Blackburn College

Annual Security and Fire Safety Report 2014

700 College Avenue
Carlinville, IL 62626
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Letter from the Security Department

We are pleased to present the 2014 Blackburn College Security Department Annual Security and Fire Safety Report. The report has been prepared to provide important information to the campus community, as well as prospective students and their parents. While we are required to report statistics on crime and fire safety, it is also our goal to provide information on the many ways we strive to keep our community safe.

The 2014 report contains information regarding crime prevention programs offered, as well as tips on how to keep yourself and your possessions safe. Also included in the report are instructions on reporting crimes and emergencies, the Blackburn College crime statistics, and security-related policies.

As you will see from reviewing the statistics contained in this report, Blackburn College is a safe campus. We can attribute much of this to the fact Blackburn is a small community comprised of students, faculty, and staff who know and watch out for each other. We like to think of Blackburn as a large family with everyone contributing to the betterment of the community. We rely on every member of the community to report suspicious situations immediately to the Campus Safety Department or local police, and make wise decisions that keep both themselves and others safe.

Campus Community and Safety is comprised not only of members of Security, but all Residence Life staff. This includes the Resident Directors and Resident Assistants of each residence hall. The department works together and employs numerous strategies in its mission to maintain a safe environment for students, faculty, staff, and visitors to the Blackburn campus. Blackburn Campus Community and Safety works closely with local law enforcement to provide quick and appropriate responses to various calls for service.

Blackburn Security assigns team members to patrol campus beginning at 5 a.m. Shifts can run as late as 2:30 a.m., depending on the day of the week. There is always a security worker on call ready to respond to calls for service. The Security Department also provides services which include:

- Locking and unlocking of buildings
- Escorts on campus
- Lighting and building security checks
- Traffic control
- Parking management and enforcement
- Enforcing college rules and regulations
- Special details to include all sporting events
- Investigation of complaints
- Patrolling campus

If you have questions regarding Campus Safety and Security, you may call the office at 217-854-5550. You may also contact me at timothy.reents@blackburn.edu.

Timothy Reents
Director of Campus Safety
Blackburn College
The Clery Act

What is the Clery Act?
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was signed into law in 1990. Originally known as the Campus Security Act, it requires that colleges and universities across the United States disclose information about crime on and around their campuses. An amendment went into effect in 2003 requiring schools to inform their campus communities about where public “Megan’s Law” information concerning registered sex offenders on campus can be obtained.

The Clery Act requires colleges and universities to:

1. Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
2. Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, certain non-campus facilities, and remote classrooms. The statistics must be gathered from campus security, local law-enforcement, and other college officials who have “significant responsibility for student and campus activities.”
3. Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.”
4. Disclose in a public crime log any crime that (a) occurred on campus or within the patrol jurisdiction of the campus security department and/or (b) was reported to the security department.
5. Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

The Blackburn Campus and Community Safety (CCS) Department is responsible for preparing and distributing this report. Crime statistics are compiled based on incidents reported to the CCS Department as well as other Campus Security Authorities (CSA’s). The Blackburn CCS Department meets annually with local, county, and state agencies to acquire more in-depth statistics.

Clery Act Crime Definitions
Per the Clery Act, crimes are classified based on the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting Handbook (UCR). For sex offenses only, the definitions used are from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified ac-
According to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it doesn’t require Clery Act crime reporting to meet all UCR standards.

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

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

**Sex Offenses, 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. There are four types of forcible sex offenses:

- **Forcible Rape** is 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 his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- **Forcible Sodomy** is oral or anal sexual intercourse with 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 his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With an Object** is 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 his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia. Examples are a finger, bottle, handgun, stick, etc.
- **Forcible Fondling** is 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 his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”

**Sex Offenses, Non-forcible**—incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

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

One of the goals of the Clery Act is to educate students on how to keep themselves safe, both on and off campus.
**Definitions Continued**

*Statutory Rape* is non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

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

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

*Burglary*—the unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

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

*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.

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*Campus Safety offers escorts across campus. Simply contact them at 217/825-3042.*
Blackburn College strongly encourages anyone who is a victim or witness of a crime to promptly report the incident to Campus Safety. Students, employees and guests should immediately report crimes in progress, accidents, and other emergencies by dialing 911 or contacting the Campus Safety office at (217) 854-5550 or the Security on-call phone at (217) 825-3042. **ALL LIFE-THREATENING EMERGENCIES SHOULD BE IMMEDIATELY REPORTED TO 911.**

### Tips for Reporting Crimes or Emergencies

1. **Don’t Hang Up**
   Stay on the line unless doing so places you in immediate danger. 911 operators are trained to get as much information as possible to determine the nature of the problem and its seriousness. On emergency calls, the operator has already sent the information to a dispatcher while continuing to ask additional questions.

2. **Be Ready to Give Your Location**
   Learn the campus, especially the areas you frequent. Take note of parking lot names, building names (eg. Butler, Hudson, DCC), and landmarks which will help a law enforcement officer or Campus Safety Officer find you.

3. **Provide as Much Detail as Possible**
   When describing a person, try to take note of age, height, weight, hair color, clothing, and mode and direction of travel. When describing a vehicle, try to include make, model, color, and license plate number (even if just a partial). If your property is stolen, provide a complete description, including times you left the property and discovered it missing, serial and model numbers (if known), estimated value, and any other information that could assist in recovery.

4. **If the situation changes before help arrives, call 9-1-1 or Campus Safety again, and update the operator.**

### Campus Safety and Security Office Location

The Campus Community and Safety office is located in the Student Life Office area located in Demuzio Campus Center (DCC), Room 129. The Director of Campus Safety’s office is located in DCC, Room 130. Campus Safety can be reached Monday through Friday between the hours of 8 a.m. to 5 p.m. at (217) 854-5550 or at (217) 854-3231 ext. 5550 (non-emergencies only). Campus Safety officers can be reached 24 hours per day by contacting the security on-call phone at (217) 825-3042. If there is any emergency, please dial 911 for assistance.

*It is a good idea to place important phone numbers in your phone. The Campus Safety 24 hour number is 217/825-3042*
Emergency Alert System

Blackburn College, in order to maintain a safe campus environment, has an emergency notification system. Students, faculty, and staff are asked at the beginning of each year, or when there is change in their contact information, to notify the college of any changes. Everyone is signed up for the emergency notification system, and may opt out at their option. Those in the system will be notified through text messaging and/or email of any serious or emergency situations on or around campus. If a member of the Blackburn community does not receive emergency alerts and would like to receive them, they should stop by the Student Life Office in the Demuzio Campus Center and speak with Ms. Debbie O’Brien.

It is Blackburn College policy to issue emergency notification alerts in an effort to notify students, faculty, and staff members about certain crimes in and around our community in a timely manner. For the purposes of this policy, “timely manner” means that, upon confirmation by college administrators, the campus community will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and staff. Warnings may only be withheld if they would compromise efforts to contain the emergency. Blackburn College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education.

The Blackburn emergency notification system will only be used in significant emergencies or dangerous situations involving an immediate threat. Frequent, non-emergency use of this system might compromise its effectiveness in a serious emergency situation. The emergency notification system will be used to provide instructions and information to all or an affected segment of the Blackburn population who are in the system before, during, and after a situation where health and safety may be compromised due to a natural disaster, criminal activity, and/or public health threat.

It is important for Blackburn students, faculty, and staff to have current contact information on file. This will assure everyone is notified if an emergency exists.
Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Safety Director or his/her designee, constitutes a serious or continuing threat to the Campus Community or to those in the immediate area, a campus-wide “timely warning” will be issued. The Campus Safety Director or his/her designee will consider whether a timely warning is issued on a case-by-case basis in light of the circumstances and facts surrounding a crime, including factors such as:

THE NATURE OF THE CRIME

- Crimes falling under the categories of “Clery Act Crimes” which represent a serious or continuing threat to the Campus Community
- Other crimes involving serious bodily injury or the threat of bodily injury.

THE CONTINUING DANGER TO THE CAMPUS COMMUNITY

- Suspects have not been identified or apprehended.
- There is a pattern of crimes against persons or property and a timely warning will help members of the campus community protect themselves and/or their property.

ANY CIRCUMSTANCE IN WHICH A TIMELY WARNING WILL AID IN THE PREVENTION OF SIMILAR OCCURRENCES

- Should the Campus Safety Director or his/her designee decide to issue a timely warning, the warning will include information that will promote safety and aid in the prevention of similar crimes. The timely warning will also include known information about the crime that triggers the warning, which may include the date and time the crime occurred, the location, and the type of crime which occurred.
- The Campus Safety Director or his/her designee, in determining the content of a timely warning notice, will consider whether information may compromise law enforcement efforts, for example, by disclosing law enforcement tactics or policies.
- Under current Blackburn College policy, the Campus Safety Director or his/her designee may use the following to issue a timely warning:
  - The Blackburn College email system to students, faculty, and staff.
  - The Blackburn College student and employee text messaging/phone call system.

Campus safety begins with awareness of the environment and surroundings.
Other Safety Considerations

Access to Campus Facilities
Access to buildings and facilities is a privilege granted to Blackburn students, faculty, staff, and authorized guests. Blackburn encourages an open environment with limited constraints which allows for the reasonable protection of all members of the college community. With the exception of the residence halls, Blackburn facilities are open during normal business hours. Anyone wishing to access facilities outside of normal hours of operation should contact the department head or the Campus Bookstore for scheduling.

Security Considerations
Blackburn is committed to maintaining a safe and secure campus. As a part of this commitment, various departments conduct checks of the interior and exterior lighting systems, and report any needed repairs to the Physical Plant. We encourage any community members to report observed needed repairs to the Physical Plant at Extension 5503, or by calling Campus Safety at Extension 5550.

Threat Assessment Team
The Blackburn College Threat Assessment Team is comprised of key faculty and staff members who meet to discuss best practices, current trends, and to consult about matters of concern that may pose a potential threat to the campus community. The Threat Assessment Team serves in the following functions:

1. Provide consultation and support to faculty and staff in situations where someone may display concerning or disruptive behavior.
2. Gather information to assess situations where someone may display concerning or disruptive behavior.
3. Recommend appropriate intervention or disciplinary sanctions.
4. Monitor on-going behavior of those who have displayed concerning or disruptive behaviors.

Workplace Violence
Blackburn College will not tolerate violence or threats on campus or in conjunction with college events. Anyone violating this policy statement may be subject to disciplinary action up to and including termination from employment or expulsion.

Weapons on Campus
Possession of firearms, explosives, other weapons (including but not limited to knives, pellet/BB guns, and/or martial arts weapons), or dangerous chemicals on College premises is prohibited. If any person is seen carrying or possessing a weapon on any property or facilities owned by Blackburn College, that information should be provided to Campus Safety or the Police immediately.
Publicly Accessible Automatic Electronic Defibrillators

Blackburn College has Automatic Electronic Defibrillators (AED) located at various locations around campus. The AED’s can provide electrical shocks to victims of cardiac arrest. Although the units can be used by anyone, regardless of training, it is highly recommended students and employees obtain Basic Life Support (CPR and AED) training. Courses are offered through the Athletic Training office and through the local health department.

The AED’s are located at the following areas:

- The professor’s office area in the main lobby of the Mahan Science Building
- The main hallway, Dawes Gym
- The first floor main hallway, near the stairs, Hudson Academic Building
- The Athletic Training office and the Security office are also equipped with an AED.

Student Responsibility

The cooperation, involvement, and personal support of students in campus safety is crucial to the overall safety of the campus. Students must assume responsibility for their own personal safety, the safety of others, and the security of their personal belongings by taking simple precautions. The students’ awareness of their environment and their surroundings is the best place to start.

Residence Halls:

- Do not prop open the exterior door of your residence hall.
- Always lock your door when you leave your room, even if you will only be gone for a few minutes.
- Close and lock your windows when you leave your room.
- Take care of your keys and identification cards. Do not loan them out or give anyone a chance to take them from you.
- Don’t leave your valuables (e.g., your wallet, checkbook, computer, iPod, or jewelry) in open view.
- Close your blinds or shades in the evening.
- Engrave electronic items and record serial numbers of expensive items.
- Look out for your fellow students.
- Report any suspicious activity and/or crime to Campus Safety.

Each minute an AED electrical shock is delayed reduces the victims chance for survival by ten percent.
While traveling on and off campus:

- Be aware of your surroundings. Trust your instincts.
- If you have a cell phone, have it accessible.
- Do not leave valuable items visible in your vehicle.
- Always roll up your windows and lock your doors before leaving your vehicle.
- Walk with others to your vehicle whenever possible.
- Carry your keys in hand when you approach your vehicle.
- Look around and check the back seat of your vehicle before entering.
- Upon entering your vehicle immediately lock all doors.
- If you are involved in a minor collision in an isolated area, you may want to drive to a well-lit and populated area before stopping to assess your damage.
- Never pick up hitchhikers.
- If you notice that you are being followed while driving, drive to the nearest open store, service station, police station or other public location for help. Blow your horn to draw attention to yourself. Try to get a description of the car following you and its license plate number.

Be aware of your surroundings and trust your instincts.
Missing Student Policy and Procedure

If any individual becomes concerned that someone might be missing, notification should immediately be given to Campus Safety. Upon report of a possible missing person, Campus Safety will work with the Carlinville Police to conduct a missing persons investigation.

There is a misconception that friends, loved ones and colleagues cannot be reported missing until they have been missing for at least twenty-four hours. This is not true. A report of a missing person can be made at any time a person is believed to be missing. Anyone can file a missing persons report (friend, relative, coworker, etc.). If a person has not returned home, failed to appear for work, class, or for an appointment as anticipated, or if there is belief that something suspicious has occurred, or if there is concern regarding possible foul play regarding a person’s absence, the situation should immediately be reported to Campus Safety.

Federal law mandates that the Blackburn provide students with an option of specifying person(s) with whom contact should be made in the event he or she has been determined by the police to be a missing person. During the enrollment process, an option is given to students by which they may specify this person as the missing persons contact. Federal law also requires the College to inform students that an emergency contact will be notified within twenty-four hours of the person being reported missing. For non-emancipated minors, a custodial parent or guardian will be notified in addition to any other listed missing persons/emergency contact(s).

In addition to the minimum notifications that will be made under federal law, Blackburn College may make additional notifications as necessary as provided by FERPA to resolve a safety emergency. This could include notifying parents or guardians even when they have not been specifically listed by a student as a missing persons or emergency contact.
On Campus Housing Fire Safety Equipment and Statistics

This report is published by Blackburn College in compliance with the Higher Education Opportunity Act of 2008 and applies to student housing at the college.

Blackburn College has six residence halls. The chart on page 16 indicates the fire safety equipment in each hall as well as fire events for the past three calendar years. Fire alarm systems are independent to each residence hall. When an alarm is activated a local alarm sounds throughout the residence hall. Resident Directors (RDs) and Resident Assistants (RAs) immediately start the evacuation process, assess the situation, and, if needed, call the Carlinville Fire Department (911).

Equipment and Maintenance

All residence halls and academic buildings are outfitted with a Simplex Fire Alarm System. All residence hall rooms are outfitted with a smoke detector and a sprinkler system. Physical Plant inspects the campus at least once a year to ensure the campus meets all fire codes. Residence Life staff inspects all fire extinguishers daily to ensure the extinguishers are up to date and in proper working order.

Supervised Fire Drills

Fire and evacuation drills are conducted in the residence halls each semester. The drills are supervised and conducted by the Campus Safety Director, Resident Directors, and Resident Assistants. Students must participate in the fire drills. It is a violation of the college conduct code to not evacuate during a drill.

Evacuation Policy and Procedures

All students must evacuate a residence hall when a fire alarm sounds. The RDs and RAs living in each hall assist in the evacuation process. Residents are instructed on the location of the assembly area for their hall by the RAs. Residents are not permitted to re-enter the building until the “all clear” is given by a campus official or the fire department. Should weather conditions be inclement or the situation prohibit a timely re-entry, evacuated students will be temporarily relocated to another campus building.

Evacuation routes are posted on the emergency flip-chart located in the lobby of each residence hall, as well as on the inside of every door in each room of the residence hall. Students should become familiar with multiple evacuation routes out of their buildings and depart from the nearest safe exit. Students evacuating should take only important personal possessions within their immediate vicinity as well as shoes and outer clothing suitable for the weather.

RDs, RAs and other residents are to assist individuals with disabilities. If someone cannot be evacuated due to an injury or disability, notify the first emergency responder encountered as you are leaving the building.

“Fire safety procedures and evacuation policies are essential for the safety of all students and faculty.”
Fire Safety Violations
The Blackburn College B-Book contains information on residence hall policies. RDs and RAs conduct health and safety inspections of residence hall rooms on a periodic basis each semester. Listed below are fire safety guidelines and prohibitions.

- Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head.
- Nothing may be hung or draped over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- Electrical outlets and extension cords may not be overloaded.
- All extension cords must be UL (Underwriter Laboratory) certified and should not run across open areas of the floor.
- Surge protectors should be UL approved. Instead of extension cords, use surge protectors for multiple plugs. Surge protectors should not be linked to other surge protectors or be placed underneath carpets.
- Candles (including the wickless variety), incense or any other flames are prohibited in residence hall rooms or common areas. Evidence of violations will result in disciplinary action.
- The use of halogen and plastic multi-colored floor lamps is prohibited in residence hall rooms or common areas. Having such lamps will result in disciplinary action and immediate removal of the lamp.
- The use of cooking appliances in the residence halls, with the exception of small coffeemakers in the residents’ rooms is prohibited.
- Ironing is not permitted in residents’ rooms. Ironing boards are provided in each hall’s laundry room. Students are responsible for providing their own automatic shut-off iron.
- No flammable materials or equipment that contains flammable materials (such as camping stoves, lanterns, etc.) may be stored in residence halls.
- Live Christmas trees are not allowed in residence halls. Residence Life staff in each building will provide guidelines for holiday decorations to residents.
- Keep room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, etc.

If a fire alarm goes off, always take it seriously. Get out quickly and stay out.
• Smoking is not permitted in any residence hall or within 15 feet of any building.

• Fireworks, flammable liquids, or other hazardous materials are not permitted in residence halls.

• Tampering with fire alarm or fire protection systems or deliberating causing a false fire alarm are violations of the student conduct code and students found responsible are subject to strict sanctions.

The above chart represents the fires that have been reported for each of the six residence halls on the Blackburn Campus. The time period covered for this report are the years 2011—2013. The chart also describes the types of safety systems in place in each of the residence halls.

“Since 2000, 20 students have died in campus housing fires. This accounts for 16% of all college fire deaths in the U.S.”
Controlled Substances and Alcohol Regulations

Controlled Substances Regulations
Students found guilty of illegal possession, use, or distribution (including sale) of drugs will receive a minimum of a $100 fine, 1 year of social probation, the requirement to submit and pay for a formal drug abuse assessment, and notification of parent(s)/guardian(s) (dependent students). In addition, where appropriate or required by law, local law enforcement authorities will be notified.

Alcohol Regulations
Blackburn College is committed to providing an education that promotes personal growth and lifelong learning. The alcohol policy stems from this commitment, and has been developed with the following tenets in mind:

Students are adults and are obligated to obey the law and take personal responsibility for their conduct. Blackburn College students are encouraged to not only watch out for themselves, but the safety and well-being of others.

The costs of alcohol abuse to members of the college community are high. These costs include, but are not limited to, physical and emotional health problems, poor academic performance, and campus crime and violence.

Disciplinary sanctions are the penalties imposed upon those who make the choice to violate policy. The severity of the sanctions reflects the College’s responsibility to uphold the law, and protect members of its community from the harmful consequences of alcohol abuse.

The alcohol policy and resulting disciplinary penalties are set up separately from the College’s Disciplinary System due to the number and nature of alcohol violations dealt with each year. In cases involving violations of both the alcohol and other College policies, additional restrictions or other conditions may be enforced, depending upon the nature and seriousness of the misconduct and the student’s overall behavior and college performance.

BE AWARE—Any violation of the following regulations will be considered an offense and the penalties outlined for alcohol violations will apply.

There is approximately the same amount of alcohol in a 12 oz. beer, a 6 oz. glass of wine, and a mixed drink with a shot of hard alcohol.
1. Consumption or possession of alcoholic beverages by persons less than 21 years of age is prohibited. Intoxication by students of any age will result in a violation.

2. Intoxication is defined as being under the influence as determined by Illinois State Law. This is defined at Blackburn by a Blood Alcohol Concentration (BAC) of .08 for students 21 years of age & older and a BAC of anything above .000 for students under 21.

3. Students who are 21 years of age and older may possess and consume alcoholic beverages in the confines of their own room (or other rooms where one resident is of legal age and present) if they have approval of their roommate. All other alcohol regulations must be followed. The individual(s) present at the time of the incident (resident, commuter, or guest) will be held accountable for any alcohol violations taking place in his/her room along with any other students determined to be violating policy. Behavior resulting in violation of College policy attributed to the influence of intoxicants may be cause for disciplinary action (under both the code of student conduct and these alcohol regulations). Any 21-year-old or older student who supplies alcohol to anyone under the age of 21 will receive an offense. Public intoxication is prohibited and will result in an alcohol violation.

4. Only beer, wine, wine coolers, and malt beverages may be consumed by those of legal age.
   a. Beer kegs are prohibited (including pony kegs, party balls, and similar large multi-serving containers).
   b. “Hard” liquor is prohibited on campus.
   c. “Trophies” (empty hard alcohol containers) are prohibited on campus.

5. There is a total ban on the possession and consumption of alcoholic beverages in Jewell Hall.

6. Possession or consumption of alcoholic beverages in public areas is prohibited. Public areas are defined as any College property outside of students’ residence hall rooms. Students of legal age may transport unopened containers of alcohol to their residence hall room or the room of another student of legal age. Requests for exceptions will be reviewed and may be permitted by the Student Life Office with the approval of the Office of the President. Alcohol consumption, in all cases where exceptions are made, will be allowed only in designated areas.

7. Students suspected of an Alcohol Policy violation:
   a. Students who are 21 years of age or older and who violate College policy and are suspected of intoxication may be held responsible for an alcohol violation. In such a case, the student(s) may request to take a Breathalyzer test to prove he/she is in compliance with College policy.
   b. Underage students who are suspected of consumption or intoxication may request to take a Breathalyzer test to prove they are in compliance with College policy.
   c. Students suspected of violating the alcohol policy that refuse to take a Breathalyzer test when requested by authorized College Staff to do so will be held responsible for an alcohol violation.
   d. Behaviors that warrant suspicion of intoxication include but are not limited to: scent of alcohol, belligerent behavior, slurred speech, impaired mobility.
8. A member(s) of the Student Life Department can make a request to the Dean of Students to have alcohol prohibited on certain wings or in residence halls where documented alcohol related problems have occurred. The Student Life Committee will vote on the measure and, if necessary, set a period of prohibition.

9. All persons will be held responsible for their conduct regardless of their state of mind.

10. College funds (defined as any funds that are received by the College or by any College representative on behalf of the College) may not be used to purchase alcohol without the express permission of the President or designee, and even then within clearly defined purposes and limits. The College or College representatives will not sell alcohol.

11. The Student Life Committee may review the alcohol policy at any time and recommend changes (with review by the Student Senate) to the Office of the President Staff to be voted upon and incorporated in the following academic year.

12. All off campus guests must obey the alcohol policies as well as other college rules and regulations. Students will be held responsible for their guest(s), which means students may receive an alcohol violation for the actions of their guest(s).

Additional information can also be referenced on pages 22-25 of the B-Book.

Controlled Substance & Alcohol Abuse Resources

Alcohol Treatment Center Help Line

1-800-711-6402

Partnership for Drug Free Kids

1-855-DRUGFREE(378-4373)

SAMHSA(Substance Abuse and Mental Health Services Administration)

1-800-662-HELP(4357)

Carlinville Area Hospital

1-217-854-3141

Carlinville Police Department

1-217-854-3221

Illinois State Police

1-618-346-3990
Sexual Assault and Misconduct

Blackburn College reaffirms the principle that its students, faculty, and staff have a right to be free from gender discrimination in the form of sexual harassment by any member of the College community and by vendors and contractors. Protection from sexual harassment is extended to include members of the Blackburn community participating in College sponsored off campus programs.

Victims/witnesses are strongly encouraged to seek immediate assistance if they believe they or someone else has been a victim of sexual misconduct. If you are a victim of sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Victims of sexual assault should report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. For emergency response, victims of sexual assault can call 911, Carlinville Police, Macoupin County Sheriff, or Illinois State Police. Students can report a sexual assault to Security workers, Residence Life workers, such as RDs and RAs, or anyone in the Student Life office. If a victim is not sure they would like to make an official report, the available confidential resources are Blackburn College Counseling Services, Locust Street Resource Center, Macoupin County Safe Families, Blackburn College Chaplain, and Illinois Domestic Violence Hotline

Definition of Sexual Assault

For the purposes of Blackburn College’s policy and judicial process the following are considered to be sexual misconduct offenses covered by this policy:

Non-Consensual Sexual Intercourse
Non-Consensual Sexual Contact
Sexual Exploitation
Intimate Partner Violence
Sexual Harassment
Attempt to Engage in Non-Consensual Sexual Contact

Illinois state law defines sexual assault as sexual penetration by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent (720 ILCS 5 Criminal Code of 1961 §12-13).

Definition of Consent

Consent Requires that a person is able to freely choose between two options: yes or no. Consent to have sex as well as saying no to sex, can be verbal or non-verbal. Consent is active, not passive. There must always be active consent on both sides; however, that consent can be withdrawn at any time during the course of a sexual encounter.

The consent is considered to be mutually agreed upon when a person of reasonable judgment would consider the words or actions of the parties to clearly signify agreement.
Definition of Coercion
Verbally, emotionally, psychologically, or physically pressuring or intimidating someone into agreeing to or changing his/her mind about sexual activity is not consent. A person cannot give consent if they are:
- Asleep
- Unconscious
- Incapacitated (defined as lacking the ability to make rational, reasonable judgments as a result of alcohol or other drug consumption.
- Or otherwise unable to communicate

If You Have Been Sexually Assaulted
From a College perspective, the first priority is to ensure the victim’s safety. Those who may have experienced sexual assault are encouraged not to be afraid to seek medical attention and/or contact Campus Safety, or another trusted College official, for the provision of resources, professional assistance and guidance.

Blackburn College has agreements with several agencies that can provide assistance to the victim, as well as on-site campus counseling services. If you have been sexually assaulted, immediate consideration should be given to the following:

Seek medical attention immediately. With the intent of preserving evidence, and not disturbing the crime scene, victims should not shower, should not change clothes, or disturb the scene of the attack, but should go to the emergency room of a hospital. It is suggested that a friend accompany the victim to the hospital, if possible.

Hospital personnel will treat the physical consequences of assault (injury, infection, disease and pregnancy). Hospitals can also collect evidence that will be needed in the event the victim decides to report the crime to law enforcement. Hospitals are required to inform local law enforcement agencies of sexual assault cases; however, the victim may choose whether or not to speak with police personnel, University counseling services, or to Campus Safety personnel. In the event a victim of sexual assault does not have the financial means (healthcare insurance, self-pay, etc.) to pay for medical treatment resulting from the assault, upon request, local hospitals do have resources that can grant funding to pay for expenses related to sexual assault including medical procedures, exams, prescriptions and other medications.
Initial On-Campus Contact Options for Sexual Misconduct

Every report of sexual misconduct will be taken seriously and action will be taken as appropriate.

Confidential Support/Reporting options

The following listed individuals may serve as a confidential source for survivors. This means that if the survivor wishes the incident not be formally reported, this is the best avenue for contact. The counselor (or staff) will ensure that confidentiality is maintained but the survivor is connected with as many supportive resources as possible.

- College Counselor
- College Chaplain
- Any student member of the College Counseling Staff (peer counselors or graduate interns)

Formal Reporting options:

Formal reports can be made to the Dean of Students, the Director of Campus Safety, any professional member of the Student Life Staff, or any student member of the residence life staff. All other members of the campus (administration, faculty, professional staff, or students) who receive a complaint about alleged sexual misconduct are mandated to share that report with the Dean of Students and/or the Director of Campus Safety.

The Dean of Students and the Director of Campus Safety will then conduct an investigation into the report, including contacting the survivor, the accused (if known) and any possible witnesses. If sufficient evidence is uncovered in the investigation, campus disciplinary procedures will be pursued.

If at any point during an investigation the alleged assailant identifies him/herself as the assailant to the Dean of Students or the Director of Campus Safety, the assailant will be placed on interim suspension until such time that a formal hearing with the Conduct Hearing Board can be arranged.

Initial Off-Campus Contact Options

Crisis Hotlines (available 24 hours/day, 7 days/week)

1.800.656.HOPE (Rape, Abuse and Incest National Network)
217.753.8081 (Prairie Center Against Sexual Assault)
1.800.799.7233 (Domestic Violence Hotline)
1.800.227.8922 (Sexually Transmitted Disease Hotline 8 a.m. – 8 p.m. Mon- Fri)

Individual and Group Counseling

217.854.3166 (Locust Street Resource Center)
217.839.1526 (Maple Street Clinic)
217.854.4511 (Catholic Charities)
217.753.8081 (Prairie Center Against Sexual Assault)
Other Help lines
1.800.552.6843 (U.S. Attorney General for Hate Crime Reports)
1.800.552.7096 (Child Abuse Hotline)

Hospital
217.788.3030 (Memorial Hospital Emergency Room—Rape Exams)
217.854.3141 (Carlinville Area Hospital—Internal Medicine—will not do Rape Exams)

Medical Issues
217.839.1526 (Maple Street Clinic)
217.545.8882 (SIU Physicians and Surgeons—Gynecology)
217.544.2744 (Planned Parenthood—Springfield)

Legal Assistance
217.753.4117 (IL Coalition Against Sexual Assault—Springfield)
888.259.6364 (Macoupin County Safe Families)

Police Non-Emergency
217.854.3221 (Carlinville Police Department)

**Reporting Sexual Assault to the Police**

Although it is not required and is left entirely to the discretion of the victim, Campus Safety encourages reporting sexual assault to the police. Reporting a sexual assault to the police may seem intimidating, but there is no need to be afraid. Police officers are specially trained to handle such situations with sensitively and compassion, and victims can feel free to bring a friend or advocate to accompany a police interview regarding the assault. Properly reporting assault crimes can assist the victim in regaining a sense of personal power and control over the situation.

For sexual assault that occurs on Blackburn properties, contact should be made with the Campus Safety at 217/854-5550, or 217/825-3042 (24 hour on call line), or by calling the Carlinville Police Department at 911 (for emergencies) or the non-emergency number at 217/854-3221.

For off campus incidents, victims may also feel free to contact Campus Safety as noted above, or the local police department for the city in which the incident occurred.

**What Occurs When a Sexual Assault Is Reported to the Police**

When a sexual assault case is reported to the police department, the assigned officer will respond to meet the victim in a location as preferred by the victim. The victim may request to speak with a male or female officer, depending on personal preference (if there is a preference). The officer will take a preliminary statement in order to obtain the basic facts of the case, and will likely recommend the victim seek medical attention as a result of the assault.
What Occurs When a Sexual Assault Is Reported to the Police (continued)

Some victims of sexual assault are not certain if they want to pursue criminal charges. This is a personal decision that must be made by the victim. Regardless of the choice, the Campus Safety and the College will respect the decision of the victim as to whether criminal charges are pursued. As means of preventing recurrence of similar crimes, the victim is encouraged to report the crime and the name of the accused so that necessary resources and can be dedicated to recurrence prevention. Additionally, reporting allows for the provision of expanded support service information to the victim.

Disciplinary Procedures Related to Sexual Assault

The right to waive the three day notice of charges. Hearing will be held allowing all parties three days notice.

Additional or clarified rights of the respondent:

The right to have an advocate present during the proceedings that cannot speak or address the panel in any fashion. The advocate is to serve as a supporter for the alleged assailant and, as a result, cannot function in the legal or judicial manner.
The right to call witnesses on his/her behalf, as long as the witnesses speak only to the events leading up to the alleged act of violence itself.

Additional or clarified rights of the complainant:

The right to initiate a hearing before the Conduct Hearing Board as along as the accused is a member of the Blackburn community;
The right to have an advocate present during the proceedings that cannot speak or address the panel in any fashion. The advocate is to serve as a supporter for the survivor and, as a result, cannot function in a legal or judicial manner;
The right to call witnesses on his/her behalf, as long as the witnesses speak only to the events leading up to or the alleged act of violence itself;
The right to receive changes in academic and living arrangements (affected by the respondent).

Protecting Yourself Against Sexual Assault

Although we cannot guarantee that you will never be a victim, there are steps that can be taken to minimize those chances. The following are suggestions to incorporate into daily routines:

On the Street

* Do not walk alone unless it is absolutely necessary. On campus, call for an escort.
* Be aware of what is happening in your surroundings. Know where you are
and where you are going.

* Be confident in the way you walk. Studies show assailants choose targets that look afraid or unsure.
* If you walk regularly, vary your route. Do not be predictable! Walk away from bushes, alleys, and dark entryways. Stay in well-lit areas.
* Take precaution to prevent being surprised. Attackers rely on the element of surprise. Do not wear headphones when walking alone.
* Trust your instincts. If you think you are being followed, walk toward a busy, lighted area. Scream loudly to attract attention and tell someone to call the police.
* If someone bothers you from a car, turn and walk in the opposite direction. If possible, get a license plate number. When you are in a safe place, notify the Department of Public Safety.
* When possible, run with a friend or in a group. Avoid running alone, especially at night.

* **In Your Vehicle**
  * Always have keys in your hand as you approach your vehicle. Avoid having to look through bags or purses to find keys.
  * Always maintain focus and attention on surroundings. Be aware of what is happening around you.
  * Always look inside your vehicle in the back seat, and on the floor before you get into it.
  * Upon entry to your vehicle, immediately lock doors. Keep the car doors locked and your windows up when driving.
  * Always have plenty of gasoline in your car.
  * Plan your route carefully. Let someone know your route and when to expect you.
  * Be extra cautious in parking garages.
  * Be aware of locations and situations where assaults may occur and avoid them as much as possible.
  * If you feel uncomfortable about a person or location, leave immediately.
  * Observe details about suspicious persons. Taking note of a person's size, coloring, hairstyle, facial hair, scars, tattoos, or accent can help you give a good description.

* **At Home**
  * List only your initials and last name in the telephone directory or on a mailbox.
  * Install a peephole in your front door and never open the door for strangers.
  * Lock all doors and possible entrances.
  * Keep entrances well-lit.
  * Never indicate to a stranger that you are home alone.
  * Get to know your neighbors you can rely on for help.
  * Carry a noise making device.

    If you are followed:
  * Drive to an open business where you can call the police.
* Do not leave your car unless you are sure you can get to a safe place.

**If you are attacked:**
* Think rationally and evaluate your resources and options
* Attract attention
* Look for an improvised weapon
* Physical resistance
* Run

**Intimate Partner Violence-Domestic Violence**
Intimate Partner Violence (IPV) is defined as: physical, sexual, or psychological harm inflicted by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. There are four main types of intimate partner violence:

- Physical violence,
- Sexual violence,
- Threats of physical or sexual violence, and
- Psychological/emotional violence. Psychological/emotional violence can involve trauma to the victim caused by acts, threats of acts, or coercive tactics. Psychological/emotional violence can include, but is not limited to, humiliating the victim, controlling what the victim can and cannot do, withholding information from the victim, deliberately doing something to make the victim feel diminished or embarrassed, isolating the victim from friends and family, and denying the victim access to money or other basic resources. Psychological/emotional violence can also occur when there has been prior physical or sexual violence or prior threat of physical or sexual violence.

Campus Safety can be contacted for resource referrals regarding victims of intimate partner violence.

**Stalking**
In addition, stalking is often included among the types of IPV. Stalking generally refers to harassing or threatening behavior that an individual engages in repeatedly, such as following a person, appearing at a person’s home or place of work, making harassing phone calls, leaving written messages or objects, or vandalizing a person’s property.

Anyone who feels they may be a victim of stalking should immediately contact local law enforcement or Campus Safety.

**Sexual Offender/Predator Registry**
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/predators may be obtained. The act also requires registered sex offenders/predators to provide to appropriate state officials notice of each institution of higher education in that state at which the offender/predator is employed, carries on a vocation, or is a student.
Sexual Offender/Predator Registry

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/predators may be obtained. The act also requires registered sex offenders/predators to provide to appropriate state officials notice of each institution of higher education in that state at which the offender/predator is employed, carries on a vocation, or is a student.

Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b)) mandate that the Illinois State Police ("ISP") establish and maintain a statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender. Any member of the Blackburn College community who wishes to obtain further information regarding sexual offenders/predators in our area may refer to http://www.isp.state.il.us/sor/ to search the database and for legislation, education and safety links, and other resources.

Education

Blackburn is committed to providing training to students, faculty, and staff in an effort to reduce the incidents of sexual assault and sexual misconduct. These efforts include an online training program, professional speakers, residence hall programming (Each RA is also responsible for putting on a program each semester that addresses Sexual Violence) and passive educational activities. The training includes instruction on third party intervention.
Daily Crime Log
The Campus Safety Department maintains a daily log. The log contains any reported crimes. The log is available to the public upon request in the office, Room 130 in the Demuzio Center during business hours – Monday through Friday, 8:00AM to 5:00PM.

Crime Statistical Report Information
The statistical information provided on the next several pages complies with the required reporting of the “Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act.” Crime statistics for the most recent three-year periods are published. These statistics reflect incidents reported to Blackburn’s Campus Safety Department and the Carlinville Police Department, and involve incidents occurring on campus, in residential housing and areas adjacent to the college.

The statistical data reported is compiled from records maintained by Campus Community and Safety and the Carlinville Police Department. The criminal offenses are classified using the “Clery Act” crime definitions. The “Clery Act” defines the location categories used. “Non Residential” indicates the violation occurred on campus grounds or in a building not used for student housing. “Residential” indicates it occurred in a college owned residence hall. “Public Property” is public property such as parks and streets adjacent to the campus. “Non-Campus” refers to any building or property located off campus and owned by the college or controlled by a student organization officially recognized by the college.

The reader should keep in mind that some crime victims may choose not to report offenses to campus or local law enforcement authorities and violations listed may result in both arrest and disciplinary referral for the same offense. Other types of unacceptable conduct such as thefts and vandalism occur on college campuses. All criminal activity is detrimental to the college community, and strong measures including dismissal are taken against offenders.

While the college is not required yet to report the number of Dating Violence, Domestic Violence, and Stalking cases, Blackburn had no crime offenses in these categories for the Clery reporting years 2011, 2012, and 2013.
## Crime Statistics

### Blackburn College
**Clery Crime Report 2013**

### On-Campus Offenses

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<tr>
<th>Offense</th>
<th>2011</th>
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### Hate Crimes

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# Blackburn College
## Clery Crime Report 2013

### On-Campus (Student Housing Facilities)

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## Blackburn College
### Clery Crime Report 2013

#### Non-Campus

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#### Hate Crimes

- **2011**: No Hate Crimes reported
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## Blackburn College
### Clery Crime Report 2013

#### Public Property

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#### Hate Crimes

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