

CAMPUS VIOLENCE
PREVENTION PLAN

2015

LETTER OF PROMULGATION

This plan is approved and formally adopted as the School of the Art Institute of Chicago's Campus Violence Prevention Plan (CVPP), which sets forth the School's comprehensive violence prevention efforts.

The School of the Art Institute of Chicago has developed a CVPP that is interdisciplinary and multi-jurisdictional and includes a Campus Violence Prevention Committee and a Threat Assessment Group. This plan seeks to address the prevention, response, and management of violent acts or threats of violence on SAIC's campus, with the overall goal being the enhanced safety of the SAIC community.

The CVPP was developed in accordance with the Campus Security Enhancement Act, 11 ILCS 12/20 and the implementing regulations, 29 IL Admin. Code Part 305, and subsequently approved by the President of the School of the Art Institute of Chicago.

This CVPP shall be distributed to all personnel included in the CVPP distribution list, as well as, the Chicago Office of Emergency Management, Illinois Emergency Management Agency Regional Office and the Illinois Board of Higher Education.

1/18/15

Date

Walter E. Massey

President

WALTER E. MASSEY

DISTRIBUTION LIST

The community at large is made aware of how to report behaviors or situations of concern to Campus Security, the Office of Student Affairs, and/or Human Resources through the SAIC website as well as during orientations for new staff members and new students. The School of the Art Institute of Chicago’s Campus Violence Prevention Plan (CVPP) is distributed to the following individuals.

Department	Name	Title	Date
Accounting	Terry Sampson	Director of Risk Management	
Campus Security	Dave Martino	Executive Director of Campus Security	
Campus Security	Art Jackson	Director of Campus Security	
Campus Security	Brian Block	Andy Frain Account Manager	
Campus Security	Christine Lyons	Campus Security Manager	
Campus Security	Nick Anderson	Campus Security Manager	
Campus Security	Roy Roncal	Campus Security Manager	
Campus Security	Torrence Williamson	Campus Security Manager	
Counseling, Health & Disability Services	Joe Behen	Executive Director of Counseling, Health & Disability Services	
Dean’s Office	Lisa Wainwright	Dean of Faculty and VP for Academic Administration	
Dean’s Office	Amy Honchell	Associate Dean of Undergraduate Studies	
Dean’s Office	Amy Dane Falkowski	Associate Dean of Budget and Administration	
Dean’s Office	Lynn Tomaszewski	Associate Dean of Graduate Studies	
Dean’s Office	Tiffany Holmes	Dean of Undergraduate Studies	
Dean’s Office	Rebecca Duclos	Dean of Graduate Studies	
Facilities/IRFM	Tom Buechele	VP Campus Operations	

Human Resources	Mike Nicolai	VP Human Resources	
Human Resources	Jevoid Simmons	Director of Staff member Relations & Training	
Legal	Julie Getzels	General Counsel	
Legal	Maria Simon	Associate General Counsel	
Legal	Jennifer Sostaric	Associate General Counsel	
President's Office	Walter Massey	President	
Provost	Elissa Tenny	Provost	
Provost	Paul Coffey	Vice Provost	
Student Affairs	Felice Dublon	VP & Dean of Student Affairs	
Student Affairs	Debbie Martin	Dean of Student Life	
Student Affairs	Abigail Holcomb	Director of Residence Life	
Student Affairs	Paul Jackson	Assistant Dean Academic Advising	
Student Affairs	Jennifer Lindsay	Assistant Dean of Student Affairs for Residential Life	
Student Affairs	Katharine Schutta	Co-Director Career & Co Op Center	
Student Affairs	Patrick Spence	Associate Dean of Student Affairs for Campus Life	
Student Affairs	Natalie Stepanov	Interim Director of Student Conflict Resolution	
Chicago Office of Emergency Management and Communication			
Illinois Emergency Management Agency Regional Office			
Illinois Board of Higher ED			

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Campus Violence Prevention Plan

I. Overview

a. Purpose Statement

The School of the Art Institute of Chicago is committed to the safety and security of its students, faculty, staff members and visitors. The purpose of this plan is to identify violence prevention measures, support systems, resources and strategies, including the School of the Art Institute of Chicago policies and procedures regarding violence and threatening behavior. The School of the Art Institute of Chicago has created a Campus Violence Prevention Committee and a Threat Assessment Group, protocols to prevent and respond to acts of violence and/or threats of harm, and has identified resources for victims of violence. Training for the School of the Art Institute of Chicago community is administered throughout the year, and includes monthly orientation as well as targeted special programs. This plan seeks to address the prevention, response, and management of violent acts or threats of violence on SAIC's campus, with the overall goal being the enhanced safety of the SAIC community.

b. Applicability

This plan sets forth the School of the Art Institute of Chicago's expectations with regard to violence prevention for the campus community, including faculty, staff members, and students. The campus community receives training with respect to violence prevention on campus. This plan and any related policies and procedures cover all School of the Art Institute of Chicago-owned or controlled property, buildings and facilities.

c. SAIC Measures to Prevent Violence on Campus

The School of the Art Institute of Chicago is committed to implementing violence prevention measures. To this end, it has taken the following steps:

- 1) Established a Campus Violence Prevention Committee;
- 2) Established a Threat Assessment Group;
- 3) Established a program for pre-employment screening;

- 4) Established orientation to increase faculty, staff members, and student awareness of the risk of campus violence and strategies for violence prevention;
- 5) Will provide annual training on the Campus Violence Prevention Plan for all administrators, faculty, staff member, and students to familiarize them with key components of the plan; and
- 6) Will conduct an annual exercise of this Plan in connection with the Campus Emergency Operations Plan.

In addition to these specific steps, SAIC will employ all useful management strategies to identify and prevent incidents of campus violence in order to reduce violence in the SAIC community and to impose consequences on those who threaten or perpetrate violence. SAIC will use all available resources, such as Campus Security, Staff member Assistance Program, the Office of the Dean of Faculty, the Office of Student Affairs and applicable human resources and student programs and policies to respond to acts/threats of violence.

II. SAIC Community Reporting

It is the responsibility of all campus community members (students, faculty, staff members, and guests) to promote and maintain an environment free from violence at the School of the Art Institute of Chicago. All persons are strongly encouraged to be aware of their surroundings, to be alert for behavior that may be threatening or lead to violence, and to report such behavior to Campus Security.

a. Reporting Process

In order to be able to properly document and address unusual, disturbing or suspicious behaviors or incidents of threats or violence involving students, faculty, staff members, or visitors on campus, all incidents should be reported to Campus Security at 312-899-1230. Campus Security will be responsible for transmitting the information to the appropriate offices and/or departments, to include the Threat Assessment Group (if applicable).

Campus community members are strongly encouraged to report any behavior that they find concerning. Such reporting allows SAIC's Campus Security to investigate the matter and determine whether the reported behavior poses a threat to the community. Behavior that is unusual, disturbing, suspicious, or threatening may include aggressiveness, irrationality, displaced anger, impaired speech, unexplained crying, and various other out of place behaviors.

b. Reporting Emergencies

Members of the SAIC community are advised to report significant emergencies or dangerous situations that pose an immediate threat to the health and safety of the SAIC community to the Chicago Police Department and Campus Security. If immediate action is required:

- Call (8) 911 and then:
- Press the emergency button on those phones in SAIC buildings that have an orange sticker with the word “EMERGENCY” on it next to the button or call Campus Security at (312) 899-1230.

c. Reporting Non-Emergencies

Members of the SAIC community are advised to report safety or security concerns that are not emergencies to Campus Security as soon as possible at (312) 899-1230. Campus Security will ask the person reporting the incident to provide the individual’s name, date, time, and location of incident, and a detailed description of the incident using **specific** concise, objective language that describes the conduct and avoids medical terminology or medical conclusions.

III. Threat Assessment Group (TAG)

The Threat Assessment Group is a group of trained professionals from different departments across campus that discusses and evaluates behaviors of concern that could precede or follow a violent event. The Threat Assessment Group conducts threat assessments, addresses aberrant, dangerous, or threatening behavior on campus, and provides guidance and best practices for preventing violence and providing supportive services.

a. Committee Composition

The Threat Assessment Group is chaired by the Executive Director of Campus Security, and is comprised of the following members:

Executive Director of Campus Security (Chair)
Director of Campus Security (Alternate Chair)
Dean of Student Life

Vice President for Campus Operations
Vice President and Dean of Student Affairs
Executive Director of Counseling, Health, and Disability Services
Associate General Counsel
Director of Risk Management
Associate Director of Public Affairs and Media Relations
Associate Dean of Budget and Administration
Vice President of Human Resources
Associate Dean of Graduate Studies

In addition to the above permanent members, other SAIC officials join TAG depending upon the specific circumstances presented.

b. Mission

The Threat Assessment Group is committed to enhancing community safety through an objective, collaborative and thoughtful approach to the prevention, identification, assessment, response and management of situations that may pose a threat to the safety and well-being of an individual and/or the campus community.

c. Purpose and Responsibilities

The purpose of the Threat Assessment Group is to:

- Evaluate behaviors of concern that could precede or follow a violent event. This could include behavior that is disruptive to the SAIC activities or conduct that seriously violates SAIC policies.
- Consult with administration, faculty, staff members, and other students affected by the behavior of concern in order to gather and assess information.
- Use a fact-based assessment process to investigate threats or conduct that may lead to violence and determine situation-specific response action plans.
- Provide guidance to students, faculty, and staff members about how to recognize, address and report concerning and threatening behavior;
- Access a range of support services for students, faculty, and staff members that includes mental health services, crisis management and comprehensive services for victims, whether provided on campus or by accessing available community resources.

- Provide guidance and best practices for preventing violence and providing supportive services.

d. Reporting Incidents to the Threat Assessment Group

Faculty, staff member and students are encouraged to report both emergencies and non-emergencies involving violence or threats of violence. Specifically, if a situation may involve an immediate risk to the health or safety of the individual or others, the SAIC community is advised to call 911 and then call Campus Security at 312-899-1230. For more details on SAIC Community Reporting, see Section II above.

In non-emergency situations, in addition to notifying Campus Security, the following offices can be contacted to report concerns regarding the conduct of a student, staff member, faculty member, or visitor:

- The Office of Student Affairs 312-629-6800 if the concern is about a student;
- The Human Resources Department 312-629-9420 if the concern is about an staff member;
- The Office of Deans and Division Chairs if the concern is about a faculty member; or

Campus Security as well as each of the offices listed above can bring an incident of concern to the Threat Assessment Group.

e. Confidentiality

The School of the Art Institute of Chicago will make confidentiality a priority and information will be shared only on a strict need-to-know basis and in accordance with applicable law. Although SAIC seeks to maintain confidentiality, it is not possible to guarantee confidentiality in all circumstances.

f. Procedures

Members of the Threat Assessment Group will meet on a regular basis and will consider each report received on a case- by-case basis. In cases of time-sensitive situations, a special meeting may be called by any member. In emergency situations the Threat Assessment Group may refer a matter to the Chicago Police Department or other emergency responders.

All meetings of the Threat Assessment Group will be chaired by the Executive Director for Campus Security or his designee. In the event that the Executive Director for Campus Security or his designee is unavailable to chair a meeting, the meeting will be chaired by the Director of Campus Security

Cases will be preliminarily assessed to determine the immediacy of any potential threat. The most imminent cases will be managed first. All cases, regardless of immediacy will be reviewed and managed in the manner most appropriate for the situation. The Threat Assessment Group will discuss the behavior of concern and create an action plan to assist the individual or address the situation, if needed. Some cases may require no further action and some cases may be referred to a specific office on campus for monitoring or provision of services.

The Threat Assessment Group will address any individual (student, faculty, staff member, or non-affiliated person) who may pose a threat to the SAIC community. Different procedures will apply depending on the status of the individual whose behavior is at issue.

For example, with respect to students, in the event that the behavior may violate the Rules of Conduct, the individual may be subject to the Student Conduct Procedures. See Student Handbook, Student Rights and Responsibilities, Student Conduct Procedures. If it appears that the student's behavior renders them unable to effectively function in the SAIC community; the Involuntary Withdrawal Policy may be initiated in order to determine whether such a behavior exists. See Student Handbook, Student Rights and Responsibilities, Involuntary Withdrawal Policy.

In the case of concerning behavior exhibited by a staff member or faculty, such behavior is subject to the policies applicable to staff members or faculty, respectively.

The Threat Assessment Group will provide post-incidents assessments and evaluate the effectiveness and response to incidents on a case or aggregate basis. The chair of the Threat Assessment Group will be responsible for conducting any post-incident assessments at the closure of each case or at the opening of the next TAG meeting.

In the event that an emergency reaches such proportions that it requires activating the Campus Emergency Operations Center (CEOC) several members of TAG, including the Executive Director of Campus Security, the Vice President for Campus Operations, and the Director of Campus Security, are empowered to authorize the activation of the CEOC.

TAG Records. Campus Security maintains records specific to TAG meetings.

All areas of the campus community are required to cooperate with requests from the Threat Assessment Group relative to successfully monitoring any threatening behavior.

g. Student Support Team

Concerns regarding students can take many forms, including concerns about health, academic, or financial issues. The Threat Assessment Group is organized to address reports of concern that could precede a threat of violence. The vast majority of reports concerning students, however, do not raise issues regarding threats of violence. In order to address these types of concerns, SAIC has formed a Student Support Team (SST). SST is a cross-functional group dedicated to the primary mission of providing support, advocacy, and assistance to students who are struggling with personal, health, or other significant concerns. The SST is chaired by the Director of Student Support and meets weekly to discuss and mobilize resources for individual students.

IV. Campus Violence Prevention Committee

The Campus Violence Prevention Committee was formed to implement the Campus Violence Prevention Plan. This Committee was tasked with developing strategies toward the prevention of violence on campus, which may include, but is not limited to, determining methods of communication and education of the SAIC community with respect to violence prevention, safety measures, and environmental security enhancements of SAIC property.

a. Composition of Committee

The Campus Violence Prevention Committee is chaired by the Executive Director of Campus Security, and is comprised of the following members:

- Executive Director of Campus Security (Chair)**
- Director of Campus Security (Alternate Chair)**
- Vice President and Dean of Student Affairs**
- Dean of Student Life**
- Executive Director of Counseling, Health, and Disability Services**
- Associate General Counsel**
- Vice President of Human Resources**
- Associate Dean of Budget and Administration**
- Director of Risk Management**
- Vice Provost**
- Vice President for Campus Operation**
- Undergraduate Division Chair**

b. Purpose and Responsibilities

The purpose and responsibilities of the Campus Violence Prevention Committee are:

- Reaffirm institution-wide commitment to violence prevention
- Develop violence prevention strategies
- Incorporate violence prevention strategies into related policies and/or procedures.
- Integrate existing campus programs and policies that deal with associated issues (e.g., workplace violence, Violence Against Women Act (VAWA) suicide prevention, anti-bullying, stigma reduction, sexual assault prevention).
- Develop policies for protecting the health, safety, and welfare of all members of the School of the Art Institute of Chicago community.
- Evaluate physical facilities and grounds and make recommendations. Make procedural recommendations for changes and improvements to the Campus Violence Prevention Plan consistent with the School of the Art Institute of Chicago policy and procedures, and with applicable state and federal law.
- Develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the School of the Art Institute of Chicago community with regard to violence prevention, safety measures, and environmental security enhancement of School of the Art Institute of Chicago property.

c. Procedures

Members of the Campus Violence Prevention Committee meet on a regular basis. All meetings of the Campus Violence Prevention Committee will be chaired by the Executive Director for Campus Security or his designee. In the event that the Executive Director for Campus Security or his designee is unavailable to chair a meeting, the meeting will be chaired by the Director of Campus Security. The Campus Violence Prevention Committee will review the campus violence prevention plan annually.

V. Preventive Measures and Programs

The following information outlines the type of measures implemented by the School of the Art Institute of Chicago in order to prevent, deter and address violence and threats of violence on the School of the Art Institute of Chicago campus:

Campus Security: The School of the Art Institute of Chicago maintains full time security officers on campus in order to protect and serve the campus community on a 24 hour basis. Campus Security is staffed with full time officers who are responsible for providing security services on all of the School of the Art Institute of Chicago campus property.

Campus Security has general responsibility for contacting all emergency agencies; fire, ambulance, police, rescue. 911 calls on the campus go directly to the City of Chicago Emergency Communications Center.

Campus Security communicates regularly with law enforcement agencies and emergency responders in order to more effectively and efficiently respond to incidents on campus.

Campus Security utilizes a radio system, portable radios, and mobile phones which provide for a wider range of communications.

Executive Director of Campus Security: The School of the Art Institute of Chicago maintains a full time Executive Director of Campus Security who is responsible for managing the emergency operations for the School of the Art Institute of Chicago. This office is responsible for emergency operations, emergency preparedness measures, training, and development of protocols to enable the campus community to provide prompt and immediate responses in the event of an emergency.

The Executive Director organizes annual exercises for the Campus Emergency Operation Center team, which consists of key personnel from SAIC Administration, Student Affairs, Facilities, Academic Affairs, and Information Technology. The Executive Director also organizes NIMS and ICS training, and will develop an Incident Action Plan to support emergency operations and to provide for long term incident planning and recovery.

In addition, this office is responsible for maintaining an all-hazard School of the Art Institute of Chicago Campus Emergency Operations Plan (CEOP) to carry out in the event of a large scale emergency. This plan has been promulgated by the President of the School of the Art Institute of Chicago and has been submitted to the Chicago Police Department, City of Chicago Office of Emergency

Management and Communications, the Cook County Department of Homeland Security & Emergency Management, and the Illinois Board of Higher Education.

Campus Emergency Operation Plan: The School of the Art Institute of Chicago has a Campus Emergency Operation Plan (CEOP) which incorporates a number of emergency policies and procedures to be implemented in the event of an emergency that reaches such proportions that it requires a closely coordinated effort on the part of leading campus officials. This plan includes the SAIC Emergency Messaging System in order to provide timely notification to the campus community in the event of an imminent threat or event.

Emergency Notifications:

Emergency Notifications involve situations where there is an immediate threat to the health or safety of students, faculty, or staff members occurring on campus. The types of incidents that may cause an immediate threat to the SAIC community include, but are not limited to:

Active Shooter	Structural Damage to an SAIC Facility
Hostage/Barricade situation	Biological Threat
Riot	Significant Flooding
Suspicious Death	Gas Leak
Tornado	Hazardous Materials
Fire/Explosion	Suspicious Package

SAIC will issue Emergency Notifications via cell phone text messages, voice messages to cell and/or land line phones, saic.edu email accounts, and/or the internal public address systems in each building to the appropriate segment of students and/or staff members. In addition, Campus Security may post a notice on digital signage throughout campus, or on the SAIC website (<http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/emergencycommunication/>).

Training: The School of the Art Institute of Chicago provides for training of staff members, faculty, and students with regard to potential SAIC issues, including but not limited to emergency response, campus violence prevention and response, and other related topics.

Campus Security will provide regular training to its officers, Assistant Managers, and Managers with regard to a wide range of law enforcement and security matters. Crime prevention training is logged and maintained by the Campus Violence Prevention Committee.

Crime Prevention Programs:

SAIC Campus Violence Prevention Plan

- **Presentations on Crime Prevention:** The School of the Art Institute of Chicago offers regular crime prevention-related programs and presentations to the School of the Art Institute of Chicago community in order to create awareness and education on how to prevent violence and promote safety. These programs, which are supplemented by educational materials, are generally provided by Campus Security and are offered to students and staff members.
- **Violence Prevention for Residence Life Staff:** Training on safety awareness and responding to threats of violence is provided to the Residence Life Staff on topics including violence prevention and safety in residential settings.

Facilities/Infrastructure Safety Measures: The School of the Art Institute of Chicago facilities and infrastructure are assessed as necessary to determine whether safety measures are in place to adequately address and respond to incidents of violence and/or threats to the campus community.

The School of the Art Institute of Chicago conducts reviews of its facilities and infrastructure to determine whether it is reasonable and necessary to modify or enhance its methods of security and warning systems within each building utilized by the campus community and/or the general public. These safety measures include:

- Intrusion/Burglary Alarms are located in critical areas throughout campus. These systems are connected to either security desks located on campus or to off-site monitoring stations which alert the police.
- Locations Restricted by Card Access systems and ID access control.
- Residence Hall Security Staff are responsible for monitoring access to each residence hall on campus on a 24 hour basis.

Internal School of the Art Institute of Chicago Policies and Procedures: The following policies and procedures are outlined in the Student Handbook, the Employee Guidelines, and the Campus Emergency Operations Plan:

For Students:

- Discrimination, Harassment, and Retaliation Policy – Student Handbook Page 95:
http://www.saic.edu/media/saic/pdfs/lifesaic/newstudentorientation/Student-Handbook_fall2014.pdf

- Sexual Assault, Relationship Violence, and Stalking – Student Handbook Page 113:
http://www.saic.edu/media/saic/pdfs/lifesaic/newstudentorientation/Student-Handbook_fall2014.pdf
- Student Rules of Conduct – Student Handbook Pages 85-87:
http://www.saic.edu/media/saic/pdfs/lifesaic/newstudentorientation/Student-Handbook_fall2014.pdf
- Weapons Policy – Student Handbook Page 129:
http://www.saic.edu/media/saic/pdfs/lifesaic/newstudentorientation/Student-Handbook_fall2014.pdf

For Faculty:

- Policy Against Discrimination, Harassment and Retaliation – Faculty Handbook Legal Supplement Page 2:
http://www.saic.edu/media/saic/pdfs/faculty/Legal-Supplement_FMLAUpdates_110613.pdf
- Sexual Assault, Relationship Violence, and Stalking
<http://www.saic.edu/lifeatsaic/safetyandsecurity/sexualassaultrelationshipviolenceandstalking/faculty/>
- Drug Free Work Place Policy-Faculty Handbook Legal Supplement Page 8:
http://www.saic.edu/media/saic/pdfs/faculty/Legal-Supplement_FMLAUpdates_110613.pdf
- Victims’ Economic Security and Safety Act-Faculty Handbook Legal Supplement Page 16:
http://www.saic.edu/media/saic/pdfs/faculty/Legal-Supplement_FMLAUpdates_110613.pdf
- Emergency Response Strategies – Campus Security Web Site:
<http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/>

For Staff members:

- Anti-Harassment Policy – Staff member Guidelines
<https://information.artic.edu/eeguide/04-anti.shtml>
- Sexual Assault, Relationship Violence, and Stalking
https://information.artic.edu/eeguide/13-sex_assault.shtml
- Workplace Rules and Discipline – Staff member Guidelines
<https://information.artic.edu/eeguide/17-workplace.shtml>
- Drug Free Workplace Policy – Staff member Guidelines
<https://information.artic.edu/eeguide/10-safety.shtml#10-5>
- Victims’ Economic Security and Safety Act – Staff member Guidelines

https://information.artic.edu/eeguide/13-sex_assault.shtml#13.8 Victims' Economic Security and Safety Act Leave (VESSA)

- Weapons and Security Policy – Staff member Guidelines
<https://information.artic.edu/eeguide/10-safety.shtml#10-2>
- Emergency Response Strategies – Campus Security Web Site
<http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/>

Task Forces, Committees and Memberships: The following organizations, task forces, and memberships are currently utilized by the School of the Art Institute of Chicago in order to remain current on issues of violence, campus safety and terrorism:

- International Association of Campus Law Enforcement Administrators (IACLEA)
- Illinois Campus Law Enforcement Administrators
- Security Council of Professional Educators (SCOPE)
- American Society for Industrial Security (ASIS)
- Association of Threat Assessment Professionals (ATAP)
- Association of University and College Counseling Center Directors (AUCCCD)
- Chicago's Office of Emergency Management and Communications (OEMC)
- Illinois Emergency Management Agency (IEMA)
- Illinois Board of Higher Education (IBHE)