

# **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT**

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**October 1, 2010**

## **Argosy University, Chicago**

225 N. Michigan Ave., Ste. 1300  
Chicago, IL 60601

### **Introduction**

Argosy University, Chicago is providing the following information to all of its employees and students as part of the institution's commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you have questions about this report, please contact Eric Ziehlke, Director of Student Services at 312.777.7637.

### **Reporting Crimes and Emergencies**

A safe school is everyone's responsibility. Each member of the student body, faculty, and staff is expected to adhere to security policies at all times and follow emergency procedures as appropriate to ensure the safest possible environment. It is the policy of the institution that all criminal acts and other emergencies be properly documented and reported to local authorities as required by law.

Students, faculty, and staff should report all criminal acts, suspicious activities, or emergencies promptly and have the right to do so confidentially. Such events should be reported as immediately as possible to the Director of Student Services in person at 225 N. Michigan Ave./Upper Concourse Level; by telephone at 312.777.7637; or by email at [eziehlke@argosy.edu](mailto:eziehlke@argosy.edu). The Director of Student Services will prepare an "Incident Report" which will be kept in a secured location in the Director of Student Services's office for a period of three-years.

In the case of a fire or medical emergency, and in situations where physical harm is threatened, victims and/or witnesses are urged to contact authorities for immediate assistance first. **Police:** To summon the police or an ambulance, call 911 and the operator will alert the proper authorities. You must also contact building security at 312-809-6005. **Building Security:** To summon a security guard, check with the Receptionist or, if after hours, the Building Security Desk (large, round desk) in the main lobby, 312-819-6005.

Victims and witnesses to a crime are also encouraged to file a report of the incident with local law enforcement authorities. Reports can be filed on a voluntary, confidential basis. Criminal activity may include, but is not limited to, assault, arson, burglary, homicide, intimidation, motor vehicle theft, robbery, sex offenses, and vandalism of property. If the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, the crime could be designated as a hate crime. Names of witnesses and victims are never disclosed on public reports.

A summary of crime statistics for the campus is prepared each year and distributed to all students, faculty, and staff in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report Act. The report is also available to prospective students, faculty, and employees upon request, as required by federal and/or state law.

### **Emergency Notification and Procedures**

A Crisis Management Plan has been established which outlines procedures, defines terms, and delineates responsibilities for campus personnel in the event of a crisis situation. During a crisis situation, campus personnel and students will follow the directions as provided in the Crisis Management Plan. Furthermore, emergency procedures are communicated to students at least once per academic year in the Student Handbook. Notification regarding specific emergencies and/or evacuation procedures will be communicated to students,

staff, and faculty electronically via their school-issued email accounts and a notice will be posted on Argosy University's Chicago website at <http://www.auconnection.net/chicago> as appropriate (see below). The Plan is available to all students, faculty, and staff on the website as well. It is posted annually at the beginning of the Fall Semester and students are sent a reminder and link at the beginning of each semester during the year. Testing of the emergency response system occurs annually and is led by the Crisis Management Team.

If a continuous threat to the community exists or if resolved crisis impacts the ability of the campus to operate normally for a period of time extending beyond the crisis itself, a special notification will be distributed to students and employees via email and posted on the aforementioned website.

### **Building Evacuation Procedures:**

In the event you are instructed to evacuate the building, duties have been assigned to staff and faculty to assist in a smooth evacuation. Official instructions will be given by authorized campus and other personnel.

1. Stop work immediately. Pick up your valuables but do not pack up supplies or work in progress.
2. Follow the instructions provided by the building over the public address system and stay calm.
3. Follow directions from nearest faculty or staff member for exiting your area. Exit building in an orderly fashion
4. A member of the staff or faculty will escort any physically challenged individual to the nearest stairwell exit and await instruction from the Stairwell Monitor. Enter the stairwell only when instructed to do so by the monitor.
5. Clear the front entrance of the building by going at least two blocks north along Michigan Avenue to Pioneer Court which is adjacent to the Chicago Tribune Building.
6. Do not re-enter the building until emergency personnel signal it is clear to do so.

**Fires:** All students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers on each floor of the university. In case of fire, call the emergency operator (911) immediately. Give the operator the precise location of the fire and s/he will alert the fire department. Listen for official instructions and move to a safe area or evacuate if necessary. If evacuating, go at least two blocks north along Michigan Avenue to Pioneer Court which is adjacent to the Chicago Tribune Building. You will meet your group and report in to your instructor. The Michigan Plaza Building has alarm systems on each level. Respond to the alarm system in whatever area of the building you find yourself and listen carefully for instructions. Fire drills are conducted routinely by the campus facility staff and the Chicago Fire Department. An evacuation map and simple instruction sheet is posted in each classroom.

### **Security and Access**

It is the policy of Argosy University, Chicago that access to all campus facilities is limited to authorized personnel, students, prospective students, and invited visitors. Administrative staff, faculty, and students, are issued access cards that they may use to enter the building and the space occupied by Argosy University during normal business hours and class times. Doors are locked and access is restricted during other hours. Policies and procedures are available on Argosy University's Chicago website at <http://www.auconnection.net/chicago> and communicated by email at the beginning of each semester, three times per year. Visitors are subject to school policies outlined in the Argosy University Catalog and the student handbook. Their student and employee hosts share responsibility for the lawful and appropriate behavior of visitors.

### **Campus Law Enforcement**

The Argosy University campuses are located in buildings that provide security 24 hours per day. While building security does not have the power to arrest, there is a liaison between the building security and the local police.

Argosy University does not have a written memorandum of understanding or agreement with state and local police for the investigation of alleged crimes.

Students and employees are strongly urged to report promptly and accurately crimes to the Director of Student Services and the local police department. The local police department will be informed of criminal actions that are reported to the Director of Student Services.

The Director of Student Services will be responsible for contacting either the local police department and/or any state or federal agency of jurisdiction as appropriate to determine if any criminal offenses have occurred on campus without having been reported. Information obtained regarding criminal offenses on campus will be included in the crime statistic summary, distributed annually via email and available on the Argosy University's Chicago website at <http://www.auconnection.net/chicago>.

### **Campus Crime Prevention, Security Procedures and Practices Programs**

The Director of Student Services or a designee will discuss campus security procedures and practices with students during orientation. During this discussion, special emphasis will be placed encouraging students and employees to be responsible for their own security and the security of others. Furthermore, the Director of Student Services will coordinate the offering of a campus security workshop once per academic year, which will be open to students and employees. Campus security procedures and information about crime prevention will be distributed to students and employees via email at least once per academic year. Individuals with questions about how to prevent and report crimes or about the Campus Crime Report should contact the Director of Student Services.

### **Monitoring and Recording Off Campus Criminal Activity**

Argosy University does not recognize any student organizations with off-campus locations.

## **POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

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In keeping with section 120(a) through (d) of the Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug-Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Argosy University students and employees annually.

### **Alcohol Policies**

The following is the Argosy University, Chicago policy for use of alcoholic beverages during school-sponsored functions:

1. State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages.
2. Signs reciting the above municipal and state law will be posted in the student lounge.
3. Wine and beer are the only alcoholic beverages that may be served, and only at the discretion of and with the explicit, written permission of the Executive Committee. Food must also be served simultaneously. Non-alcoholic beverages must also be offered.
4. Advertising of the event must not promote the presence of alcoholic beverages as the focus of the gathering.
5. The school does not have a license for the sale of alcoholic beverages. Therefore, the sale of alcoholic beverages on the school premise or at any school-sponsored function is prohibited. For events, the school or the student government must provide alcoholic beverages.
6. Building leases require school’s liability insurance policy in reference to alcohol to be on file prior to any event.

### **Drug and Alcohol Abuse**

The Director of Student Services or a designee will discuss campus drug and alcohol abuse policies with students during orientation. During this discussion, special emphasis will be placed on encouraging students and employees to be responsible for their own safety and the security of others. Information on drug and alcohol abuse prevention will be distributed to students and employees via email at least once per academic year.

### ***Education Programs***

The Director of Student Services will coordinate the offering of a drug and alcohol education workshop once per academic year with the campus Psychological Services Center. The event will be open to students and employees. Faculty with expertise in the area of drug and alcohol abuse prevention will be invited to present. If a faculty member is unable to present, an outside agency will be asked to present.

### ***Sanctions and Resources***

The institution enforces all local ordinances, and state and federal laws concerning alcohol and illegal drugs. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the property of or as part of any activity sponsored by Argosy University. Criminal offenses will be reported to the proper authorities by the Director of Student Services.

Any student or employee who fails to abide by the policies regarding the possession, use, or sale of alcoholic beverages or illegal drugs may be subject to disciplinary action in accordance with the Academic Catalog or Employee Handbook, respectively. Furthermore, students or employees who are found to have violated drug and alcohol use and abuse policies may be required to satisfactorily complete a drug or alcohol abuse assistance or rehabilitation program. The program must be approved for such purposes by federal, state, or local health law enforcement or other appropriate agency.

Student Services will provide referrals to the Psychological Services Center, which can assist students directly or refer them outside agencies or specific programs for counseling, treatment, or rehabilitation as appropriate. (Employees will be referred to Human Resources who will provide referrals to specific programs of counseling, treatment, or rehabilitation.)

## **SEXUAL ASSAULTS AND SEX OFFENSES**

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The Director of Student Services or a designee will discuss campus safety procedures and security practices with students during orientation. During this discussion, special emphasis will be placed on encouraging students and employees to be responsible for their own safety and the security of others. Information on sexual assault prevention will be distributed to students and employees via email at least once per academic year.

### ***Education Programs***

The Director of Student Services will coordinate the offering of a sexual assault awareness and prevention workshop once per academic year with the campus Psychological Services Center. It will be open to students and employees. The workshop will promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. Members of the local police department will be invited to present at the campus.

### ***Post-Assault Procedures, Notification Options, and Resources***

Should a student be sexually assaulted, the student should notify the Director of Student Services or Associate Director of Student Services immediately *after* taking the recommended steps below. If neither of these personnel can be reached, then students may contact the Director of Career Services, the Vice President of Academic Affairs, or the Campus President. Campus personnel receiving a report of a sex offense will file an incident report on behalf of the witness or victim.

It is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. Upon request, campus personnel receiving a report of a sex offense will assist the victim in notifying the local Police Department. At the student's request, security, the Director of Student Services, the Executive Committee or other Argosy University, Chicago officials will assist in notifying the proper authorities.

Victims of sexual assault are advised to follow the steps recommended below:

- 1) Go to a safe place following the attack.
- 2) Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack.
- 3) Go to a hospital emergency room for medical care.
- 4) Make sure you are evaluated for the risk of pregnancy or venereal disease. (A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to seek prosecution of your attacker.)
- 5) Call someone to be with you.

Victims are strongly encouraged to call the police and report the assault. Reporting the rape to the police is up to the victim, but victim will be reminded that reporting a rape is not the same as prosecuting a rape. At the victim's request, Argosy University, Chicago will assist by referring the student to the campus Psychological Services Center and/or help identify off-campus counseling and mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Argosy University, Chicago personnel take steps or actions reasonably feasible to prevent any unnecessary contact or proximity with alleged assailants.

### ***Information Regarding Registered Sex Offenders***

The Illinois State Police, sexual assault unit, sex and kidnapping offender details office maintains records and information on sex and kidnapping offenders. The release of this information is intended to enhance public safety and protection. Information is available to the public at <http://www.isp.state.il.us/sor>.

### ***Academic and Living Situation***

A victim of a sex offense may request that his or her academic situation be changed. To make such a request, the victim should contact the Director of Student Services. Every effort will be made to accommodate reasonable requests. Schedule changes including section changes, course drops, and course adds will be accommodated. Requests for a leave of absence will also be accommodated. As Argosy University does not offer housing, it will not change a student's living situation.

### ***Campus Disciplinary Actions and Sanctions***

Assault of any kind against a student would be considered a violation of the victim's rights as a student and a failure of the perpetrator's responsibility as a student, according to policies set forth in Argosy University's Academic Catalog. Procedures for reporting and processing complaints of this nature will be followed by the administrative bodies designated for such purposes.

Victims of sexual assault perpetrated by another student may request the committee responsible for student evaluation hold a disciplinary hearing against the accused sex offender. The committee responsible for student evaluation will allow both the victim and the accused to present their case to the committee as part of the disciplinary procedures. Both the victim and the accused will have the right to have others present during disciplinary procedures. Both the victim and the accused have the right to be notified of the outcome of such proceedings. The accused will have the right to appeal the committee's decision based upon due process or bias only.

If the institution determines a forcible or non-forcible sex offense has occurred, sanctions that may be imposed upon the sex offender include warning, probation, dismissal, and referral to law enforcement agencies for prosecution.

## CRIME STATISTICS

### Crime Statistics Report

Argosy University prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the Director of Student Services quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the institution concerning the occurrence on the institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrest and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the University's campus, non-campus buildings & property and public property.*

### Argosy University, Chicago

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year								
	2007			2008			2009		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	2	0	0	1	0	0	1
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	1	0	0	0	0	0
Motor Vehicle Theft	0	0	3	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	5	1	0	2	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, 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 are listed below, according to type of criminal offense and category of prejudice.

*Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).*

<i>Hate Crimes</i>	Calendar Year								
	2007			2008			2009		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Agravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	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
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	0	0	0	0	0	0	0	0	0
Bodily Injury	0	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

*Arrests/Persons Referred for Campus Disciplinary Action*

	Calendar Year								
	2007			2008			2009		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
<b>Liquor Law Violations:</b>									
Arrests	0	0	0	0	0	1	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations:</b>									
Arrests	1	0	0	0	0	2	0	0	0
Disciplinary Action	1	0	0	0	0	0	0	0	0
<b>Weapons Possessions:</b>									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Totals</b>	1	0	0	0	0	3	0	0	0

\* Includes school-sponsored housing- Not applicable to Argosy University, Chicago

\*\* Public property is defined as any space within, adjacent to, or accessible from the campus. Every effort was made to obtain statistics for areas related to the campus as noted in the previous sentence. No specific data was discernible for reporting purposes. The data reported was for incidents inside the Michigan Plaza complex. For a full report detailing statistics for the downtown area surrounding the campus, please contact Eric Ziehlke, Director of Student Services, Argosy University, Chicago.