



Lutheran School *of*  
Theology *at* Chicago

# **Campus Security & Fire Safety Report 2019**

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# I. Annual Campus Security and Fire Report – Introduction

The Lutheran School of Theology at Chicago (LSTC) publishes this report in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (as amended in October 1998). The Clery Act requires institutions to prepare, publish, and distribute an annual security report containing specific information about campus security policies and campus crime statistics. The Office of Operations is responsible for preparing and distributing this report in accordance with the Clery Act. This report contains crime and disciplinary statistics for the 2018 calendar year.

The Office of Operations works with the Safety and Security Manager, watchpersons, the housing office, the Pastor to the Community, the president's office, the Chicago Police Department, the University of Chicago Police Department, and other seminary offices to compile information required for this report.

This report also contains the Annual Fire Safety Report, which is a requirement for colleges and universities with student housing. This year's report contains fire statistics for the 2018 calendar year and information about the seminary's fire alarm systems and safety procedures. The Annual Fire Safety Report is prepared by the Office of Operations.

We encourage all members of the LSTC community to use this report as a guide for safe practices on and off our campus. The report outlines campus policies and provides important safety and crime prevention tips. If you have any questions about this report, please contact the Office of Operations at 773-256-0783 or email [bberridg@lstc.edu](mailto:bberridg@lstc.edu).

Sincerely,

Bob Berridge  
Vice President of Operations  
Lutheran School of Theology at Chicago

## II. Reporting Crimes and Emergencies

In seeking to maintain a safe, secure and educational setting, LSTC encourages the reporting of crimes and other emergencies. Individuals who report crimes are not compelled to seek criminal prosecution of suspects and may remain unidentified. Pastoral and professional counselors are available for persons who report crimes confidentially. Reporting can be accomplished by contacting the LSTC Front Desk and/or watchperson directly at 773-256-0700. In the event of an emergency, community members are urged to call 911 and/or use the University of Chicago emergency phones located on campus.

The University of Chicago Police Department is available 24 hours a day and will respond immediately to your location on campus and throughout the Hyde Park – South Kenwood neighborhood in the event of an emergency. To report incidents of suspicious activities or persons, call the University of Chicago Police Department at 773-702-8181. The University of Chicago Police Department is a professionally trained police department with armed officers who are fully empowered to make arrests in accordance with the requirements of the Illinois Law Enforcement Officer’s Training Board and consistent with Illinois state statutes. Operational boundaries for the department are from 39<sup>th</sup> Street to 64<sup>th</sup> Street and from Cottage Grove Avenue to Lake Michigan, which fully encompasses LSTC’s campus. The department maintains a close working relationship with the City of Chicago Police Department by monitoring its radio calls. At the same time, the University Police Department provides city police with its radios to enable them to monitor its calls.

In addition, should you not want to report a crime to the Front Desk or law enforcement, you may report a crime to the following areas:

Vice President of Operations	Bob Berridge	Office 351B	773-256-0783
Pastor to the Community	Erik Christensen	Office 217	773-256-0696
Dean of Student Services	Scott Chalmers	Office 216	773-256-0727
Director of HR and Housing	Aaron Copley-Spivey	Office 327	773-256-0771

### **III. Timely Warning**

In an effort to provide timely notice to the LSTC community, and in the event of a serious incident which may pose a threat to our community, the Office of Operations will issue Security Alert crime bulletins in a manner that is timely and will aid in the prevention of similar crimes.

A warning will be issued when a crime occurs on or off campus that constitutes an ongoing or continuing threat to community members. The warnings are usually issued for the following crimes: arson, aggravated assault, criminal homicide, robbery, and sex offenses. They may also be issued for other crimes as deemed necessary.

A Security Alert will be issued via the Rave Emergency Notification System, email, Seminary website (<http://www.lstc.edu>), and posted bulletin in all academic buildings and residential apartments.

All students and employees can register to receive Security Alerts through the Rave Emergency Notification System by contacting the Office of Operations. There is no charge for this service beyond what each individual's cell phone service provider may charge for incoming text messages. To register for Security Alerts, students and employees should contact Martha Stocker at 773-256-0719 or [martha.stocker@lstc.edu](mailto:martha.stocker@lstc.edu).

### **IV. Reporting Crimes on a Voluntary, Confidential Basis**

If you are a victim of a crime and do not want to pursue action within the LSTC's harassment and grievances system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Vice President of Operations or designee can file a report on the details of an incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the seminary can keep an accurate record of the number of incidents involving students; determine where there is a pattern

of crime in regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the seminary.

Crimes can be reported in person without providing your name, via telephone, or by email.

## **Preparation of the Annual Disclosure of Crime Statistics**

The Lutheran School of Theology prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Vice President of Operations takes several steps to ensure required statistics are compiled correctly. The Office of Operations gathers statistical data for this publication from LSTC watchpersons records, the University of Chicago Police Department and the Chicago Police Department crime statistics. At the end of the year, information of crime statistics is requested from the President's Office, the Academic Dean's Office, the Dean of Student Services, and the Pastor to the Community. All statistics are reviewed to ensure that reports are not doubled during the data gathering process.

By October 1<sup>st</sup> of each year, the Clery Act report and crime statistics are available on the LSTC website at <http://www.lstc.edu>.

Hard copies of the report may be obtained from the Front Desk or from the Office of Operations – Office 351.

## **V. Access Policy and Maintenance Considerations for Campus Facilities and Housing**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. LSTC encourages an open environment with limited constraints to ensure reasonable protection for all members of the community. Except for campus housing, most campus facilities are open during the weekday during business hours. Individuals who wish to access campus buildings or property during non-business hours should contact the appropriate department, the Front Desk, or the LSTC watchperson on duty. Campus housing

residents have access to shared courtyards and laundry rooms. Non-residents must be authorized by a member of the campus community to access the campus housing areas.

The Lutheran School of Theology at Chicago is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Watchpersons conduct routine checks of lighting on campus during regular assigned duties. If lights are out or overly dim, watchpersons will initiate a request to have maintenance personnel resolve the issue. We encourage community members to report any deficiency in lighting or potentially hazardous condition to the Front Desk at 773-256-0700.

## **VI. Encouraging Accurate and Prompt Reporting of all Crimes**

All faculty, staff, students, and guests are encouraged to report all safety related incidents to the Office of Operations in a timely manner. All criminal activity observed on campus should be immediately reported to the police or to the LSTC Front Desk. Prompt reporting crimes will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

To report a crime or suspicious activity, please contact the Front Desk at 773-256-0700. If it is an emergency that requires immediate response from police, fire, or medical personnel, call 911.

If you are unsure if what you have witnessed or experienced is a crime, please contact the Front Desk at 773-256-0700, and we will assist you with your situation. It is imperative that all crimes are reported in an accurate and timely manner to the Office of Operations or the local police.

## **VII. Pastoral and Professional Counselors (Crime Reporting)**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 US U.S.C. Section 1092 (f), clarification

was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for the inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

**Pastoral Counselor** -- An employee of the institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor** -- An employee of an institution whose official responsibilities include: providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

## **VIII. Security Awareness Programs**

At the beginning of the academic year during orientation sessions, students are informed of safety and security services available through the seminary and Hyde Park community. Students are told about crime on campus and in the surrounding area. Additionally, students are informed about LSTC’s Title IX policies and procedures, specifically relating to sexual assault and the Violence Against Women Act.

When a new employee is hired, a human resources officer provides information on how to obtain a copy of the annual disclosure report.

All students and employees are reminded of campus safety procedures and crime prevention, as well as their individual responsibility for preventing and reporting incidents of crime through the annual security report, publication of policies and procedures in the respective handbooks, and at periodic meetings of students, faculty, and employees. Periodic Security Alerts also remind community members of preventative strategies.



## **IX. Crime Prevention & Safety Programs**

As an effort to stave theft on and around campus, students and employees are encouraged to engrave personal identification numbers on valuable property, since engraved or permanently marked items are more difficult to sell on the open market. If an item is stolen and later recovered, the identification number assists law enforcement agencies in locating and returning property to the rightful owner. Additionally, students and employees are encouraged to register their bicycles with the City of Chicago for parallel reasons.

LSTC Watchpersons are available to escort students in the evening hours, should a student feel that her or his safety is in question.

## **X. Monitoring Off Campus Criminal Activity**

The Lutheran School of Theology at Chicago works with the University of Chicago Police Department to monitor off-campus criminal activity. The Vice President of Operations receives instant updates from the University of Chicago's Vice President for Safety and Security, and then notifies the LSTC community of any potentially dangerous situation through the Security Alert process.

## **XI. Possession, Use and Sale of Alcohol and/or Other Drugs**

LSTC recognizes both alcohol and other drug abuse as potential health, safety, and security problems. The school expects everyone to assist in maintaining an environment free from the negative effects of alcohol and other drugs.

LSTC prohibits all faculty, staff, and students from the unlawful manufacture, possession, use, distribution, and sale or purchase of alcohol and illicit drugs on the school premises or as part of any school activity. The only acceptable use of alcohol is moderate consumption and/or possession on the school premises at approved school functions (receptions, special meals, etc.) by those legally

permitted to consume or distribute alcohol. Such functions must comply with all school guidelines.

LSTC fosters responsible behavior, quality of life, and ministry, and thereby expects drug and alcohol-free performance of duties by faculty, staff, and students. If an individual may be impaired by a medication taken according to a doctor's prescription or the medication's directions, he or she is expected to discuss it with his or her advisor or the appropriate administrative officer.

All members of the LSTC community are responsible for being fully aware of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession, and use of alcohol and/or other drugs. The school holds each member of the community accountable for his or her own conduct and the consequences of that conduct.

Various federal and state laws prohibit the possession, distribution, and use of controlled substances unless in compliance with licensing requirements or a doctor's prescription. Moreover, Illinois law prohibits the consumption and possession of alcohol by any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and/or a permanent criminal record. A violation may also result in school disciplinary action. Documentation of such behavior even without conviction in a court of law shall also be cause for disciplinary action to students or personnel.

Besides these legal restrictions, the following school guidelines govern events on campus where alcoholic beverages are served:

1. At any LSTC function where alcohol is served, there must be a designated person who is responsible for the serving and monitoring of alcohol use.
2. Alcoholic beverages may not be served at any event at which persons under the age of 21 are present, without prior, written approval from Student Services including Scott Chalmers, Cheryl Hoth, or Marji Shannon (studentservices@lstc.edu). Faculty and academic departments wishing to

serve alcoholic beverages in LSTC's public area or at an event in which graduate professional students will be in attendance must register the event at least one week in advance with Student Services and must designate a person to be present and responsible for the event. The student governing body in planning receptions for graduate professional students must obtain permission from Student Services one week in advance and designate responsible persons.

3. Nonalcoholic beverages in reasonable quantities must be available at all functions where alcohol is served. Further, food must be served at such events.
4. There may be no reference to the availability of alcohol in any publicizing of a campus event.

## **XII. Alcohol and Substance Abuse Information**

The use of illicit drugs and the abuse of alcohol have been definitively shown to have potential health consequences that may be permanent. These consequences include disorders and dysfunctions which affect the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. Specifically, there are both short and long term effects on cognition, memory retention, information processing, coordination, and athletic and academic performance. The use of illicit drugs and the abuse of alcohol may also affect emotional equilibrium, mental well-being and the ability to make critical decisions, and may contribute to self-destructive and other risk-taking behaviors including inappropriate sexual activity. The chronic use and abuse of drugs and alcohol have been shown to cause adverse permanent changes in most of the biological systems studied. These changes can lead to severe impairment, disability, and premature death.

### **Preventive Education, Counseling, Treatment and Referrals**

LSTC offers community education regarding drug and alcohol concerns. The school networks with other educational institutions in its area in prevention education.

LSTC, as a concerned Christian community acting in justice and charity, recognizes that there are numerous illnesses including alcoholism and other chemical dependencies in our society and our community. It is LSTC's policy to provide the earliest possible identification, intervention, and appropriate

help for anyone suffering from these harmful dependencies.

These illnesses manifest themselves in impairments of one's bodily, mental, social, and spiritual capacities, and can lead to irreparable damage unless ended and treated. Extensive experience indicates that persons afflicted with these illnesses are usually blind to developing symptoms in themselves and are rarely capable of effective self-help. Hence, the LSTC community considers it obligatory to establish a procedure to facilitate proper education, intervention, diagnosis, treatment, and recovery.

### **Procedure for Preventive Services**

Preventive services at LSTC take a two-pronged approach:

1. Any student who becomes aware of their own need in terms of potential drug/alcohol abuse or addiction is encouraged to seek advice and/or assistance from the Dean of Student Services (or Pastor to the Community). All inquiries are kept confidential. The Dean of Student Services (or Pastor to the Community), along with a professional consultant, will diagnose the dependency, evaluate its seriousness to the individual, and provide appropriate recommendation and referrals for help. Anyone who is referred or who seeks assistance will naturally be a part of the evaluation procedure in determining what course of action is best suited for that individual. Every effort will be made by the school to cooperate with any student undergoing treatment and to minimize disruption of studies during treatment. To further guarantee confidentiality, only the Dean of Student Services (or Pastor) and the President, if necessary, will know the reasons for such a leave.
2. Any student, staff or faculty who becomes aware of someone who is suffering from abuse of drugs /alcohol or addiction to those substances is encouraged (in keeping with the focus on Christian community here at LSTC) to first go to that person with love and concern and to encourage the student to seek help from the Dean of Student Services or Pastor to the Community. If this is not effective, the second strategy would be to meet with the Dean of Student Services or Pastor with the goal of the Dean of Student Services or Pastor meeting with the two students to encourage appropriate recommendations and referrals with the help of a professional consultant. If this is not possible, the student who is concerned about

another student is encouraged to speak with the Dean of Student Services or Pastor to the Community who will investigate the situation and make appropriate recommendations and referrals with the help of a professional consultant.

Anyone who is referred or who seeks assistance for themselves will naturally be a part of the evaluation procedure in determining what course of action is best suited for that individual. Every effort will be made by the school to cooperate with any student undergoing treatment and to minimize disruption of studies during treatment. To further guarantee confidentiality, only the Dean of Student Services or Pastor to the Community, and the President, if necessary, will know the reasons for such a leave.

If the person is in candidacy, the student is encouraged to share with the Field Education Director, their candidacy committee or an appropriate synod representative. Candidacy committees have worked with and do work with students, providing the person is in treatment. For that reason openness is encouraged.

The primary objective of this policy is one of Christian concern, formulated in the hope of relieving pain and suffering as well as restoring the individual to health, dignity, and a productive, rewarding involvement in their school, ministry, and/or community.

### **XIII. Sexual Assault Prevention Programs**

The Seminary will not tolerate any form of sexual offense. Policies against all forms of prohibited harassment involving members of the LSTC community are strictly enforced through the rules and procedures set forth in the harassment reporting and investigation procedures published as part of the Student Handbook, Staff and Administration Personnel Policy, and the Faculty Handbook.

Student, faculty, and staff receiving training annually to assist in the prevention of sexual assault and harassment. This training includes awareness of cultural norms and encourages bystander intervention as a tool to reduce cases of sexual assault.

## **XIV. If You Are a Victim of a Sexual Assault**

If you are the victim of a sexual assault, please contact the University of Chicago Police at **773-702-8181** or dial **911** for City of Chicago police. If you have been a victim of sexual assault, do not wash or change clothes because valuable evidence could be lost. Hair fibers, semen, saliva, and anything containing DNA can be helpful in solving the case. The incident should be reported even if the victim does not want to press charges. This will allow investigators to gather important evidence should the victim later changes their mind. The victim should go to the nearest emergency room and ask to be seen by a health care professional who specializes in examining sexual assault victims. The University of Chicago hospital emergency room is located at 901 E. 58<sup>th</sup> Street.

Students should then report the incident to the Dean of Student Services. The Dean of Student Services will arrange support for the victim(s) during the investigation of the incident. The victim may choose to pursue the investigation through the criminal justice system and/or through the Seminary's internal processes. The Dean of Student Services will guide the victim(s) through the available options and support the victim in their decision.

On and off-campus counseling, mental health and other services are available for all victims of sex offenses. On campus, the Pastor to the Community is available for pastoral care and can be contacted at **773-256-0696**. Off-campus options include:

<b>LSSI Crisis Line</b>	<b>773-989-1609</b>
<b>University of Chicago Student Counseling Service</b>	<b>773-702-9800</b>

Judicial action may be taken and severe penalties may be imposed by LSTC, independent of criminal or civil codes. There will be no retaliation against anyone who in good faith complains or participates in any investigation. An accused person found to be responsible for committing a sex offense may be subject to the following sanctions: warning issued, suspension, involuntary medical or psychological withdrawal, dismissal, removal from student housing, revocation of admission and/or degree and/or withholding degree.

Both the victim and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. This does not constitute a violation of the Family Educational and Rights and Privacy Act (FERPA). The “outcome of a disciplinary proceeding” is the institution’s final determinations with respect to the alleged sex offense and any sanction that is imposed against the accused.

Educational programs to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses are offered as part of student orientation and employee training sessions according to the provisions of the Illinois Human Rights Act.

## **XV. Sexual Harassment and Other Forms of Harassment**

The Seminary has a clear and firm commitment to its harassment policy as herein set forth:

Policies against all forms of prohibited harassment involving members of the LSTC community are strictly enforced. The rules and procedures set forth below apply to the entire Seminary community. This policy prohibits harassment against members of the Seminary community or applicants for employment and admission into the Seminary. The Seminary cannot stress enough that it will not tolerate any form of prohibited harassment, nor will it tolerate retaliation against individuals who, in good faith, complain of or oppose prohibited harassment or participate in a harassment investigation.

1. The Seminary will strive to provide members of the Seminary community with an environment free of prohibited harassment which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, unreasonably interfering with an individual’s work or academic performance or otherwise adversely affecting an individual’s employment or academic opportunities. Such harassing treatment is unacceptable and contrary to our policy and the basic commitment to treat one another fairly with dignity and mutual respect.
2. Prohibited harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of their race, color, religion, national origin, age, physical or mental disability, sexual orientation, sex, ancestry, marital status, parental status, source of income, military discharge status, citizenship status or an arrest record or that of their relatives, friends, or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, unreasonably interfering with an individual’s work or

academic performance or otherwise adversely affecting an individual's employment or academic opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, jokes, negative stereotyping, threatening, intimidating or hostile acts and written or graphic material placed on walls, bulletin boards or elsewhere on the Seminary's premises or circulated within the LSTC community, that denigrates or shows hostility toward an individual or group because of race, color religion, national origin, age, physical or mental disability, sexual orientation, or gender, with or without sexual conduct and including same sex harassment. Prohibited harassment can come from anyone who is classified as a member of the LSTC community.

3. Sexual harassment, one form of prohibited harassment, includes unwelcome sexual advances, requests for sexual favors, computer use of a sexually explicit nature in a public setting and other verbal or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status, submission to or rejection of such conduct is the basis for an employment or academic decision affecting an individual or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include, but are not limited to, sexual innuendo, suggestive comments, insults, threats, jokes about gender, specific traits or sexual propositions, suggestive or insulting noises, leering, whistling or obscene gestures, and touching, pinching, and/or brushing the body. Men as well as women can be victims of sexual harassment, and the harasser and the victim can be of the same sex.
4. Any member of the Seminary community who believes that he or she has been the subject of sexual or other prohibited harassment or retaliation should report the conduct immediately to the Vice President for Operations or the Title IX Coordinator.
5. The Seminary will promptly and thoroughly investigate all complaints and take any appropriate remedial action to stop prohibited harassment. There will be no retaliation against anyone who in good faith complains of or opposes harassment or participates in any investigation. Confidentiality will be protected to the extent consistent with a full investigation.
6. If it is determined after an investigation that a member of the Seminary community has engaged in prohibited harassment or retaliation in violation of this policy, he/she will be subject to the appropriate disciplinary action up to and including dismissal.



7. All members of the Seminary community are expected to act in a responsible and professional manner and to establish a positive working and learning environment, free of discrimination, harassment and retaliation.

## **Clery Act Definitions of Dating Violence, Domestic Violence, Sexual Assault and Stalking.**

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:

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

Sexual Assault (Sex Offenses) is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault may include:

- a) Rape is 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. This offense includes the rape of both males and females.
- b) Fondling is the touching of the 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 their age or because of their temporary or permanent mental incapacity.
- c) Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d) Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

## **XVI. Campus Sex Crimes Prevention Act**

Under federal law, colleges and universities are required by the Campus Sex Crimes Prevention Act (CSPA) of 2000 to inform students and employees how to learn the identity of registered sex offenders on campus. The CSPA amends the FERPA Act of 1974 to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In Illinois, sex offender information is compiled by the Illinois State Police, who maintain a searchable web page for this purpose. To learn the identity of registered sex offenders on or near campus, or anywhere in the state visit the Sex Offender Database. Once there you are provided with a variety of means with which to search: <http://www.isp.state.il.us/sor/>

## **XVII. Alcohol and Controlled Substance Policy**

The primary orientation of LSTC to drug and alcohol abuse is pastoral is founded in Christian concern.

LSTC recognizes both alcohol and other drug abuse as potential health, safety, and security problems. The school expects everyone to assist in maintaining an environment free from the negative effects of alcohol and other drugs.

The Drug-Free Schools and Campuses Act, enacted August 16, 1980, mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program. LSTC has adopted the following policies:

1. LSTC permits students, faculty and staff and seminary guests of legal drinking age per state laws to possess and use alcoholic beverages on campus. Alcohol possession, use, distribution or sale of alcoholic beverages to those who are underage is prohibited and will be subject to discipline, including possible dismissal. State underage drinking laws will be enforced.
2. The unlawful possession, use, or distribution of illicit drugs by students or employees on LSTC's property, or as a part of campus activities, is prohibited and will constitute grounds for possible dismissal. Federal and state drug laws will be enforced.
3. Any student, staff or faculty member under the influence of drugs or alcohol which impairs judgment, performance or behavior while on LSTC's premises will be subject to discipline, including possible dismissal.
4. As required by law, LSTC will annually distribute to students and employees a description of the applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol as well as a description of health risks associated with the use of illicit drugs and abuse of alcohol.

Illinois law prohibits the consumption and possession of alcohol by any person under the age of 21. Illinois law prohibits the sale of alcoholic beverages except

by those licensed to sell such beverages. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle while under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment and/or a permanent criminal record. A violation may also result in school disciplinary action. Documentation of such behavior even without conviction in a court of law shall be cause for disciplinary action.

The school retains full and final discretion under what conditions a student or staff member may be reinstated or re-employed after an instance of alcohol abuse and/or improper drug use. Particular sanctions in a given case will depend on the nature of the violation, the seriousness of the offense, prior record, and may include the successful completion of an approved rehabilitation or chemical dependency program.

All members of the LSTC community are responsible for being fully aware of the requirements of federal and Illinois statutes and city of Chicago ordinances concerning the consumption, possession and use of alcohols and/or other drugs.

The use of illicit drugs and the abuse of alcohol have been definitively shown to have potential health consequences that may be permanent. These consequences include disorders and dysfunctions which affect the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. Specifically, there are both short and long term effects on cognition, memory retention, information processing, coordination, and athletic and academic performance. The use of illicit drugs and the abuse of alcohol may also affect emotional equilibrium, mental well-being and the ability to make critical decisions, and may contribute to self-destructive and other risk-taking behaviors including inappropriate sexual activity.

## **XVIII. Missing Student Policy**

In compliance with the Higher Education Opportunity Act of 2008 Missing Student Notification Policy and Procedures, it is the policy of LSTC to actively investigate any report of a missing resident who is enrolled at LSTC and residing

in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Student Handbook.

If there is reason to believe that a person is missing from the LSTC campus, the Front Desk Security Personnel should be immediately notified. Security Personnel will notify the Vice President for Operations. All calls regarding missing person(s) on campus will be dispatched and assigned to a full-time security person for initial investigation. Appropriate follow up will be initiated by the Vice President for Operations.

If upon investigation by Security and concurred by the Vice President for Operations that the resident has been determined to be missing for at least 24 hours, an LSTC representative will contact the city of Chicago Police Department and request a missing person report initiating a police investigation. Investigation will continue with law enforcement officers as appropriate.

## **XIX. Crime Statistics**

In conformity with the requirements of the Student-Right-to-Know and Campus Security Act, this section on safety provides information on the incidence of crimes on the campus. This is a composite summary of statistics of criminal and hate offenses and arrests related to on-campus, residence hall, and public property adjoining the seminary.

Crime Statistics for the Campus:  
(Publication required by U.S. Department of Education)

	2016	2017	2018
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	1	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	1	0
Aggravated assault	0	0	0
Burglary	1	2	3
Motor vehicle theft	1	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny – theft	0	0	0
Intimidation	0	0	0
Arrests	0	0	0
Destruction/damage vandalism of property	1	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Report on Violations of Liquor Laws, Drug Laws and Illegal Weapons Possession

Arrests	2016	2017	2018
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possession	0	0	0

Not included in Arrests: disciplinary action only	2016	2017	2018
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possession	0	0	0

## **XX. Fire Report**

### **Fire alarm system at 1100 East 55<sup>th</sup> Street:**

The Main campus building at 1100 East 55<sup>th</sup> Street houses all classrooms, offices, chapel, dining facilities, and library for LSTC. The building has fire alarms/smoke detectors alarm pull stations. When a fire alarm is activated, the alarm will sound the entire building and the City of Chicago fire department receives an automatic emergency call.

### **Scope of this policy and procedure**

This procedure applies to the staff, faculty, students and visitors of the MTS and LSTC facilities. The fire alarm will be exercised via fire drill at a minimum of once per year.

### **Background**

The LSTC/McCormick facilities are theological seminaries and do not provide acute medical or emergency services to the community. All doors in the egress path are unlocked in the direction of exit travel.

### **Clients and visitors:**

A fire drill is held every October for the main campus. It is the responsibility of clients and visitors to exit the building as instructed and practiced in fire drills. Everyone will remain in the designated area and follow staff directions until the situation has been resolved.

### **Staff:**

It is the responsibility of staff to exit the building and to assist clients in exiting the building. Maintenance staff and/or others with knowledge of the building and life safety systems may take on additional responsibilities.

### **If you discover a fire**

1. Sound alarm to begin the evacuation. If for any reason the fire alarm does not sound, call the local fire department using the 911 emergency telephone number.
2. You are neither required, nor encouraged, to fight the fire. If you are trained in the use of fire extinguishers and choose to fight the fire, do so only after activating the alarm to begin the evacuation, and to

summon aid.

3. Proceed with evacuation as outlined below.

### **If the alarm sounds**

1. Begin an orderly movement of all persons toward exits closest to them. All staff and/or faculty will take a lead in ushering students, visitors and other staff towards exits.
2. Appropriate staff or the Resident Assistant (RA at student residences) must be made aware of any student, faculty, staff or visitor who is physically challenged; In case of a fire, the designated staff or RA will be responsible for notifying the fire fighters of the location of the physically challenged person.

If applicable, the receptionist will take the visitors log when exiting the building.

3. Once outside, all students, faculty, staff and visitors will proceed across the street from the facility in order to allow others to freely exit the building and to allow the fire department access to the site:
  - a. Occupants may re-enter the building only after the fire department has given the all-clear signal.
  - b. If re-entry is not possible due to fire or unsafe conditions, all persons will be directed to their short term evacuation site.

### **Kitchen Staff**

At the main campus, kitchen staff will turn off all electrical appliances where possible. The kitchen staff will then exit the building through the closest exit and proceed across the street from the main campus until the fire department allows re-entry into the building. To re-activate the power, maintenance staff will turn on the power.

### **Maintenance Staff**

Maintenance staff will assist in the safe evacuation of the facility. At the conclusion of the evacuation, the maintenance staff will complete a report assessing the performance of students, staff, faculty, visitors and systems and identifying any improvements to the fire plan.



## **Evacuation**

If the facility is not able to be occupied due to fire damage, for both short term and long term evacuation, the Evacuation Procedures, located in the ERM will be followed.

## **Emergency Communication**

In the event that it is necessary to contact staff not at the facility, the Crisis Communications Response Plan in the ERM describes the procedure. Internal communication within the facility and grounds will utilize walkie-talkies and/or cell phones.

## **Recovery**

Following an actual fire that leaves the facility not able to be occupied, the following actions will be taken:

- **Initial Assessment**  
In coordination with local municipal agencies, The Vice President of Operations (LSTC) and Vice President for Finance and Operations (McCormick) along with appropriate staff will assess the condition of the facility and, if needed, engage the services of contractors and vendors to assure that the facility is safe and secure for occupancy.
- **Building Repairs**  
Designated staff will coordinate with security and facility management staff or assistance with any construction and repair, insurance claims, and special assistance in the resumption of normal operation. Immediate actions will be taken to secure the facility and minimize any danger.

## **Emergency Services and Key Vendors**

Emergency services and key vendors are listed in the ERM.

## **Compensating for Loss of Emergency Systems**

In the event the building remains unable to be occupied, but critical emergency systems such as fire and sprinkler systems, are non-operational, interim life safety measures will be taken. Such measure may include designating and communicated alternate exits, additional fire extinguishers, initiating fire watch walk-throughs, etc.

## **Reporting and Reassessing**

Following an actual fire, an incident report will be completed and an assessment of the actions taken and potential improvements/enhancements to the fire plan will be assessed.

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## **LSTC Housing**

LSTC has eight residential apartment buildings containing 129 one, two, and three bedroom apartments. There is no central alarm system within the LSTC Apartment buildings. In an emergency situation, emergency personnel would need to be contacted by phone. Residents are expected to use good judgment when using items with potential fire hazard and are encouraged to discuss fire safety and evacuation with their apartment mates or families, and to inquire about any areas of apartment living they are unsure of. Residents of LSTC housing are dependent on one another for awareness of situations that may affect them, their apartment, or the building as a whole and are therefore encouraged to be aware of and care for their neighbor and the shared property with this in mind.

### **Emergency Contacts:**

Chicago Fire / Police / Emergency – Dial 911

University of Chicago Police – (773) 702-8181

LSTC Security / Front Desk – (2pm – midnight) (773) 256-0700

LSTC / MTS Security Emergency – (773) 573-7597

### **Rules for use**

- LSTC does not restrict the use of electrical appliances in the apartments require the residents to use due care and follow manufacturers guidelines for their use in the apartment.
- Smoking is allowed in apartments, but due care and safety must be followed.
- For safety reasons, the use of space heaters is discouraged.

### **Fire Information LSTC Housing**

- Every apartment unit has a battery operated smoke alarm. These alarms will sound when smoke is detected.

- Alarm batteries or malfunctioning alarms are changed every October by LSTC personnel.
- Every stairwell has a working fire extinguisher on each level.
- Each apartment has a front and back stairwell that should be used to exit the building in a fire situation.

### **If you hear a smoke alarm**

- Respond by investigating and identifying the nature of the alarm.

### **If you see or smell smoke**

- Investigate and identify the nature of the smoke.
- If smoke is coming from another apartment, attempt to alert the resident and neighbors in the building.

### **If you see fire**

- Only attempt to extinguish a fire by proper means. Fire Extinguishers are located on each floor of each front vestibule stairway.
- If you cannot extinguish the fire, proceed with Fire Evacuation (see Fire Evacuation Procedure)

### **Fire Evacuation Procedure**

- Vacate yourself, your family or apartment mates from the apartment and building using the back stairwell, or the front stairwell if the back exit is inaccessible.
- If necessary, alert other residents within the building affected.
- Exit at least 100 feet from the building
- Call Chicago Fire Department and LSTC Emergency at 773-256-0700.
- The Fire Department / Emergency Services arrive and check the building.
- Communicate all necessary information to Chicago Fire Department and LSTC Emergency responders
- Wait for re – entry clearance from Emergency responders before returning to the premises.

### **The residents are informed about the fire procedure**

- The Student Services Office distributes fire safety information annually.
- Fire/Safety is discussed at the Student Orientation.

**Improvement in Fire Safety:**

There are no current plans for future improvements in fire safety procedures.

**Reporting Fires:**

All fires must be reported to the Vice President for Operations in the office of Operations where an institutional fire log is maintained. In conformity with the Clery Campus Security Act the following statistics are provided:

Facility	2016			2017			2018		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Greenwood	0	0	0	0	0	0	0	0	0
Lawry	0	0	0	0	0	0	0	0	0
Seminex	0	0	0	0	0	0	0	0	0
01-09	0	0	0	0	0	0	0	0	0
11-15	0	0	0	0	0	0	0	0	0
17-19	0	0	0	0	0	0	0	0	0
27-29	0	0	0	0	0	0	0	0	0
McKey Poage	0	0	0	0	0	0	0	0	0
Shop	0	0	0	0	0	0	0	0	0
32W	0	0	0	0	0	0	0	0	0
Conf.Center	0	0	0	0	0	0	0	0	0
Commuter	0	0	0	0	0	0	0	0	0