Campus Security Policy. The *Drug and Alcohol Policy* is posted to the CSI website and includes: policies regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs; enforcement of State laws regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs; and a description of available drug- and alcohol-abuse education programs.

Fighting, gambling, or any other behaviors that are illegal and/or interfere with the ability of other students to learn are forbidden on School property or at any School-related activity.

Under the [Illinois Concealed Handgun License Law](#), possession of a handgun is prohibited on School premises (this goes into effect in 2014).

Sexual Assault Prevention and Awareness

CSI is concerned about the safety of its students, instructors and staff. With regard to sexual assault, good sense safety practices are your best defense. There are sufficient instructors, staff, and students present in the building at all times during business hours to make a sexual assault on campus unlikely, but not impossible. Remember to remain aware of your surroundings, do not walk alone outdoors (especially at night), do not enter areas of the building to which you are not authorized, and do not feel compelled to enter any secluded location or any situation which makes you uncomfortable.

Whether an assault occurs on- or off-campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation.

In the unlikely event that a sexual assault occurs on campus, students should immediately notify Campus President, or any available staff or instructor in whom they are comfortable confiding. Upon being notified, School personnel will notify Campus President and will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. School personnel will, to the best of their ability; attempt to secure any affected area of the campus and to otherwise prevent the compromise of evidence until law enforcement officials arrive. If a sexual assault occurs to a student off-campus, the School will assist an alleged victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred (upon request of the student).

Sexual Assault is a crime under Illinois law. This link will take you to a document with the current text of the [Illinois Sexual Assault Statute](#).

CSI does not provide counseling services directly to victims of sexual assault, but will attempt to provide referral to local agencies that provide counseling and other support services. One such agency is The Center for Contextual Change. They can be contacted at:

Center for Contextual Change

9239 Gross Point Road, Skokie, IL 60077

815 W. Van Buren, Chicago, IL 60607

180 W. Park Avenue, Elmhurst, IL 60126

847-676-4447

It is important for persons who have been sexually assaulted to seek prompt medical attention, and to attempt to preserve any evidence on the victim's body by not bathing or washing before receiving medical attention.

If an alleged victim of sexual assault on-campus elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation will be conducted, and the case referred to the Campus President or the Executive Vice President. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a consequence of such conduct. Sanctions, up to and including permanent expulsion from the School/termination or employment, will be carried out by the Campus President or the Executive Vice President.

The following principles apply to any such internal investigation/ disciplinary process:

- Accuser shall be informed of their options to notify law enforcement.
- Accuser shall be notified of available counseling services.
- Both parties will have the same opportunity to have others present at any disciplinary hearing.
- Accuser shall be informed of the outcome of any disciplinary proceeding.
- Accuser may request a change of academic schedule / circumstances, and the School will attempt to accommodate reasonable requests.

Illinois Registered Sex Offender Information

The State of Illinois maintains a database of registered sex offenders in the state. The information is available through the [Registered Sex Offenders in Illinois Registry website](#).

Security Regulations/Procedures Which Are Not Applicable at CSI

CSI does not maintain a law enforcement department and thus does not maintain a "Crime Log" available for public inspection.

CSI does not maintain dormitories or other student housing facilities, and hence does not have a policy regarding the disappearance of students in-residence (missing student notification).

CSI does not recognize any fraternities, sororities or other off-campus student clubs or organizations. Hence the School does not have a policy for monitoring and recording criminal activity at such locations.

CSI does not employ professional counselors, psychologists, or pastoral counselors. School staff may assist students and fellow employees in locating such services in the local community.

Attachment to this Statement:
Incident Report Form

Crime Incident Report Form

This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal *Clery Act*. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus’ Annual Security Report.

It is the policy of the Computer Systems Institute (CSI) to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report CSI policy violations to the appropriate office (e.g., student conduct violations to the Student Services Department). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

CSI will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the *Clery Act*. Please forward this completed form to the Campus President, Academic Dean or the Executive Vice President.

Person Receiving Report: _____ Phone Number: _____

Report Made by:

_____ Victim

_____ Third Party Please identify relationship to victim: _____

Date and Time the Incident occurred: _____

Description of the incident or crime: _____

Location of Incident

Identify building name, address, etc.; be as specific as possible): _____

The location where this incident occurred was:

- _____ On campus
- _____ Off-campus public property immediately adjacent to campus
- _____ Off-campus, NOT affiliated with or not adjacent to campus
- _____ Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense ? _____ Yes _____ No

If yes, were the victim and the assailant acquainted? _____ Yes _____ No

If yes, were either the victim or the assailant under the influence of alcohol or drugs?

Victim: _____ No Yes, alcohol _____ Yes, drugs _____

Assailant: _____ No Yes, alcohol _____ Yes, drugs _____

Hate Crimes

Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? _____ Yes ; _____ No .

If yes, identify the category of prejudice:

- _____ Race _____ Ethnicity _____ National Origin
- _____ Religion _____ Disability _____ Sexual Orientation

If yes, provide a brief explanation of the determination: _____

Alcohol, Drug and Weapons Law Violations

Check all that apply:

_____ Alcohol _____ Drugs _____ Weapons Describe: _____

Number of individuals arrested or referred for campus disciplinary action: _____