



St. John's College  
Springfield, IL  
Annual Security Report  
2018-2019

**Important Phone Numbers**

<b>St. John's Hospital Security-Non-Emergency</b>	Inside the college Extension 44020  Outside the college (217) 814-4020
<b>St. John's Hospital Security-Emergency</b>	Extension 111 or 911
<b>Student Assistance Program Counselors Website: (Web ID HSHS4U)</b>	(877) 327-7429 guidanceresources.com
<b>Prairie Center Against Sexual Assault</b>	24 hour hotline (217) 753-8081
<b>St. John's College Title IX Coordinator</b>	Abby Millitello, MS Student Development Officer  (217) 525-5628

## History

Sponsored by the Hospital Sisters of St. Francis, St. Johns College was founded in 1886, as St. Johns Hospital School of Nursing. This nursing program is the oldest hospital affiliated Catholic Nursing Program in the United States and has been continued, uninterrupted over the years, changing with the social and cultural variations, but staying true to the mission of caring and healing and to the philosophy of the Hospital Sisters of St. Francis.

Always on the cutting edge of innovation, the school added liberal arts and science classes to the curriculum in 1927. The College was approved by the Illinois Department of Registration and Education now the Illinois Department of Financial and Professional Regulation in 1952, and made the transition to a College with a Department of Nursing in 1991.

St. John's College is accredited to grant baccalaureate and master's level degrees in nursing by the Higher Learning Commission, 230 South LaSalle, Suite 7-500 Chicago, IL 60604-1413 (312) 263-0456, <http://www.ncahlc.org>. The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000, <http://www.acenursing.org>.

St. John's College in Springfield, IL offers an upper division baccalaureate nursing degree program for students who have completed the prerequisite liberal arts and science courses at any accredited college or university. It also offers two (MSN) graduate degrees for BSN students that are pursuing a Family Nurse Practitioner or Leadership degree.

St. John's College of Nursing is located at 729 E. Carpenter (North West Corner of Carpenter and 7th St.) Springfield, IL.

St. John's College of Nursing is a two-story, brick construction building.

St. John's College of Nursing Simulation Center is located on the 3<sup>rd</sup> floor of the HSHS Central Illinois Division Building. It is located at 850 E. Madison St. Suite 2 Springfield, IL 62702-5520.

The college does not house students.

## Introduction

St. John's College is committed to providing a safe campus for students, faculty, professional staff and visitors. St. John's College prepares this report in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Cleary Act") and the Higher Education Opportunity Act of 2008. This act requires colleges to disclose information about the college crime and security policies annually and to report statistics on annual crime activity occurring on or near campus.

The policies and procedures within this report are followed in conjunction with the St. John's College Emergency Operation Manual (EOM). The EOM contains the college Emergency Operations Plan, the all-hazards EOP describes an emergency management program designed to respond to natural and man-made disasters or other events identified through a Hazard Vulnerability Analysis (HVA). The EOM is located on the college website at [www.sjcs.edu](http://www.sjcs.edu) and a copy is available at the reception area.

## **Data Collection and Publication of the Annual Security Report**

The data for this report are collected by the St. John's Hospital Security Department and collated by the manager of the security department in collaboration with the St. John's College Administrative Support professional staff. The Security Department requests data from various sources, including the campus community and surrounding law enforcement agencies that border the campus. Information for the report is compiled for incidents occurring on campus, public property and non-campus property owned by St. John's Hospital. Statistics from these sources are compiled and made available in this report and the Department of Education website (<http://www.ope.ed.gov/security>). Campus community members are notified by email and flyer when the report is available and its website location. New and prospective students are also made aware of this report during orientation and through the college website. A hard copy of the report is available at the college reception area.

Information regarding registered sexual offenders is available upon request from the Student Development Officer or from the Illinois Sex Offender Information web site at (<http://www.isp.state.il.us/sor/>).

### **Reporting Suspected Child Abuse and Neglect**

Effective July 1, 2012, Illinois requires all college personnel (Mandated Reporters) to report suspected child abuse or neglect to the Illinois Department of Children and Family Services whenever the reporter has reasonable cause to believe a child known to the individual in an official capacity may be abused or neglected. The DCFS Hotline is 1800-25ABUSE (22873). If you have questions regarding these requirements, you can contact the St. John's Hospital Security at extension 44020 for assistance.

If you have any questions, please feel free to call the college at 217-525-5628 and speak with the college Chancellor.

### **Security Personnel at St. John's College**

St. John's College works with St. John's Hospital to provide security and service to the campus community. St. John's College participates with the security department of St. John's Hospital and local law enforcement agencies to provide a security program which promotes safety on college property for students and employees. Although St. John's Hospital does not have written memoranda of understanding with local and state law enforcement agencies, the security department maintains a strong working relationship with local law enforcement agencies. St. John's Hospital security staff are charged with the responsibility of assuring federal, state, local laws and College policies and procedures are enforced.

The College facility consists of a two story brick building located at 729 E. Carpenter Street, Springfield, IL on the campus of St. John's Hospital. The building is open Monday through Friday with Hours of Operation from 7:00 AM to 4:30 PM. Changes in the general hours are posted for students, faculty, administration and visitors. During

business hours security officers are available to be summoned when assistance is needed. After the building is closed and locked, security officers periodically check to assure there are no intruders, doors are securely locked and no other safety threats are apparent. Access after business hours is available to students for studying until 10pm Monday through Friday. An identification badge is required and security personnel will keep a log of each entry. Students access the College from 6am to 6pm, Monday through Friday, by using their student identification badges and the card swipe system. Students may stay in the building to studying and use the resources until 10pm Monday through Friday.

St. John's security officers or college officials shall investigate all reports of accident, injury, and suspicious activity, infringement of law or violations of published rules and take appropriate action to maintain safety/security of individuals including citizen's arrest and/or reporting to appropriate law enforcement agencies. The College does not have procedures for voluntary, confidential reporting of crime statistics. Students or other college constituents can report such circumstances to the college receptionist (Ext 55628), administration (Ext. 45165), faculty or hospital security (544-6464 Ext. 44020).

Security will respond immediately to any reported crimes or emergency situations. Response time may be affected by the number and location of security personnel and other emergencies at the time a report is received.

Yellow emergency phones are located in parking lots and by the front and side doors of the College. They can be used to summon help and/or report suspicious or criminal activity. When a safety threat is on-going, security or administration will post timely warnings on the college bulletin boards, send emails or place notices in student/faculty mailboxes.

### **Off-Campus Criminal Activity**

There are no off-campus housing or student organizations officially recognized by St. John's College. St. John's Hospital security may assist local law enforcement authorities with the investigation of off campus criminal activity when a college student is involved.

Students who come into contact with law enforcement agencies are encouraged to call the security department or college officials should they need assistance. Any and all costs associated with an incident shall be the responsibility of the student.

### **Required Reporting Parties and Reporting Procedures**

Anyone who has witnessed or been a victim of a crime should report the incident promptly by contacting St. John's Hospital Security at the emergency extension 111 from any college phone or by dialing 911 from any personal or campus phone. Required reporting parties are all college faculty and professional staff and all security personnel.

All college faculty and professional staff must contact St. John's Hospital Security if they witness or learn of a reportable crime.

Individuals seeking assistance or to discuss a crime on a confidential basis can contact Student Assistance Program (SAP) personnel at (217) 972-5644. When it is deemed appropriate, SAP personnel will inform individuals seeking assistance of the procedures to report crimes on a voluntary, confidential basis for inclusion in the college annual disclosure of crime statistics. Counseling through the SAP will be at no expense to the students unless the counselor deems the need of the client to be beyond the resources available in the Student Assistance Program.

Students who desire counseling associated with any kind of incident may contact the Student Assistance Program personnel at (217) 972-5644 or contact their faculty advisor for assistance. Only counseling through the SAP personnel will be held confidential.

The St. John's Hospital Security Department maintains a daily crime log. Students may contact Security, at 44020, for information regarding this data.

### **Emergency, Evacuation, and Timely Warning Procedures**

This section of the report provides an overview of the college's policies and procedures regarding the Emergency Operations Plan (EOP) and emergency preparedness. This plan is available for review on the college website at [www.sjcs.edu](http://www.sjcs.edu). A hard copy is available at the college reception area.

The St. John's College students, faculty, and professional staff should notify St. John's Hospital Security at extension 111 or local responders at 911, for any event on campus that involves a significant emergency that may involve an immediate threat to the health and safety of students, faculty, or professional staff on campus. St. John's Security has the responsibility of responding to and summoning the resources to mitigate the emergency, investigate, and document the situation. Security also has the responsibility to determine if the situation poses a threat to the larger community and will be responsible to evaluate the need to disseminate information to the larger community.

The college and St. John's Security will take into account the safety of the community, determine the content of the notification and initiate the overhead paging system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. College students, faculty, and professional staff will be notified via the internal overhead paging system when the following emergencies are confirmed: Fire, Infant Abduction, Missing Person, Disaster, Evacuation/Shelter in Place, Severe Weather, Utility Failure, Information Systems Down, Active Shooter.

### **Send Word Now**

The College participates in the Send Word Now capabilities offered through HSHS St. John's Hospital. This emergency alert system will notify students, faculty and staff by e-mail, voicemail, and text message when any emergency event at the college or corresponding campus facility is affected.

September 24, 2018  
Tim Marten

## National Incident Management System (NIMS)

St. John's Hospital in collaboration with St. John's College has incorporated the principles of NIMS into its Emergency Operations Plan to ensure maximum compatibility with federal, state and local government response plans and procedures. In accordance with Homeland Security Presidential Directive-5 (HSPD-5), NIMS shall be utilized by a governmental and private agencies receiving federal dollars. NIMS incorporates the Incident Command System (ICS) which provides an efficient tool for the management of emergency operations. NIMS/ICS/HICS are designed to be adaptable to any emergency or incident. The system expands in a rapid and logical manner from an initial response to a major incident call-out. When organizational needs dictate, the system also contracts just as rapidly. These components of NIMS are incorporated or referenced in this EOP; Command and Management Preparedness, Resource Management Communications, and Information Management Supporting Technologies, as well as Ongoing management and maintenance.

NIMS operates at the following levels of government:

Federal-Federal resources integrate with State and Local jurisdictions.

State - Statewide resource coordination integrated with federal agencies.

Regional - Manages and coordinates information and resources among operational areas.

Operational Area – Manages and coordinates all local governments within the geographic boundary of a county.

Local - county, city or special district.

Field - On-scene responders.

St. John's Hospital in collaboration with St. John's College will work in close coordination with the City of Springfield, Sangamon County Government, Illinois Department of Public Health and other local emergency officials, agencies to ensure a community-wide coordinated response to disasters. Within the context of this plan, an emergency is any event which impacts the routine capabilities of the college. This all-hazards EOP describes an emergency management program designed to respond to natural and man-made disasters or other events identified through a Hazard Vulnerability Analysis (HVA). This plan describes the policies and procedures St. John's Hospital will follow to mitigate, prepare for, respond to, and recover from the effects of emergencies.

## Incident Command

When required for emergency or disaster management, St. John's College of Nursing will utilize the St. John's Hospital, Hospital Incident Command System (HICS). When HICS is activated the Chancellor or their designee will act as a Technical Consultant to the Hospital Incident Commander. The Hospital Command Center is located in the ED/EMS Classroom of the main St. John's Hospital facility.

September 24, 2018

Tim Marten



### Scope

This EOP is applicable to St. John's College of Nursing. Development and implementation of this plan complies with relevant sections of (110 ILCS 12) Campus Security Enhancement Act of 2008 and Illinois Administrative Code Title 29: Emergency Services, Disasters, and Civil Defense Chapter I: Illinois Emergency Management Agency Subchapter c: Administration and Organization of Local Political Subdivision Emergency Services and Disaster Agencies Part 305 All Hazards Campus Emergency Plan and violence Prevention Plan.

### Hazard Vulnerability Analysis

St. John's College will conduct a hazard vulnerability analysis (HVA) to identify hazards and the direct and indirect effect these hazards may have on the college. This will provide information needed by the college to minimize losses in a disaster. The HVA will also provide information to assist in organizing and determine needed resources.

The HVA provides a tool for estimating and ranking the probability of occurrence and potential severity of various events. The HVA will be shared for information and input with community partners, through the Sangamon County Office of Emergency Management. This HVA will be reevaluated yearly by the College Emergency Management Committee.

### Evacuation

The college's evacuation procedures are incident dependent. The first emergency responder will make an assessment of the emergency and if necessary call for an evacuation. Evacuations are carried out according to the response diagrams located within the building on the first and second floor of the college.

### Fire Safety

The college fire safety statistics are available from St. John's Hospital Security Department by calling ext. 44020 from any college phone, or call 217-814-4020 when using a cell phone or phone outside the college building.

Smoke and sprinkler systems are located throughout the building and classrooms. Fire alarms and extinguishers are located in hallways and are checked on a routine maintenance schedule by St. John's Hospital. Evacuation diagrams are located in all hallways. Fire drills are scheduled and conducted by St. John's Hospital security at least quarterly.

### Severe Weather

Severe weather drills for tornado warnings are scheduled and conducted by St. John's Hospital Security yearly.

### General Information

Procedures for responding to drills are published in the EOP manual. All documentation for drills is maintained by St. John's Security.

## **Campus Safety and Security Programs**

St. John's College works closely with St. John's Hospital Security Department, the Student Advisement Program located on the St. John's Hospital campus, and St. John's Hospital for all safety and security programs.

The safety and security program at St. John's College has the following components:

1. Education for prevention of crime, personal injury, sexual misconduct and awareness of available resources for assistance and reporting of crime or injury. College rules and regulations concerning personal safety and alcohol/drug use or abuse are components of the educational program.
2. Reporting mechanisms for incidents, emergencies, and potential sources of injury.
3. Monitoring and surveillance of college properties.
4. Maintenance of properties to promote safety.
5. Collection and analysis of statistical data concerning crime and injury.
6. Promulgate safety and security policies/procedures in the appropriate faculty and student publications.

The college carries out education programs through a variety of methods, such as invited speakers during student orientation, completion of computer based learning modules, and distribution of materials in hard copy and via the college website. Reporting for incidents, emergencies and potential sources of injury are reported as described in detail throughout this document, e.g. calling Security at ext. 44020 or 111 or calling 911 or (217) 814-4020. St. John's Hospital security department keeps a daily log of safety incidents and monitors the safety of the college campus. St. John's Hospital facilities management and housekeeping are responsible for maintaining facilities to promote safety. The college receptionist is the individual with primary responsibility for contacting facilities and housekeeping as situations arise that need attention. The college works closely with the security department to collect and analyze statistical data related to crime or injury.

### **Programs and Policies**

#### **Program Name: Orientation - Safety in the College Building/Hospital**

**Description:** Introduction to the basic crime prevention, personal safety measures and fire safety for the hospital and college. Discuss reporting mechanisms and actions to take in case of emergency. Discuss prevention of crime, especially in relationship to leaving the building at night and parking. Access to the employee/student escort program is explained and hours Security operation of the building declared. Presented by St. John's Hospital Security Department.

Audience: Students and employees upon initial acceptance/employment.

Frequency: Students annually with each orientation.

**Program Name: Fire Drills**

**Description:** Fire drills are held in the College Building as required by hospital policy. The hospital forms are used to assess the quality of the response. Fire drills will be scheduled and implemented by college official in cooperation with the St. John's Hospital Security Department.

Audience: Students and employees

Frequency: Quarterly

**Program Name: Monitoring/Surveillance**

**Description:** St. John's Hospital security personnel patrol the College building on a regular basis on foot and in marked patrol cars. Guards can be identified by their uniforms. A student or employee may call for assistance at any time.

Audience: Students and employees

Frequency: Discussed annually at orientation and as needed throughout the year.

**Program Name: Maintenance**

**Description:** Maintenance of the College building will be coordinated by college officials on an ongoing basis and in response to any findings of the annual safety audit conducted in compliance with requirements of the hospital safety committee guidelines.

Audience: College students and employees.

Frequency: Ongoing/annually during the spring semester using hospital safety committee forms.

**Program Name: Drug/Alcohol Use or Abuse Prevention**

**Description:** This program covers the dangers of alcohol and/or drug use or abuse. The program covers the scope of the problem, symptoms, treatment and resources available on campus to assist persons engaging in use or abuse of alcohol or drugs.

Audience: Students and employees

Frequency: Annually at the Fall Orientation and as needed.

**Program Name: Sexual Assault and Sexual Misconduct**

**Description:** This education program is initiated by the college and organized by the St. John's Hospital Student Assistance Counselors (SAP). The SAP collaborates with the local Prairie Center Against Sexual Assault, a not-for-profit agency that provides comprehensive sexual assault services to sexual assault and sexual abuse victims (survivors), their families, and their friends. Speakers are invited annually to present information to students and employee regarding on the scope of the problem of sexual assault on campus, preventive and safety education, steps to take in reporting the assault, as well as information on resources and counseling available to students and survivors of sexual assault and violence.

Audience: Students and employees

Frequency: Annually at Orientation for both new and returning students

**Sexual Assault, Sexual Misconduct and Sexual Harassment**

Sexual harassment, sexual assault, sexual abuse and/or hazing by any member of the college community will not be tolerated. The college will respond in a firm and judicious manner to all reports of alleged incidents of sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, stalking and/or hazing. The college investigation process is separate from criminal investigation and any allegations in the complaint will be considered substantiated by a preponderance of the evidence.

Any student, faculty, or staff member gaining knowledge of a suspected case of any form of sexual assault, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking is responsible for reporting the situation to the Dean or Chancellor, and Title IX Coordinator for immediate action. When a report has been filed, the administrator will take steps to determine appropriate actions of the College. All efforts to assist the victim and/or accused party (if affiliated with St. John's College) will be taken.

The College will upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for these purposes.

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not

abide by the limitations discussed in this paragraph. Additionally, the College may disallow a particular support person/advisor from attending a meeting or other proceeding if his or her involvement will result in an undue delay. A support person/advisor will be asked to sign an affirmation that he or she understands his or her role in the process.

Students found in violation of conduct policies in regard to sexual misconduct will be subject to appropriate college sanctions. These sanctions may include, denying access to the college facilities and grounds, denying access to college sponsored events and activities off campus, suspension or dismissal. These actions can and will be pursued regardless of any criminal justice system findings.

The St. John's College Title IX Coordinator is:

**Abby Millitello, MS**  
**Student Development Officer**  
**St. John's College**  
**(217) 525-5628**

#### What to do if a sexual assault occurs

- Seek treatment and support services that are available to you
- Victims of sexual assault include both men and women and services are available to both
- Strongly consider reporting the assault. Reporting can aid in healing and recovery. Students needing assistance to notify law enforcement authorities are encouraged to seek assistance from college personnel, security or counselors.
  - Emergency contact is 911
  - Contact the Student Assistance Program counselors at (217) 744-2255
  - Contact the
    - Prairie Center Against Sexual Assault,  
 3 West Old State Capitol Plaza Springfield, Illinois 62701;  
 (217) 744-2560  
**24 hour hotline is (217) 753-8081**
- Do not change clothes, douche, shower, use the bathroom, brush your teeth, or drink anything.
- Go to the hospital emergency room.
- Bring a change of clothes to the hospital.
- Call the Prairie Center hotline for an advocate to meet you and support you through the process. (retrieved from <http://www.prairiecasa.org/>; used with permission)

## INVESTIGATION AND RESOLUTION OF A SEXUAL MISCONDUCT COMPLAINT

### A. Preliminary Matters

#### 1. Timing of the Investigation

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

#### 2. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

- Can only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator
- The complainant will not be required to work out the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below
- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence

#### 3. Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.

#### 4. Support Person/Advisor

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A

support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in this paragraph. Additionally, the College may disallow a particular support person/advisor from attending a meeting or other proceeding if his or her involvement will result in an undue delay. A support person/advisor will be asked to sign an affirmation that he or she understands his or her role in the process.

#### 5. Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

#### 6. Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer should the Investigating Officer share such information with the other party
- Equal opportunity to appeal determinations pursuant to Section III, below

#### B. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. This includes notifying the respondent that a complaint has been filed. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from College administrators, the College's attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

### C. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

### D. Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The report will be provided to the Title IX Coordinator.

If the written report determines that sexual misconduct occurred, the Title IX Coordinator shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>. The parties will also be provided with information regarding appeal rights.



The written report of the Investigating Officer, and the addendum if applicable, shall be final subject only to the right of appeal set forth in Section III, below.

#### E. Special Procedure Concerning Complaints Against the Chancellor, the Title IX Coordinator, or Other Administrators Ranked Higher than the Title IX Coordinator

If a complaint involves alleged conduct on the part of the College's President, the College's Board of Directors ("Board") will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written report determining the complaint. The determination of the Board is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the Chancellor will designate the Investigating Officer. Based on the information gathered by the investigation, the Chancellor will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

### III. APPEALS

#### A. Grounds for Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

#### B. Method of Appeal

Appeals must be filed with the Chancellor ("Appellate Officer") within seven (7) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any

- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

The appellant may request a meeting with the Appellate Officer, but the decision to grant a meeting is within the Appellate Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

#### C. Resolution of the Appeal

The Appellate Officer will resolve the appeal within ten (10) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The parties will be notified in writing if the Appellate Officer's decision will take longer than 10 days. The decision of the Appellate Officer is final. The Appellate Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

#### IV. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the Appellate Officer, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings.

#### V. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

### **Drug and Alcohol Policy**

Use or abuse of alcohol or illegal drugs is opposed to the principles of safe care for patients and personal growth of students. Therefore, the college supports the prevention of alcohol and drug abuse in all settings and strictly prohibits use of either by students on college property. Students and employees must complete a mandatory drug and alcohol abuse prevention program offered by the college. Students will not be

allowed to have drugs or alcoholic beverages on the premises and will not be permitted to remain on the premises under the influence of alcohol or drugs. The college reserves the right to use whatever means appropriate to enforce possession and usage regulations. Such procedures shall be determined by the college administration. The college will enforce underage drinking laws.

If a student is found to be in possession of, using, diverting or selling a legally controlled substance, the student will be required to meet with the college administration. The college will enforce federal and state drug laws. At that time the student may be requested to seek professional counseling, withdraw from the program or be dismissed from the college, depending on the gravity of the situation. The appropriate authorities will be notified. Clinical agency policies concerning drugs and alcohol will be in effect for students working in the clinical area. Any student convicted of a felony or misdemeanor involving drugs or alcohol must notify the college administration within 5 days of such conviction. Failure to do so may result in disciplinary action.

### ST. JOHN'S COLLEGE SAFETY/SECURITY PROGRAM

St. John's College, Department of Nursing participates with the Security Department of St. John's Hospital and local law enforcement agencies to provide a security program which promotes safety on college property for students and employees. The College of Nursing distributes policies and procedures concerning access to College property, maintenance of safety and prevention of drug/alcohol use or abuse on College properties as a component of the program.

The safety/security program has the following components:

1. Education for prevention of crime/injury and awareness of available resources for assistance and reporting of crime/injury. College rules and regulations concerning safety and alcohol/drug use or abuses are components of the educational program.
2. Reporting mechanisms for incidents, emergencies and potential sources of injury.
3. Monitoring/surveillance of College properties.
4. Maintenance of properties to promote safety.
5. Collection and analysis of statistical data concerning crime/injury.
6. Promulgate safety and security policies/procedures in the appropriate faculty and student publications.

St. John's security officers or College of Nursing officials investigate all reports of accident, injury, suspicious activity, infringement of law or violations of published rules and take appropriate action to maintain safety/security of individuals including citizen's arrest and/or reporting to appropriate law enforcement agencies.

**CAMPUS CRIME STATISTICS\***

Crime	Reporting Period: 01/01/2015 to 12/31/2016	Reporting Period: 01/01/2017 to 12/31/2017
Aggravated Assault	0	4 (Emergency Room)
Aggravated Battery	0	18 (Emergency Room, Hospital Staff)
Arson	0	0
Burglary	0	1
Hate Crimes	0	0
Manslaughter	0	0
Motor Vehicle Theft	0	0
Murder	0	0
Robbery	0	2
Sex Offence (Forcible)	0	0
Sex Offense (Non-Forcible)	0	0
Drug Law Violation	5	1
Liquor Law Violation	7	0
Weapons Violation	6	1
Dating Violence	0	0
Domestic Violence	28	10 (Emergency Room)
Stalking	0	0

**\*Campus refers to the entire St. John's Hospital grounds. None of the crimes reported above involved St. John's College students, staff or faculty.**

### Crime Statistics Chart\*

Reporting Period

1/01/16-12/31/17

Offense	On Campus Property	Public Property
Arson	0	0
Criminal Homicide: Manslaughter by Negligence	0	0
Criminal Homicide: Murder and Non- negligent Manslaughter	0	0
Sex Offenses		
Rape	0	0
Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Robbery	0	2
	0	1
Aggravated Assault		
Aggravated Battery	0	
Burglary	0	3
Motor Vehicle Theft	0	1
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	2	0
Arrests: Drug Abuse Violations	10	0
Disciplinary Referrals: Drug Abuse Violations	0	0
Arrests: Liquor Law Violations	5	0
Disciplinary Referrals: Liquor Law Violations	0	0

\*Campus refers to the entire St. John's Hospital grounds. None of the crimes reported above involved St. John's College students, staff or faculty.

September 24, 2018  
Tim Marten

The 2016 and 2017 crime statistics are reported for areas on the campus of the College of Nursing directly under control of the College and property contiguous to the College owned by St. John's Hospital. There are no buildings owned by student organizations or any off campus or distance campus sites. Statistics include incidents involving hospital employees as well as students, staff or faculty of the College. Beginning in 2015, legally mandated statistics are provided for the most recent calendar year and the two preceding calendar years.

A full report detailing security programs, policies and procedures is available on request in compliance with Federal law. Security personnel can be called for assistance or escort service at any time by dialing Extension 44021 at St. John's Hospital (544-6464). Students who come in contact with law enforcement agencies are encouraged to call the Security Department or college officials should they need assistance. Any and all costs associated with an incident shall be the responsibility of the student.

#### Definitions

- 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. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)
- Arrests for 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.
- Arrests for 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, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- Arrests for Liquor Law Violations--The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or 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 & driving under the influence are not included in this definition.)

- 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. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- Criminal Homicide- Manslaughter by Negligence—The killing of another person through gross negligence.
- Criminal Homicide-Murder and Non-negligent Manslaughter—The willful (nonnegligent) killing of one human being by another.
- Disciplinary Referrals for Drug Abuse Violations
- Disciplinary Referrals for Liquor Law Violations
- Disciplinary Referrals for Weapon Law Violations
- Hate Crimes
- Motor Vehicle Theft--The theft or attempted theft of a motor vehicle (this classifies as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).
- Murder & Non-Negligent Manslaughter--The willful killing of one human being by another.
- Negligent Manslaughter--The killing of another person through gross negligence.
- 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.
- Weapons: Carrying, Possessing, Etc.—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

## Sex Offenses

- Dating Violence- by a person who has been in a romantic or intimate relationship with the victim gauged by its length, type and frequency of interaction.
- Domestic Violence- includes violence committed by the victim's current or former: spouse, cohabitant, person similarly situated or anyone protected under domestic or family violence law.
- Fondling—The touching of private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his /her temporary or permanent mental incapacity.
- Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Non-consensual sexual touching- any intentional sexual touching, however slight, with any body part or object without consent.
- Rape-The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Sexual harassment-gender-based verbal, non-verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academics or creates a humiliating, degrading, intimidating, hostile, or offensive working, educational or living environment. Sexually offensive language and activities in the College's public spaces constitute harassment. Stalking either electronically or in person constitutes harassment.
- Sexual exploitation-occurs when a person takes a non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited. Examples include: non-consensual video or audio-taping, permitting others to secretly observe sexual activity, sexual activity with another when infected with an STD without informing them of the infection.
- Stalking-is a course of conduct directed at a specific person that would cause a reasonable person to fear for her/his or other's safety or to suffer substantial emotional distress. (Electronic stalking via phone, text, email or other web-based means is considered to be stalking.)
- Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.





