

MILLIKIN UNIVERSITY®

UNIVERSITY COMMONS  
MILLIKIN UNIVERSITY

2024-25

# KEEP SAFE ON CAMPUS

33<sup>RD</sup> EDITION

*The Jeanne Clery Disclosure of Campus Security  
Policy & Campus Crime Statistics Act*

*Annual Fire Safety Report*

STALEY

LIBRARY

## EMERGENCY?

### POLICE, FIRE, AMBULANCE

On Campus: 7-911

Off Campus: 911 or 217.424.2711

### PUBLIC SAFETY

On Campus: 8888 or 6388

Off Campus: 217.464.8888 or 217.424.6388



## A MESSAGE FROM **THE DIRECTOR**

Your safety is important to us here at Millikin University. We strive to provide a safe environment for you. This Keep Safe on Campus booklet provides information to help you create a personal “plan to be safe.” It is our hope that you will use the resources and information provided here and on our website, [millikin.edu/publicsafety](http://millikin.edu/publicsafety), to make informed choices to minimize your risk and enhance your personal safety.

***Keep Safe on Campus has two parts.***

### **Part One**

#### **The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act** *(formerly known as the Crime Awareness and Campus Security Act)*.

The Act, passed in 1990, requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported and disseminated to the campus community and also submitted to the United States Department of Education. The Act is intended to provide students, their families and employees with accurate, complete and timely information about safety on campus so that they can make informed decisions.

### **Part Two**

**The Annual Fire Safety Report.** The Higher Education Opportunity Act of 2008 requires that any institution that maintains on-campus student housing facilities must collect fire statistics, publish an Annual Fire Safety Report and keep a fire log. The Fire Safety Report includes information about fire suppression equipment, fire drills, evacuation plans, educational programs, statistics and future fire suppression planning for each on-campus student housing facility. Also included is information on the number and cause of any fire, number of deaths or injuries and value of property damaged due to a fire in an on-campus student housing facility. The fire log records the date, time, nature and general location of any fire in an on-campus student housing facility.

The Office of Public Safety stands ready to assist the campus community in maintaining a safe living, learning and teaching environment.

***Be safe,***

**Christopher Ballard**

Director, Office of Public Safety

# PART ONE

## **THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT**

Millikin University is committed to complying with The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. The Director of Public Safety has overall responsibility for preparing the report. The report is disseminated to staff and students via the web and/or hard copy and made available for prospective employees and students. Crime statistical data is also reported to the Department of Education.

Millikin University is also firmly committed to compliance with the Illinois Campus Safety Enhancement Act of 2008. Millikin University has an “all-hazards” emergency response plan, a campus violence prevention plan, a risk threat assessment team and a community-wide campus violence prevention committee. Millikin University strives to make our community members aware of the campus resources in place to prevent potential acts of violence within the campus community. Campus safety is our entire community’s responsibility. Any suspicious or threatening behavior should be reported immediately.

Millikin University is committed to providing a safe and secure campus. To do that, the University needs your help. You can help reduce the risk of crime by remaining aware of your surroundings and taking practical precautions for your safety and for the protection of possessions. You are strongly encouraged to be proactive and reduce your vulnerability by planning to be safe.

## **DON'T BE A VICTIM OF CRIME**

Be aware of your surroundings. Look around and be aware of potential risks. If something does not look or feel right, assume it is not right.

- » Stay in well-lit, populated areas.
- » Travel in pairs or groups.
- » Look individuals in the eye.
- » Park in well-lit areas, and check the inside of your vehicle before entering.
- » Lock your vehicle; keep articles of value out of sight or in your trunk.
- » Have your building or vehicle key/ID card ready as you approach.
- » Make use of the Safe Rides/Safe Walks service.
- » Use locks at all times.
- » If your ID card is lost or stolen, contact Public Safety immediately.
- » Be aware of date-rape drugs.
- » Go to parties, clubs or bars with a trusted friend. Watch out for each other.
- » Always pour your own drink.
- » Do not accept an opened drink from anyone — even water.
- » Do not set your drink down or leave it unattended.
- » When you go to the bathroom, take your drink with you or leave it with a friend whom you trust with your life.
- » If you choose to drink, drink responsibly. Much of the crime that happens on college campuses, especially sexual assault/abuse, includes the involvement of alcohol.
- » Be cautious how much personal information you place on social media.
- » Do not prop open residence hall entrance doors.
- » Do not allow non-residents entry to residence halls.
- » If you see an unescorted non-resident in a hall, notify your RA, Campus Life professional staff and Public Safety.

## PLAN TO BE SAFE

In addition to being aware of your surroundings, active advanced planning can enhance your overall safety and minimize risk. **PLAN TO BE SAFE.**

**PLAN TO BE SAFE** is an active process that anticipates potentially harmful situations and prepares your response to such events. For example, if you plan on attending an off-campus social gathering, think through what could happen and establish your individual tolerances and response strategy.

- » If there is alcohol present, are you going to drink?
- » If you decide to drink, will you drink beer only, hard liquor or both?
- » What is your individual tolerance for alcohol?
- » When does your decision making become impaired?
- » How will you protect yourself from date-rape drugs?
- » If someone starts smoking marijuana, are you OK with that?
- » What if someone starts using harder drugs, such as cocaine or heroin?
- » What if a fire breaks out? (Fire is a leading cause of death and serious injury among college students each year.)
- » What if an argument starts, becomes physical and/or a weapon is introduced into the fight?

The same type of planning can help to prevent harmful occurrences in dating situations. Establish your limits beforehand and **FULLY COMMUNICATE THEM TO YOUR DATE/PARTNER.**

- » Are you going to a residence hall room, an apartment or a Greek chapter house?
- » What is your limit for physical contact?
- » What if there is an attempt to remove your clothing?
- » If you are staying the night, will you be sleeping in the same bed?

What are your individual limits and tolerances? What is your plan when those limits are surpassed? How do you get yourself out of that situation? Be aware of your surroundings and interrupt changing conditions when a situation is moving in a direction that goes beyond your established limits or tolerances. At a party, if your limit is no marijuana and someone lights up, it is time to leave. In a dating situation, if your date initiates physical contact beyond your limits, tell them to stop and remove yourself from the date. Pre-planning and establishing your limits, tolerances and response beforehand makes it much easier to effectively respond and reduces individual risk.

**PLAN TO BE SAFE** also includes thinking through what you would do in an unexpected violent event. Although you may receive direction from an official authority, specific actions and steps you take remain your individual responsibility.

**Below are phrases you may receive from an official authority and what they mean:**

- » **Run, Hide, Fight:** A violent act is possible or has occurred. Individually prepare to flee impacted area, hide if possible or fight offender if only alternative available.

- » **Shelter-in-Place:** If safe to do so, stay where you are as safely as possible. Use when conditions outside of your location may be more dangerous than staying in place.
- » **Reverse Evacuation:** If safe to do so, move inside as quickly and safely as possible. Use when conditions inside are safer than conditions outside.
- » **Evacuation:** If safe to do so, move outside to a safer place as quickly and safely as possible. Use when conditions outside or in another structure are safer than conditions inside.

## UNIVERSITY STRATEGIES TO REDUCE THE RISK OF CRIME

- » Our residence halls are locked at all times. Access to residence halls is by card swipe and restricted key. Doors on residence halls that have card swipe access are shown on a campus map available at [millikin.edu/publicsafety](http://millikin.edu/publicsafety).
- » Resident Assistants receive training in crisis management and crime prevention. This information is shared with residents throughout the academic year in floor meetings, one-on-one conversations and opportunistic reminders.
- » Resident Assistants conduct periodic life safety walk-through rounds on their floor(s).
- » Floor meetings are conducted at the beginning of the semester and as needed, with crime prevention discussed in detail. Students are encouraged to be responsible for their own safety.
- » Academic buildings are locked on a set daily schedule and on weekends. After-hours access is through card swipe. Card-swipe locations for each academic building are noted on a campus map at [millikin.edu/publicsafety](http://millikin.edu/publicsafety).
- » Public Safety Officers conduct walk-through patrols of academic buildings.
- » Public Safety performs monthly life safety checks of duress alarms, fire detection and suppression systems, and public access AEDs. Resident Assistants and Student Affairs professional staff perform similar monthly checks.
- » Facilities staff members routinely inspect lighting and landscape concerns with an eye toward crime prevention and general safety concerns.
- » Safe Rides/Safe Walks are available from dusk to dawn for students and staff traveling to and from University-owned or affiliated property. **Call 3826 from any campus phone to arrange a Safe Ride/Safe Walk.**

Employees are provided crime prevention information as part of their new employee orientation. They are encouraged to review the crime prevention information on the website. Each year, all employees receive a copy of the Clery disclosure report via the web or hard copy.

## **MISSING STUDENT POLICY**

In compliance with the Higher Education Opportunity Act of 2008, students living in any on-campus housing facility, defined as all University residence halls and The Woods at Millikin, will be given the option of registering a confidential contact person. This confidential contact option allows all residential students to identify a significant other, close friend, roommate or other person who may have more information about their day-to-day whereabouts than their standard emergency contact. Attempts will be made to contact the confidential contact if the student becomes missing. The accuracy of this information, like all emergency contact information, is the responsibility of each student. Your emergency and confidential contact information can be updated at any time through your myMillikin web portal.

Reports of a missing student can be made to the Office of Public Safety or to a professional staff member in Student Affairs (which includes staff in the Student Success Center, the Office of Campus Life, Student Wellness Services and the Division of Student Affairs). If a student residing in an on-campus student housing facility is missing for more than 24 hours, or immediately if circumstances warrant, Public Safety will be notified and will initiate an immediate investigation. The Decatur Police Department will be contacted and a missing person report will be made. Millikin Public Safety and Student Affairs will assist Decatur Police in their investigation to include providing information on a registered confidential contact. ***If the missing student is younger than 18 years of age and not emancipated, the parents or guardians must be notified.***

## **PROVIDING INFORMATION**

Students and employees are encouraged to visit the Public Safety website at [millikin.edu/publicsafety](http://millikin.edu/publicsafety) and review crime prevention and safety tips.

In addition to this document, the University provides other ways the campus community is informed about criminal activity on or around the campus area.

## **DAILY CRIME LOG**

The Office of Public Safety — located in Walker Hall, first floor, north end — maintains a daily crime log. This log lists, by date reported, all crimes that are reported to Public Safety. The logs are updated each business day and available for viewing 24 hours a day.

## **EMERGENCY NOTIFICATION ALERT**

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, an Emergency Notification Alert will be issued without delay.

Police or Security Officers from the Office of Public Safety shall confirm the immediate threat and notify a member of the senior security command staff. The senior command staff, consisting of the Director of Public Safety or the Security Manager, shall determine the content of the message and initiate the notification. The President, Provost, Vice Presidents, Executive Director of Marketing and Communications, and the Public Relations Coordinator are also authorized to issue emergency notifications.



Emergency notifications will be issued by use of **MU Alert** (a free electronic messaging service that sends messages to personal cell phones and email), campus email, campus desktop alerts and, when possible, interruption of programming on the campus radio station **WJMU, 89.5 FM. (MU Alert is tested once each semester.)** You are encouraged to add **217.464.8888** as a contact for Public Safety in your cell phone. MU Alert messages will come from Public Safety.

***All members of the campus community are strongly encouraged to register their personal electronic devices through MU Alert to receive emergency notification information.***

To sign up for MU Alert, go to **millikin.edu/mu-alert**. The instructions to register your device(s) are located at the bottom of the page. If you have questions, contact Public Safety at **217.464.8888**. The emergency notification message will be updated to provide adequate follow-up information, including continuing steps taken to respond to the emergency and an “all-clear” when the emergency no longer poses a threat.

Millikin University has an Emergency Preparedness Plan (EPP). Campus residential building emergency evacuation plans are tested once each semester by unannounced drills. If building occupants do not evacuate in a timely manner, the test is repeated. Primary academic buildings have posted Emergency Action Plans detailing evacuation and other emergency procedures. Also, each academic classroom has a campus safety guide resource sheet posted.

## **TIMELY WARNING**

In the event of certain serious criminal acts that represent a serious or continuing threat to students and employees, a timely warning may be posted to campus email, myMillikin bulletin board message or through informational flyers posted around campus. These warnings alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to make informed decisions and protect themselves. Anyone who believes they have knowledge pertaining to a Clery crime or other situation pertinent for a timely warning should direct this information to Public Safety and/or Student Affairs professional staff.

## **SEX OFFENDER INFORMATION**

The State of Illinois has a Sex Offender Registration Act. Convicted sex offenders are required to register in the jurisdiction where they live. Registered sex offenders, their addresses and other identifying information can be viewed on the Illinois State Police web page at **isp.state.il.us/sor**.

The University complies with the Campus Sex Crimes Prevention Act. Information provided by the State of Illinois concerning registered sex offenders who are enrolled or employed at Millikin University may be obtained from the Macon County Sheriff's Office, 333 S. Franklin St., Decatur, IL, 62523, or from the Illinois State Police website at **isp.illinois.gov/sor**.

## THE OFFICE OF PUBLIC SAFETY

The Office of Public Safety is located in Walker Hall, first floor, north end, and operates 24 hours a day, seven days a week. It is comprised of both sworn Police Officers and non-sworn Security Officers/Dispatchers. The Millikin University Police Department was established by the Board of Trustees in May 2013 in accordance with the Illinois Private College Campus Police Act (110 ILCS/1020). As outlined by that **(act 1)\***, Millikin University Police Officers have full peace officer authority and arrest powers, including the ability to enforce city ordinances, county ordinances, traffic laws (on public ways contiguous to University property) and state statutes.

A Dispatcher is always in the dispatch center and can be reached by calling **217.464.8888** (8888 via campus phone). The Dispatcher monitors a variety of campus alarm systems, the access control system, and local/national media for weather and crisis information.

The Office of Public Safety is responsible for a wide variety of functions on campus, including both foot and motorized patrols, access control, crisis response, parking enforcement, risk management and various life safety checks. During patrols, both Police and Security Officers are establishing a presence to deter criminal activity, conducting life safety checks and proactively engaging our community members. Public Safety staff members attend regular training on procedures, investigations, report writing, crisis management, first aid and CPR/AED.

The Office of Public Safety works closely with state and local emergency authorities to ensure as safe an environment as possible. Local law enforcement routinely tracks and provides information on criminal activity in the area contiguous to the University and at off-campus locations known to be utilized by student organizations. In the event of a crisis or dangerous situation, local law enforcement will contact Public Safety, who will alert the campus community to the situation. Millikin University is located within the corporate limits of the City of Decatur. As such, the Decatur Police Department has concurrent jurisdiction with the Millikin University Police Department to provide police services and protection to the campus community. The Office of Public Safety does have an established memorandum of understanding with the Decatur Police Department.

The Office of Public Safety continually evaluates campus concerns related to safety and security. Input is received from our safety committee, ad hoc committees, Student Affairs, student organizations and at-large community members. The campus is subject to insurance consultant audits and inspections by the Decatur Fire Department. The Director of Public Safety reviews all safety-related incidents to evaluate operating policies and procedures.

---

**(act 1)\*** "Members of the campus police department shall have the powers of municipal peace officers and county sheriffs, including the power to make arrests under the circumstances prescribed in Section 107-2 of the Code of Criminal Procedure of 1963, as amended, for violations of state statutes or municipal or county ordinances, including the ability to regulate and control traffic on the public way contiguous to the college or university property, for the protection of students, employees, visitors and their property, and the property branches, and interests of the college or university, in the county where the college or university is located."

As a department committed to service without bias, the Office of Public Safety (MUPS) supports the affirmation of the ten shared principles agreed to in 2018 by the Illinois Association of Chiefs of Police and the Illinois NAACP State Conference. These shared principles are as follows:

1. We value the life of every person and consider life to be the highest value.
2. All persons should be treated with dignity and respect. This is another foundational value.
3. We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability or familial status.
4. We endorse the six pillars in the report of the President's Task Force on 21st Century Policing. The first pillar is to build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles.
5. We endorse the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency and impartiality.
6. We endorse the values inherent in community policing, which include community partnerships involving law enforcement, engagement of police officers with residents outside of interaction specific to enforcement of laws, and problem solving that is collaborative, not one-sided.
7. We believe that developing strong ongoing relationships between law enforcement and communities of color at the leadership level and street level will be the keys to diminishing and eliminating racial tension.
8. We believe that law enforcement and community leaders have a mutual responsibility to encourage all citizens to gain a better understanding and knowledge of the law to assist them in their interactions with law enforcement officers.
9. We support diversity in police departments and in the law enforcement profession. Law enforcement and communities have a mutual responsibility and should work together to make a concerted effort to recruit diverse police departments.
10. We believe de-escalation training should be required to ensure the safety of community members and officers. We endorse using de-escalation tactics to reduce the potential for confrontations that endanger law enforcement officers and community members, and the principle that human life should be taken only as a last resort.

## **WHERE TO REPORT CRIME, SUSPICIOUS ACTIVITY, OTHER EMERGENCIES AND WHAT THE UNIVERSITY WILL DO**

**Call Public Safety: 217.464.8888 or 6388**

**Call the Decatur Police Department, Ambulance or Fire Department:  
911 or 7-911 (via campus phone)**

**Utilize the Rave-Guardian Safety App**

Students and staff are strongly encouraged to promptly report all crimes, suspicious activity and other emergencies to the Office of Public Safety, local police, ambulance

service or fire department. Reports may be made to the University's Office of Public Safety by utilizing the Rave-Guardian Safety App or dialing **6388** or **8888** from a campus phone or courtesy phone. Reports also may be made in person at Public Safety in Walker Hall. Local law enforcement, the ambulance service or fire department may be reached by calling **911** or **7-911** (via campus phone). Public Safety or professional staff from Student Affairs will assist students in contacting the Decatur Police Department or other sworn law enforcement, if needed.

A Security or Police Officer will respond to your location, investigate the situation, file an incident report (if applicable) and assist you with any other needs you may have as a result.

Dispatch and phone logs are maintained to record activity and incidents reported to Public Safety. Each business day, an administrator from Public Safety reviews all investigations, reports, dispatch logs and phone logs.

Decatur Police and Millikin University Police share information regarding crimes occurring in and around the campus area. Millikin University Police are the primary responders to recognized student organization properties contiguous with University property (e.g.; 1165/1225 W. Main). Information regarding crimes reported at these locations are also shared with Decatur Police.

## **TO REPORT A CRIME**

On Campus: Call Public Safety  
**at 217.464.8888 (non-emergency) or 911 (emergency)**

Off Campus: Contact Decatur Police  
**at 217.424.2711 (non-emergency) or 911 (emergency)**

### **What happens when you contact Public Safety?**

When your call is received, an Officer will be dispatched to investigate the matter, file a University incident report, help you file a police report (it is the victim's prerogative to file a police report), assist you in contacting a professional representative from Student Affairs or get medical attention if needed. Victims should be cognizant of potential evidence. Take precautions to guard evidence from destruction or being altered.

Student Wellness Services provides assistance to employees and students who are victims of crime, including sexual assault. Employees seeking such assistance can contact Human Resources or utilize the University's Employee Assistance Program. Students seeking assistance should contact Student Affairs (**6395**) or Student Wellness Services (**6360**).

## **DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, SEXUAL MISCONDUCT, SEXUAL ASSAULT AND OTHER SERIOUS CRIMES**

Millikin University is a community of trust whose existence depends on strict adherence to standards of conduct expected by its members. Conduct that violates these expectations is expressly prohibited.

Millikin University recognizes that concerns related to these offenses can impact our students, faculty, staff and visitors. In most cases, offenses of this type are also a crime. Anyone who is a victim or witness to these types of offenses, on or off campus, is encouraged to utilize the campus and/or community resources listed below for assistance. Anyone who is the victim of these offenses, on or off campus, is encouraged to contact Public Safety or their local police department for assistance. If a faculty, staff and/or student member of our community has an order of protection on file, Public Safety requests they be provided a copy. If a Millikin University faculty, staff or student community member has been the victim of an offense of this nature, the University has resources to assist them. Human Resources, Student Affairs and Public Safety are available to provide assistance. Assistance can include, but is not limited to, the following:

- » Reassignment of office or residential space
- » Class flexibility
- » Counseling accommodations
- » Medical attention
- » Other security precautions

Millikin University is completely supportive of the Illinois Victims' Economic Security and Safety Act (VESSA), which calls for employers to provide reasonable support and accommodation to employees affected by domestic violence. For more information, see the employee handbook or contact Human Resources **(217.362.6416)**.

Millikin will pursue appropriate disciplinary action against employees or students guilty of dating violence, domestic violence, stalking, sexual misconduct, sexual assault and other serious crimes. Employees found responsible for sexual misconduct face disciplinary action, including termination. Students found responsible face sanctions that include a student conduct warning, student conduct probation, student conduct suspension, expulsion or other sanctions, such as relocation of residence, rescheduling of academic courses, suspension of privileges to participate in University-sponsored activity, suspension of privileges to use certain facilities or suspension of rights to represent the University.

## RESOURCES

The following offices and departments are available as resources to anyone impacted by these serious offenses.

### **Office of Public Safety: 6388 or 8888 (via campus phone)**

Officers from the department are available 24 hours a day, seven days a week for quick response. If police are not available, Security Officers will stand by with the reporting party, support them and serve as a conduit to make contact with Student Affairs, police, emergency medical services or victim support agencies. University Police Officers will investigate the matter, file an incident report and, if requested by the reporting party, initiate a formal criminal investigation. **(NOTE: All University Police Officers receive ongoing training on the handling of sexual assault investigations.)** It should be noted that Millikin University Police will request Decatur Police assistance in handling any formal criminal investigation of a reported sexual assault.

### **Millikin University Student Affairs: 217.424.6395 or 6395 (via campus phone)**

Student Affairs will provide information on alternatives for dealing with sexual assault/sexual abuse, including medical treatment, contacting the Growing Strong Sexual Assault Center, reporting to Decatur Police Department, contacting the Macon County State's Attorney's Victim-Witness Program and University procedures. A student has the right to request that the sexual misconduct complaint be handled confidentially by University staff or through the University by filing a complaint with Student Affairs professional staff, Room 354, University Commons, or the Director of Public Safety, first floor, Walker Hall.

### **Growing Strong Sexual Assault Center: 217.428.0770**

Growing Strong Sexual Assault Center is a nonprofit agency in Decatur that serves as a resource and support agency for sexual assault survivors. They will meet with you wherever you may be and, if appropriate, provide you with transportation to the hospital. They will discuss your options and act as an advocate for you with the University, hospital staff, police or State's Attorney's office.

### **DOVE Inc.: 217.428.6616**

DOVE is a domestic violence support group that assists with counseling, orders of protection and civil no-contact orders. They also offer a 24-hour hotline at 217.423.2238.

### **Decatur Police Department: 217.424.2711**

The Decatur Police Department will assess the facts of the situation and make a determination if a criminal investigation is warranted. They can also provide information on orders of protection.

### **Macon County State's Attorney's Office, Victim-Witness Program: 217.424.1418**

This program can provide assistance in a variety of ways, including offering referrals to emergency assistance, answering questions about the legal process, giving information on protection from threats/harassment and helping with victim impact statements, to name just a few. Staff members will also assist in obtaining orders of protection, when necessary.

## Seeking Medical Attention and Support

Students who have been sexually assaulted are strongly encouraged to seek medical treatment immediately at the emergency room of Decatur Memorial Hospital or St. Mary's Hospital. The hospital staff will contact the Growing Strong Sexual Assault Center (see above), and a Growing Strong survivor advocate will meet the survivor at the hospital. The Decatur Police Department may also be called. Since sexual assault is a serious crime, medical staff will identify and preserve evidence of the assault.

Before a survivor seeks medical assistance, the following precautions are advised:

- » Do not bathe or douche.
- » Try not to urinate.
- » If oral contact occurred, do not eat, drink, smoke or brush your teeth.
- » If you change your clothes, place the clothes worn during the assault in a paper bag (plastic destroys evidence).

Since it is very important to check for internal or other injuries and sexually transmitted diseases, survivors who choose not to go to the emergency room are strongly encouraged to seek medical attention from the HSHS Medical Group Health Center — Millikin University at the corner of Wood and Fairview or a private physician.

The survivor and any individuals there to provide support must take precautions to protect evidence from destruction or becoming altered. If the survivor decides at a later time to initiate formal proceedings, the evidence may be available to assist in prosecution.

## CONFIDENTIAL REPORTING OF CRIME

Voluntary confidential reports of crime may be made to a University Counselor, Office of Student Affairs, Director of Public Safety, Director of Student Mental and Behavioral Health or the Chief Human Resources Officer. Upon receipt of a voluntary confidential report of a crime, the Director of Public Safety will be informed of the fact base without identifying the victim. The Director of Public Safety will evaluate the facts for inclusion in the annual report. University Counselors are encouraged, when they deem it appropriate, to inform the person they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. For confidential reports of gender-based or sexual misconduct, students are encouraged to report to Growing Strong Sexual Assault Center. All Millikin employees are considered mandatory reporters under Title IX.

## UNIVERSITY RESPONSE AND RESOURCES

Millikin University is committed to assisting survivors of sexual misconduct and gender based violence recover from this trauma. Student Affairs, Public Safety and Human Resources work together to assist survivors.

Survivors have the right to have their academic and/or living situations changed following an alleged sexual assault. The Office of Student Affairs or Director of Public

Safety can assist students with changing their academic or living situations. Students seeking counseling can contact Student Wellness Services or the Office of Student Affairs. Employees seeking counseling are encouraged to utilize the Employee Assistance Program (EAP) for these services. Victims seeking counseling services related to sex offenses may contact the Growing Strong Sexual Assault Center, University Wellness Services staff or Millikin's Office of Student Affairs.

In addition to any potential criminal investigation, a University investigation into any alleged interpersonal violence, including sexual assault, may lead to a student conduct hearing. It is University policy that in this hearing, both the accuser and the accused are entitled to the same opportunities to include the following:

- » Having an advocate present during a student conduct proceeding; and
- » Being informed simultaneously (in writing) of the outcome of any institutional student conduct proceeding that is brought alleging an interpersonal offense (including sexual assault/abuse). This does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

Standards of conduct are applicable to students anywhere on or off University-owned or affiliated property. University property is defined as all real property, both that which is owned or leased to and operated exclusively by the University and all property leased to or operated by student organizations which are under the jurisdiction and regulation of the University. The University does not desire to be a policing authority for the activities of students outside the University community; however, there are occasions when students' off-campus behavior is reviewed and sanctioned by the University. These occasions occur when students' off-campus conduct impacts the well-being of the community or adversely affects the environment of openness, trust and civility. University involvement in students' off-campus behavior is to be determined by the Office of Student Affairs.

## **STUDENT CONDUCT POLICY STATEMENTS**

**Preliminary provisions:** These standards of conduct have been developed to promote student growth, to provide students with a fair student conduct process and educate the University community about the meaning of fair process, to protect the rights of involved parties and to uphold the educational mission of the University.

**Knowledge of standards:** All students are expected to make themselves familiar with these standards. Neither the use of alcoholic beverages or other drugs, nor unfamiliarity with these standards, shall excuse or relieve students from responsibility and accountability for their actions.

**Initiating proceedings:** Any individual member of the University community, a recognized organization of the University or the Vice President of Student Affairs (or designee) acting for Millikin University may initiate student conduct proceedings by submitting a report, in writing, that details an alleged violation of the standards of conduct. Student conduct proceedings are initiated by the Student Conduct Officer sending a formal communication to the parties involved, letting the parties know a report has been filed and an investigation will commence. Proceedings related to non-academic violations may be initiated at any point during a student's career, which includes undergraduate and graduate careers.

**Right to be informed:** Students suspected of conduct in opposition to the Millikin



University standards of conduct will be informed of their University procedural rights by a University representative within 14 University operating days.

## **STANDARD OF PROOF**

During deliberations, the Student Conduct Officer or board will determine whether it was more likely than not that a violation occurred. Neither clear and convincing evidence nor proof beyond a reasonable doubt is necessary to find a student or group responsible for conduct.

## **PARENTAL NOTIFICATION**

Millikin University may elect to notify parents and/or legal guardians of a student's conduct status when a student under the age of 21 is found responsible for a violation of the University's alcohol and/or drug policy, or when any student is suspended or expelled from the University. Millikin University has an interest in student behavior separate from that of authorities/law enforcement, and therefore it has the right to exercise its responsibility to the campus community and take such action as is appropriate to protect this interest. The University reserves the right to enforce these standards whether or not authorities/law enforcement have acted. In those instances where authorities/law enforcement have acted, the University may still choose to respond to the incident and initiate the student conduct process while the other process is in progress.

## **PROCEDURES FOR STUDENT CONDUCT MEETINGS**

### **ADMINISTRATIVE MEETINGS**

**Level One:** A meeting conducted by a member of the Student Affairs staff, usually a staff member in Campus Life. Level one meetings usually involve one or two administrators, and in some cases in conjunction with other University officials, working directly with the parties involved in the conduct. Level one cases may require more than one student conduct meeting to repair the harm established. Additionally, involved parties shall be active participants in recommending reparative actions.

**Level Two:** A meeting conducted by the Vice President of Student Affairs or designee, level two meetings may involve a student conduct board panel of three to five individuals. For a level two meeting, the involved parties will receive a written statement of harm established, which will contain a summary of the facts or conduct on which the student conduct case is based, date of the alleged incident(s) and the University regulation(s) allegedly violated. In all level two student conduct cases, it is the University's desire to ensure the full rights of fair process. Therefore, students or groups who participate in the level two student conduct process are given a statement that explains these rights. Within fair process, involved parties may elect one of three courses of action:

- » Involved parties may admit to the alleged conduct and request, in writing, that the University official take whatever reparative measures seem appropriate.

- » Involved parties may admit to the alleged conduct and request a student conduct meeting or board hearing.
- » Involved parties may deny the alleged conduct and request a student conduct meeting or board hearing.

Most violations are adjudicated through an administrative hearing with a University Conduct Officer. However, more serious cases may be adjudicated by a student conduct hearing panel comprised of three to five faculty and/or staff members. You may also request to have your case heard by a student conduct hearing panel. However, at various times of the year it is difficult to call a hearing panel together. During these times, cases will be administratively determined. These times are as follows:

- » The first two weeks of each semester
- » The last two weeks of each semester
- » Periods between semesters (holiday and summer breaks)

Parties involved in a level two case are entitled to the following information prior to the student conduct meeting or hearing:

- » Notification of the time and place of the meeting or hearing
- » A written statement of the conduct in question
- » Notification of the names of the witnesses to appear, if applicable
- » Notification of the names of the members of the conduct board

Involved parties may appear in person at the meeting or hearing and may call witnesses on their behalf. Involved parties may also elect not to appear. Should involved parties elect not to appear, the meeting or hearing will be held in the party's absence. Failure to appear will not be indicative of guilt and is noted without prejudice by the student conduct hearing officer or panel.

The following standards also apply to level two student conduct meetings and hearings:

- » Students may elect to be accompanied by an advocate of their choice during the meeting/hearing for the purpose of support and/or advice.
- » Advocates are not permitted to participate in the meeting or hearing by making statements, questioning witnesses or making procedural objections, unless otherwise allowed by the Vice President of Student Affairs or designee.
- » In hearings involving more than one student, separate or private hearings may be allowed upon request and/or determination of the Vice President of Student Affairs or designee.
- » Involved parties may ask questions of the Student Conduct Officer, panel or of any witnesses to the alleged conduct.
- » Involved parties may refuse to answer questions (without implication of guilt).
- » Involved parties are entitled to an expeditious hearing of their case.
- » Involved parties are entitled to an explanation of the reasons for any decision rendered against them.
- » Involved parties shall be notified of the right to appeal a student conduct decision.

## STUDENT CONDUCT SANCTIONS FOR INDIVIDUALS and GROUPS

Individuals or groups (group of students, organization or team) found responsible for violation(s) of the standards of conduct may receive a student conduct warning, probation, suspension or expulsion. They may also receive additional reparative measures as outlined below. The action of expulsion shall be permanently recorded on the University transcript. The Registrar will confirm the suspension by sending a letter with the transcript confirming the suspension or expulsion.

**STUDENT CONDUCT WARNING:** A student conduct warning is a written statement of a student's or group's responsibility for a violation of this code of conduct with the caution that any future incident may result in more serious action. Other reparative measures may be imposed along with the warning.

**STUDENT CONDUCT PROBATION:** Student conduct probation is the conditional continuation of a student or group for a specified period of time. The period of student conduct probation shall not exceed two semesters (a semester being defined in this context as a spring or fall academic term to include any adjacent immersion periods). This status implies that further incidents may result in student conduct suspension or expulsion. Other reparative measures and additional requirements may be imposed as conditions for reinstatement in good standing.

**STUDENT CONDUCT SUSPENSION:** Student conduct suspension is the removal of a student or group from the University for a continuous period not to exceed seven semesters (a semester being defined in this context as a spring or fall academic term to include any adjacent immersion periods). Students or groups on student conduct suspension are not permitted to do the following:

- » Participate in any University activities, academic or nonacademic
- » Take part in any official exercise, including graduation
- » Be on Millikin premises (owned, operated or affiliated) during their suspension, unless prior approval has been granted by the Vice President of Student Affairs or designee

Any request for the privilege of visiting Millikin University during the suspension must be received by the Vice President of Student Affairs (or designee) in writing seven days prior to the date the privilege is desired. It should be understood that submission of a request in no way guarantees approval. Students requesting permission to reapply upon passing of the suspension period must schedule a meeting with the Vice President of Student Affairs (or designee) prior to being granted approval to apply for reenrollment to the University. Additional requirements may be imposed as a condition for reinstatement to the University in good standing.

**STUDENT CONDUCT EXPULSION:** Student conduct expulsion is the permanent separation of a student or group from the University. Students or groups who are expelled may not be reinstated to the University.

**OTHER ACTION:** Additional reparative measures may be applied to cover specific conditions or situations. Measures that suspend students' privileges shall have a set duration indicating when and under what conditions students may regain the privilege. The following are examples of reparative measures; however, the student conduct process allows for other measures to be applied by Student Conduct Officers. The reparative measures below should not be perceived as an exhaustive list.

- » Restitution or replacement of lost, damaged or stolen property
- » Payment for damage or personal injury
- » Suspension of privileges to participate in any activity sponsored by the University
- » Suspension of privileges to use certain University facilities
- » Suspension of rights to represent the University
- » Suspension of rights to occupy a position or office in a group or organization officially recognized by Millikin University
- » Restrictions regarding membership in a group or organization officially recognized by Millikin University
- » Service learning, community service and/or philanthropy
- » Work to be assigned by the Vice President of Student Affairs (or designee)
- » Referral for alcohol or drug abuse assessment and/or counseling
- » Mandatory periodic meetings with a University staff member or counselor
- » Restorative justice circle with involved parties
- » Mediation with involved parties
- » Change in or termination of residential housing assignment
- » Required attendance at University programs and/or events
- » Written reflections
- » Planning and implementation of programs, publicity or presentations

Full details of this student conduct process can be found at:

**[millikin.edu/about/administration/student-affairs/student-handbook](http://millikin.edu/about/administration/student-affairs/student-handbook).**

Student Affairs does have a detailed process for appeals as they relate to all student conduct violations, including those concerning sexual assault, sexual misconduct, domestic violence, dating violence and stalking. Students found responsible for a violation or victims involved in cases of sexual misconduct may request an appeal of the decision made by a student conduct officer or conduct board. An appeal must be made in writing and must fit within the following areas to be considered: new information of a substantive nature, substantive procedural error or substantive disproportionate sanctions.

Full details of this student conduct process can be found at: **[millikin.edu/university-student-conduct](http://millikin.edu/university-student-conduct)**.

For full details regarding the institutional student conduct and/or employee conduct process, please see the student or employee handbook.

# EMPLOYEE CONDUCT POLICY AND PROCEDURES

## STATEMENT OF POLICY

Millikin University is committed to providing a campus culture that respects and values diversity and expressly prohibits any form of unlawful employee harassment based on race, color, religion, national/ethnic origin, sex, sexual orientation, gender identity, age, disability, familial/marital status, pregnancy, socioeconomic status, military/veteran status or membership in any group protected by state or federal law, in its educational programs, activities, admission or employment policies. Improper interference with the ability of Millikin's employees to perform their expected job duties is not tolerated.

Millikin University is also committed to providing an academic and work environment free from sexual misconduct, as well as unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment. Sexual misconduct is unlawful and will not be tolerated.

This policy applies to all employees, students, applicants and third parties, including but not limited to contractors, subcontractors, volunteers and visitors on Millikin's premises, or while acting on behalf of Millikin.

## DUTY TO REPORT

All Millikin employees are considered "responsible employees" and as such are mandated reporters and have a duty to promptly report any discrimination, harassment, gender-based violence, retaliation or sexual misconduct that they observe, learn about from others or reasonably suspect has occurred. This means that once these individuals receive a report about discrimination or harassment, it is considered official notice to the University. Interfering with or failing to cooperate with an investigation conducted by or on behalf of the University could lead to disciplinary action, up to and including termination, expulsion, removal from campus and/or cancellation of contract.

## REPORTING PROCEDURES FOR JOB-RELATED HARASSMENT AND GENDER-BASED VIOLENCE CONCERNS

Individuals who experience any job-related harassment or gender-based violence concerns, including sexual assault, sexual harassment or gender-based violence concerns, domestic/dating violence or stalking, or believe that they have been treated in an unlawful, discriminatory manner are encouraged to promptly notify the alleged perpetrator verbally or in writing that his/her conduct is unwelcome and are strongly encouraged to report any incidents of discrimination or harassment. Reports may be made orally or in writing and such reports should be made to the Title IX Coordinator or a Title IX Deputy Coordinator. Reports may also be made to any Human Resources professional, Dean, Director, Department Chair, Supervisor, Provost/Vice President, Head Coach or the University Director of Public Safety. Anyone receiving reports of discrimination or harassment are required to forward those reports to the Title IX Coordinator, Todd Ray, Chief Human Resources Officer, who will ensure prompt response and initiate the preliminary investigation. He can be reached at **217.362.6416** or **taray@millikin.edu**.

You can also make a confidential electronic report via the email address TitleX@millikin.edu. Reports submitted through this email address will be responded to within twelve (12) hours.

In addition, the University participates in a service called the Campus Conduct Hotline which accepts anonymous complaints 24 hours a day, seven days a week at **866.943.5787** toll-free.

## **INTERIM PROTECTIVE MEASURES**

Upon receipt of a report of gender-based violence concerns, including sexual assault, sexual harassment/misconduct, domestic/dating violence or stalking, the University shall inform the complainant about the following:

- » Available counseling, medical and other support services;
- » The option to avoid contact with the respondent during the pendency of the investigation;
- » Their Title IX rights;
- » Their grievance rights;
- » Relocation of office and/or parking;
- » Change of on-campus phone number; and
- » Their right to file a criminal complaint.

## **COOPERATION WITH LAW ENFORCEMENT**

In the event that an internal complaint is also being investigated by law enforcement, the University will comply with law enforcement request for cooperation, and such cooperation may require the University to temporarily suspend the fact-finding aspect of the investigation while the law enforcement agency is in the process of gathering evidence. The University will promptly resume its investigation after receiving approval from law enforcement. This restriction does not limit the University's ability to put in place interim protective measures or other actions to ensure campus safety and security.

Additionally, the University may make a preliminary, non-binding assessment of the information contained in the report (and any supplement to the report) to determine whether that information, if true, would pose an imminent threat of immediate harm, then, consistent with the grievance procedures identified below, temporary measures may be imposed against the respondent to mitigate the threat during the pendency of the investigation. The need for such temporary measures shall be reevaluated on a regular basis during the pendency of the investigation to ensure the need for such temporary measures remains present.

## **INVESTIGATION PROCESS**

### **PURPOSE OF THE INVESTIGATION**

The purpose of the investigation is to evaluate the allegations of discrimination/harassment, formulate a response that addresses the facts as they are determined and follow up to ensure that the necessary action steps are completed.

## **INTAKE/INITIAL ASSESSMENT**

A complaint can be made to a “responsible employee” or directly to the Title IX Coordinator (or Deputy Coordinator). Upon receipt of notice, the Title IX Coordinator (or Deputy Coordinator) will schedule an intake meeting with the complainant to provide a general understanding of the policy and to identify forms of support or immediate interventions available to the complainant (no contact, etc.)

After analyzing the information, the Title IX Coordinator (or Deputy Coordinator) will determine whether it is more likely than not that the alleged conduct occurred and how the complainant wishes to proceed (informal resolution or formal complaint). It is important to note that the law may require the University to investigate even when a complainant does not wish to pursue informal resolution or formal investigation. The Title IX Coordinator (or Deputy Coordinator) will take care in these instances to protect the complainant’s personal information as much as possible, although confidentiality cannot be guaranteed. Moreover, the ability of the University to investigate the complaint may be limited when the complainant refuses to participate in the investigation or wishes to remain anonymous. As necessary, the University reserves the right to initiate an investigation without a formal complaint by the victim or complainant.

Depending on the facts of the case, the Coordinator (or Deputy Coordinator) may determine that there is a reasonable cause to believe the policy has been violated and will initiate a prompt, thorough and impartial resolution of the investigation.

## **INFORMAL RESOLUTION PROCEDURES**

Though not required, it is encouraged to initially attempt to resolve complaints at the lowest level possible. An informal resolution, such as supervised mediation, can be instituted in cases like this. It should be noted that since informal resolutions are developmental, formal discipline, such as a suspension, is not a possible outcome.

If the complainant would like to proceed informally, they should ask their supervisor, Human Resources professional or Title IX Coordinator to intervene. Do not rely on other co-workers or individuals who are not familiar with University policy. It should be noted that in cases involving allegations of sexual assault or other serious violent offenses, informal resolutions are not appropriate, even on a voluntary basis. The complainant has the right to end the informal process at any time and begin the formal resolution process.

Supervisors, administrators and faculty should always contact the Title IX Coordinator or a Deputy Coordinator before attempting to informally resolve any complaints.

## **FORMAL COMPLAINT**

The person who wishes to file a formal complaint is encouraged to submit a brief written statement of fact to the Title IX Coordinator or the assigned Deputy Coordinator. If a written statement is not submitted, the Title IX Coordinator or assigned Deputy Coordinator will prepare a statement that is approved by the complainant, which may address the following:

- » Identification of the respondent and relationship to the University;
- » Description of the incident(s), including dates, locations and the presence (and identity) of any witnesses or others who might have been subject to the same or similar conduct;

- » The impact of the respondent's action on the complainant;
- » Any steps complainant has taken to try to stop the harassment; and
- » Any other information that complainant believes to be relevant, including supporting documents or other evidence.

### **PRESENCE OF SUPPORT PERSONS**

An individual of the complainant's and respondent's choice may accompany them at the initial interview and subsequently, as appropriate. The role of the support person is to be present at the time of the investigation interview. The support person is not provided documentation on the investigation or allowed to interject during the investigation interview.

### **INVESTIGATION**

Upon receipt of the statement, the Title IX Coordinator will open a formal case file and begin the investigation or assign the investigation to a Deputy Coordinator, who will conduct the investigation under the supervision of the Coordinator. The investigator will begin by providing both the respondent and complainant with formal notice of the complaint.

The investigation may range along a continuum from a one-on-one conversation with the accused with an agreement as to further interactions, to an inquiry with several witness interviews. During the investigation, the interviewer may interview the parties and/or witnesses who have first-hand knowledge of the events and gather relevant documents.

### **POSSIBLE OUTCOMES**

An investigation may result in one of the following findings:

- » **A determination that there is sufficient evidence to indicate a violation of University policy.** This will result in the allegation being assigned to the Coordinator/Chief Human Resources Officer for review and formal disciplinary proceedings. In matters involving general staff or administration, the Coordinator/Chief Human Resources Officer, in conjunction with the respondent's supervisor, will make a formal sanctioning decision. This decision will be delivered in writing to both complainant and respondent while respecting guiding employment law best practices. In allegations involving faculty members, the Coordinator/Chief Human Resources Officer will advise the Provost, who will determine if Faculty Policy and Procedures, specifically 2.4.5, should be instituted.
- » **A determination that there is insufficient or no evidence to indicate a violation of University policy.** This determination will be reviewed by the Coordinator/Chief Human Resources Officer. If they agree, the file will be considered closed (pending appeal), and complainant and respondent will be simultaneously notified in writing.

### **CONCLUSION**

It should be the goal of the University to have all complaints investigated and formal proceedings concluded within sixty (60) days of the initial complaint being filed. If this is not reasonably possible due to extenuating circumstances, the Coordinator/Chief Human Resources Officer shall inform the complainant and respondent of the status of the review and an estimated conclusion date. At the conclusion of the investigation, the investigator



will inform the appropriate supervisor, complainant and accused of the investigation outcome.

### **OUTCOME OF INVESTIGATION**

The University shall prepare a written summary of the outcome of the investigation and provide both complainant and respondent with written notice of the outcome simultaneously.

Regardless of the method of resolution or the outcome, complainant is at all times free to pursue a complaint with the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC), the United States Department of Education (Office of Civil Rights) or seek the advice of an attorney.

### **APPEAL RIGHTS**

Both the complainant and the respondent have the right to appeal on the following grounds: **New Information of Substantive Nature, Substantive Procedural Error or Substantive Disproportionate Sanctions.**

Requests for appeal must be made in writing to the Title IX Coordinator within five business days of receiving the decision and must state the reason for the appeal. The finding, which will be in writing and provided to both parties, will be final and cannot be appealed.

## **CORRECTIVE ACTION IMPLEMENTATION FOR JOB-RELATED HARASSMENT AND/OR GENDER-BASED VIOLENCE CONCERNS**

When job-related harassment and/or gender-based violence concerns are found, steps will be taken to ensure that the behavior is stopped promptly.

In compliance with existing University policy, appropriate corrective action may range from counseling, written reprimands, suspensions or other action, up to and including termination. The Office of Human Resources will monitor corrective action to ensure compliance.

In cases involving faculty members, corrective measures may be imposed in accordance with Policies and Procedures: Faculty; Section 2.4.5 Dismissal for Cause, 2.4.6 Action Short of Dismissal and 2.5 Grievance Procedure.

In cases involving students acting in their employment capacity, measures may be imposed in accordance with policy in the student employee handbook. In all other cases, measures may be imposed in accordance with the standards of conduct in the student handbook.

In cases involving all administrative and staff employees, refer to Policy #601, Guidelines for Appropriate Conduct, and #603, Discipline and Corrective Action, in the employee handbook.

### **CONFIDENTIALITY**

The University wishes to create a safe environment in which individuals are not afraid to discuss concerns. Therefore, the University will maintain the confidentiality of the

complaint to the greatest extent possible and on a need-to-know basis, consistent with the law and the University's goal of conducting a thorough and complete investigation. Efforts will be made to safeguard the privacy and rights of all persons involved. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

## **RETALIATION**

The University will not tolerate retaliation in any form against any faculty, staff, student or volunteer who files an allegation, serves as a witness, assists an alleged or participates in an investigation of discrimination, harassment or gender-based violence concerns. University policy and state and federal law prohibit retaliation against an individual for reporting or cooperating with an investigation of discrimination, harassment or gender-based violence. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the Office of Human Resources.

## **TITLE IX RESOURCES AND INFORMATION**

Millikin University is committed to fully complying with all Title IX requirements. All employees receive annual awareness training as it pertains to Title IX. Areas with specific responsibilities for investigation and adjudication of Title IX complaints have additional trainings.

Student Affairs investigators and hearing officers participate in annual training regarding sexual misconduct, gender-based violence, Title IX compliance and victim services.

Millikin University Police Officers are trained annually in investigations and procedures related to sexual misconduct, gender-based violence and other Title IX/VAWA/Clery Act concerns. It should be noted that formal criminal investigations of sexual violence are typically turned over to the Decatur Police Department for investigation. Millikin University Police will assist Decatur Police and other University departments conducting the internal investigation and review of this conduct.

Human Resources staff also participate in annual training regarding sexual misconduct, gender-based violence and Title IX compliance. Human Resources also ensures positions with particular Title IX concerns (e.g.; Athletics) are adequately trained to understand these responsibilities.

### **Title IX Coordinator**

#### **Todd Ray**

*Chief Human Resources Officer/Title IX Coordinator*

1184 West Main Street, Shilling Hall, Room 205

Phone: 217.362.6416

taray@millikin.edu

*The Title IX Coordinator is authorized to designate deputy Title IX coordinators to investigate discrimination and harassment complaints as deemed appropriate.*

## **Title IX Deputy Coordinator**

### **Wallace Southerland III**

*Vice President of Student Affairs*

University Commons, Room 354

Phone: 217.424.6395

wsoutherland@millikin.edu

## **MILLIKIN'S VIOLENCE PREVENTION PROGRAMS**

### **STUDENTS**

New Student Welcome Week provides students with programs that focus on handling interpersonal conflict and mediation.

- » Understanding Your Risk is focused on educating through information, prevention, bystander intervention and available resources available to prevent all manner of harm on campus.
- » Off-campus students also attend similar programs that are focused on reminding them of resources available to them in the community and within the University.

In addition to these New Student Welcome Week programs, Millikin University offers a variety of ongoing education programming regarding general safety issues, Title IX/VAWA concerns and resource availability reminders through the following:

- » Social media and information poster campaigns focused on crime prevention;
- » Social media and information poster campaigns focused on Title IX awareness and University contact points related to Title IX concerns;
- » Annual student Title IX online training via their myMillikin portal;
- » Inclusion of Title IX specific topics within the Women's History Month programming; and
- » Specific ongoing training focused on Title IX and risk management for student organizations, Greek Life organizations, paraprofessional students, student employees and student-athletes.

### **EMPLOYEES**

All new employees attend a full day of orientation with training on the Millikin University resources and policies regarding violence prevention.

This training includes:

- » Explanation of the policies governing violence in the workplace;
- » Explanation of the policies governing interpersonal relationships within the workplace and higher education environment;
- » Risk Threat Assessment Team awareness and resource explanation;
- » Availability and procedure for activation of the Employee Assistance Program;
- » The availability of resources and specific contact points for concerns related to violence in the workplace, student conduct issues and other concerns; and
- » Ongoing social media and information poster campaigns regarding violence prevention and available resources.

## **RISK THREAT ASSESSMENT TEAM**

You may also report any concerns you have regarding potential campus violence to any member of the Campus Risk Threat Assessment Team.

### **Those members are as follows:**

Director of Public Safety	217.464.8888
Vice President of Student Affairs	217.424.6395
Chief Human Resources Officer	217.362.6416
Associate Director of Human Resources	217.362.6416
Director of Student Mental and Behavioral Health Services	217.424.6360

Reports can be made confidentially and/or anonymously. To facilitate this, the campus has a conduct hotline that can be reached at **866.943.5787**.

## **MILLIKIN'S ALCOHOL AND DRUG POLICY**

### **STUDENTS**

As part of their incoming student seminar course, all students participate in the Training for Intervention Procedures (TIPS) Program. This program centers on education versus prohibition and shows students why, when and how to intervene with their peers to prevent alcohol-related problems and incidents. TIPS takes into account the unique environment students face, including the attitudes of University students toward drinking.

Intoxication is not an excuse for inappropriate behavior. Disorderly or inappropriate conduct resulting from excessive use of alcohol is a serious offense which subjects offenders to student conduct action. Possession, distribution or use of a narcotic, hallucinogenic drug or a controlled substance, in either the refined or crude form, is prohibited except under the direction of a licensed physician. Students violating the University's drug policy face discipline through the University's judicial procedures. Students possessing, using, manufacturing or distributing illegal drugs also violate state law and are subject to arrest and prosecution. Drug and alcohol abuse programs are conducted throughout the year for students by personnel in the Office of Student Affairs, by student organizations and by the Office of Public Safety.

### **EMPLOYEES**

The use or possession of alcoholic beverages or drugs not prescribed by a doctor is forbidden in the work areas of the University. Employees presenting themselves for duty under the influence of or in possession of alcohol or drugs are subject to immediate dismissal and referral to appropriate authorities.

Millikin believes that alcoholism, drug addiction and emotional disturbance are illnesses and should be treated as such, and that the majority of employees who develop alcoholism, other drug addiction or emotional illness can be helped to recover. The University will offer assistance by referral to the appropriate agency.

The decision to seek diagnosis and accept treatment for any suspected illness is the responsibility of the employee, and any such decision to seek treatment will not be detrimental to job security. Supervisors and managers are not professionally qualified to diagnose alcoholism, drug addiction or other illness. Any referrals by them are to be based strictly on unsatisfactory job performance.

Any employee convicted under a criminal drug statute must report that conviction to his or her immediate supervisor within five days of the conviction. The supervisor must immediately report the conviction to the Chief Human Resources Officer. Failure to report such conviction may result in immediate discharge. The conviction will be reviewed, and disciplinary action may be taken in accordance with policies outlined in the handbook.

All information related to the diagnosis and treatment of alcoholism and other drug addiction or emotional illness is handled with greatest confidentiality.

## **MILLIKIN'S DRUG AND ALCOHOL TREATMENT AND PREVENTION PROGRAMS**

### **STUDENTS**

All incoming students to Millikin University receive a systematic orientation on managing risk. A core component of this orientation focuses on specifically managing alcohol-related problems and incidents. Students are made aware of the University resources available to them in regard to prevention and treatment of alcohol issues and concerns.

Greek chapters participate in the Five Star Chapter Program. This program is designed to improve management, success and image of the fraternity and sorority chapters at Millikin University. One of the key areas of chapter management is education and social programming that includes alcohol and drug programming, including promoting non-alcoholic events. Millikin also celebrates National Collegiate Alcohol Awareness Week each October. Events such as speakers, hands-on educational programming and outreach from local providers assist us in creating substance abuse awareness in our student population.

### **CRIME STATISTICS**

These statistics are compiled by Public Safety and are derived from a variety of sources. Reports from campus security authorities, Student Affairs, Public Safety and Human Resources are reviewed for inclusion in these statistics. All area law enforcement agencies are also canvassed for data to be included per the Clery Act. The Director of Public Safety has primary responsibility for obtaining this statistical data.

## **Definitions of the crimes reported are in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program**

**MURDER/NON-NEGLIGENT MANSLAUGHTER:** The willful (non-negligent) killing of one human being by another.

**NEGLIGENT MANSLAUGHTER:** The killing of another person through negligence.

### **SEXUAL OFFENSES**

**Sex Offenses:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** 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.

**Fondling:** 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 his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Sexual Assault Definition Per ILCS 720/5/11-1.20:** A person commits sexual assault if that person commits an act of sexual penetration and:

- » Uses force or threat of force, knows the victim is unable to understand the nature of the act or is unable to give knowing consent;
- » Is a family member of the victim, and the victim is under 18 years of age; or
- » Is 17 years of age or over and holds a position of trust, authority or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

**Consent Definition Per ILCS 720/5/11-1.70:** Means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall NOT constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.

**Sexual Penetration Definition Per ILCS 720/5/11-01:** Any contact, however slight, between the sex organ or anus of one person and an object or the sex organ, mouth or anus of another person, or any intrusion, however slight, of any part of the body of a person or of any animal or object into the sex organ or anus of another person, including, but not limited to, cunnilingus, fellatio or anal penetration. Evidence of emission of semen is not required to prove sexual penetration.

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

**AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm such as apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness. An unsuccessful attempt to commit murder would be classified as an aggravated assault. Note that it is not necessary that an injury result from an aggravated assault when a gun, knife or other weapon is used which could, and probably would, result in serious personal injury if the crime was successfully completed.

**BURGLARY (BREAKING AND ENTERING):** The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense. Thus, a burglary offense will be considered to have occurred for reporting purposes so long as the entry is unlawful, i.e., it constitutes a trespass (even if it was accomplished via an unlocked door or window). Included within this offense are unsuccessful attempts where force is employed or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

**ARSON:** To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle.

**DOMESTIC VIOLENCE:** Felony or misdemeanor crimes of physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation committed by a family or household member as defined in ILCS 725 5/112A-3.

**DATING VIOLENCE:** Felony or misdemeanor crimes of physical abuse, harassment, interference with personal liberty or willful deprivation committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. This relationship status is determined by a variety of factors including length of perceived relationship, nature/type of relationship and the frequency of interaction between the involved parties. Illinois does not have a specific statute addressing dating violence. Crimes related to this type of offense are prosecuted as general offenses or under the various domestic violence statutes as appropriate.

**STALKING:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others and/or suffer substantial emotional distress. Under 740 ILCS 21/10, "course of conduct" is described as two or more acts. "Emotional Distress" is defined as significant mental suffering, anxiety or alarm.

**HATE CRIMES:** Includes any of the above crimes and larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race (RA), religion (RE), sexual orientation (SO), gender (G), ethnicity (E) or disability (D).

Reportable crimes that are reported as hate crimes in the attached charts are coded in the Hate Crimes column. (Example: an “RA” in the aggravated assault row under the hate crime column means one (1) case of aggravated assault that was a hate crime based on race (RA) in this calendar year.)

**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.

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

**LIQUOR LAWS VIOLATION:** The violation of laws or ordinances prohibiting:

- » The manufacture, sale, transporting, furnishing or possessing of intoxicating liquor;
- » Maintaining unlawful drinking places;
- » Bootlegging or operating a still;
- » Furnishing liquor to a minor or intemperate person;
- » Using a vehicle for illegal transportation of liquor;
- » Drinking on a train or public conveyance; and
- » All attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**LARCENY-THEFT:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking or the stealing of any property or article that is not taken by force and violence or by fraud.

**SIMPLE ASSAULT:** An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**INTIMIDATION:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Crimes are only reported once.**



## **GEOGRAPHIC LOCATIONS DEFINED**

### **Campus**

- » Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
- » Any building or property that is within or reasonably contiguous to the area identified in the preceding bullet that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).
- » It should be noted that pursuant to revised guidance from the Department of Education. The Woods at Millikin apartment complex at 1135 W. Wood St. is now counted as on-campus housing for purposes of our Clery Report. This is effective dating back to the revised guidance received in 2016. It should also be noted that Millikin University is unable to completely comply with some requirements of this Act as it relates to fire and life safety concerns, as the University has no ownership or control over the complex. Each year, the complex's management team confirms they have completed required annual inspections related to life safety equipment. Millikin University is unable to coordinate or conduct life safety inspections or drills as they do in their owned and controlled housing. Millikin University has attempted in good faith to obtain all crime and pertinent fire statistics related to the complex and include that data in this report as on-campus housing.

### **Non-campus Building or Property**

- » Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- » Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

### **Public Property**

- » Streets, sidewalks and parking facilities within or adjacent to and accessible from the campus.

***For the purposes of reporting statistics, offenses must distinguish according to where they occur as categorized above.***

## YEARLY CRIME STATS 2023

Crimes Reported*	Campus Residential Facilities (CRF)	Total on Campus (Includes CRF)	Non-Campus Buildings or Property	Public Property	Total	Hate Crimes***
Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Motor Vehicle Theft	0	4 att., 1 comp.	0	0	5	0
Robbery	0	0	0	0	0	0
Sex Offense - Rape	0	0	0	0	0	0
Sex Offense - Fondling	0	0	0	0	0	0
Sex Offense - Incest	0	0	0	0	0	0
Sex Offense - Statutory Rape	0	0	0	0	0	0
Other Hate Crime Reports	0	0	0	0	0	0
Hate Crime-Clery Act Reports	0	0	0	0	0	0
<b>VAWA:</b>						
Dating Violence	1	2	0	0	2	
Domestic Violence	0	0	0	0	0	
Stalking	0	0	0	0	0	
<b>ARRESTS:</b>						
Liquor Law	0	0	0	0	0	
Drug Law	0	1	0	1	2	
Illegal Weapons	0	0	0	0	0	
<b>DISCIPLINARY REFERRALS:**</b>						
Alcohol	14	14	0	0	14	
Drugs	3	5	0	0	5	
Weapons Violations	0	0	0	0	0	

\* Incidents are counted per occurrence. Multiple incidents may be reported in a single report.

\*\* Those not arrested for liquor, drug or illegal weapon violations but who are referred for campus disciplinary action for violations of University alcohol, drug or weapon policies does not mean that a violation of law has occurred.

\*\*\* Hate Crime - Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), Disability (D) or National Origin (NO). Reportable crimes which are reported as hate crimes in the above chart are coded in the hate crimes column. (Ex: 1-RA in the aggravated assault row under the hate crimes column means one (1) case of aggravated assault in this calendar year that was a hate crime based on race). Crimes are only reported once.

# YEARLY CRIME STATS 2022

Crimes Reported*	Campus Residential Facilities (CRF)	Total on Campus (Includes CRF)	Non-Campus Buildings or Property	Public Property	Total	Hate Crimes***
Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Robbery	0	0	1	0	1	0
Sex Offense - Rape	2	2	1	0	3	0
Sex Offense - Fondling	1	1	0	0	1	0
Sex Offense - Incest	0	0	0	0	0	0
Sex Offense - Statutory Rape	0	0	0	0	0	0
Other Hate Crime Reports	0	0	0	0	0	0
Hate Crime-Clery Act Reports	0	0	0	0	0	0
<b>VAWA:</b>						
Dating Violence	2	3	0	0	3	
Domestic Violence	2	2	1	1	4	
Stalking	0	0	0	0	0	
<b>ARRESTS:</b>						
Liquor Law	0	0	0	0	0	
Drug Law	0	0	1	1	2	
Illegal Weapons	0	0	0	0	0	
<b>DISCIPLINARY REFERRALS:**</b>						
Alcohol	8	8	0	0	8	
Drugs	3	4	0	1	5	
Weapons Violations	0	0	0	0	0	

\* Incidents are counted per occurrence. Multiple incidents may be reported in a single report.

\*\* Those not arrested for liquor, drug or illegal weapon violations but who are referred for campus disciplinary action. A referral for campus disciplinary action for violations of University alcohol, drug or weapon policies does not mean that a violation of law has occurred.

\*\*\* Hate Crime - Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), Disability (D) or National Origin (NO). Reportable crimes which are reported as hate crimes in the above chart are coded in the hate crimes column. (Ex: 1-RA in the aggravated assault row under the hate crimes column means one (1) case of aggravated assault in this calendar year that was a hate crime based on race). Crimes are only reported once.

## YEARLY CRIME STATS 2021

Crimes Reported*	Campus Residential Facilities (CRF)	Total on Campus (Includes CRF)	Non-Campus Buildings or Property	Public Property	Total	Hate Crimes***
Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	1	0	1	0
Negligent Manslaughter	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Motor Vehicle Theft	0	2	0	0	2	0
Robbery	0	0	0	0	0	0
Sex Offense - Rape	7	7	4	0	11	0
Sex Offense - Fondling	2	2	0	0	2	0
Sex Offense - Incest	0	0	0	0	0	0
Sex Offense - Statutory Rape	1	1	0	0	1	0
Other Hate Crime Reports	0	0	0	0	0	0
Hate Crime-Clery Act Reports	0	0	0	0	0	0
<b>VAWA:</b>						
Dating Violence	1	0	0	0	1	
Domestic Violence	0	0	0	0	0	
Stalking	1	0	0	0	1	
<b>ARRESTS:</b>						
Liquor Law	0	0	0	0	0	
Drug Law	0	0	0	0	0	
Illegal Weapons	0	1	0	0	1	
<b>DISCIPLINARY REFERRALS:**</b>						
Alcohol	15	17	0	0	17	
Drugs	2	3	0	0	3	
Weapons Violations	0	0	0	0	0	

\* Incidents are counted per occurrence. Multiple incidents may be reported in a single report.

\*\* Those not arrested for liquor, drug or illegal weapon violations but who are referred for campus disciplinary action. A referral for campus disciplinary action for violations of University alcohol, drug or weapon policies does not mean that a violation of law has occurred.

\*\*\* Hate Crime - Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), Disability (D) or National Origin (NO). Reportable crimes which are reported as hate crimes in the above chart are coded in the hate crimes column. (Ex: 1-RA in the aggravated assault row under the hate crimes column means one (1) case of aggravated assault in this calendar year that was a hate crime based on race). Crimes are only reported once.

# PART TWO

## ANNUAL FIRE SAFETY REPORT

Fire safety is another important component of your overall safety plan — PLAN TO ESCAPE. Plan to Escape — Knowledge, Awareness and Preparation — get down, stay low, feel the door for heat and know two ways to get out. Each residence hall room has an emergency evacuation plan posted in the room. The emergency evacuation plan has a map of the floor with two exits, information for evacuating during a fire and what to do during severe weather.

As with Plan to be Safe, Plan to Escape is proactive planning to minimize the threat of being victimized by a fire event. More fire safety information is available at [millikin.edu/security](http://millikin.edu/security).

The Annual Fire Safety Report contains information on policies and procedures regarding fires, what to do if there is a fire, evacuation information, residence hall information and fire prevention information.

## IF THERE IS A FIRE, EVACUATE THE BUILDING AND CALL THE DECATUR FIRE DEPARTMENT AT:

On-campus phone: 7-911

Off-campus: 911

or 217.424.2711

## YOU MAY ALSO CALL MILLIKIN PUBLIC SAFETY AT:

EXT: 8888 OR 217.464.8888

## WHO TO REPORT THAT A FIRE HAS OCCURRED?

**Public Safety** (24 hours a day, 7 days a week)

217.464.8888

Ext. 8888 from a campus phone

**Vice President of Student Affairs**

217.424.6395

Ext. 6395 from a campus phone

**Director of Public Safety**

217.464.8888

Ext. 8888 from a campus phone

## **FIRE DRILLS IN RESIDENCE HALLS**

Each semester, a mandatory unannounced fire drill is conducted for each residence hall. The fire drill is conducted by the Office of Public Safety in conjunction with a representative from Campus Life. The fire drills are conducted to familiarize students and visitors with the visible and audible warning from the activated fire alarm and how to use the primary routes available in the building. All students are required to meet by floor at a location outside the building.

## **FIRE EDUCATION**

Fire safety is a mandatory agenda item for residence hall floor safety meetings. Following the fire drill, a critique is completed to let students know what was done correctly and what needs improvement. Fire safety information and what to do during an actual fire is also discussed.

The Office of Public Safety maintains fire safety and proper use of fire extinguisher brochures. All Resident Assistants are trained in fire safety, including hands-on fire extinguisher training.

## **EVACUATIONS**

Never assume a fire alarm is a drill; always take an alarm seriously. Evacuation is mandatory when the fire alarm sounds. Individuals need to remain calm and quickly evacuate the building.

Any student who does not evacuate the building may face student conduct action. Students, faculty, staff and visitors are not allowed to reenter the building until told to do so by emergency responders or a representative from Public Safety.

## **EVACUATION PROCEDURES**

### **IN THE EVENT OF A FIRE:**

- » Get down and stay low.
- » Feel the door before opening.
- » If the door is hot, this might indicate a fire outside your door.
  1. Stay in the room and place clothing, towels, bed sheets or other similar objects at the base of the door to minimize smoke entering the room.
  2. Stand at the inside of an exterior window; remain inside the room, so that responding firefighters can see you.
  3. Call **911** (*dial 7-911 when using a campus phone*) and report your situation to the emergency communications dispatcher. If circumstances allow, also call Public Safety at **217.464.8888** and report the room number where you are (if you are uncertain of the room number, provide as close a description as possible).
- » If the door is not hot, open the door carefully and check for smoke in the hallway.
- » If there is significant smoke, stay in your room follow the directions in #1 above.
- » If there is little or no smoke, exit your room and proceed to the nearest stairwell.
- » Remain calm and use handrails while proceeding down the stairwells.

## RESIDENCE HALL POLICIES AND PROCEDURES

### DRAPERIES AND WINDOW COVERINGS

For fire safety, only University-provided window treatments are to be used. You may not decorate your room with your own personal draperies.

### ELECTRICAL APPLIANCES

To minimize potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. The following appliances may only be used if they have an automatic shut off: irons and coffeemakers. Room-size refrigerators can be no larger than three cubic feet and use no more than 1.5 amps. Microwaves are NOT permitted unless they are part of a micro fridge unit. Space heaters, sun lamps, halogen lamps, lava lamps, electric blankets, air conditioners, popcorn poppers, grills or appliances with an exposed heating element are prohibited. Power strips with an automatic circuit breaker are the only extension cords permitted.

### OPEN FLAME AND EXPLOSIVES

- » No candles allowed, even for decorative purposes. Candles will be confiscated.
- » No open flames (e.g., candles, kerosene lamps) or any incendiary devices will be permitted in the residence halls. The burning of incense is not allowed in any residence hall room or public area.
- » The storage or use of flammable liquids or substances is strictly prohibited in the residence halls.
- » The possession or use of firearms, fireworks, other explosive materials or weapons in any University-owned housing unit is strictly prohibited by University policy and state law. BB, pellet, soft air and paint guns are prohibited.
- » Motorcycle engines, fuel tanks and other motorized vehicles may not be stored or repaired within residence halls.

### ADDITIONAL FIRE SAFETY POLICIES

- » All living and storage rooms will be maintained in such a manner as to allow a wide, uncluttered pathway. Nothing may be stored in the hallway.
- » The use of multi-outlet plugs or power strips in the residence halls is acceptable only if the equipment has a built-in circuit breaker.
- » Live trees will not be permitted in the residence halls. Small plants are acceptable.
- » In order to ensure compliance, Campus Life staff may check student rooms at any time.
- » In the event of a violation of the above guidelines, student conduct action will be taken.

The use of a fire extinguisher or other fire protection equipment for other than its intended purpose will automatically result in a \$50 fine, plus the cost of recharging or replacing the extinguisher. You will also be referred for judicial and possible legal action.

## **HOLIDAY DECORATION SAFETY REGULATIONS**

- » Only artificial trees shall be permitted in student rooms, lounges, apartments and food service areas. No lights are to be used on aluminum trees.
- » Only UL-approved or UL-listed electrical light sets may be used for decoration. The power line must not pass through the doorway or window frame to an outlet.
- » Trees or decorations are not to be placed in any corridor or area which might obstruct an exit.
- » All decorations used on the inside of any University building must be flameproof or made of a material that is flame retardant.
- » No open flames are permitted.
- » At no time will hallway or exit lights be painted or covered.

## **SMOKING**

Millikin University's residence halls are smoke free. This means no smoking in any public area or residence hall room. In addition, smoking is prohibited within 25 feet of any entrance/exit area of any residence hall. Students found in violation of this policy are subject to a \$50 fine per offense.

## **STUDENT CONDUCT ACTIONS IN RESIDENCE HALLS**

### **Level I**

Tampering with safety devices (fire extinguisher, smoke detector): automatic \$50 fine and discipline session with Resident Assistant (RA).

### **Level II**

Failure to comply with fire drills or other safety directions of University staff: automatic \$50 fine and discipline session with RA.

### **Level III**

Pulling fire alarm: automatic \$500 fine and discipline session with professional staff.

### **The following buildings have forced air furnaces:**

Weck Hall

New Hall 4

The Woods at Millikin - 1135 W. Wood

*The following charts provide fire statistics for each University on-campus housing facility.*



## ON-CAMPUS STUDENT HOUSING FIRE SAFETY MEASURES

Residence	Address	Fire Alarm System	Sprinkler	Fire Extinguishers	Smoke Detectors
Aston	170 N. Arrival Circle	Yes	Yes	Yes	Yes
Blackburn	130 N. Arrival Circle	Yes	Yes	Yes	Yes
Dolson	210 N. Oakland	Yes	Yes	Yes	Yes
New Hall 4	1188 W. Wood	Yes	Yes	Yes	Yes
Millikin East	1371 W. Main	Yes	Yes	Yes	Yes
Millikin West	1375 W. Main	Yes	Yes	Yes	Yes
Weck	1211 W. Main	Yes	Yes	Yes	Yes
The Woods at Millikin	1135 W. Wood	Yes	Yes	Yes	Yes

## CAMPUS FIRE SAFETY ACT REPORTING 2023

NUMBER OF FIRES - ON-CAMPUS HOUSING FACILITIES						
Name of Facility	Street Address	Number of Fires	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Blackburn	130 N. Arrival Circle	0		0	0	
Dolson	210 N. Oakland	0		0	0	
New Hall 4	1188 W. Wood	0		0	0	
Weck	1211 W. Main	0		0	0	
The Woods at Millikin	1135 W. Wood	0		0	0	

## CAMPUS FIRE SAFETY ACT REPORTING 2022

NUMBER OF FIRES - ON-CAMPUS HOUSING FACILITIES						
Name of Facility	Street Address	Number of Fires	Cause of Fire	Number of Injuries	Number of Deaths	Value Property Damage
Aston	170 N. Arrival Circle	0		0	0	
Blackburn	130 N. Arrival Circle	0		0	0	
Dolson	210 N. Oakland	1	Careless Discard	0	0	\$5
New Hall 4	1188 W. Wood	0		0	0	
Weck	1211 W. Main	0		0	0	
The Woods at Millikin	1135 W. Wood	0		0	0	

## CAMPUS FIRE SAFETY ACT REPORTING 2021

NUMBER OF FIRES - ON CAMPUS HOUSING FACILITIES						
Name of Facility	Street Address	Number of Fires	Cause of Fire	Number of Injuries	Number of Deaths	Value Property Damage
Aston	170 N. Arrival Circle	0		0	0	
Blackburn	130 N. Arrival Circle	0		0	0	
Dolson	210 N. Oakland	0		0	0	
New Hall 4	1188 W. Wood	0		0	0	
Weck	1211 W. Main	0		0	0	
Millikin East	1371 W. Main	0		0	0	
Millikin West	1375 W. Main	0		0	0	
The Woods at Millikin	1135 W. Wood	0		0	0	

# NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



1184 West Main Street  
Decatur, IL 62522-2084