

# 2023 Campus Safety and Security Report and Fire Safety Report

Prepared by the Office of Campus Safety

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North Park University is committed to providing a safe and secure campus for all students and employees and to promoting a learning environment free from the damaging effects of drugs and alcohol. This is a shared responsibility: each of us has an obligation to safeguard the welfare of every other community member. This report complies with federally mandated notification requirements for advising and educating the community about policies and resources related to safety and security as well as drug and alcohol abuse. Please familiarize yourself with the contents of this bulletin and help us create a community of mutual concern and respect.

Mary K. Surridge  
President

Mineth Elman McClain  
Director of Campus Safety &  
Auxiliary Services

## Campus Safety and Security

### A Shared Responsibility

At North Park, we are concerned with the welfare of every person on our campus— student, staff, faculty, or visitor. However, no campus is completely immune to the pressures of the surrounding community. One of the best ways to eliminate crime is to be aware and minimize criminal opportunities wherever possible. Special security services, policies, and procedures have been established to help educate the community about safety, awareness, institutional policies, and resources related to safety. We hope that you will use this information to help foster a safe environment for yourself and others.

### Security Patrol

The Office of Campus Safety at North Park employs active and former law enforcement personnel from local police agencies to maintain security on campus. Security officers, who patrol the campus 24 hours each day, 365 days per year, have the authority to stop, detain, and question anyone suspected of committing a criminal offense on campus. Many of our security officers have the power to arrest, in addition to enforcing all rules and regulations of the institution.

In the case of a criminal incident, security personnel will:

- Respond to the incident as required
- Investigate the incident and prepare a North Park Security Incident Report
- Contact the local police agency and have an official police report prepared
- Summon additional support from the local police agency if needed
- Contact the local police agency for support in any follow-up investigation

### How to Report a Security Incident

If members of the campus community witness or have knowledge of a criminal incident or are victims of an incident, they should report it immediately.

Criminal incidents:

- Call 9-1-1 if you are in immediate danger
- Report incidents to Campus Safety (773-244-5600)

Emergencies:

- Call 9-1-1 if you are in immediate danger
- For campus emergencies, call Campus Safety at (773) 244-5600 and request that a campus safety officer be dispatched to the location. Campus safety officers are equipped with portable radios and remain

- in constant contact with the Campus Center desk attendant.
- Those observing a crime in progress should contact local police by dialing 911 and then notify Campus Safety personnel. In the entry areas of the residence halls, desk attendants are able to call both Campus Safety and the local police from the desk.

#### Non-Emergencies:

For situations where an immediate response by Campus Safety personnel or the police is not required, report your concerns to the Office of Campus Safety by calling (773) 244-5600. The Campus Center desk attendant will connect you with security personnel. We invite you to report all of your concerns and observations regarding campus safety and security.

#### Smartphone App

The University offers a free, smartphone-based safety app to all students, faculty, and staff, providing a “mobile bodyguard” in uncertain situations and quick access to call for help or report a tip to security personnel. Learn more at [www.northpark.edu/livesafe](http://www.northpark.edu/livesafe).

#### Relationship with Local Law Enforcement

Due to their training and background, North Park security officers have a close working relationship with state and local Chicago law enforcement agencies, which are responsive to North Park’s campus safety needs and readily provide additional support when requested. Many of our officers are assigned to the local jurisdiction and are, on a daily basis, aware of any criminal activity in the area and of the actions of the local police. The local police commander takes an active interest in our campus and meets at least annually with administrators and the director of security to discuss security issues of mutual concern. We are fortunate to be able to coordinate our efforts with the Chicago Police Department.

#### How Information is Shared

When a criminal incident occurs or a crime pattern arises that threatens the safety and/or security of the community, the President of the University may mobilize the Emergency Management Team to guide the process of informing and securing the campus. Led by the Vice President for Finance and Administration in conjunction with the Director of Campus Safety & Auxiliary Services, this committee meets to determine the most effective approach for notifying campus. Depending upon the nature of the incident, the committee may send electronic notification, post bulletin board messages, contact residence hall directors and personnel, utilize campus publications, alert the local media, or, in some cases, send individual correspondence. Learn more at [www.northpark.edu/safety](http://www.northpark.edu/safety).

### Crime Log

North Park Campus Safety maintains a database that archives all crimes reported to the department, except when disclosure of such information is prohibited by the law or such disclosure would jeopardize the confidentiality of the victim. Information may be temporarily withheld if release of such information would: (a) jeopardize an ongoing investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. The crime log data consists of the nature, date, time and general location of the crime and disposition of the complaint, if known. A daily crime log is available for review upon request at the Office of Campus Safety in the Magnuson Campus Center, Monday through Friday, between 8:00 am and 3:00 pm, excluding holidays.

### Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community, as well as guests and visitors, during normal hours of operation, Monday through Friday, and during limited designated hours when there is a scheduled event.

#### After-Hours Building Access

Entrances to classroom and administrative buildings are locked when classes and other events are not scheduled in the buildings. During locked periods, Campus Safety personnel is available to permit pre-identified, authorized persons access to these buildings. Contact the Office of Campus Safety at (773) 244-5600 for more information.

#### Residence Hall Access

Residence halls are staffed 24 hours a day, 7 days a week, with a desk attendant who monitors all entrants.

Residents must show proper ID to gain entry. All other guests and visitors must provide photo ID and sign the visitor's log. The desk attendant will hold the visitor's ID as well as the resident host/hostess's ID for the duration of the visit. All visitors and guests are to be escorted by their host or hostess during their visit in the residence hall. When the visitor departs, the desk attendant returns the IDs.

Residents are only allowed two (2) guests from the NPU community per resident for the 2020-2021 academic year.

Guests under the age of 10 need prior authorization by the residence hall director. Without this authorization, these guests cannot be permitted entry into the residence hall.



Maintenance personnel are also required to show identification and will sign in when they enter residence halls to perform maintenance tasks.

## Training and Crime Prevention Initiatives

North Park has developed the following practices in order to combat potential criminal incidents:

### Ongoing Campus Inspections and Audits

North Park Security is responsible for opening and closing all campus buildings and locations. In the course of this work and as a result of regular campus patrols, security officers report campus security hazards such as broken locks, inadequate lighting, and overgrown landscaping to the Physical Plant. Physical Plant staff also periodically inspects the campus for hazards.

The resident assistants, who provide 24-hour staffing for all campus residence halls, also routinely survey each floor and inspect for only potential safety or security hazards. They report to resident directors who inform Campus Safety and the Physical Plant staff.

### Electronic Alarm Systems

Many of the campus buildings have audible alarm systems that alert security officers to unauthorized entry. In most cases, these alarm systems also alert off-campus security agencies that inform the local police and North Park's Office of Campus Safety.

### Crime Prevention Seminars

At the beginning of each academic year, the Director of Campus Safety provides audience-specific training sessions for resident directors and assistants, Campus Center and residence hall desk assistants, new students and employees, residence students, and Seminary students. Periodically, large-scale presentations are held for the entire campus. These programs include outside speakers and videos as well as instruction by the Director of Campus Safety. In addition, self-defense/martial arts classes are held upon request.

Occasionally, security sessions are held following an incident. In these cases, the community is given information on how to deal with similar situations.

### Safety Shuttle Service

Between the hours of 7:00 pm and 2:00 am, seven days a week when school is in session, the Viking Shuttle is available by calling 773-244-5600 or using your LiveSafe app. This free vehicle service is driven by a Campus Safety officer, and

riders must show their North Park ID when boarding the shuttle. Learn more at <https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/viking-shuttle/>.

### Security Escort Service

North Park Campus Safety offers a safety escort service to the North Park University community and guests who find themselves uncomfortable in their surroundings or in need of transportation for special situations, including illness and injury. These security escorts are provided for safety reasons, not convenience, and are not intended to be used as transportation. Safety is a primary concern.

- The hours of the escort service are dusk until dawn, when the Viking Shuttle is not in service.
- Walking escorts will be limited to campus facilities.
- Vehicle escorts are limited to specific locations, including the nearest hospital.
- Escorts can be arranged by calling the Campus Center Desk at (773) 244- 5600. Learn more at [www.northpark.edu/safety](http://www.northpark.edu/safety).

### Closed-Circuit Television Surveillance

In certain locations, cameras and monitors have been installed to monitor activities and to facilitate quick response to any suspicious behavior. In total, there are more than 100 cameras on North Park University's Chicago campus.

### Concealed Carry Policy

Pursuant to the 2013 Illinois Firearm Concealed Carry Act (403 ILCS 66) and its enabling regulations, North Park University maintains and enforces a Weapons and Firearms-Free Campus. This includes all building, facilities, residence halls and other University housing, programs, and University-sponsored events, whether on or off campus. This policy applies to all employees, students, persons conducting business, or individuals visiting the North Park University campus. More information, including exemptions for law enforcement personnel, is available online at [www.northpark.edu/About/Campus-Safety-and-Security/Concealed-Carry-Policy](http://www.northpark.edu/About/Campus-Safety-and-Security/Concealed-Carry-Policy).

### Emergency Management Team

To handle any issues of campus safety, the office of the executive vice president, along with the Director of Campus Safety, has developed an Emergency Management Team. This committee meets to consider campus security issues, policies and procedures, and programs in crime prevention. Membership is broad and is composed of personnel from the following departments:

- President (as available)



- Office of the Vice President/CFO
- Division of Student Engagement
- Office of Advancement and Alumni Engagement
- Office of the Provost
- Enrollment Management
- North Park Theological Seminary Student Services
- Information Technology
- Athletics
- Physical Plant
- Campus Safety
- Human Resources
- Administrative Services
- University Marketing and Communications

## Missing Student Notification

The following policy and procedures are established to assist in locating North Park students living in North Park on-campus housing who, based on known information, North Park has determined to be missing. A student shall be deemed missing when he or she is absent from the University and/or has been reported missing by another individual without any known reason for more than 24 hours.

If a North Park University residential student is suspected of being missing from campus, immediately contact a Residence Life staff member in that student's residence hall. If the student resides off-campus, contact Campus Safety at (773) 244-5600.

All reports of missing persons made to Residence Life or Campus Safety staff will be followed up with an ongoing investigation. If it is determined by Campus Safety that a suspected missing student has been missing for 24 or more hours, then, within the next 24 hours, the University will:

- Notify the individual identified by the student as the missing person contact\*
- Notify a parent or guardian if the student is under 18 years old
- Notify law enforcement authorities
- At the University's discretion, in addition to a confidential contact, the University reserves the right to contact a parent and/or guardian.

\*All resident students have the option to designate a confidential contact person on their On-Campus Emergency Information Form. This person will be contacted if the student is deemed missing. The confidential contact

information will be accessible only to authorized campus officials and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. The confidential contact designation will remain in effect until changed or revoked by the student.

## Sex Offender Registration

Illinois State Police maintain an online database that you can access of all registered sex offenders in Illinois. To learn the identity of registered sex offenders on or near campus, or anywhere in Illinois, visit the Sex Offender Database.

Once there, you can search by city, county, or zip code. Our campus is in Cook County, and in zip code 60625. You may also check the Chicago Police Department's database; we are located in Beat 1713.

The information in the database is collected by other agencies and North Park

University cannot guarantee it is correct or complete. The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by no more than 2½ (two and one-half) years imprisonment or by a fine of no more than \$1,000 or by both such fine and imprisonment.

## Campus Crime Statistics

The Director of Campus Safety prepares the annual disclosure of crime statistics. The director reviews all criminal incidents on campus and confers with local police agencies concerning criminal incidents that have occurred on the public way. The following annual report of crime statistics has been compiled in accordance with the Uniform Crime Reporting system of the Department of Justice and is reported as required by the Crime Awareness and Campus Security Act of 1990, as amended in 2008.

### Annual Disclosure of Crime Statistics

As required by federal law, the University's yearly crime statistics are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus and were reported to Campus Safety or designated campus officials. Additionally, these statistics include people referred for campus disciplinary action for categories required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including liquor and drug law violations and illegal weapons possession.

The Violence Against Women Reauthorization Act (VAWA) signed into law March 7, 2013, requires institutions to report, beyond the crime categories mandated by the Clery Act, incidents involving dating violence, domestic violence, and stalking. These numbers include incidents beginning January 1, 2014.

Statistical information for certain off-campus locations or property owned or controlled by the university, as well as public property within or immediately adjacent to and accessible from campus, are collected or requested from the Chicago Police Department.

For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported.

### Crime Definitions

Each of the crimes for which we report statistics are defined below. The definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting handbook as required by Clery Act regulations.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

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

**Criminal Homicide/Murder and Non-negligent Manslaughter:** The willful (non-

negligent) killing of one human being by another.

**Criminal Homicide/Negligent Manslaughter:** The killing of another person through gross negligence.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- 2) For purposes of this definition —
  - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b. Dating violence does not include acts covered under the definition of domestic violence.
- 3) For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence:** A felony or misdemeanor crime of violence committed —

- 1) By a current or former spouse or intimate partner of the victim
- 2) By a person with whom the victim shares a child in common
- 3) By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner
- 4) By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or
- 5) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still;

furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to 1) fear for their safety or the safety of others; or 2) suffer substantial emotional distress.

For the purposes of this definition —

- 1) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- 2) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- 3) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

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

### Sex Offense Definitions

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

#### Sex Offense, Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against

that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental incapacity.

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

**Sexual Assault with An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of their youth or because of his/ her temporary or permanent mental or physical incapacity.

### Sex Offense, Non-Forcible

Unlawful, non-forcible sexual intercourse.

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

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Note: The age of consent in Illinois is 17 years of age.)

### Hate Crimes

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

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or part, by the offender's bias against a race, gender, religion, disability, sexual orientation, or ethnicity/national origin. Note: Even if the offender was mistaken in their perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime



### Required Reporting Locations

**On-Campus (OC):** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes. Note: Statistics for university housing facilities are recorded and included in the on-campus category.

**Non-Campus Building or Property (NON):** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls that are located outside the campus boundaries are captured in the Non-Campus category.

**Public Property (PP):** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The North Park University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Offense	Calendar Year	On-Campus Property	Non-Campus Property	Public Property
Non-Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Sex Offenses –Forcible	2020	1	2	0
	2021	0	0	0
	2022	0	0	0
Sex Offenses –Non-Forcible	2019	0	0	0
	2020	0	0	0
	2021	1	0	0
	2022	0	0	0
Robbery	2020	1	0	0
	2021	0	0	0
	2022	0	0	1

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Aggravated Assault	2020	1	3	2
	2021	0	0	0
	2022	0	0	3
Burglary	2020	1	0	0
	2021	0	0	0
	2022	1	3	0
Motor Vehicle Theft	2020	0	0	1
	2021	0	0	0
	2022	0	0	0

Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Offenses	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Dating Violence	2020	0	0	1
	2021	1	0	0
	2022	3	0	0
Domestic Violence	2020	0	1	1
	2021	0	0	0
	2022	2	0	0
Stalking	2020	0	0	0
	2021	0	0	0
	2022	3	0	0
Arrests – Liquor Law Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrests – Drug Law Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrests – Weapon Law Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Action – Liquor Policy Violations	2020	17	0	0
	2021	39	0	0
	2022	40	0	0
Disciplinary Action – Drug Policy Violations	2020	12	0	0
	2021	8	0	0
	2022	13	0	0
Disciplinary Action – Weapon Policy Violations	2020	3	0	0
	2021	0	0	0
	2022	0	0	0

## Policy Against Rape and Sexual Violence

As a Christian institution of higher education, North Park University is committed to providing a campus environment characterized by mutual respect among students, faculty, and staff. In this regard, sexual violence is prohibited by federal and state laws (including Title IX) as well as North Park policy. North Park is committed to preventing sexual violence by educating the campus community, providing support services to victims of sexual violence, investigating promptly and thoroughly alleged incidents of sexual violence, disciplining student and employee offenders for any such acts of violence, and implementing any additional remedial measures reasonably necessary to allow a victim of sexual violence to continue full participation in the benefits of campus life. This policy applies to all members of the campus community: students, faculty, staff, and visitors. It applies to incidents that occur on campus property as well as any off-campus functions sponsored or supervised by the institution.

### Prevention Through Education

A variety of educational services are aimed at the prevention of sexual offenses:

- In cooperation with Chicago police authorities, North Park provides rape awareness education and prevention presentations for students and employees.
- Crime awareness programs (which include sexual offenses) are provided for resident and commuter students at the beginning of each academic year.
- Pursuant to the Clery Act, interested individuals can find information on registered sex offenders at <http://www.isp.state.il.us/sor/>.
- Residence Life and Student Activities staff sponsor student development programs throughout the year aimed at educating students on the prevention of and response to sexual offenses.
- Student Engagement professional and para-professional staff are given training in handling incidents of date rape/sexual assault.

### Definition

The Department of Education Office for Civil Rights defines “sexual violence” as “physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent.” Sexual violence includes rape, sexual assault or battery, sexual abuse, and sexual coercion. While the use of force is sometimes present in an act of sexual violence, it need not be. Any form of sexual conduct without consent, with a minor (who by law cannot give consent), or with a person who is temporarily incapacitated from giving knowing consent (e.g., because of the influence of drugs or alcohol, sleep, illness, or any other reason) also constitutes sexual violence. All forms of sexual violence, as well as sexual harassment, are prohibited by the [Policy Against Discrimination, Harassment or Retaliation](#).

### Procedures to Follow if a Sexual Assault Occurs

1. Get to safety and then seek immediate medical assistance.
  - a. If on campus, contact the Office for Counseling and Health Services (773) 244-4897 and Campus Safety (773) 244-5780.
  - b. If off campus, go to the nearest hospital or police station. A university staff person will be contacted to assist you and to provide counsel and support. Immediate medical assistance will be arranged.
2. If personal safety/medical assistance is not an immediate concern, the victim may also seek support and counseling from the following offices:
  - Residence Life (773) 244-5555
  - Dean of Students (773) 244-5664
  - Campus (773) 244-4982
  - Seminary Student Services (773) 244-6219
  - Human Resources (773) 244-5601
3. Evidence should be preserved: if a rape has occurred, refrain from bathing, showering, washing hands, or changing clothing before the medical exam. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.)
4. The location where the assault occurred should not be disturbed; avoid touching or moving anything until Campus Safety or police have investigated.
5. Attempt to recall the physical description of the offender (clothing worn, age, height, weight, hair color, facial hair, etc.). It may be helpful to write the description down – details may be forgotten, especially in stressful circumstances.
6. Promptly report incidents of sexual violence to Campus Safety and consider reporting the incident to the appropriate police department. Reports and victims will be treated with respect and confidentiality. The victim may request that an advocate/advisor accompany the victim during questioning and that an officer of the same gender as the victim conduct the questioning.
7. Report the incident to the Title IX Coordinator, Title IX Deputy Coordinator, or a Responsible Employee. Learn more about who these individuals are at <http://www.northpark.edu/about/title-ix>.
8. Seek support from a good friend, family member or other person with whom you feel comfortable. If you don't have someone to turn to, contact a Title IX Advocate or these campus resources:
  - Health and Counseling Support Services, (773) 244-4897

- Campus Pastor, (773) 244-4982

More information about these procedures and other resources are available online at <https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/safe-community/policy-against-rape-and-sexual-violence/>.

### Notification of Law Enforcement Authorities

Assistance is available through the Office of Campus Safety 24 hours a day, seven days a week. An individual who is a victim of sexual assault should report the crime to North Park Campus Safety and to the proper municipal police authority. Campus Safety will assist the victim in contacting the proper municipal police authority. In addition, students who wish may be assisted and accompanied by a member of the staff in reporting the incident.

### Academic and Living Situation Assistance

The Dean of Students will act as a student advocate with any academic problems that a victim may have as a result of the sexual assault incident. In the event that the on-campus living situation of a sexual assault victim makes the victim feel exposed to potential risk or emotional distress, the Residence Life Office will investigate available options and make recommendations to the victim.

### Sanctions and Disciplinary Procedures

Unless the Title IX Coordinator or designated Deputy Coordinator has granted a complainant's request that a complaint not be investigated, that their name not be revealed, or that an informal resolution be attempted, North Park students or employees accused of sexual violence are subject to the formal complaint procedure outlined in the Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation. If the investigation results in the substantiation of a complaint against a student or faculty member, and the investigating Coordinator concludes a severe sanction (suspension/expulsion or discharge) is appropriate, the disciplinary procedures as specified by the applicable student or faculty handbook or manual will be followed, as modified by the Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence, and Retaliation. Staff are subject to discipline without a prior hearing.

During the formal complaint investigation and hearing process, the complainant and the subject of the complaint have an opportunity to present witnesses and other information supporting their positions. Both the complainant and the subject of the complaint may be accompanied by the advocate of their choice from the North Park community. Both the

complainant and the subject of the complaint are informed of the outcome of the process and have an opportunity to appeal a decision with which they disagree.

University sanctions may range from official warnings to expulsion/discharge, depending on the severity of the offense, a transgressor's prior history, and the presence of either aggravating or mitigating factors. Imposition of University sanctions is not dependent on the outcome of any other civil or criminal proceeding.

## Alcohol and Drug Policy

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, Public Law 101-226, and based on an institutional commitment to provide a drug-free and alcohol-free learning and work environment, North Park University is committed to the following institutional policy, which applies to all students and employees.

### Prohibitions

North Park University strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on campus. North Park also prohibits the possession or use of alcohol by students on campus or in conjunction with institution-sponsored events, whether on campus or off campus. No North Park sponsored publication, broadcast, or other communication shall accept or contain any promotion of alcoholic beverages. Further, North Park does not condone the display of alcoholic containers or advertisements in campus windows or on posted communications.

### Disciplinary Sanctions

#### Student Sanctions

In addition to possible criminal prosecution by state and/or federal authorities for violations of state or federal law, students who violate North Park's policy concerning drugs and alcohol will be referred to the dean of students (University) or the dean of students and community life (Seminary), as appropriate, for possible disciplinary action, up to and including dismissal, depending on the severity of the case. Student Handbooks should be consulted for applicable disciplinary policies and procedures.

Student Handbooks should also be consulted for the policies related to student drug testing.

#### Employee Sanctions

In addition to possible criminal prosecution of state and/or federal authorities for violations of state or federal law, full-time or part-time employees who violate North Park's policy concerning drugs and alcohol may be subject to disciplinary action up to and including termination of employment.

Any employee convicted under a criminal drug statute for a violation occurring in the workplace must report that conviction to their immediate supervisor and to the vice president/CFO within five days of the conviction.

As a condition of employment, any employee engaged in work funded in whole or in part by a federal grant must certify that they have read the institution's Drug Policy

and agree to abide by the policy in all respects, including the reporting requirements noted above. Signed certification will be kept on file in the Human Resources Office.

### Good Samaritan/Medical Amnesty Policy

To encourage students to obtain the help they or their fellow students need without

fear of disciplinary penalty or retribution, this Good Samaritan/Medical Amnesty Policy has been adopted. This Policy may be invoked by the person in need of assistance and by the person calling for assistance. Neither student will be charged with violating University policy prohibiting the use or possession of drugs or alcohol as a result of reporting alcohol and/or other drug-related emergencies to the proper authorities (9-1-1, Residence Life and Housing staff, Campus Safety Officers), for the purpose of seeking medical or safety assistance.

This Policy refers to isolated incidents only. It does not:

- excuse or protect those who flagrantly or repeatedly violate the North Park Community Standards;
- preclude disciplinary action regarding other violations of Community Standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, or hazing; or
- prevent action by local and state authorities.

### Education Programs

In the sections that follow, information is provided to educate you about state and federal laws and legal sanctions that apply to the use and abuse of alcohol and controlled substances. Educational materials are also included concerning the various effects of alcohol and controlled substances. In addition, North Park will from time to time conduct educational programs for students and employees that provide information on the dangers of drug and alcohol abuse, emphasize substance abuse prevention, and promote good health practices. These programs are sponsored by the Student Engagement staff.

### Available Assistance

North Park believes that rehabilitation is the preferred solution to drug and alcohol abuse. We are committed to the health, safety, and well-being of all employees and students. For this reason, students are encouraged to use the Office of Counseling Support Services and Health Services for assistance and/or referral. Employees may consult the director of human resources for:

- Information about community resources for assessment and treatment
- Information on medical insurance benefits for substance abuse programs
- Information on any available employee assistance program



The responsibility for following through with treatment recommendations and referrals belongs to the individual. Participation in rehabilitation does not shield an employee or student from disciplinary action for non-compliance with North Park policy or for poor work performance.

### Health Effects and Risks

Use of alcohol and drugs is detrimental to your health and is not conducive to effective learning or work. Abuse of these substances can pose a threat to the safety and security of the user and to others in the community. We want to be sure that students and employees understand the serious effects of alcohol and drug use. We are prepared to assist any student or employee who expresses a need for help. A short summary of the effects of alcohol and drugs is provided in the following paragraphs.

More extensive information is provided by the United States Government and the National Institute on Drug Abuse online at <http://www.drugabuse.gov/drugs-abuse>.

In compliance with the Drug Free Schools and Campuses Regulations of the U.S. Department of Education, the college conducts a biennial review of the college's Drug and Alcohol Abuse Prevention Program.

#### Alcohol

Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the central nervous system.

This depression affects motor coordination, speech, and vision. In large amounts, it can affect respiration and heart rate. If the blood alcohol exceeds 0.4%, death can result. Driving with a blood alcohol level of more than 0.1% is considered drunk driving. Depending on individual metabolic rates, consumption of as little as two or three drinks can result in a blood alcohol level of 0.1%. Prolonged abuse of alcohol can result in malnutrition, cirrhosis, and permanent damage to other organs of the body.

#### Depressants

Depressants and barbiturates can result in respiratory depression, coma, and even death, especially in combination with alcohol. Withdrawal can result in restlessness, insomnia, convulsions, and even death.

#### Hallucinogens

LSD, mescaline, peyote, and PCP are classified as hallucinogens. Hallucinogens interrupt the brain messages that control the intellect and keep instincts in check. Use can produce convulsions and coma, heart failure, and lung failure. Chronic users experience memory problems and speech difficulties for as

much as a year after they discontinue use of these drugs. Because these drugs block the brain's pain sensors, severe injuries can occur while under the influence.

### Marijuana

Marijuana and hashish can impair the short-term memory and comprehension of the user, alter the sense of time, and reduce the ability of the user to perform tasks requiring concentration and coordination. Heart rate and appetite increase, motivation can be altered, and cognition can be affected, making acquisition and retention of new information difficult.

### Narcotics

Narcotics such as heroin, codeine, morphine, and opium are extremely addictive and can result in death since the possibility of overdose is strong.

### Stimulants

Cocaine and crack stimulate the central nervous system and are extremely addictive, both physically and psychologically. They cause increased heart rate, elevated blood pressure, insomnia, loss of appetite, paranoia, and seizures.

Disruption of the brain's control of heart and respiration due to cocaine use can result in death. Agitation and aggressive behavior result in damage to relationships and can place the user in situations that are potentially dangerous. Other stimulants and amphetamines cause increased heart rates and elevated blood pressure that can result in a stroke or heart attack. Symptoms of use include dizziness, sleeplessness, and anxiety. Use can lead to psychosis, hallucinations, paranoia, and physical collapse.

### State and Federal Sanctions

Federal law requires that students and employees be advised of state and federal sanctions and penalties that apply to alcohol and drug use. Current information regarding federal and state sanctions is available online:

- United States Drug Enforcement Administration
  - Federal Trafficking Penalties for Schedule I, II, III, IV, and V (except Marijuana):  
[http://www.justice.gov/dea/druginfo/ftp\\_chart1.pdf](http://www.justice.gov/dea/druginfo/ftp_chart1.pdf)
  - Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances:  
[http://www.justice.gov/dea/druginfo/ftp\\_chart2.pdf](http://www.justice.gov/dea/druginfo/ftp_chart2.pdf)
- State of Illinois Drug Laws: [https://www.iwu.edu/ccs/Illinois\\_Drug\\_Laws.htm](https://www.iwu.edu/ccs/Illinois_Drug_Laws.htm)

## State of Illinois Sanctions: Alcohol

### Definitions

- Alcoholic liquors: Defined to include beer and wine as well as whiskey and other distilled spirits.
- Minor: There are two statutes in Illinois that define the legal age as 21 years for purposes of alcoholic liquor laws.

### Possession or Consumption by a Minor

Individuals under 21 may not purchase, accept as a gift, or possess alcoholic beverages. In addition, minors are specifically forbidden from having possession of alcoholic beverages on any street, highway, or other public place.

### Sale or Gift to a Minor

Licensees are prohibited from selling, giving, or delivering alcoholic beverages to anyone under 21 years of age. The same statute makes it unlawful for anyone of legal age to purchase or obtain alcoholic liquor and then sell, give, or deliver it to a minor.

Persons under 21 are also prohibited from accepting as a gift or purchasing any alcoholic liquor.

### Misrepresentation of Age

It is illegal for minors to present false or fraudulent identification for purposes of procuring or attempting to procure any alcoholic liquor or even to have a fake or fraudulent identification in their possession. It is also unlawful for anyone (including those under 21) to alter or deface an identification card, to use the card of another or carry anyone else's card. Minors who misrepresent their age and those who give, sell, or furnish a false or fraudulent proof of age to a minor are guilty of a Class A misdemeanor.

If you obtain a fake Illinois driver's license or assist a friend in obtaining one, you may have your driving privileges suspended for a minimum of one year. Other penalties designed to discourage the use of fake IDs and driver's licenses include:

- Two to five years in prison and up to a \$10,000 fine for fraudulently obtaining an Illinois driver's license.
- A maximum 30 days in jail and up to a \$500 fine for fraudulently obtaining an Illinois ID card.
- One to three years in prison and up to a \$10,000 fine for knowingly allowing another person to use your identification documents to apply for a driver's license or ID card.

Persons are considered to be intoxicated when, because of the consumption of alcoholic beverages, they have reduced mental and physical faculties.

#### Driving Under the Influence (DUI)

If you are age 21 or over, a first DUI conviction will result in the loss of your driving privileges for a minimum of one year, possible imprisonment for up to one year, and a maximum fine of \$1,000. Drivers under age 21 who are convicted of DUI will lose their driving privileges for a minimum of two years for a first conviction. Any DUI related offense is permanently added to your driving record.

#### Host Liability

As the host of a social gathering or party, you may be held legally responsible for the actions of your guests and may be subject to the following penalties:

- Any person who sells, gives, or furnishes alcohol to a person under age 21 is guilty of a Class A misdemeanor, punishable by up to one year in prison and a maximum \$1,000 fine.
- It is a petty offense to knowingly allow gatherings of two or more persons at a residence when the persons are under age 21 and are drinking. The penalty is a maximum \$500 fine.
- Any person age 21 or over who knowingly pays for a hotel room or facility that will be used by a person under age 21 for the consumption of alcoholic beverages is liable for any injury or property damage caused by the underage person. This is a Class C misdemeanor with penalties that include up to 30 days in jail and a maximum \$500 fine.

#### Transport of Alcoholic Beverages

No driver or passenger of a motor vehicle may transport, carry, or possess any alcoholic beverage in a motor vehicle except in the original sealed container. However, chartered buses (when the vehicle is not being used for school purposes), motor homes, and limousines are exempt from this rule when alcohol is kept in the passenger area only.

The passenger must still be 21 years old to be in compliance with Illinois law. A person convicted of illegal transportation may be fined up to \$500, and a point-assigned violation will be entered on the driving record. A second conviction within a one-year period results in a one-year suspension of driving privileges. If a third conviction is received within one year, driving privileges are revoked for one year.

## Fire Safety Report

The Higher Education Opportunity Act became law in August 2008. It requires all United States academic institutions to produce an annual fire report

outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to North Park University.

#### Definitions that apply to this section:

- Cause of fire: The factor or factors that give rise to a fire. The causal factor maybe, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.
- Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.
- Fire-related death: Any instance in which a person:
  - is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
  - dies within one year of injuries sustained as a result of the fire.
- Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

#### In Case of a Fire on Campus

- Upon discovering fire, smoke or an explosion in the building, stay calm and activate the nearest fire alarm pull station.
- Call Campus Safety at (773) 244-5600 and be prepared to give information on location, size, and cause of the fire, as well as any injuries.

- Follow posted room/building evacuation routes and account for all occupants of the room. Do not use elevators, as electrical power may be cut off.
- If trapped in a room, retreat and close as many doors as possible between you and the fire. Place cloth material around and under the door to stop smoke from coming in. Signal from windows and use phones/cell phones to advise Campus Safety of your location.
- Provide assistance to individuals with disabilities in relocating to specified refuge areas and notify Campus Safety at (773) 244-5600 of these individuals and their location.
- If forced to travel through the smoke, stay low and breathe shallowly using a shirt or jacket as a filter.
- Before opening any door, check first to see if it is hot to the touch. If the door feels hot, do not open it.
- Never re-enter the building once you have evacuated. Re-enter only when instructed to do so by fire, police, or Campus Safety personnel.

Whenever a fire alarm is sounded, all persons must evacuate the building in a safe and orderly manner through the nearest fire exit to an open area away from the building. The Residence Life staff in conjunction, with Campus Safety, will oversee the evacuation of the residence hall areas. Please do not panic. Never disregard a fire alarm. Obstruction and/or disregarding the instructions of firefighting personnel, Campus Safety, police or Residence Life staff may result in disciplinary action and possibly arrest. Campus Safety along with the Chicago Fire Department, will determine when it is safe to re-enter the building. If a false alarm is witnessed, this violation should be reported to Campus Safety.

#### In Case of a Fire Inside of Your Living Space

- If you cannot easily extinguish the fire, GET OUT, take your room key, close the door and safely evacuate the area.
- Activate fire alarms and alert others.
- Walk - do not run to the nearest stairwell exit.
- If the room or hallway is smoky, get on your hands and knees (or stomach) and crawl to the nearest exit.
- GO TO A SAFE LOCATION AND CALL 911. Be prepared to tell the dispatcher your exact location and what is on fire.
- In Case of a Fire Outside of Your Room
- Feel the door and doorknob. If it is hot, DO NOT open the door.
- CALL 911. Be prepared to tell the dispatcher your exact location, and what is on fire.
- If possible, wedge WET cloth materials along the bottom of the door to help keep out smoke.

- Check to see if there is smoke outside the window. If there is no smoke, open the window and hang light colored material outside and SCREAM, “FIRE!”
- If the room becomes smoky, tie a folded cloth (wet if possible) over your nose and mouth and stay low.
- Try to make yourself visible to rescue personnel through the window or balcony.
- Do not jump from upper story windows.
- If the door is not hot, stay behind the door and open it cautiously. Be ready to close the door quickly if fire is close by.
- If it is safe to proceed into the hallway, walk; do not run, to the nearest stairwell. Activate the fire alarms and alert others.
- If smoke is present in the hallway, keep low.
- If you are below ground, walk up the stairs only if downward movement is not safe.

### Fire Drills

Fire drills will be conducted regularly during the academic year. Persons who tamper with fire protection equipment (including signs), pull false alarms, fail to evacuate during fire alarms, remove batteries from smoke detectors and/or inhibit the work of firefighters in any way are subject to disciplinary action.

## Fires or Fire Alarms in Residential Buildings

2022

Name of Building/Address	Date of Report	Time of Report	Cause of Fire	Number of Deaths	Number of Injuries	\$Value of Property Damage
n/a	n/a	n/a	n/a	0	0	\$0

2021

Name of Building/Address	Date of Report	Time of Report	Cause of Fire	Number of Deaths	Number of Injuries	\$Value of Property Damage
n/a	n/a	n/a	n/a	0	0	\$0

2020

Name of Building/Address	Date of Report	Time of Report	Cause of Fire	Number of Deaths	Number of Injuries	\$Value of Property Damage
n/a	n/a	n/a	n/a	0	0	\$0

## Fire Safety Systems in Residential Buildings

### Residence Halls

	Sprinkler System	Monitored Alarm	Smoke Detector	Heat Detector	Fire Extinguisher	# Drills per Year
Anderson Hall	Yes	Yes	Yes	Yes	Yes	1
Burgh Hall	Yes	Yes	Yes	Yes	Yes	1
Ohlson House	Yes	Yes	Yes	Yes	Yes	1

*Note: Evacuation Plans posted in all Residence Halls*

### Undergraduate Apartments and Houses

	Sprinkler System	Monitored Alarm	Smoke Detector	Heat Detector	Fire Extinguisher	# Drills per Year
3204-06 Carmen	No	No	Yes	No	Yes	0
3208-10 Carmen	No	No	Yes	No	Yes	0
3216-18 Carmen	No	No	Yes	No	Yes	0
3222-24 Carmen	No	No	Yes	No	Yes	0
3230 Carmen	No	No	Yes	No	Yes	0
3234 Carmen	No	No	Yes	No	Yes	0
3240 Carmen	No	No	Yes	No	Yes	0
5058 Sawyer	No	No	Yes	No	Yes	0
5015 Spaulding	No	No	Yes	No	Yes	0
5017 Spaulding	No	No	Yes	No	Yes	0
5023 Spaulding	No	No	Yes	No	Yes	0
5031 Spaulding	No	No	Yes	No	Yes	0
5035 Spaulding	No	No	Yes	No	Yes	0
5058 Spaulding	No	No	Yes	No	Yes	0
5100-18 Spaulding	No	No	Yes	No	Yes	0
Lund House 5001-07 Spaulding/ 3246-56 Argyle	No	No	Yes	No	Yes	0
Park North 4942-57 Kedzie	No	No	Yes	No	Yes	1
Sawyer Court 4951-57 Sawyer	No	No	Yes	No	Yes	0



Seminary Housing

	Sprinkler System	Monitored Alarm	Smoke Detector	Heat Detector	Fire Extinguisher	# Drills per Year
3319 Berwyn	No	No	Yes	No	Yes	0
3226-28 Carmen	No	No	Yes	No	Yes	0
5146-56 Christiana	No	No	Yes	No	Yes	0
5151 Christiana	No	No	Yes	No	Yes	0
5231 Christiana	No	No	Yes	No	Yes	0
5247-49 Christiana	No	No	Yes	No	Yes	0
5301 Christiana	No	No	Yes	No	Yes	0
3333-39 Foster	No	No	Yes	No	Yes	0
5240 Sawyer	No	No	Yes	No	Yes	0
5301 Sawyer	No	No	Yes	No	Yes	0
5312 Sawyer	No	No	Yes	No	Yes	0
5214 Spaulding	No	No	Yes	No	Yes	0

## Statistical Campus Fire Report 2022

Building	Academic Buildings	Student Residences	Campus Buildings
Total Alarms/Year	○	○	○
Damages	○	○	○
Injuries	○	○	○
Fatalities	○	○	○
Total Fires	○	○	○

## Statistical Campus Fire Report 2021

Building	Academic Buildings	Student Residences	Campus Buildings
Total Alarms/Year	○	○	○
Damages	○	○	○
Injuries	○	○	○
Fatalities	○	○	○
Total Fires	○	○	○

## Statistical Campus Fire Report 2020

Building	Academic Buildings	Student Residences	Campus Buildings
Total Alarms/Year	○	○	○
Damages	○	○	○
Injuries	○	○	○
Fatalities	○	○	○
Total Fires	○	○	○

## Appendix:

### Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence, and Retaliation

#### **Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence and Retaliation**

As a Christian institution of higher learning supporting the mission and embodying the faith heritage of the Evangelical Covenant Church, North Park desires to have a campus community “which truly values people and is characterized by integrity, diversity, collegiality, fairness, compassion and joyful living”. North Park is committed to providing and maintaining a welcoming environment, and will not tolerate discrimination, harassment, retaliation, sexual violence, dating violence, domestic violence, stalking or any form of intimidation (collectively “Prohibited Conduct”) by any person in any form directed against students, faculty, staff or visitor of the institution. The institution will take prompt and appropriate action when complaints of Prohibited Conduct are received. If the complaint is substantiated, sanctions will be levied against the perpetrator, including appropriate disciplinary action up to dismissal.

This Policy applies to conduct on campus and at University sponsored events and programs off-campus. It also covers other off-premises conduct (e.g., at a private party) if that conduct adversely impacts the ability of a North Park student or employee to enjoy the full benefits of their association with North Park or if it involves any form of sexual violence, dating violence, domestic violence or stalking.

Enforcement of this Policy will be coordinated by the Director of Human Resources, who shall serve as Equal Opportunity and Title IX (EO/Title IX) Coordinator. The EO/Title IX Coordinator is responsible for seeing that institutional procedures are followed in investigating all allegations or complaints of Prohibited Conduct involving faculty, staff, students and campus visitors. The EO/TITLE IX Coordinator is also responsible for overseeing the University’s compliance with federal equal opportunity laws such as Title VI, Title VII, Title IX, the ADA, ADEA, and similar state laws, including the Preventing Sexual Violence in Higher Education Act.

#### I. Discrimination Prohibited

A. Definition: Discrimination is defined as unequal, adverse treatment of an individual because of his or her race, color, national origin, sex, age, disability, veteran’s status, or other protected status, as those terms are defined by applicable local, state, and federal law. For instance, different treatment of two similar individuals with respect to hiring, pay, opportunity for advancement, admission to North Park as a student or educational opportunity after admission constitutes discrimination if the reason for the

different treatment is the protected status of one of the individuals. Harassment based on any protected characteristic also constitutes discrimination. Discrimination on the basis of sex is prohibited by Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106, and other laws. State and federal law also prohibit discrimination on the basis of each of the above enumerated characteristics. It is North Park policy to comply with all of these laws. However, as a religious institution, North Park reserves the right to make hiring and employment decisions on the basis of religious beliefs or lifestyle consistent with the religious principles espoused by the Evangelical Covenant Church and as permitted by applicable law.

## II. Harassment Prohibited

A. Definition: North Park strives to be a community in which all persons are treated with respect. Any form of harassment is contrary to this goal. Harassment tends to target one or more personal characteristics of the person(s) being harassed. Oftentimes, it focuses upon readily identifiable attributes such as race, color, national origin, sex, age, disability, etc. However, it may also focus upon beliefs or perspectives, such as religion, politics or lifestyle. Harassment, regardless of its nature, involves unwelcome verbal or physical conduct that implicitly or explicitly demeans an individual or group based on such personal characteristics, and:

1. Affects tangible job or education benefits, or
2. Interferes unreasonably with the education, work or other institutionally sponsored activity of a student, employee or campus guest, or
3. Creates an intimidating, hostile, or offensive environment for education, work or other institutionally sponsored activity.

North Park will not permit harassment and considers harassment based on race, color, national origin, religion, sex, age, disability, veteran's status, or other protected status as those terms are defined by applicable local, state and federal law particularly intolerable. Although North Park does not permit harassment of any person for any reason, this does not imply institutional approval of all beliefs or lifestyles. North Park's institutional position on these matters is necessarily congruent with our sponsoring denomination, the Evangelical Covenant Church.

### B. Racial and Ethnic Harassment Defined:

1. North Park aspires to be an intercultural community of learning. In order to make this goal a reality, we need to develop sensitivity to, and an educated awareness of, each other's cultures, nationalities and ethnic differences. Demeaning or harassing comments or acts which are racially

or ethnically motivated are contrary to the spirit and goals of the North Park community.

2. Harassment on the basis of race, color or national origin can include verbal or physical behavior that explicitly or implicitly demeans the race, color, or national origin of an individual or individuals. Examples of racist or ethnically insensitive harassing conduct include but are not limited to: Verbal assaults that demean the color, culture or history of any person or persons, and/or that perpetuate false stereotypes. Examples include name-calling and racial or ethnic slurs, slang references and jokes.

- a. Nonverbal behavior that demeans the color, culture or history of any person or persons and/or that perpetuates false stereotypes. Such behaviors may include gestures, portrayals, graffiti or acts of exclusion.
- b. Intimidation through threats of force or violence or threats of interference with an individual's education, work or other activity.
- c. Physical contact or assault because of an individuals' race, color Or national origin.

C. Sexual Harassment, Sex Discrimination, Sexual Violence and Relationship Violence: This section supplements the general policy statement set forth above and includes information that addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act of 2013 ("VAWA"), and the Illinois Preventing Sexual Violence in Higher Education Act (Illinois Act).

1. Title IX Information: Applicable Federal Law: Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

- a. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
- b. Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault and sexual violence, domestic violence, dating violence, and stalking (collectively, "relationship violence").

2. Title IX Policy Statement: As noted above, it is the policy of the University to provide a work and educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited by the University. Relationship violence (i.e., domestic violence, dating violence, and stalking) is also a form of discrimination. This

prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the University community, and to contractors, consultants, and vendors doing business or providing services to the University.

3. Title IX Coordinator: Any inquiries regarding Title IX, the Illinois Act, or the University's Policy Prohibiting Discrimination, Harassment, Sexual Violence, Relationship Violence and Retaliation should be directed to the EO/Title IX Coordinators identified below. The Coordinators will be available to meet with or talk to students, staff, faculty and campus visitors regarding issues relating to Title IX and this Policy. The EO/Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of the University. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy.

#### Title IX Coordinator

Elizabeth Fedec  
Dean of Students  
Center for Student Engagement, Johnson Center  
room 151(773) 244-5664  
[efedec@northpark.edu](mailto:efedec@northpark.edu)

#### Mailing Address:

North Park University  
3225 W FOSTER AVE  
CHICAGO IL 60625

D. External Resources: In addition to the Title IX Coordinators identified above and other campus resources discussed throughout this policy, the University has identified external agencies who can assist members of the North Park community with issues relating to sexual harassment, sexual violence, and relationship violence. A list of those resources and contact information may be found in Appendix B.

#### E. Sexual Harassment

1. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Harassment on the basis of sex includes

- a. verbal or physical behavior that explicitly or implicitly demeans the gender of an individual and
- b. sexual harassment.

In the employment context, the EEOC, which enforces Title VII, defines sexual harassment as follows:



Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individuals; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

2. In the education context, sexual harassment may be defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment of a student when submission to or rejection of the conduct by an individual is used as the basis of academic decisions affecting the student or the conduct has the purpose or effect of unreasonably interfering with the student's academic performance or creating an intimidating, hostile, or offensive environment.

3. Sexual harassment can be verbal, visual or physical. It can be overt, as in the suggestion that a person could get a higher grade or a pay raise by submission to sexual advances. The suggestion or advance need not be direct or explicit – it can be implied from conduct and circumstances. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one, particularly where the attempts involve an abuse of power. The potential for abuse of power is inherent in certain relationships, such as professor and student, or supervisor and subordinate. Members of the North Park community who hold positions of authority should be especially vigilant to this inherent risk in certain relationships and situations. However, harassment among peers is also prohibited.

4. Harassment on the basis of sex can range in severity from sexist remarks, unwelcome sexual flirtations and inappropriate put-downs of individuals or classes of people, to serious physical abuses such as sexual assault and rape.

5. The following list illustrates, but does not exhaust, the possible forms of harassment on the basis of sex. The examples are generally arranged in ascending order of severity.

- a. Behavior that draws unwanted attention to the gender or sexual identity of another person, such as whistling, leering or ogling, in such a way as to create a hostile environment, e.g., through repetition or in combination with other forms of harassment.
- b. Communication (verbal or non-verbal) which creates a hostile environment. Examples of such behavior, when repeated or pervasive, include unwelcome compliments about appearance, unwelcome

requests for personal relationships (e.g., a date), comments with sexual innuendo, obscene gestures, insulting humor or jokes, crude language, graphic commentary about an individual's body, sexual prowess or sexual deficiencies, questions regarding sexual practices, derogatory or demeaning comments about women or men in general, whether sexual or not, displaying objects or pictures which are sexual in nature, sexually-oriented kidding, teasing or flirting. While a single instance of such communications does not create a hostile environment, repeated communications of this nature can create a hostile environment.

c. Verbal threats, directed at a person individually or as a group member.

d. Unwanted advances including sexual propositions, touching, patting, pinching, caressing, kissing, or brushing against another's body without threat of punishment for non-compliance and without promise of reward for compliance.

e. Unwanted advances including the types of behaviors mentioned above in subparagraph (d), whenever they are accompanied by promised rewards or reprisal for lack of cooperation. For example:

(1) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or

(2) when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

f. Nonconsensual sexual activity (e.g., sexual activity with someone not capable of consent because of the influence of drugs, alcohol, or other incapacity, non- stranger rape)

g. Assault, physical violence or coerced sexual contact (e.g., rape).

F. Coercion: Use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion may be physical, but also includes a wide range of non-physical behaviors, including intimidation, manipulation, verbal threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

G. Consent:

1. Consent to sexual activity requires voluntary, positive agreement between the participants to engage in specific sexual activity. Consent is active, not passive.



Signals of consent must be part of a mutual and ongoing process, offered freely and knowingly.

2. It is the responsibility of the person who initiates the sexual activity to make sure that he/she has the other person's consent.

3. It is important to remember:

- a. Silence, by itself, cannot constitute consent.
- b. Failure to resist does not constitute consent.
- c. Manner of dress, or seemingly flirtatious conduct or speech does not constitute consent.
- d. Consent to one sexual act does not constitute or imply consent to a different sexual act.
- e. Consent to a sexual act with one person does not constitute or imply consent to a sexual act with another person.
- f. Previous consent cannot imply consent to future sexual acts. Consent is required regardless of the parties' relationship status or sexual history together.
- g. Consent can be withdrawn at any time.
- h. A verbal "no," even if it may sound indecisive or insincere, always indicates a lack of consent.

4. Communicating consent:

- a. Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.
- b. While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- c. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.

5. Incapacity to consent (including, but not limited to, the effects of alcohol and drugs):

- a. A person who is unable to understand the nature of the activity cannot give knowing consent.
- b. Incapacity to consent exists when a person is asleep, unconscious, under-age, or mentally or physically incapacitated.
- c. Mental or physical incapacity may also result through the effect of drugs or alcohol. For purposes of this policy, incapacity should be presumed whenever a person is believed to be under the influence of either alcohol or drugs.

- d. The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.
- e. Being under the influence of alcohol or drugs does not absolve the initiator of sexual activity from responsibility to obtain clear consent.
- f. Being under the influence of alcohol or drugs does not make the non-initiating party responsible for non-consensual sexual conduct.

H. Domestic Violence: Domestic violence includes violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, or other person similarly situated under domestic or family violence law. Domestic violence can be a single event or a pattern of behavior.

I. Dating Violence: Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by the duration, type, and frequency of interaction.

J. Force: Use of physical violence (such as pushing, hitting, pinning down), threats (direct or indirect expressions of harm to self or others), intimidation (implied or indirect threats or abuse of power), and/or coercion (unreasonable pressure applied after someone communicates (verbally or nonverbally) they want to stop or not go past a certain point).

K. Sexual Violence

1. *Sexual Violence* includes sexual assault and acts of sexual misconduct such as inducing incapacitation for sexual purposes and sexual exploitation.

2. "Sexual assault" is defined as forcing, threatening, or coercing an individual into sexual contact against the individual's free will with or without the individual's consent. It includes, but is not limited to, inappropriate touching, sexual intercourse of any kind without consent, rape, or attempted rape against that individual's free will. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was under the influence of alcohol or other drugs or was otherwise unable to consent. Verbal misconduct or any misconduct that does not involve unwanted sexual touching does not constitute sexual assault under the University's policy but may constitute sexual harassment or another form of misconduct.

3. "Sexual Exploitation: is defined as taking sexual advantage of another person without consent. Examples are voyeurism, lewd exposure, recording intimate activity, etc.

L. Stalking: Stalking is defined as repetitive and/or menacing pursuit, following, harassment and/or interference with peace and/or safety that causes a reasonable person to fear for their own safety or the safety of an immediate family member or other person with whom a family-like relationship exists (e.g., a roommate).

### III. Preventive Action

#### A. Early Intervention

1. Some instances of perceived harassment (within categories 5(a) and 5(b)) may be the result of misunderstandings or miscommunications. Sometimes individuals

unwittingly make insensitive or careless statements or exhibit behaviors that you may find offensive but that are not intended to give offense. In such circumstances, ongoing problems may be avoided or prevented by early and direct communication with the offending party.

2. The communication should make clear to the offending party that their remarks and/or behaviors are unacceptable to you. Several approaches can be used:

a. Verbal Confrontation - Explain why you view the particular comments or behaviors as offensive. Be firm and direct; make it clear that the comments and/or behaviors are to stop.

b. Written Communication - Write a letter to the offending party in which you give a detailed description of the unacceptable comments and/or behaviors. Explain how these incidents make you feel. State that you want the comments/behaviors to stop.

3. If you are not comfortable discussing the matter directly with the offending party (or if direct preventive action is not successful in stopping the offending comment or behavior) you should pursue the alternatives below. You have the right to proceed directly to file a complaint or confer with an advocate/advisor without first engaging in direct preventive action. (Note: direct preventive action is not recommended if the behavior in question involves physical contact or threats. Instead, you should proceed to a complaint or at least seek advice from the University, as described below.)

B. Good Samaritan: Every member of the community should be alert to violations of this policy and has an obligation to report suspected violations and take action to avert violations, so long as they can do so safely. The University has established a Medical Amnesty/Good Samaritan Policy for this purpose. See

#### Appendix C.

### IV. Seeking Advice and Mediation

A. Members of the North Park community who believe they have been subjected to discrimination, harassment or retaliation may seek the assistance of the EO/TITLE IX Coordinator and other “Responsible Employees” such as administrators (Deans, Vice Presidents, Directors), faculty, head coaches, residence directors, or residence assistants. Each of these resources will either direct you to the appropriate University official with whom to discuss your complaint or in some circumstance discuss the complaint and options with you.

B. You may seek general guidance without identifying the person who is the subject of the concern or details of the situation. In that circumstance, the discussion will be entirely confidential, but the University's ability to take action may be seriously compromised. If the person is identified, the University may undertake an investigation regardless of whether you wish to initiate a complaint because of the University's obligations to all members of its community. However, the University will take into consideration your wishes in making that decision and will strive to maintain confidentiality to the greatest degree possible.

C. You may also seek assistance on an entirely confidential basis from a Confidential Advisor. Subject to very narrow exceptions set forth in the Illinois Act, whatever you say to a Confidential Advisor will not be disclosed except at your direction and with your written consent. North Park University's Confidential Employees are the Campus Pastor, Athletic Chaplain, and staff in Counseling Support Services and Health Services. See Appendix F for contact information.

D. In all situations except those involving violence or nonconsensual sex, you may seek mediation. See Informal Complaint Procedure below.

#### V. Response to Sexual Violence

In cases of sexual violence, the key initial concerns are the safety and welfare of the victim and preservation of evidence. Practical guidance on steps to take in the immediate aftermath of sexual violence is set forth in Appendix D.

#### VI. Reporting Suspected Violations of this Policy and Complaints

A. Any person who is a member of the North Park community and believes that he or she has witnessed or been subjected to Prohibited Conduct by any other member or members of the North Park community (including campus visitors) may file a complaint. Complaints may also be initiated by Responsible Employees based upon information they receive. Ideally, complaints should be made promptly in order to help assure a just and appropriate determination. However, there is no specific time limit on when a complaint may be made.

B. Suspected violations and complaints may be reported electronically by using the LiveSafe App. Select the "Message Campus Security" under the Emergency Options. The LiveSafe App can be used anonymously, if you do not wish to disclose your identity.

C. If the subject of the complaint is a student, the complaint is directed to the Deputy EO/TITLE IX Coordinators: the Dean of Students (undergraduate or graduate) or the Dean of Seminary Students and Community Life, as appropriate.

D. If the subject of the complaint is a member of the faculty or staff, the complaint is directed to the EO/TITLE IX Coordinator: the Director of Human Resources.

E. If the person bringing the complaint is uncomfortable complaining to the individuals and offices identified above or is otherwise unclear as to where a complaint should be made, guidance may be sought from any Responsible Employee.

1. Responsible Employee:

- a. All University administrators (vice presidents, deans, directors), faculty, head coaches, resident directors, resident assistants and staff members of Campus Safety and Security and the Office of Human Resources, are designated as “Responsible Employees.”
- b. Responsible Employees are legally obligated to share information with the University’s EO/Title IX coordinator (e.g., reports of sexual assault, relational/domestic violence and stalking). Responsible Employees help ensure that the student’s safety and welfare is being addressed, consistent with the requirements of the law.

2. Confidential Employees:

- a. Personnel designated as “Confidential Employees” are required to maintain the confidentiality of information shared with them and with very limited exception, may not disclose such information to the University’s Title IX Coordinator or to anyone else.
- b. North Park University’s Confidential Employees are the Campus Pastor, Athletic Chaplain, and staff in Counseling Support Services and Health Services. See Appendix F for contact information.

F. Complaint Procedure

1. You may request either an Informal or Formal Complaint Procedure. The University will strive to honor that request. However, the EO/Title IX/ Coordinator in consultation with one or more EO/Title IX Deputy Coordinators may determine the complaint should be handled through the formal complaint procedure. This determination is made based on the severity of the alleged offense and whether or not there is a previous history of complaints against the accused.

2. Informal Complaint Procedure

- a. The EO/TITLE IX Coordinator or appropriate Deputy Coordinator will attempt an informal resolution of the complaint directly and privately with the person complained against, maintaining the anonymity of the complainant if he or she requests it, to the degree possible.
- OR-
- b. The EO/TITLE IX Coordinator or appropriate Deputy Coordinator and the complainant will seek an informal resolution of the complaint by meeting together with the subject of the complaint. The EO/TITLE IX Coordinator or appropriate Deputy Coordinator will serve as mediator.
- c. The latter approach is not appropriate in situations involving physical contact or threats. In other situations, it will be taken only if the complainant agrees. In either approach, the Coordinator will help to clarify the parameters of appropriate conduct.
- d. Each party may be accompanied in the informal procedures

by an advocate of his or her own choice.

e. An informal complaint will be considered to have been resolved when all parties have stated their acceptance of the outcome of this procedure in writing to the official who has directed the procedure. It should be noted that in some instances, e.g., where the conduct in question has the potential to affect other members of the community, the institution may determine that further action is necessary despite the parties' resolution of the issue.

3. Formal Complaint Procedure: Unless the responsible Coordinator has already decided that the Formal Complaint Procedure must be followed, a complainant's request that the formal procedure be followed triggers a preliminary inquiry into the facts by the responsible Coordinator (or designee). The purpose of the preliminary inquiry (which may consist solely of an interview of the complainant) is to determine whether there are grounds for further action, i.e.,

whether there is a reasonable basis for believing that a violation of the University's policy may have occurred.

a. If the subject of the complaint is a seminary student, the Dean of Seminary Students shall be the responsible coordinator.

b. If the subject of the complaint is a student outside the seminary, the Dean of Students shall be the responsible coordinator.

c. If the subject of the complaint is a member of the faculty or staff, the Director of Human Resources shall be the responsible coordinator.

d. If the responsible coordinator determines there are grounds for further action, the responsible coordinator will:

(1) Assign investigator(s)

(2) Notify the complainant of the investigator(s)

(3) Notify the subject of the complaint (respondent) of the allegations and the names of the investigator(s)

(4) Offer the complainant and respondent the opportunity to request a replacement of one investigator within 48 hours after the complainant and respondent are provided the investigator(s) names

(a) The formal request to replace one investigator must be submitted in writing to the responsible coordinator.

(b) If the request is granted, the responsible coordinator will assign a replacement investigator.

e. The investigator(s) will

(1) Offer the complainant an opportunity to present all information supporting the complaint, including



suggesting questions to be posed to the subject of the complaint.

(2) Endeavor to interview any witnesses identified by the complainant

(3) Offer the subject of the complaint an opportunity to present all information in their defense, including suggesting questions to be posed to the subject of the complaint.

(4) Endeavor to interview any witnesses identified by the subject of the complaint

(5) Endeavor to protect the privacy of all persons involved in the investigation, to the degree possible.

(6) Review any additional applicable evidence (e.g., security tapes, incident reports, student or personnel files)

(7) Determine, based on all the information presented, whether the complaint is substantiated. In making the determination, the investigator(s) use a preponderance of the evidence standard,

i.e. is it more likely than not that the violation occurred,

(8) Complete an Investigation Summary, which may include recommended sanctions if the complaint is substantiated.

The Investigation Summary is presented to the responsible coordinator for review and final determination

f. The responsible coordinator will review the Investigation Summary and affirm, reverse, or amend the recommendation by the investigator(s).

g. If the responsible coordinator or investigator(s) determines (at either the preliminary inquiry stage or after the full investigation) that the complaint is not substantiated, the responsible coordinator will inform the complainant and the subject of the complaint of the determination and shall close the investigation.

h. If the complainant disagrees with the determination, he/she may appeal the decision utilizing the appeal/grievance procedures set forth in the student handbook, staff handbook, or Manual of Academic Personnel Policies, as appropriate based on the status of the complainant.

i. If the responsible coordinator determines that the complaint is substantiated, the responsible coordinator will identify appropriate corrective action, including, but not limited to, sanctions against the subject of the complaint.

(1) If the subject of the complaint is a staff member, the Director of Human Resources (who serves as the EO/Title IX Coordinator) will determine the sanction in consultation with the investigator, staff member's supervisor and any other

University official deemed appropriate. An appeal of the sanction may be taken to the appropriate Dean or Vice President at Step 3 of the Grievance Procedure set forth in the Staff Handbook.

(2) If the subject of the complaint is a student, the responsible coordinator will determine the sanction in consultation with the investigator.

(a) The subject of the complaint may accept or deny the sanctions.

(i) If the subject accepts the sanction(s) the complaint is considered resolved.

(ii) If the subject denies the sanction(s) then the following occurs:

(a) If the sanction is severe, i.e., suspension or dismissal, the responsible coordinator will refer the matter for hearing before the student conduct panel, except that any hearing will be private, the responsible coordinator will serve as the University Representative, another coordinator who has not previously been involved with the complaint will serve as Panel Chair, and both the complainant and student respondent will have the right to request substitution of one panel member. If the complaint involves a claim of non-consensual sex or other sexual violence, the panel shall not include student members, unless both the complainant and student respondent agree otherwise. Any appeal of the student conduct panel shall be taken to the Vice President for Student Engagement in accordance with the Title IX appeal process set forth in the Student Handbook.

(b) All other sanctions will be levied directly by the responsible coordinator, but the decision will be subject to the Title IX appeal process set forth in the Student Handbook.

(b) Both complainant and respondent have the right to appeal. The Title IX appeal process can be found in the Student Handbook.

(3) If the subject of the complaint is a faculty member, the





Director of Human Resources (who is the EO/TITLE IX Coordinator) will determine the sanction in consultation with the Provost or Dean of the Seminary.

(a) In the case of Tenured, Tenure-Track, and Professional Faculty, if the sanction is severe, i.e., suspension or dismissal, the Provost or Dean of the Seminary will proffer charges pursuant to Section 7.1.5.2 of the Manual of Academic Personnel Policies (MAPP) or Seminary Faculty Manual. A determination whether the severe sanction will be imposed will be made utilizing the procedures in the remainder of Section 7.1 or the Seminary Faculty Manual, whichever is applicable, except that any hearing will be private, the EO/TITLE IX Coordinator will assist the Provost or Dean of the Seminary throughout the proceeding, and the complainant will be accorded the same rights to participate in the hearing as the charged faculty member.

(b) Except as specified in the immediately preceding paragraph, all sanctions against faculty will be levied directly by the Provost or Dean of Seminary. An appeal may be taken to the President utilizing the grievance process in the Manual of Academic Personnel Policies (MAPP) or Seminary Faculty Manual.

j. If the subject of the complaint is the decision-maker outlined in the procedure above, or in any other circumstance in which a change in identity of investigators or decision-makers is warranted, the President may appoint other appropriate senior-level administrators to hear the complaint and the

defense, and to determine appropriate discipline, if any. During hearings, no direct cross examination will be permitted, and if desired, neither party need testify in the presence of the other party. Nor is the complainant required to appear at the hearing. The University will make arrangements to assure that both parties are able to hear all evidence presented.

k. Both parties will receive written notification of the Formal Complaint Proceeding outcome at the same time, no later than seven days after the conclusion of the proceeding. The notification will include information regarding appeal rights.

l. Appeals may be based on the following grounds, in addition to any grounds specified in the Student Handbook, Staff Handbook, or Manual of Academic Personnel Policies (whichever applies):

(1) A procedural error.

(2) New information that substantially changes the outcome of the finding.

(3) The sanction is disproportionate with the violation.

m. Written notice of the determination on appeal will be provided no later than seven days after the conclusion of the review on appeal.

G. Interim Measures: During the pendency of the Formal Complaint Proceeding, the University, at its discretion, may take temporary measures to ensure the integrity of the proceeding and to safeguard the complainant and the University community. Such measures may include changes to academic location, schedule, or campus housing situation, limiting or suspending access to University facilities and events or regulating continued interaction between the complainant and the subject of the complaint.

H. Timeframe for Completion of Complaint Proceeding:

1. The Informal Complaint Proceeding will be concluded within thirty days of the date the process is initiated, absent extenuating circumstances.

2. The Formal Complaint Proceeding consists of multiple steps.

a. The investigatory portion of the process will be completed within thirty days of the date the process is initiated, absent extenuating circumstances (e.g., unavailability of a critical witness) justifying a delay.

b. The hearing portion of the process (if applicable) will be promptly completed in accordance with the handbook/manual governing the process.

(1) In the case of a student conduct panel, the determination by the hearing panel will be made within thirty (30) days of an investigatory finding substantiating the complaint, absent extenuating circumstances.

(2) In the case of a faculty appeals and sanctions committee hearing, the President's recommendation for final action will be transmitted to the Board of Trustees within thirty (30) days of the faculty appeals and sanctions committee's determination.

I. Records of Proceedings: An official confidential record will be kept of all informal and formal complaints. The record will ordinarily consist of a statement of the complaint itself, a list of meetings and conversations that comprised the proceeding (identifying the time and place of meetings and the participants) and a statement by the responsible coordinator directing the proceeding as to the resolution of the complaint, a copy of which will be provided to both the complainant and the charged party subject to FERPA privacy restrictions. All materials and records shall be confidential to the degree possible, and shall be maintained separately from regular personnel or student files. However, in the event that a complaint is substantiated, documentation reflecting any resulting

discipline may be placed in the offending person's disciplinary or personnel file, and the complainant notified in writing, if such notification is consistent with applicable law.

VII. Rights and Obligations of the Parties:

A. Allegations of Prohibited Conduct are generally sensitive in nature, can have a far-reaching impact and may result from differing perceptions. Accordingly, it is imperative that such allegations be treated with respect for privacy of the individuals involved and be determined by an objective, informed third party if they are not resolved privately. To this end, it should be stressed that allegations should not be publicly disseminated. At the same time, any effort to intimidate the complaining party, a witness, or the subject of the complaint by any means, including confrontation outside this procedure, is prohibited. The North Park community will not tolerate retaliation against or intimidation of those who, in good faith, make complaints, participate in an internal investigation, or participate in an outside agency or court case, just as it will not tolerate the misuse of such complaints or this procedure for an improper purpose. Our collective goal is to ensure that our community is one where all members can work, live and learn with dignity and in freedom.

B. Complainants and respondents shall both be provided with the following in connection with the resolution process of alleged violations of this policy:

1. A copy of all relevant policies procedures, which apply to the allegation(s)
2. Notification of resources available both on campus and in the community
3. The opportunity to speak on their own behalf
4. Provisions for the prompt, fair, and impartial investigation of all complaints, including the opportunity for the parties to present witnesses and other evidence;
5. The opportunity to submit other information on their behalf
6. Upon request the complainant or the respondent may be provided the opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law). This information may not be copied, photographed or taken into possession.
7. The parties shall have the same opportunity to be accompanied to any related meeting or proceeding by an advocate. For all cases, the advocate may not speak on behalf of the individual during, or participate directly in, meetings or other proceedings, because the purpose of the advocate is to provide support
8. The opportunity to request the University to take reasonable and necessary action to prevent further unwanted contact between complainant and the respondent including, but not limited to, the immediate relocation of one of the parties to safe alternate housing and transfer of classes, if requested, if such changes are reasonably available
9. The opportunity to request other changes to their academic, living,

- transportation, and working situations if requested and if such accommodations are reasonably available.
- C. The information and opportunities outlined above are provided regardless of whether the complainant chooses to report the alleged policy violation to campus police or local law enforcement.
- D. Victims of sexual violence, relationship violence or stalking will be provided with a concise notification of applicable rights at the time they file a complaint. The content of the notice is set forth in Appendix E. See also Appendix D.
- E. Advocate: All parties have the same opportunity to be accompanied to any related meeting or proceeding by an advocate. The advocate may not speak on behalf of the individual during, or participate directly in, meetings or other proceedings, because the purpose of the advocate is to provide support.
1. On Campus: The University has appointed and trained certain members of the campus community to serve as Title IX Advocates. Title IX Advocates can attend any meetings with the respondent or complainant, answer questions, provide information on legal rights and protections, provide information on campus resources, and help file complaints with the EO/Title IX Coordinator or Deputy Coordinator if assistance is needed.

An updated list of On Campus Advocates can be found at [www.northpark.edu/Title-IX](http://www.northpark.edu/Title-IX).

The complainant or respondent is not limited to individuals on the list, and may choose another member of community.

2. Off Campus: a respondent and complainant have the right to seek an advocate outside the university community. Outside representation is at the respondent's or complainant's own expense.

#### VIII. Retaliation Prohibited

Retaliation is defined as adverse action against an individual who has (1) complained about alleged Prohibited Conduct, (2) participated as a party or witness in an inquiry, investigation or hearing relating to such allegations, or (3) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations.

Retaliation by any member of the campus community, including students, faculty and staff, is prohibited by state and federal law and violates North Park Policy. Some examples of unlawful retaliation include:

1. A professor giving a student a lower grade because s/he reported harassment;
2. A student barring a classmate from membership in a student-run organization because they filed a complaint with the Title IX coordinator;
3. A member of Campus Safety refusing to investigate an incident because a student filed a prior complaint under the University's anti-discrimination policy;

4. Any member of the campus community encouraging others not to participate in an investigation relating to a complaint of discrimination;
  5. Denying a campus employee a raise or promotion because he or she participated in a faculty disciplinary hearing.
- Retaliation is strictly prohibited.

IX. Confidentiality: To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the University's ability to conduct an investigation and take any corrective action deemed appropriate by the University.

X. Fabricated Allegations: Any allegations suspected to be fabricated for the purpose of harassing the respondent or disrupting the University's operations are subject to these investigation and grievance procedures. A determination that allegations were intentionally fabricated for an improper purpose could result in disciplinary action.

XI. Outside Remedies: Nothing in this policy is intended to restrict an individual's right to pursue legal remedies in any agency or court and a person is not required to use this complaint resolution procedure before pursuing outside remedies. At the same time, the right of a member of the North Park community to prompt and equitable resolution of complaints under this policy is not withdrawn by the individual's concurrent pursuit of legal remedies, such as the filing of a charge with federal, state or local agencies, initiating a lawsuit, or pursuit of a criminal complaint. While external proceedings may take precedence over internal procedures in those instances where access to all relevant information is limited as a result of the external proceeding, both external proceedings (e.g., prosecution of a criminal complaint) and internal proceedings (i.e., completion of the Formal Complaint Proceeding) occur concurrently.

## APPENDIX A EDUCATION

### PROGRAMS

#### I. Primary Prevention and Awareness Programs

The University will provide primary prevention and awareness programs for all incoming students and new employees that include the following:

- A. a statement that the University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and a description of the University's policies that prohibit this conduct
- B. the definition of consent, in reference to sexual activity, as defined under Illinois law and University policy
- C. the definition of domestic violence, dating violence, sexual assault, and stalking under Illinois law and University policy
- D. the definition of retaliation as it relates to sexual violence
- E. information about reporting violations to the University, law enforcement, and/or a confidential advisor
- F. information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for student and employee complainants both on-campus and in the community
- G. information about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the complainant and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement.
- H. Strategies for bystander intervention and risk reduction.

#### II. Ongoing Prevention and Awareness Campaigns

A. The University will also provide ongoing prevention and awareness campaigns for students and employees that include the information covered in the primary prevention and awareness programs.

#### III. Training for Personnel Involved in Complaint Intake or Resolution & Survivor Services

A. Title IX coordinators and investigators shall receive 8 to 10 hours of annual training on issues related to sexual violence, relationship violence and stalking and the conduct of complaint resolution procedures in addition to the training specified in Paragraph B below.

B. Title IX coordinators, investigators, responsible persons and confidential advisors annual survivor-centered and trauma-informed response training.

APPENDIX B  
EXTERNAL RESOURCES

If you wish to see a counselor outside of the North Park University community, we suggest the following:

1. Porchlight Counseling Services

Porchlight provides unlimited free counseling to college students at offices throughout Chicago. (847) 328-6531 (office) (773) 730-7077 (helpline)

<http://www.porchlightcounseling.org/index2.php>

2. RAINN: Rape, Abuse & Incest National Network

RAINN is the nation's largest anti-sexual assault organization. (800) 656-HOPE (helpline)

<https://www.rainn.org/>

3. Rape Victim Advocates

(312) 443-9603

<http://www.rapevictimadvocates.org/>

4. Swedish Covenant Hospital (Closest Medical Facility)

(773) 878-8200

<http://www.swedishcovenant.org/>

5. YWCA - Sexual Assault Support Services

Operating 24 hours a day, 7 days a week, the Rape Crisis Hotlines provide free numbers where survivors of sexual assault and their significant others can call to receive confidential, immediate assistance. (888) 293-2080

<http://www.ywcachicago.org/>

APPENDIX C

MEDICAL AMNESTY/GOOD SAMARITAN POLICY

As members of this community, students have a responsibility to each other. Students should take active steps to protect the safety and well-being of each member of our community.

Students are sometimes reluctant in alcohol and/or drug-related emergencies to seek medical attention on behalf of themselves or another student out of fear that they (or the other student) may face sanctions for the use or possession of drugs or alcohol.

This reluctance may result in potentially life-threatening situations. North Park seeks to reduce barriers to obtaining needed assistance and create a culture of trust, care, safety, and responsibility.

To encourage students to obtain the help they or their fellow students need without fear of disciplinary penalty or retribution, this Good Samaritan/Medical Amnesty Policy has been adopted. This policy may be invoked by the person in need of assistance and by the person calling for assistance. Neither student will be charged with violating University policy prohibiting the use or possession of drugs or alcohol as a result of reporting alcohol and/or other drug-related emergencies to the proper authorities (9-1-1, Residence Life and Housing staff, Campus Security Officers), for the purpose of seeking medical or safety assistance.

This policy refers to isolated incidents only. It does not:

excuse or protect those who flagrantly or repeatedly violate the North Park Community Standards; preclude disciplinary action regarding other violations of Community Standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, or hazing; or prevent action by local and state authorities.



APPENDIX D

PROCEDURES TO FOLLOW IN CASE OF SEXUAL VIOLENCE

A. If you have been a victim of a sex offense, domestic violence, dating violence, sexual assault, or stalking:

1. And are in immediate danger, call 911
2. Are on campus and need immediate medical assistance, contact the Office for Counseling and Health Services at 773-244-4897 and Campus Safety at 773-244-5600.
3. Are off campus and need immediate medical assistance, go to Swedish Covenant Hospital, 2739 West Foster Avenue, Chicago, IL, 773-878- 8200 *or* the nearest hospital or police station. A university staff person will be contacted to assist you and to provide counsel and support. All services regarding sexual violence are free, including a medical forensic examination.

4. But are not in immediate danger or in need of immediate medical assistance, you may seek support and counseling from the following offices:

a. Responsible Employees

- (1) Residence Life 773-244-5555
- (2) Dean of Students 773-244-5664
- (3) Seminary Student Services 773-244-6219
- (4) Human Resources 773-244-5601
- (5) Campus Safety 773-244-5780

b. Confidential Employees

- (1) Campus Pastor 773-244-4982
- (2) Counseling Support and Health Services 773-244-4897
- (3) Athletic Chaplain 773-244-4985

B. Third Party/Bystander Reporting: It is common on college campus for people to hear of or witness situations of sexual violence, dating violence, coercion or sexual assault. In these situations, we encourage bystanders and third parties to report the information they know. They can do so by

1. Contacting the Title IX coordinator, Title IX deputy Coordinator and any Responsible Employee listed above.
2. Anonymously report through the [LiveSafe](#) App by selecting the “Message Campus Security” under the Emergency Options

C. Evidence should be preserved: if a rape has occurred, refrain from bathing, showering, washing hands, or changing clothing before the medical exam. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.)

D. The location where the assault occurred should not be disturbed; avoid touching or moving anything until Campus Safety or police have investigated.

E. Attempt to recall the physical description of the offender (clothing worn, age, height, weight, hair color, facial hair, etc.). It may be helpful to write the description down details may be forgotten, especially in stressful circumstances.

F. Promptly report incidents of sexual violence to Campus Safety and Security and consider reporting the incident to the appropriate police department. Reports and victims will be treated with respect and confidentiality.

G. The victim may request that an advocate accompany the victim during questioning and that a campus security officer of the same gender as the victim conduct the questioning.

H. Report the incident to the EO/Title IX Coordinator, EO/Title IX Deputy Coordinator, or a Responsible Employee.

I. Learn more about who these individuals are at <http://www.northpark.edu/about/title-ix>

J. Seek support from a good friend, family member or other person with whom you feel comfortable. If you don't have someone to turn to, contact a Title IX Advocate or these campus resources.

#### APPENDIX E

#### SEXUAL VIOLENCE SURVIVOR NOTIFICATION OF RIGHTS AND OPTIONS RIGHTS & OPTIONS

If you are a victim of sexual assault, dating violence, domestic violence or stalking, you have the following rights and options:

- You have a right to report or not report the incident to North Park University and/or Law Enforcement.
  - Reports to the Campus Pastor, Athletic Chaplain, Counseling Support Services and Health Services are confidential.
  - Your privacy will be respected to the greatest extent possible no matter to whom you make a report.
- You have a right to receive assistance from the University in notifying law enforcement, upon your request.
- You have a right to request interim protective measures and accommodations from the University, including:
  - Changes to academic, living, dining, working, and transportation situations.
  - A no-contact order.
- You also may seek a no-contact order or order of protection from the state court.

The University can provide you with assistance, upon your request, to access and navigate campus and local health and mental services, counseling, and advocacy services.

#### RESOURCES

EO/Title IX Coordinator  
Elizabeth Fedec  
Dean of Students  
(773) 244-5664

Confidential Employees  
Counseling Support and Health Services  
(773) 244-4897  
[counseling@northpark.edu](mailto:counseling@northpark.edu)  
[healthservices@northpark.edu](mailto:healthservices@northpark.edu)  
Athletic Chaplain  
(773)244-4983, [tzgadsden@northpark.edu](mailto:tzgadsden@northpark.edu)

#### Sexual Assault Crisis Center

- YWCA - Sexual Assault Support Services
  - Operating 24 hours a day, 7 days a week, the Rape Crisis Hotlines provide free numbers where survivors of sexual assault and their significant others can call to receive confidential, immediate assistance. (888) 293-2080  
<http://www.ywcachicago.org/>
- RAINN: Rape, Abuse & Incest National Network(800) 656-HOPE  
(helpline) <https://www.rainn.org/>
- Rape Victim Advocates  
(312) 443-9603  
<http://www.rapevictimadvocates.org/>
- Swedish Covenant Hospital (Closest Medical Facility)(773) 878-8200  
<http://www.swedishcovenant.org/>

#### Law Enforcement

Campus Safety and Security 773-244-5600 [memclain@northpark.edu](mailto:memclain@northpark.edu)

- Chicago Police  
Department  
Emergency:  
911  
Non-Emergency: 311

#### SUMMARY OF COMPLAINT PROCEDURE

If you choose to make a complaint under the University's Policy Against Discrimination, Harassment, Sexual Violence, Relationship Violence and Retaliation, the following procedure applies:

- The Title IX Coordinator or a Deputy Coordinator will conduct a preliminary inquiry.
- At the end of the preliminary inquiry, if the responsible Coordinator determines there is a reasonable basis for believing that a violation of the University's policy may have occurred, one or more investigators will be assigned to conduct a formal investigation of your complaint.
- You will have an opportunity to present all facts relating to the complaint and identify witnesses. You will have the right to be accompanied by an advisor of your choice. The individual you identify as a perpetrator ("respondent") will have the same rights to provide facts, identify witnesses, and be accompanied by an advisor.
- At the end of the investigation, the investigator will determine whether it is more likely than not that a violation of the Policy occurred.
- The investigator's conclusion is reviewed by the responsible Coordinator who issues a final decision, including any appropriate sanctions against the respondent.
- Depending on the status of the respondent (student, faculty, staff member) and the severity of the sanction, the respondent may have a right to request a hearing.
- If a hearing occurs, you have a right to participate
- Both you and the respondent have a right to appeal the final decision.

#### APPENDIX F

##### CAMPUS RESOURCES - CONTACT INFORMATION

###### 1. Responsible Employees

- a. Residence Life 773-244-5555 Johnson Center,  
Center for Student Engagement, 1<sup>st</sup> floor
- b. Dean of Students 773-244-5655 Johnson Center,  
Center for Student Engagement, 1<sup>st</sup> floor
- c. Seminary Student Services 773-244-6219 Nyvall Hall, 1<sup>st</sup> floor
- d. Human Resources 773-244-5601 Old Main, 3<sup>rd</sup> floor
- e. Campus Safety and Security 773-244-5780

###### 2. Confidential Employees



- a. Counseling and Health Services 773-244-4897 3317 W. Foster Ave.
- b. Athletic Chaplain 773-244-4983  
Johnson Center, Center for Student Engagement, 1<sup>st</sup> floor