

## 2018 QUINCY UNIVERSITY ANNUAL SECURITY REPORT

### **INTRODUCTION**

Safety and Security issues are of great concern to students and their loved ones, staff, faculty, and visitors. Quincy University understands this concern and is dedicated to supporting an environment that is safe, secure, and minimizes distractions that interfere with the goals and mission of the University.

We accept the challenge of providing a living and learning environment that is as free as possible from any threats to safety and well-being for all of us who live and/or work at QU.

Quincy University Security works closely with our partners at the Quincy Police Department as necessary to provide such an atmosphere. Our Security Department provides all-day, every-day Security coverage throughout the year.

This annual security report is intended to be a visible and detailed product of our determination to be transparent in the areas of safety and security. Only by being honestly transparent will our community be better prepared to face the safety and security challenges today and tomorrow.

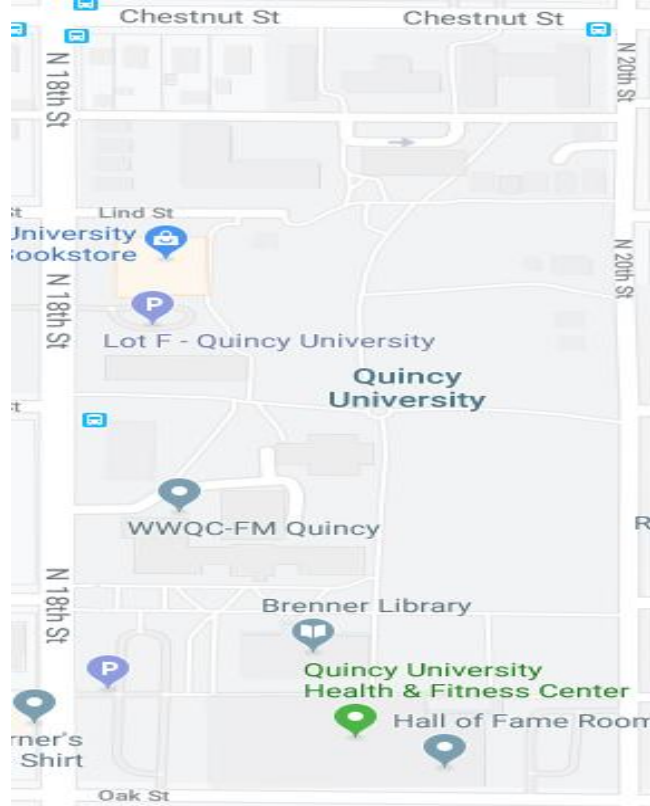
Peace and all good!

Sam Lathrop  
Quincy University Director of Safety and Security

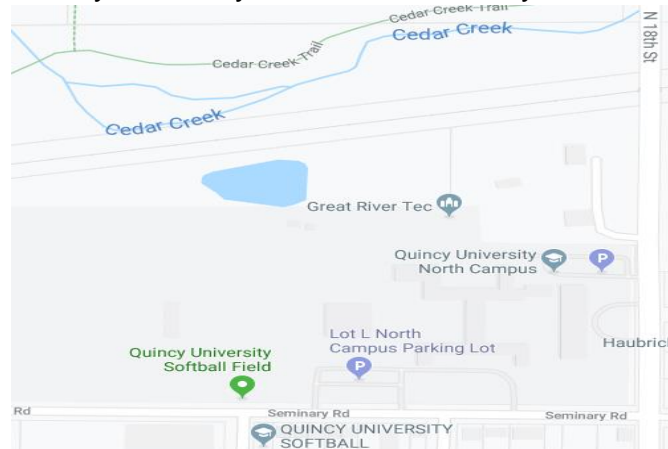
## I. GEOGRAPHY

Quincy University is comprised of two campus entities; Main Campus and North Campus. In between the two campuses, QU also has the Baseball and Football complex.

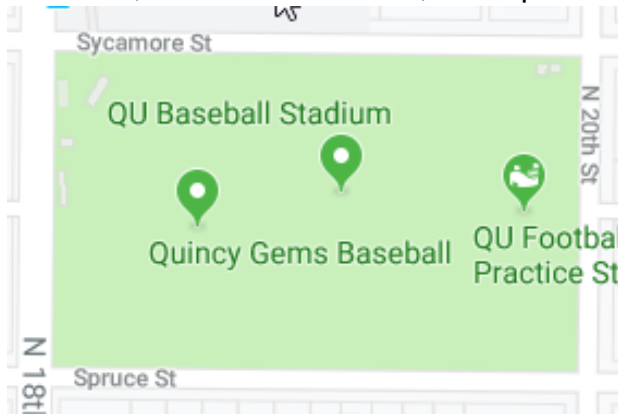
Main Campus is located geographically on City of Quincy streets bordered by 18<sup>th</sup> St. on the west, Chestnut St. on the north, 20<sup>th</sup> St. on the east, and Oak St on the south.



North Campus is located geographically approximately one-mile north of Main Campus on City of Quincy Streets bordered by 18<sup>th</sup> St. on the east and Seminary Rd. on the south.



The Baseball and Football complex is roughly in between both North and South Campuses on City of Quincy Streets bordered by 18<sup>th</sup> St. on the west, Sycamore St. on the north, 20<sup>th</sup> St. on the east, and Spruce St. on the south.



Main Campus Buildings

Health and Fitness Center	Brenner Library/SSC	Francis Hall
Cupertine Hall	Hawk's Hangout	Friar's Hall
Padua Hall	Student Center	Padua Hall
Student Living Center	Willer Hall	Helein Hall
Garner Hall	Woods Hall	

Main Campus Residential Houses Occupied by Students or Staff

1700 Lind	815 N 20 <sup>th</sup>	912 N 18 <sup>th</sup>
1708 Lind	819 N 20 <sup>th</sup>	915 N 18 <sup>th</sup>
1849 Lind	823 N 20 <sup>th</sup>	918 N 18 <sup>th</sup>
1851 Lind	840 N 20 <sup>th</sup>	2015 College
1853 Lind	915 N 20 <sup>th</sup>	2017 College
1855 Lind	900 N 18 <sup>th</sup>	
1857 Lind	906 N 18 <sup>th</sup>	

Main Campus Residential Houses Owned but Not Occupied

906 N 20 <sup>th</sup>	914 N 20 <sup>th</sup>	2023 College
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North Campus Buildings

North Campus is one large structure connected, yet identified by sections.

- North Campus A Building (Classrooms)
- North Campus B Building (Faculty Offices, QUTV Studios, and Music Rooms)
- North Campus C Building (Connie Nieman Center for Music)
- North Campus D Building (Franciscan Retreat Center)
- North Campus E Building (Sports lockers and indoor workout facility)

- Soccer Stadium, Press box, and Locker Rooms
- Softball Complex, Press box, and Dugouts

## II. CRIME STATISTICS

### Criminal Offenses on Campus, in Housing Facilities, or Adjacent to Campus Area

CRIMINAL OFFENSE	2015	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses- Forcible	0	0	0	0
Rape	0	0	1	0
Fondling	0	0	0	1
Sex Offenses- Non-Forcible	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	2	1	4	6
Motor Vehicle Theft	0	1	0	0
Arson	0	0	0	0

### Hate Crimes on Campus, In Housing Facilities, or Adjacent to Campus Area

Quincy University has no hate related crimes to report in any category 2013-2017

### Violence Against Women Act (VAWA) on Campus, in Housing Facilities, or Adjacent to Campus Areas

CRIMINAL OFFENSE	2015	2016	2017	2018
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	1

### Arrests on Campus, In Housing Facilities, or Adjacent to Campus Area

CRIMINAL OFFENSE	2015	2016	2017	2018
Weapons: Carrying, possessing, etc.	0	0	0	0
Drug Abuse Violations	7	3	3	1
Liquor Law Violations	4	4	1	0

### Disciplinary Actions on Campus, In Housing Facilities, or Adjacent to Campus Area

OFFENSE	2015	2016	2017	2018
Weapons: Carrying, possessing, etc.	0	0	0	0
Drug Abuse Violations	9	12	15	6
Liquor Law Violations	78	83	71	8*

\*The University suffered an 8-month data loss when switching to a different reporting system. Conduct events were difficult to track or recover. These numbers reflect limited data.

### Fires – On Campus Student Housing Facilities

Quincy University has no housing facility fires to report 2015-2018.

### **III. CAMPUS SECURITY AUTHORITIES**

The Quincy University Security Department is the Security Authority for the campus. Any crimes or security reports are directed to the Security Department. Students, staff, faculty, or visitors may appear in person at the Security main offices in Friar's Hall room 115 or by calling the main Security number at 217-228-5600. In some cases, calls have been generated by emailing the Director of Security, Sam Lathrop, at [lathrsa@quincy.edu](mailto:lathrsa@quincy.edu).

Occasionally, the Quincy Police will receive a call about an event on campus. The police officer assigned will contact the Security officer on duty to coordinated and inform of any such complaint.

#### Contact Information for Law Enforcement Partners

Quincy Police Department Non-Emergency Number 217-228-4470

Adams County Sheriff's Department Non-Emergency Number 217-277-2200

#### How To Report a Crime or Other Campus Security Concerns

Campus Security 217-228-5600

#### How to Report a Title IX Violation

Quincy University may receive notice of alleged sexual misconduct and sex discrimination in several ways, including, but not limited to, the filing of a Complaint with the Office of Student Development and/or Safety and Security, formal or informal notification to the Title IX Coordinator, University Responsible Employee notification, third-party notification (parent, friend, student), and indirect notification via an at-large community member, media, or local law enforcement.

**Title IX Coordinator:** Tanya Moore, Director of Human Resources  
1800 College Avenue  
Francis Hall B-38  
Quincy, IL 62301  
217- 228-5415  
[mooret@quincy.edu](mailto:mooret@quincy.edu)

**Title IX Investigator:** Sam Lathrop, Director of Safety & Security  
1800 College Avenue  
Friars' Hall, 106  
217-228-5432, ext. 3990  
[lathrsa@quincy.edu](mailto:lathrsa@quincy.edu)

**VP of Finance/CFO:**

**Mark Strieker**  
**1800 College Avenue**  
**Francis Hall B-33**  
**217-228-5432, ext. 3722**  
[striema@quincy.edu](mailto:striema@quincy.edu)

### Alcohol & Other Drugs Policy

In compliance with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), Quincy University has policies regarding the use of alcohol and drugs. The University requires individuals to obey all local, state and federal laws. For the purposes of this policy, alcohol is defined as any traditional liquid alcoholic beverage or any other alcoholic product, in any other form, meant for human consumption including but not limited to powdered alcohol. Drinking games of any kind played on campus with or without alcohol, or any other behavior that promotes the over consumption of alcohol, are a violation of the University Alcohol Policy. Students, regardless of age, displaying any negative behavior associated with consumption of alcohol, including, but not limited to vomiting, unsteady on his/her feet, slurring his/her words, etc., will be considered in violation of the University Alcohol policy. Kegs of any kind are not permitted on campus unless authorized for a function catered by Chartwells and/or another authorized vendor. Specific policies regarding alcohol in on campus housing and at University events are outlined in this handbook.

### *Other Drugs*

Controlled substances are subjects of federal and state laws. Therefore, information coming to the attention of the University involving the sale, exchange, or transfer of drugs from one person to another may be communicated to public officials for the purpose of prosecution. The following are against University policy:

- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or illegal drug.
- The selling or distributing of any controlled substance.
- The possession or use of all forms of drug paraphernalia.
- The use of performance-enhancing drugs or the use of any drugs (e.g., painkillers, steroids) for purposes other than those prescribed by a physician.

### *Medical Marijuana*

Although Illinois' Compassionate Use of Medical Cannabis Pilot Program Act (H.B. 1) allows patients to possess and consume limited amounts of marijuana for certain medical conditions, this state law conflicts with federal laws governing marijuana. Quincy University is subject to the federal Drug-Free Schools and Communities Act Amendments, which mandates campus communities, be free of controlled substances (including marijuana). Therefore, the use, possession, manufacture, cultivation, dissemination, or being under the influence of medical marijuana on University property or at University-related activities is and shall remain prohibited.

All students will be required to complete alcohol and drug education yearly through a medium provided by the university. A registration hold will be placed on a student's account if not completed during a designated time.

For information regarding alcohol and drug violation sanctions and accountability, please refer to the Student Accountability Process section of this handbook. Quincy University provides alcohol and drug education and resources.

### *Alcohol Use at University Events*

Because of the potential for abuse of alcohol, the University also has policies for alcohol use at designated events designed to create an atmosphere of responsibility and moderation. This policy covers all events held on campus or off-campus events sponsored by the University, its representatives or organizations. An event is defined as any activity registered through the Office of Student Development or sponsored by the University.

Sponsoring persons and/or officers of the organization are responsible for the conduct of their event. Events held off campus and sponsored by representatives of the University are subject to federal, state, and local laws along with applicable University policy.

1. Any activity on campus at which students will participate and that involves the use of alcohol must have the written approval of the Vice President of Student Development. Permission to Serve Alcohol form must be completed at the Office of Student Development. The use of alcoholic beverages is restricted to those areas approved by the Vice President of Student Development and to those community members who are of legal age according to state law. Guidelines for serving alcohol at events sponsored by University organizations and representatives follow:
2. Student officers of sponsoring organizations are responsible for insuring that underage individuals are not served alcohol. The following are approved options:
3. Allow only individuals of legal drinking age admittance to the event.
4. Create a controlled area where alcohol is to be served and consumed, and where only "of age" individuals are admitted.

5. Create a system that clearly designates both the underage and "of age" individuals. Monitors must circulate through the event to insure underage individuals do not consume alcohol.
6. Alcohol may not be given away free under any circumstances.
7. A system for assurance against inappropriate consumption must be in place.
8. The amount of time during which alcohol is served may be limited.
9. Attractive non-alcoholic beverages, such as name brand sodas or "mock-tails," must be available at events where alcohol is served. A portion of these beverages must be available free of charge.
10. Food, a portion of which is non-salted, must be available when alcohol is served.
11. Food and non-alcoholic beverages must last the entire event.
12. Contests or games that promote the consumption of alcohol are not permitted.
13. Serving of alcoholic beverages must be suspended one-half hour before the scheduled end of the event.
14. Intoxicated individuals will not be allowed into University events. Organizational advisors are expected to hold follow-up discussions with intoxicated individuals and to make appropriate referrals.
15. The Office of Student Development for any event in which alcohol will be served must approve a security plan.

#### Specific Alcohol guidelines related to Campus Housing

- Students may possess and/or consume alcohol, if age 21 and older, in student's private room/suite/ apartment/house, if all residents of the room/suite/apartment/house are age 21 and older. For example, a suite is considered a wet suite and alcohol is permitted if all students and guests are 21 or older and a suite is considered a dry suite, and no alcohol is permitted in the room, if at least 1 student or guest is under the age of 21.
- Students may not display, possess, or consume alcohol in any public area (defined as any area outside of a private room/suite/apartment/house). For the purposes of this policy, house porches, patios, decks, and yards are considered a public area.
- Students (regardless of age) MAY NOT DISPLAY alcohol containers, including beer boxes, beer steins, shot glasses, etc. (full or empty) in their room/suite/apartment/house.
- Students and guests under the age of 21 are not permitted to be in the presence of alcohol in any on campus housing area.
- Possession, consumption, or display of any alcohol or alcohol containers is not permitted in any area designated as alcohol free, including but not limited to, any first year halls, rooms/suites/apartments/ houses where any residents within are under 21, etc. Garner and Helein are dry buildings.



## Title IX Policy

Quincy University has adopted institutional policies specific to sexual misconduct and sex-based discrimination in compliance with the Higher Education Amendments of 1972, otherwise known as Title IX, the Illinois Human Rights Act (775 ILCS 5/5A-101, et seq.), the Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 155/1, et seq.), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as well as all other applicable Federal, State, and local laws. These policies relate to sexual misconduct and sex-based discrimination. As stated by the U.S. Department of Education's Office of Civil Rights, Title IX prohibits discrimination based on sex in education programs in federally funded schools. Title IX protects students, employees, and other individuals from all forms of sexual discrimination, regardless of the sex of the alleged perpetrator or complainant, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other individuals) at the University are protected by Title IX in all aspects of the University's educational programs and activities. **The University does not discriminate on the basis of sex in the educational programs or activities it operates, and the University is required by Title IX not to discriminate in such a manner. Questions regarding Title IX may be referred to the University's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights.** Quincy University's Title IX Policy on Sexual Misconduct and Sex-Based Discrimination will be referred to herein as "Title IX Policy."

This Title IX policy applies to sexual misconduct and sex-based discrimination committed by students, faculty, staff, volunteers, and third-parties when the misconduct and/or discrimination occurs: (1) on the University's property; or (2) off the University's property when the misconduct and/or discrimination is in connection with a University sponsored activity or event, or the conduct creates a hostile educational environment for a member of the University.

It is against the University's policy to subject any person to separate or different rules of behavior, discipline, or other treatment based on the individual's sex.

## **Definitions**

The following are definitions of some of the terms used under the Title IX Policy. If you have a question regarding any of the terms or provisions contained in this policy, please contact the Title IX Coordinator.

- **Complainant.** The Complainant is an individual who identifies as a victim of prohibited conduct under the Title IX Policy.
- **Respondent.** The Respondent is an individual who is alleged to commit prohibited conduct under the Title IX Policy.

- **Parties.** The parties are the Complainant and the Respondent collectively.
- **Reporting Party.** The Reporting Party is an individual who reports an alleged violation of the Title IX Policy.
- **Sex Discrimination.** Sex discrimination committed by a University employee or student, or third party against a student is a violation of the Title IX Policy. Sex discrimination is an adverse action or harassment based on sex (the status of being male or female), which is not necessarily sexual in nature, including, but not limited to, being harmed or disfavored on account of one's gender while a person of another gender has been treated better in a similar situation and harassment that expresses a bias or hostility about an individual's gender. Sex discrimination includes an adverse action that is pregnancy-related.
- **Sexual Misconduct.** Sexual misconduct committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Sexual misconduct covers a range of behaviors including electronic sexual misconduct, sexual violence, sexual harassment, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person to engage in a sexual act. Sexual misconduct can include behaviors that are student-to-student, employee-to-student, student-to-employee, and non-campus-affiliate-to-student. Someone of the opposite or same sex may perpetrate sexual misconduct. The following are examples of sexual misconduct under the Title IX Policy:
  - **Electronic Sexual Misconduct.** Electronic sexual misconduct committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Electronic sexual misconduct includes creating photographs, videos, or other visual or auditory recordings of a sexual nature of another person without consent, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of electronic sexual misconduct.
  - **Sexual Violence.** Sexual violence committed by a University employee or student, or a third party against a student, is a form of sexual misconduct under the Title IX Policy. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual assault.
  - **Sexual Assault.** Sexual assault committed by a University employee or student, or a third party against a student, is a form of sexual misconduct under the Title IX Policy. Sexual assault includes any sexual conduct without the consent of the person or where his/her will is overcome by the use or threat of force, the use of drugs or intoxicants, or in any circumstance

when a person is unable or incapable of exercising rational judgment. Sexual assault includes the following:

- **Rape.** Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the other.
- **Sexual Battery.** Sexual battery is defined as the touching of the private body parts of another person (including genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification or sexual abuse without the consent of the other.
- **Sex-Based Harassment.** Sex-based harassment (also known as sexual harassment) committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. In some circumstances, nonsexual conduct may take on sexual connotations and rise to the level of sexual harassment. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment, including, but not limited to:
  1. Any such proposals that are made under circumstances implying that one's response might affect such academic or personnel decisions as are subject to the influence of the person making such proposals. Examples might include: grades, educational progress, or employment decisions made, or are threatened to be made, based on submission to such conduct.
  2. Such conduct that is abusive of others and implies a discriminatory hostility toward their personal or professional interests because of their sex.
  3. Conduct that has the purpose or effect of creating an intimidating, hostile, or offensive environment.
  4. Conduct that is repetitive in nature in the face of previous indications of refusal.
- **Gender-Based Harassment.** Gender-based harassment committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Gender-based harassment refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.
- **Stalking.** Stalking committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Stalking means engaging in a course of conduct directed at a specific person or group that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Stalking includes unwanted (as indicated by prior notification from the alleged victim to the alleged perpetrator(s)) or obsessive attention by an

individual or group toward another person. Stalking behaviors may include, following the victim in person or monitoring their physical whereabouts and/or online presence, sending them unwanted gifts, and/or initiating unwanted communications-directly or indirectly, in person, electronically, or otherwise.

- **Voyeurism.** Voyeurism committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Voyeurism is intentionally observing others behaviors reasonably believed to be private without the knowledge or consent of the person(s) being observed.
- **Dating Violence.** Dating violence committed by a University employee or student, or a third party against a student, is a form of sexual misconduct under the Title IX Policy. 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 Complainant. Dating violence involves controlling, abusive, and/or aggressive behavior in a romantic relationship, which may include many physical, sexual, verbal, and emotional abuses.
- **Consent.** Consent is a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the Complainant resulting from the use of force or threat of force by the perpetrator shall not constitute consent.

The manner of dress of the Complainant at the time of the offense shall not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. A person can withdraw consent at any time. Finally, a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

- The person is incapacitated due to the use or influence of alcohol or drugs;
  - The person is asleep or unconscious;
  - The person is under the age of 17; or
  - The person is incapacitated due to a mental disability.
- **Hostile Environment.** A hostile environment exists when a Complainant is unable to attend or expresses discomfort in attending classes or participating fully in University functions due to the offensive, intimidating, or oppressive atmosphere generated by the alleged perpetrator.
  - **Responsible Employee.** A responsible employee for purposes of the Title IX Policy includes all full-time and part-time employees, including Quincy University adjunct faculty, the Compass Group (Chartwells Dining Services), the Follett Bookstore, and National Facilities Management, unless otherwise designated in their job responsibilities.

- **Confidential Advisor.** A confidential advisor is a person who is employed by the University to provide emergency and ongoing support to student survivors of sexual violence with the training, duties, and responsibilities defined under the Illinois Preventing Sexual Violence in Higher Education Act.
- **Title IX Coordinator.** The Title IX Coordinator is an integral part of the University's approach to ensuring that the University complies with the requirements of Title IX. The Title IX Coordinator has knowledge of the Title IX procedures and policies, and ensures that the University complies with Title IX and the University's Title IX Policy.
- **Preponderance of Evidence.** With respect to the University's Title IX investigation, a preponderance of evidence standard is used. This means that, in order for the Respondent to be held responsible for a Title IX violation, the burden is on the University to show that there is a greater than 50% chance that the allegations of Title IX violations are true. In other words, the University is required to prove that the allegations of a Title IX violation are more likely to be true than not in order for the Respondent to be held responsible for a Title IX violation.

## Procedure and Investigation

### I. In General

As stated by the Department of Education's Office of Civil Rights, Title IX prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the University's education programs and activities (*i.e.* creates a hostile environment). Once the University receives notice of alleged sexual misconduct and/or discrimination, the University is obligated to take immediate and appropriate steps to investigate or otherwise determine what occurred and to respond appropriately. In the event a complaint of severe, persistent, or pervasive sexual misconduct (*i.e.*, a hostile environment) is reported to the University, the University must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent the harassment from recurring, and, as appropriate, remedy its effects.

Quincy University is considered to have notice of alleged sexual misconduct and/or sex discrimination if a responsible employee knew of the alleged sexual misconduct and/or discrimination, or in the exercise of reasonable care in completing job responsibilities, should have known about the alleged sexual misconduct and/or sex discrimination. Responsible employees are mandated to report any knowledge of alleged sexual misconduct and/or sex discrimination to the Title IX Coordinator and/or the Title IX Investigator. In the event the allegations involve the Title IX Coordinator and/or the Title IX Investigator, the Complaint can be made to the VP of Finance/CFO

**Title IX Coordinator:**            **Tanya Moore, Director of Human Resources**  
**1800 College Avenue**  
**Francis Hall B-38**  
**Quincy, IL 62301**  
**217- 228-5415**  
**mooret@quincy.edu**

**Title IX Investigator:**        **Sam Lathrop, Director of Safety & Security**  
**1800 College Avenue**  
**Friars' Hall, 106**  
**217-228-5432, ext. 3990**  
**lathrsa@quincy.edu**

**VP of Finance/CFO:**         **Mark Strieker**  
**1800 College Avenue**  
**Francis Hall B-33**  
**217-228-5432, ext. 3722**  
**striema@quincy.edu**

Quincy University may receive notice of alleged sexual misconduct and sex discrimination in several ways, including, but not limited to, the filing of a Complaint with the Office of Student Development and/or Safety and Security, formal or informal notification to the Title IX Coordinator, University Responsible Employee notification, third-party notification (parent, friend, student), and indirect notification via an at-large community member, media, or local law enforcement.

Once the University receives notice of an alleged Title IX violation, the burden is on the University to gather sufficient information to reach a fair and impartial decision whether sexual misconduct and/or sex discrimination occurred, and if so, whether the University needs to redress a hostile educational environment.

In the event that allegations of sexual violence are reported, the Complainant may have a medical forensic exam completed at no cost to the Complainant at one of the resources listed below, pursuant to the Sexual Assault Survivors Emergency Treatment Act.

## **II. Complainant and Respondent Rights**

During a Title IX investigation, both the Complainant and the Respondent will receive a copy of the Title IX Policy. In addition, both the Complainant and the Respondent have the following rights:

1. To have prompt, fair, and impartial investigation that proceed in a timely manner;

2. To be advised of and have access to available campus and community support resources, including, but not limited to:

### **Campus Resources:**

Quincy University Confidential Advisors  
QUANADA  
1900 Harrison  
Quincy, IL 62301  
217-223-2030  
[info@quanada.org](mailto:info@quanada.org)  
[www.quanada.org](http://www.quanada.org)

Quincy University Counseling Center  
1800 College Avenue  
Friars' Hall, 114  
Quincy, IL 62301  
217-228-5432, ext. 3785  
[qucounselor@quincymedgroup.com](mailto:qucounselor@quincymedgroup.com)  
[www.quincy.edu/student-life/counseling](http://www.quincy.edu/student-life/counseling)

Quincy University Health & Wellness Center  
1800 College Avenue  
Friars' Hall, 113  
Quincy, IL 62301  
217-217- 228-5432, ext. 3790  
[www.quincy.edu/student-life/student-life/wellness-center](http://www.quincy.edu/student-life/student-life/wellness-center)

Quincy University Residence Life  
Brenner Library, Lower Level  
1800 College Avenue  
Quincy, IL 62301  
217-228-5432, ext. 3788  
[qureslife@quincy.edu](mailto:qureslife@quincy.edu)  
[www.quincy.edu/student-life/residence-life](http://www.quincy.edu/student-life/residence-life)

Quincy University Safety and Security  
Friar's Hall 106/115  
1800 College Avenue  
Quincy, IL 62301  
217- 228-5600

[www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety)

Quincy University Student Success Center  
Brenner Library Lower Level  
1800 College Avenue  
Quincy, IL 62301  
217-228-5432, ext. 3353  
[mccrubr@quincy.edu](mailto:mccrubr@quincy.edu)  
[holtmdo@quincy.edu](mailto:holtmdo@quincy.edu)  
[www.quincy.edu/academics/academic-services](http://www.quincy.edu/academics/academic-services)

### **Community, State, and National Resources:**

Quanada Sexual Assault Program  
1900 Harrison Street  
Quincy, IL 62  
(217) 223-2030  
[www.quanada.org](http://www.quanada.org)

Illinois Coalition Against Sexual Assault (ICASA)  
100 North 16<sup>th</sup> Street  
Springfield, IL 62703  
(217) 753-4117  
[www.icasa.org](http://www.icasa.org)

National Sexual Assault 24-Hour Hotline  
(800) 656-HOPE  
[Online.rainn.org](http://Online.rainn.org) (online chat)  
[www.rainn.org](http://www.rainn.org)

Illinois Dept. of Children and Family Services Domestic Abuse  
24-Hour Hotline  
(877) 863-6338  
[www.dhs.state.il.us/page.aspx?item=75378](http://www.dhs.state.il.us/page.aspx?item=75378)

National Domestic Violence 24-Hour Hotline  
(800) 799-SAFE  
<http://www.thehotline.org/about-us/contact/> (live chat)  
[www.thehotline.org/contact](http://www.thehotline.org/contact)

Blessing Hospital  
1005 Broadway Street



Quincy, IL 62301  
(217) 223-8400  
[www.blessinghealth.org](http://www.blessinghealth.org)

Quincy Medical Group  
1025 Maine Street  
Quincy, IL 62301  
(217) 222-6550  
[www.quincymedgroup.com](http://www.quincymedgroup.com)

Quincy Police Department  
110 S. 8th Street  
Quincy, IL 62301  
(217) 228-4470 (non-emergency) or 911  
[www.quincyil.gov/public-safety/quincy-police](http://www.quincyil.gov/public-safety/quincy-police)

Adams County Health Department  
330 Vermont Street  
Quincy, IL 62301  
(217) 222-8440  
<http://www.co.adams.il.us/health>

3. To file a complaint with local and/or campus law enforcement, and to request and receive assistance from campus authorities in notifying law enforcement;
4. To not actively participate in the investigation;
5. To electronically report allegations of sexual misconduct [titleix@quincy.edu](mailto:titleix@quincy.edu) or [www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety)
6. To anonymously report allegations of sexual misconduct [www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety).
7. To ask questions and obtain information regarding the Title IX Policy;
8. To have equal access to information during the Title IX investigation, including, but not limited to, witness statements, the identity of witnesses, relevant documents, and other evidence;
9. To request interim protective measures and accommodations, including, but not limited to, changes to academic, living, dining, working, transportation, and working situations, obtaining and enforcing a campus-issued order of protection or no contact order, if such protective measures are reasonably available, and honoring an order of protection or no contact order in State court;
10. To receive assistance, upon request, in accessing and navigating campus and local health and mental health services, counseling, academic and advocacy services; and
11. To request and receive assistance from campus authorities in notifying law enforcement;
12. To receive notice of the name(s) of the individual(s) with authority to: (a) make a decision regarding whether a violation under the Title IX policy has occurred

(b) impose sanctions; and (c) make a decision during the appeals process. The Complainant and the Respondent shall have the opportunity to request a substitution if the participation of such an individual poses a conflict of interest.

### **III. Filing a Complaint**

Any Quincy University student, faculty member, or staff who believe they have been a victim of sexual misconduct or sex discrimination or any member of the campus community who has knowledge of alleged sexual misconduct or sex discrimination may file a Complaint with Director of Safety & Security and Title IX Investigator. The Complaint will then be forwarded to the Title IX Coordinator. Title IX Complaint forms are available at [www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety). However, Complaint forms are not required to be used in order to make a Complaint under the Title IX Policy. Complaints can also be emailed to the Title IX Coordinator, Confidential Advisor, or any responsible employee.

As indicated in this Policy, if a Responsible Employee learns of a possible violation of the Title IX Policy, the Responsible Employee is required to report the violation to the appropriate University officials, and the University is obligated to investigate the matter, pursuant to Title IX. The Complainant can make a request of confidentiality with the University's confidential advisor or the Title IX Coordinator or when contacted by the University regarding a Complaint filed by a Reporting Party. The Title IX Coordinator will give consideration to the request. The Title IX Coordinator will consider a variety of factors, including the severity, persistency, pervasiveness of the alleged conduct, and the risk to the Complainant and the University if the allegations are not investigated. In the event the Title IX Coordinator determines that the University should proceed with the investigation, despite the Complainant's request for confidentiality, the Title IX Coordinator will provide an explanation to the Complainant and offer University resources to the Complainant for support. Regardless, all information that is disseminated by the University regarding the Title IX Complaint will only be disbursed on a "need-to-know" basis. The University will not disclose the identities of the Complainant or the respondent, except as necessary to resolve the Complaint or to implement interim protective measures and accommodations or when provided by State or Federal law. If a request for confidentiality is made to the University's confidential advisor, the confidential advisor will provide the Title IX Coordinator with information regarding the allegations, but will not divulge the names of the parties or Reporting Party (if applicable), unless the Title IX Coordinator decides that the Complaint should be pursued.

In cases involving sexual violence, the University will provide students with access to confidential advisors to provide emergency and ongoing support to survivors of sexual violence. The confidential advisors may not be responsible employees. In the course of working with the Complainant, the confidential advisor will do all of the following:

1. Inform the Complainant of his/her choice of possible next steps regarding the Complainant's reporting options and possible outcomes, including, but not limited to, reporting pursuant to the University's Title IX policy and notifying local law enforcement;
2. Notify the Complainant of resources and services for survivors of sexual violence, including, but not limited to, student services available on campus and through community-based resources, including, but not limited to, sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services, and mental health services;
3. Inform the Complainant of the Complainant's rights and the University's responsibilities with respect to orders of protection, no contact orders, or other similar lawful orders issued by the University or a criminal or civil court;
4. Provide confidential services to and have privileged, confidential communications with survivors of sexual violence in accordance with Section 8-804 of the Illinois Code of Civil Procedure;
5. Upon the Complainant's request and as appropriate, liaise with campus officials, community-based sexual assault crisis centers, or local law enforcement and, if requested, assist the Complainant with contacting and reporting to campus officials, campus law enforcement, or local law enforcement; and
6. Upon the Complainant's request, liaise with the necessary campus authorities to secure interim protective measures and accommodations for the Complainant.

Sexual misconduct against an individual under the age of 18 may constitute child abuse and/or neglect under the Illinois Abused and Neglected Child Reporting Act. In Illinois, state law requires that most professions in education, law enforcement, and social work (among other professions) report suspected abuse. These individuals are called mandated reporters. Mandated reporters include, but are not limited to: medical professionals, social workers, social service administrators, domestic violence program personnel, crisis line hotline personnel, psychologists, law enforcement, and school personnel. In the event allegations of sexual misconduct involving an individual under the age of 18, the mandated reporters are required to disclose this information to the proper state authorities.

The University is prohibited from retaliating against an individual for the purpose of interfering with any right or privilege under Title IX. Retaliation will not be tolerated against individuals who file a Title IX Complaint, participate in a Title IX investigation or proceeding, or advocate for an individual's Title IX rights. Accordingly, intimidation, threats, coercion, or discrimination for engaging in such activities is strictly prohibited.

Any student who reports an alleged violation(s) under the Title IX Policy, in good faith, to a responsible employee will not receive a disciplinary sanction for a student conduct violation, such as underage drinking or possession or use of a controlled substance, that is revealed in the course of such a report, unless the University determines that the violation was egregious, including, but not limited to, an action that places the health and safety of any other person at risk.

Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding that the complaint was in bad faith.

#### **IV. Interim Measures**

Interim measures are individualized services offered to either or both the Complainant and Respondent parties involved in the alleged Title IX violation, prior to an investigation or while an investigation is pending. Interim measures include counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar accommodations. In the event interim measures are established, the interim measures will be individualized and appropriate based on the information gathered by the Title IX Coordinator, who will make every effort to avoid depriving a student of his/her education. Because the measures needed by each student may change over time, the Title IX Coordinator will communicate with each student throughout the Title IX investigation to ensure that any interim measure is necessary and effective based on the student's evolving needs.

Within 12 hours after receiving a Complaint, the University will respond to the electronic reporting party and provide the reporting party with the aforementioned "Complainant and Respondent Rights," as well as the aforementioned University and community resources.

#### **V. Investigation of Complaint**

The Complaint will be investigated by the Title IX Investigator. The Title IX Investigator will investigate the available evidence, as well as objectively assess the credibility of the witnesses, to determine whether sexual misconduct and/or sex discrimination occurred, and whether a hostile educational environment should be addressed. Should the Title IX Investigator have a conflict of interest, the Complaint will be investigated by an individual appointed by the Title IX Coordinator, who has training in Title IX investigations.

##### **A. Initial Determination**

After receiving a Complaint, the Title IX Investigator will speak with the Complainant and the Reporting Party (if applicable). After speaking with the Complainant and the Reporting Party (if applicable), the Title IX Investigator will determine if the allegations rise to a violation of the Title IX Policy if the allegations are true.

If the Title IX Investigator determines that the allegations – if true – do not rise to a violation of the Title IX Policy, the University will close its Title IX investigation. The Title IX Investigator will provide the Title IX Coordinator with his or her determination. The Title IX Coordinator will then notify the Complainant and/or the Reporting Party of the Title IX Investigator's Initial Determination and that the University will close the Title IX Investigation.

However, in the event the allegations – if true – could violate another University policy, the potential violation will be handled pursuant to the procedures outlined in the Student Handbook.

If the Title IX Investigator determines that the allegations – if true – rise to a Title IX violation, the University will continue the Title IX investigation.

If the Complainant does not want to participate in the investigation or wishes to withdraw the Complaint, but the University determines that the severity of the allegations warrants further investigation, the Title IX Coordinator will select an unbiased University employee, who will serve as the Complainant.

## **B. Procedures**

The Title IX Investigator will investigate the alleged violations. The Title IX Investigator will gather, analyze and document the available evidence to support reliable decisions, objectively evaluate the credibility of the parties and witnesses, and synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each case. The Title IX investigator may also contact and cooperate with law enforcement, when applicable, and will provide information regarding information regarding the importance of preserving physical evidence of sexual violence (if applicable) and the availability of a medical forensic exam at no charge to the Complainant (if applicable).

The Complainant and/or the Reporting Party will be notified in writing of the continuance of the Title IX investigation after the Initial Determination.

### **1. Respondent Notification**

If an investigation continues beyond the Initial Determination, the Respondent will be notified in writing of the allegations against him/her and he/she will be provided with a copy of the Title IX Complaint, as well as all supporting documents attached to the complaint, in addition to a copy of the Title IX Policy.

The Respondent will be given notice of the allegations constituting a potential violation of the Title IX Policy, including the identities of the individuals involved, the specific conduct allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged violation.

## **2. Response to Complaint**

The Respondent has the right to file a response to the Complaint. The response must be sent to the Title IX Coordinator within seven (7) days of receiving notice of the allegations, the Complaint, and the supporting documents. The Title IX Coordinator will then forward the Response to the Title IX Investigator.

If the alleged violation could also rise to criminal conduct, the Respondent shall be advised that he or she should consult with an attorney prior to filing a response or making any verbal statements.

In the event the Respondent files a response, the University will provide the Complainant with a copy of the response.

## **3. Further Investigation**

After the time period has passed for Respondent to file a response, the Title IX Investigator will conduct interviews with the Complainant, Respondent, Reporting Party (if applicable), and witnesses (if applicable).

The parties are entitled to have an advocate present during his or her interview, including, but not limited to, an attorney, faculty member, parent, etc., provided that the involvement of the advocate does not result in undue delay in the investigation. The advocate, however, cannot participate in the interview, other than be present during the interview. Further, the advocate cannot submit anything to QU during the Title IX investigation on behalf of the party, and the advocate may not author any writing for a party. The advocate cannot be a witness to the alleged violation(s). The parties are not entitled to attend any interview other than his or her own interview. The parties may suggest questions to be posed by the Title IX Investigator.

If applicable, the Title IX Investigator will obtain additional documents and perform inspections as part of the Title IX investigation. The parties have the right to submit any documents or items to the Title IX Coordinator that he/she deems relevant, who will then forward the documents and items to the Title IX Investigator. The Title IX Coordinator will send copies of all documents and items submitted by a party to the other party.

## **4. Draft Report**

After interviewing the parties and witnesses and reviewing relevant documents and evidence, the Title IX Investigator will prepare a draft report, outlining his/her findings of fact, as well as his/her determination of whether a Title IX violation has occurred. The draft report will summarize any relevant exculpatory and inculpatory evidence. The Title IX Investigator will submit the draft report to the Title IX Coordinator. Both the Complainant and the Respondent will receive a copy of the draft report, which will be sent concurrently to the Complainant and Respondent by the Title IX Coordinator.

## **5. Responses to Draft Report**

Within seven (7) days of the issuance of the draft report, the parties may submit a response to the draft report to the Title IX Coordinator. Such responses may include any information that the party believes has not been addressed or considered in the report or any information that the party believes is incorrect. The Title IX Coordinator will forward any responses received to the Title IX Investigator.

#### **6. Final Title IX Report**

After fourteen (14) days have passed after the issuance of the draft report to the parties, the Title IX Investigator will provide a Final Title IX Report to the parties and the Title IX Coordinator. The Final Title IX Report will be sent concurrently to all parties within seven (7) days of the issuance of the Final Title IX Report, as well as the University's procedures for appealing the findings and conclusions in the Final Title IX Report.

The Title IX Investigator must include the following in the Final Title IX Report:

1. His/her Findings of Fact;
2. Using a preponderance of evidence standard, the investigator's conclusions as to whether the facts support a finding of responsibility for a violation of the University's Title IX policy; and
3. The rationale behind the conclusion.

If the Final Title IX Report indicates that a violation of the Title IX Policy has occurred, the report will address whether any measures should be taken to eliminate misconduct, harassment, and/or discrimination, prevent the recurrence of such acts, and address its effects.

If the Complaint presented more than a single allegation of misconduct and/or discrimination, a decision will be reached separately as to each allegation of misconduct.

### **IV. Disciplinary Sanctions**

#### **A. Student as Respondent**

If the Final Title IX Report indicates that a violation of the Title IX Policy occurred, within fourteen (14) days of the issuance of the Final Title IX Report, a Disciplinary Board will make a determination whether any sanctions should be imposed against the Respondent. The Disciplinary Board consists of Vice President Academic Affairs, Vice President Enrollment Management, and Director Institutional Research. In the event an individual on the Disciplinary Board has a conflict of interest, the Title IX Coordinator will select another individual to serve on the Disciplinary Board.

Any disciplinary sanction decisions must be made for the purpose of deciding how to best enforce the University's policies while considering the impact of separating a student from his or her education. Accordingly, any disciplinary decision must be made as a proportionate response to the violation. The following sanctions may be imposed for violating the Title IX Policy:

- Title IX Training or Other Appropriate Training
- Community Service
- A "No Contact" Order

- Removal from On-Campus Housing
- Probation
- Suspension
- Expulsion
- Loss of Student Leadership Role(s)
- Loss of participation in extracurricular activities

Once the Disciplinary Board determines the sanctions (if any) that will be imposed on the Respondent, the Disciplinary Board will send concurrent written notification to the Complainant, Respondent and the Title IX Coordinator of the sanctions (if any) imposed. The written communication will likewise include the rationale for each sanction imposed for each violation. The written communication to the Complainant and Respondent will also advise the parties of the University's procedures to appeal the Disciplinary Board's determination with respect to the sanctions.

#### **B. Faculty Member as Respondent**

If the Final Title IX Report indicates that a University Faculty Member violated the Title IX Policy, the imposition of disciplinary sanctions will be considered by the Vice President of Academic Affairs, consistent with the University's faculty disciplinary policy. The Faculty Member, Complainant, and the Title IX Coordinator will receive written notification of the sanction imposed for each violation. The written communication will likewise include the rationale for each sanction imposed for each violation. The written communication to the Complainant and Respondent will also advise the parties of the University's procedures to appeal the determination with respect to the sanctions.

#### **C. Staff Member as Respondent**

If the Final Title IX Report indicates that a University Staff Member violated Title IX Policy, the imposition of disciplinary sanctions will be considered by the Department Vice President, consistent with the University's disciplinary policy and any applicable collective bargaining agreement. The Staff Member, Complainant, and Title IX Coordinator will receive written notification of the sanction imposed for each violation. The written communication will likewise include the rationale for each sanction imposed for each violation. The written communication to the Complainant and Respondent will also advise the parties of the University's procedures to appeal the Disciplinary Board's determination with respect to the sanctions.

### **V. Appeal Process**



## **A. Student as Respondent**

### **1. Request for Appeal**

Both the Complainant and the Respondent can appeal the decision contained in the Final Title IX Report. Both parties are entitled to only one appeal on the determination(s) contained in the Title IX Final Report. Appeal forms are available at [www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety). However, appeal forms are not required to be used in order to make an appeal under the Title IX Policy. Complaints can also be emailed to the Title IX Coordinator or Confidential Advisor. Appeals on the decision contained in the Final Title IX Report may be made on two grounds:

1. Procedural error; and/or
2. New relevant, substantive information that was not available during the investigation which would substantially change the outcome of the decision.

Appeals must be filed with the Title IX Coordinator within seven (7) days of the issuance of the Final Title IX Report. However, in the event that it is determined that the Respondent is responsible for any violation of the policy, appeals can be made with the Title IX Coordinator within seven (7) days of the issuance of written notification regarding the sanctions (if any) imposed on the Respondent, in which case, either party can appeal the determination contained in the Final Title IX Report and/or the sanctions imposed.

Both the Complainant and the Respondent can appeal the decision regarding the imposition (or lack thereof) of sanctions imposed on the Respondent. Both parties are entitled to only one appeal on the sanctions imposed (if any) on the Respondent. Appeals on the decision regarding sanctions may be made on two grounds:

1. Procedural error;
2. New relevant, substantive information that was not available during the investigation which would substantially change the outcome of the sanctions imposed; and/or
3. The sanction is disproportional with the violation(s).

Appeals based on the sanctions imposed (or lack thereof) must be filed with the Title IX Coordinator within seven (7) days of the issuance of the written notification regarding the sanctions (if any) imposed on the Respondent.

### **2. Appellate Procedure**

After receiving notice of an appeal, the Title IX Coordinator will notify both parties in writing of receipt of the appeal. If the appeal was not timely, the Title IX Coordinator will state such in the aforementioned correspondence, and advise both parties that the Title IX process is closed. In the event the appeal is timely, the Title IX Coordinator will send the appeal letter and all investigatory materials to the Vice President of Student Development, who will then determine if a procedural error occurred and/or if new relevant, substantive information not available during the investigation would have changed the outcome of the decision.

If the Vice President of Student Development determines that no procedural error occurred and that no new relevant, substantive information not available at the time of the investigation would have changed the outcome of the decision or the sanctions imposed, the Vice President of Student Development will issue a decision, stating specifics as to the reasoning behind its decision, and submit the decision to the Title IX Coordinator. The Title IX Coordinator will then provide written notice of the Vice President of Student Development's decision to both parties, enclosing a copy of the Vice President of Student Development's decision.

If the Vice President of Student Development determines that a procedural error occurred or that new relevant, substantive information not available at the time of the investigation would have changed the outcome of the decision or the sanctions imposed, the Vice President of Student Development will issue a decision, stating specifics as to the reasoning behind its decision, and submit the decision to the Title IX Coordinator. The Title IX Coordinator will then provide written notice of the Vice President of Student Development's decision to both parties, enclosing a copy of the Vice President of Student Development's decision in the notification.

In the event the Vice President of Student Development grants an appeal regarding the decision contained in the Final Title IX Report, the Title IX Coordinator will select an unbiased school official who is trained in investigating Title IX investigations, to re-investigate the Complaint. The same procedure for investigating the Complaint) as outlined above will apply.

In the event the Vice President of Student Development grants an appeal regarding the sanctions imposed or not imposed on Respondent, the Title IX Coordinator will select three unbiased faculty members to make a new determination regarding sanctions. The same procedure for the imposition of sanctions as outlined above will apply.

## **B. Faculty or Staff as Respondent**

## **1. Request for Appeal**

Both the Complainant and the Respondent can appeal the decision contained in the Final Title IX Report and/or the sanctions imposed (if any).

An appeal involving faculty or staff as the Respondent will be handled pursuant to any applicable policies contained in the Faculty Handbook, Staff Handbook, or any applicable contract. If no such policies exist, the following will apply:

Both the Complainant and the Respondent can appeal the decision contained in the Final Title IX Report. Both parties are entitled to only one appeal on the determination(s) contained in the Title IX Final Report. Appeals on the decision contained in the Final Title IX Report may be made on two grounds:

1. Procedural error; and/or
2. New relevant, substantive information that was not available during the investigation which would substantially change the outcome of the decision.

Appeals must be filed with the Title IX Coordinator within seven (7) days of the issuance of the Final Title IX Report. However, in the event that it is determined that the Respondent is responsible for any violation of the policy, appeals can be made with the Title IX Coordinator within seven (7) days of the issuance of written notification regarding the sanctions (if any) imposed on the Respondent, in which case, either party can appeal the determination contained in the Final Title IX Report and/or the sanctions imposed.

Both the Complainant and the Respondent can appeal the decision regarding the imposition (or lack thereof) of sanctions imposed on the Respondent. Both parties are entitled to only one appeal on the sanctions imposed (if any) on the Respondent.

Appeals on the decision regarding sanctions may be made on two grounds:

1. Procedural error;
2. New relevant, substantive information that was not available during the investigation which would substantially change the outcome of the sanctions imposed; and/or
3. The sanction is disproportional with the violation(s).

Appeals based on the sanctions imposed (or lack thereof) must be filed with the Title IX Coordinator within seven (7) days of the issuance of the written notification regarding the sanctions (if any) imposed on the Respondent.

## **2. Appellate Procedure**

After receiving notice of an appeal, the Title IX Coordinator will notify both parties in writing of receipt of the appeal. If the appeal was not timely, the Title IX Coordinator will state such in the aforementioned correspondence, and advise both parties that the Title IX process is closed. In the event the appeal is timely, the Title IX Coordinator will send the appeal letter and all investigatory materials to the Vice President of Student Development, who will then determine if a procedural error occurred and/or if new relevant, substantive information not available during the investigation would have changed the outcome of the decision.

If the Vice President of Student Development determines that no procedural error occurred and that no new relevant, substantive information not available at the time of the investigation would have changed the outcome of the decision or the sanctions imposed, the Vice President of Student Development will issue a decision, stating specifics as to the reasoning behind its decision, and submit the decision to the Title IX Coordinator. The Title IX Coordinator will then provide written notice of the Vice President of Student Development's decision to both parties, enclosing a copy of the Vice President of Student Development's decision.

If the Vice President of Student Development determines that a procedural error occurred or that new relevant, substantive information not available at the time of the investigation would have changed the outcome of the decision or the sanctions imposed, the Vice President of Student Development will issue a decision, stating specifics as to the reasoning behind its decision, and submit the decision to the Title IX Coordinator. The Title IX Coordinator will then provide written notice of the Vice President of Student Development's decision to both parties, enclosing a copy of the Vice President of Student Development's decision in the notification.

In the event the Vice President of Student Development grants an appeal regarding the decision contained in the Final Title IX Report, the Title IX Coordinator will select an unbiased school official who is trained in investigating Title IX investigations, to re-investigate the Complaint. The same procedure for investigating the Complaint) as outlined above will apply.

In the event the Vice President of Student Development grants an appeal regarding the sanctions imposed or not imposed on Respondent, the Title IX Coordinator will select three unbiased faculty members to make a new determination regarding sanctions. The same procedure for the imposition of sanctions as outlined above will apply.

Harassment Policy

Harassment is defined as the act of systematic or continued unwanted attention by one party or group towards another and/or the act of intentionally creating a hostile educational or living environment. Harassment is prohibited. Allegations of harassment will be investigated and adjudicated through the Student Accountability Process.

#### Drone Policy

##### *Recreational Use*

Recreational use of Unmanned Aerial Vehicles (UAV's) – commonly known as drones - is not permitted on or above any Quincy University owned or controlled property.

##### *Educational or Employment Related Use*

Any University employee or student who wishes to operate a UAV as part of University educational programs or employment must first notify and obtain authorization from the Office of Safety & Security. The requesting student or employee must be in full compliance with all applicable FAA regulations prior to the request. Additional details and questions are available in the Office of Safety and Security.

##### *Non-Compliance*

Any UAV use other than as permitted by these guidelines will be referred for Student Accountability Process adjudication.

#### Electronic Bullying

Electronic Bullying (cyber bullying) is the sending or posting of cruel, hurtful, threatening, or harmful materials via the Internet or cell phone. Electronic Bullying may be limited to a single instance or be a pattern of intimidation. Forms of cyber bullying include but are not necessarily limited to electronic fights (flaming), offensive messages (harassment), threatening messages designed to instill fear (cyber stalking), denigration (dissing), electronic identity theft, or sharing secrets or embarrassing information (outing). If a student feels they have been a victim of electronic bullying, they should report the event to Security without delay. Any student in violation of electronic bullying will be referred to Student Accountability Process.

#### Firearms, Explosives, Fireworks, and Inflammables

The possession or use of firearms, bows and arrows, paint-ball guns, air soft guns, slingshots, explosives, fire- works, candles, halogen lamps, gas grills, incense, inflammable fluids, dangerous chemical mixtures, propelled missiles, or similar items is strictly prohibited unless under the supervision of faculty while participating in a University course.

## **IV. STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES**

Quincy University makes a good faith effort to report accurate crime data. This includes not only data collected from on-campus sources, but also includes data from our local police who provide data on events that occur immediately adjacent to campus. The Quincy Police Department was asked to report crime data on any reportable events that took place adjacent to campus in our defined campus geography.

In this reporting year there were two reportable events that took place in this geographical boundary:

Domestic Battery	1800 College Ave	Case # (2018-25126)
Possession of Controlled Substance	18th and Chestnut	Case # (2018-25126)

## **V. DAILY CRIME AND FIRE LOG**

The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the campus security department. In some cases, this can also include traffic related events such as Driving Under the Influence or other vehicular crimes. The daily Fire Log is a record of campus fire events.

The Daily Crime and Fire Log may be accessed upon request by contacting the Safety and Security Director at 217-228-5432, ext. 3990.

## **VI. EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Campus buildings are secured by a card access system. Students, staff, and faculty are required to have their University issued ID card on them at all times. The ID card is an RFID based card that gains the holder access to areas where they have been given permissions to be. For example, a professor may have access to Francis Hall 24 hours a day, but not have access to a dorm building. Each individual is vetted and given appropriate permissions by Security staff as the ID is issued.

In the event that a building is not card accessed, then appropriate and vetted persons will receive a key for that area. Keys are issued by the Security department. Upon issue the key holder will sign for their keys and the signature page kept and filed by the Security department.

## **VII. TIMELY WARNINGS**

Under the Clery Act, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees.

Confirmation means that a University official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available.

The University will issue a timely warning for all Clery Act crimes that occur on the University's Clery Act geography that are reported to campus security authorities or local police agencies; and considered by the University to represent a serious or continuing threat to students and employees.

The decision to issue a time warning will be evaluated on a case-by-case basis and will take into consideration the nature of the crime as well as the continuing danger to the campus community.

As soon as the University has confirmed that a significant emergency or dangerous situation exists, the University will:

- Take into account the safety of the campus community
- Determine what information to release about the situation
- Begin the notification process

The only reason the University would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency
- Otherwise mitigate the emergency

An "immediate" threat as used here includes an imminent or impending threat. Some other examples of significant emergencies or dangerous situations include but are not necessarily limited to:

- On or near campus fires
- On or near campus serious criminal or safety concerning events
- Approaching tornado or other extreme weather conditions
- Gas leak
- Armed intruder
- Bomb threat
- Civil unrest
- On or near campus explosions
- On or near campus chemical spills
- Outbreak of meningitis, norovirus or other serious illness

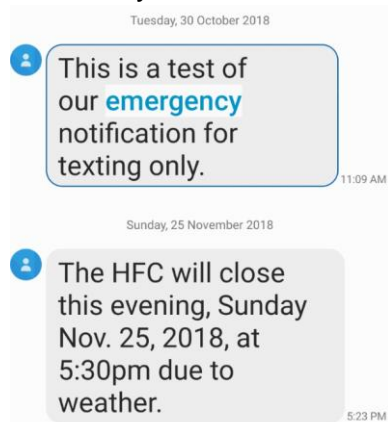
## Campus Notification System

The University will activate their campus emergency notification system when a timely warning is necessary. The primary point of contact for the emergency notification system is the VP for Student Development, or in their absence the Director of Communications.

The system sends multiple simultaneous messages by telephone call, text messages, and email to students, staff, and faculty in the system. The notification system is updated at the beginning of the fall and spring semester with current student, faculty, and staff information.

It is possible that if an event is isolated to one area of campus, such as a specific dormitory for example, the University may choose to target the message to that specific community of the campus, depending on the nature of the emergency or the situation requiring notification.

The notification system is tested at least once annually. The mandatory expectation is that the system will be tested at the beginning of the Fall semester.



***Sample of Emergency Notification System Text Message***

## **VIII. MISSING STUDENT NOTIFICATION PROCEDURES**

This policy and the accompanying procedures establishes a framework for cooperation among members of the university community in the event that a student, staff, or faculty member is perceived to be and is reported missing.

1. A student, staff, or faculty member shall be deemed missing when he or she is reported absent from the university for more than 24 hours without any known reason.
2. Anyone who suspects or confirms another person to be missing for 24 hours should immediately contact Campus Security which shall investigate each report. Officers receiving information on a missing student staff or faculty member will



notify the Director of Safety and Security without delay. The Director of Safety and Security will advise the Vice President for Student Development of the missing person investigation as soon as practical.

3. Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the university not later than 24 hours after the time that the student is determined to be missing. All students will be sent the contact form by the Office for Student Development for their emergency contact at the beginning of each semester. This contact information is confidential and may be accessed and/or used by authorized campus officials or law enforcement officers in the furtherance of this investigation or other authorized notifications.
4. If a missing student is under the age of 18 years of age and not an emancipated individual, the university will notify a custodial parent or guardian of the missing student not later than 24 hours after the determination that the student is missing.
5. The Safety and Security Department will summon the appropriate law enforcement agency as soon as the determination has been made that a student, staff, or faculty member is missing. In most cases this will be the Quincy Police Department, but may also include a police agency in the jurisdiction of the home of the missing student, staff, or faculty member depending upon circumstances and information.

## **XII. FIRE SAFETY AND STATISTICS**

### Fire Safety

Quincy University administers an aggressive program of regular inspection, testing, egress drills, and maintenance of university premises to ensure compliance with applicable fire and life safety codes and standards.

### Fire Safety Tips:

- In case of a fire, pull fire alarm and evacuate the building immediately.
- Fires produce deadly gases; stay close to the ground.
- Pull stations are located on each floor of your residence hall near the exits.

### Fire Safety Reminders:

- Do not allow trash to accumulate. It is the student's responsibility from their room. It can be taken to the nearest dumpster NOT THE BATHROOM OR OUTSIDE TRASH RECEPTACLES. Students found in violation of this policy will be assessed a \$75 fine per trash bag no matter size.
- Careless disposal of cigarettes is the cause of many fires. Students are not permitted to smoke in the residence halls; this includes usage of

electronic smoking devices.

- The use of any open flame including candles, incense and lanterns is prohibited in residence halls.
- Do not overload electrical outlets
- Holiday decorations can be dangerous, so consult your residence assistant for advice on decorating safely. Live trees are prohibited.
- Students are not permitted to grill inside their room.
- Never leave your stove unattended when cooking.
- Window Treatments: All curtains, decorations, or displays used in windows must be made of fire- resistant materials.

#### Tampering with Fire Equipment

Tampering with pull stations, smoke detectors, and fire extinguishers that cause false alarms inside of residence halls is a crime. False alarms endanger building occupants and responding firefighters. Students may not tamper with the smoke detector by covering it up.

#### Fire Statistics

There were no fires to report in any on campus or campus geographical reporting areas for the 2018 calendar year.