



PRINCIPIA COLLEGE

# 2024 Annual Security & Fire Safety Report



## **Equal Opportunity Statement:**

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christian Scientists.

## **Anti-Discrimination and Disability Accommodation Statement:**

Principia College recognizes that each individual “as the child of God reflects the intelligence and strength of his Maker, and that all have equal opportunity and equal ability in the sight of God” (Principia Policy 3). As a result, Principia does not discriminate on the basis of race, color, gender, sexual orientation, national origin, or age. Principia College is also committed to providing equal educational opportunity for qualified students with disabilities in accordance with the policy statements of the College. Our goal is to provide an excellent education for all students, helping them overcome limitations and challenges of all sorts. In support of this commitment, Principia College strives to provide reasonable accommodation to those students on campus who need and will benefit from specific learning accommodations.

## **Diversity, Equity, and Inclusion Statement:**

### *Love in Action*

With Christian Science as our foundation, we view every member of the Principia community as the unlimited image and likeness of God (Gen. 1:26). We seek to elevate humanity by fostering, nurturing, and inspiring individual and collective spiritual growth.

Diversity in perspectives, experiences, and how people uniquely express themselves strengthens our community. Principia strives to provide its community members with equitable access to all opportunities and resources. We support and respect individual healthcare choices without judgment.

We commit to respectful engagement with one another and will work to remove prejudice and misunderstanding. We are a community based on prayer, integrity, respect, trust, and love. Together, we foster and sustain inclusive learning, living, and working environments where everyone feels they belong and are valued.

The following offices have been designated to handle inquiries relating to non-discrimination policies as well as issues relating to sexual harassment and sexual violence:

### **Employee Related:**

Human Resources  
School of Government #053  
618-374-5201  
[ELSHR@principia.edu](mailto:ELSHR@principia.edu)

Title IX Coordinator  
Old Watson Lab #153  
314-275-3575  
[TitleIX.Coordinator@principia.edu](mailto:TitleIX.Coordinator@principia.edu)  
STL Campus Business Office  
314-275-3548  
[Elise.Crow@principia.edu](mailto:Elise.Crow@principia.edu)

### **Student Related:**

Dean of Students  
School of Government #156F  
618-374-5162  
[StudentLife@principia.edu](mailto:StudentLife@principia.edu)

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## **Principia College**

Founded on the principles of Christian Science, our 2,600-acre campus—featuring the world’s largest collection of buildings designed by renowned architect Bernard Maybeck—sits atop limestone bluffs overlooking the Mississippi River. Our residential campus welcomes students from around the country and the world from all faith backgrounds.

Located in Elsah, Illinois, just 45 minutes from downtown St. Louis, Missouri, Principia College boasts two field houses, a state-of-the-art Science Center, newly renovated academic and administrative building, multiple performing arts spaces, a library with outstanding research and art collections, and a beautiful, stately limestone chapel.

The campus is open for admissions visits, public tours, and often hosts events that are open to the community.

Principia College is accredited by the Higher Learning Commission (HLC), one of six accrediting organizations recognized by the U.S. Department of Education. The HLC Open Pathway model, which focuses on continuous quality improvement, consists of a ten-year cycle, which includes undergoing a Comprehensive Review every ten years; preparing a Mid-Cycle Assurance Review; and completing a Quality Initiative Project. The College’s next Comprehensive Review, including a site visit by an assigned HLC Peer Review team, is scheduled for Fall 2025.

# I. The Clery Act

The Clery Act is named after Jeanne Clery, a Lehigh University first-year student who was raped and murdered in her dorm room in April 1986. In response to her murder, her parents advocated for federal legislation to make colleges and universities safer and more transparent about campus safety and security.

In 1990, several years after her death, the Higher Education Act of 1965 was amended to include the Crime Awareness and Campus Security Act of 1990. This amendment required all postsecondary institutions participating in the Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998 it was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly known as the **Clery Act**). In 2013 Congress passed the Violence Against Women Reauthorization Act (**VAWA**), which included additional amendments to the Clery Act focusing on rights of victims and survivors of dating violence, domestic violence, sexual assault, and stalking.

The Clery Act requires colleges and universities to draft and implement policies and procedures, as well as disclose certain crime statistics. These requirements include, but are not limited to:

- Developing policies and procedures regarding crime prevention, missing students, drug, and alcohol use, reporting, and preventing sexual assaults, and issuing emergency notifications, among others.
- Creating awareness and prevention programs for students and employees regarding dating violence, domestic violence, sexual assault, and stalking.
- Issuing Timely Warnings for Clery Act crimes that constitute a serious or continuing threat to the safety of students or employees.
- Publishing an Annual Security & Fire Safety Report (ASFSR) containing crime and fire statistics and statements of policies/procedures.
- Submitting the crime and fire statistics to the U.S. Department of Education.

The policies, procedures, and statistics, included in this report were approved by members of the Principia Clery Compliance Team. This team is made up of members from the following departments:

- Campus Security
- Student Life
- Legal, Title IX
- Administrative Offices

The Principia College Campus Security Department acknowledges its support of the Clery Act and recognizes the ongoing improvements to campus safety and security throughout the country's college and university campuses as a result. The Campus

Security team not only strives to meet the stringent requirements set forth by the Clery Act but exceed them too.

## II. About the Annual Security & Fire Safety Report (ASFSR)

The Principia College ASFSR is now available. Copies may be obtained by stopping by the Campus Security Office located at 1 Maybeck Place, Elmhurst IL, in the lower level of Howard Center, or you can request that a copy be mailed to you by calling (618) 374-5480. This annual security and fire safety compliance document is also available on the Campus Security website at:

<https://prinweb.principia.edu/offices/commsafety/ASFSR>.

The website and report contain information such as statements addressing the school's policies, procedures and programs regarding safety and security. Three years' worth of statistics are included for certain types of crimes that must be reported if they allegedly occurred on campus, in or on off-campus buildings, or on property owned or controlled by the school and on public property within or immediately adjacent to the campus. This information is required by law and is provided both to the school community and U.S. Department of Education by the Principia College Campus Security Department.

The ASFSR is prepared using statistical data from reports submitted to the College Campus Security Department and based on Clery Act crimes occurring on Principia property that are either reported directly to Campus Security, Campus Security Authorities<sup>1</sup> (who then submit reports to Campus Security) or local law enforcement agencies. Each of these groups' roles are discussed further in this report.

For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported. Please note, the crime statistics are based on reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of responsibility be made, to include the reported crime in the College's crime statistics. All the statistics are gathered, compiled, and reported to the College community via this Annual Security & Fire Safety Report. These statistics are also submitted to the U.S. Department of Education each year.

**The Annual Security & Fire Safety Report is distributed to all students, faculty, and staff each year by e-mail which includes a link to the report for immediate download.** Prospective students and applicants for employment will also receive communication providing an easy-to-use link or instructions on how and where to obtain

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<sup>1</sup> Campus Security Authority (CSA) are discussed in more detail on this report. CSAs are trusted individuals on campus, including the Dean of Students, Assistant Dean of Students, Residence Director, Student Conduct Manager, Academic Dean, Student Ombudsman, CS Nurses, all coaches, all Resident Counselors, Student Activities Staff, Advisors to student organizations, Campus Security Officers, and the Title IX Coordinator. (see 34 CFR 668.46(a) "Campus security authority")

a hard copy of the ASF SR. Others desiring an electronic copy may reach out to Campus Security by making a request to [watch.security@principia.edu](mailto:watch.security@principia.edu)

Paper copies of the Annual Security & Fire Safety Report (ASF SR) may be obtained by contacting the Principia College Campus Security Department at (618) 374-5480 or in person at the Campus Security Office in lower Howard Center, Mon-Fri 9:00 am-4:00 pm (office is closed weekends).

### **III. Principia Campus Security Department**

#### **A. Authority of Campus Security on and off Campus**

Principia College Campus Security Officers staff a gatehouse at the main entrance to campus, twenty-four hours a day, seven days a week. Officers also patrol campus and are trained as first responders who work cooperatively with local fire and police agencies. Officers have the authority to ask for identification and to determine whether individuals have a legitimate reason for being on campus. Principia College Campus Security Officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Security Officers are non-sworn in the state of Illinois, and thereby do not possess the authority to make arrests. Criminal incidents are referred to local law enforcement who have jurisdiction on the campus. Principia currently employs a team of up to ten officers with half having formal law enforcement experience, training, and service.

Principia College is in the jurisdiction of the Jersey County, Illinois Sheriff's Department and Illinois State Police.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security Department or the appropriate police agency. Prompt reporting will ensure timely warning notices on-campus and timely disclosure of crime statistics.

#### **B. Law Enforcement Partnerships**

Campus Security maintains a solid and respectful relationship with Jersey County Sheriff's Department including sharing important information and providing professional support during the investigation of criminal offenses. Campus Security *does not* have a memorandum of understanding with the Jersey County Sheriff's Department. Such Memorandums are of use when a college or university has a police or public safety department (defined by state code) with sworn officers and there needs to be understanding of whom investigates what. Because Principia College Campus Security Department is comprised of non-sworn officers, we contact the local sheriff's department to handle reportable Clery crime investigations.

The Department of Campus Security also works together with other law enforcement agencies, especially during large athletic events or other events requiring additional security for very important guests or dignitaries.

Jersey County Sheriff's Department can be contacted in an emergency by calling 911 from the College campus or within the county of Jersey, IL. The Sheriff's Headquarters is located at 114 N. Washington St. Jerseyville, IL 62052.

### **C. Banned Weapons**

The personal possession of weapons in all campus buildings and on all campus property, including in personal vehicles and residences, is strictly prohibited, except by Illinois statute 430 ILCS 66/1 (cited below) which provides that while the institution can prohibit carrying guns around campus and carrying guns into any buildings, a conceal and carry licensee in Illinois has the lawful right to keep a gun locked in glove box or inside another secure container inside the vehicle. It further states:

(a) any licensee prohibited from carrying a concealed firearm into the parking area of a prohibited location specified in subsection (a), (a-5), or (a-10) of this Section shall be permitted to carry a concealed firearm on or about his or her person within a vehicle into the parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk. For purposes of this subsection, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

Other than the noted exception, this prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon from any other state than Illinois. Students and employees are also prohibited from possessing weapons while operating a Principia vehicle or while engaging in Principia business, including participation in or presence at off-campus official Principia activities.

Weapons are defined as firearms, knives over three inches, bows, and arrows, slingshots, water balloon launchers, decorative swords and weaponry, martial arts equipment, Tasers, as well as BB, pellet, airsoft, paintball, stun guns, ammunition, explosives, fireworks, replica firearms, and other potentially hazardous items.

Use or possession of any such weapon will be subject to fines and disciplinary action. Student violations will be addressed through Student Life's disciplinary processes,

which include the possibility of suspension. Employee violations will be addressed through HR, and disciplinary action may be taken leading up to and including termination. Without specific prior permission from Principia College, firearms on campus are prohibited by Illinois State law; therefore, violations may be referred to local law enforcement for prosecution.

### **Exceptions:**

- **Law enforcement:** This weapons prohibition does not apply to authorized security or law enforcement personnel.
- **Authorized hunting:** An exception is made under the direction of our Land Stewardship Manager to authorize select individuals to access a controlled and limited portion of college owned property outside of the campus proper to assist in managing our deer population.
- **Classroom instruction:** Replica weapons used for instruction and curriculum in recognized programs, such as theatre, are allowed under the supervision of trained professionals.
- **Storage:** Campus Security, with the agreement of the College Administration, can provide secure storage of weapons, including firearms, on campus. Once the storage of the weapon or firearm is approved, arrangements are made with the Campus Security Director as to how the weapon will be transferred to the secure storage area. If a student or employee leaves a weapon unclaimed at the end of their enrollment or employment at Principia, the weapon will be disposed of six months after their departure.

If you are aware that an individual possesses a firearm or other weapon in violation of this policy, you should immediately report the issue to Campus Security.

## **IV. Reporting Crimes and Emergencies**

### **A. Campus Security & Law Enforcement: How and What to Report**

Any emergency or criminal activity should be reported to Campus Security by dialing 5111 from any campus phone, or 618-374-5111 from off-campus or when using cell phones. If no one can be reached at 5111, dial 911 for police, fire, or medical emergencies.

The Principia College Campus Security Department is located on the lower level of Howard Center and is open Monday-Friday 9:00 am to 4:00 pm (closed weekends). The office number is 618-374-5480. When the Campus Security Office is closed, all calls are forwarded to the Campus Security Gatehouse, which operates 24 hours, 365 days each year.

The College encourages victims, witnesses, as well as anyone who learns of a crime on campus, to promptly report it to Campus Security. If off campus but local, they should

contact the Jersey County Sheriff's Department at 618-498-6881. When in Illinois in unfamiliar territory, dialing 9-1-1 on your cell will route it to the nearest county 9-1-1 call center or state police dispatch.

All reports made to Campus Security are reviewed to determine whether a follow-up investigation is required; whether a Timely Warning to the Principia College community is warranted; and whether the incident qualifies as a Clery reportable statistic for the ASFSR. Please refer to Section VII of this report for policies and procedures on **Timely Warnings**.

Incidents that qualify as sex offenses, dating violence, domestic violence or stalking should also be reported to the Student Life and/or the Title IX Coordinator. Both can be reached online at [StudentLife@principia.edu](mailto:StudentLife@principia.edu), [TitleIX.Coordinator@principia.edu](mailto:TitleIX.Coordinator@principia.edu), on the College's internal website, *Prinweb*, under the tab: Requests and Forms > Anonymous Report: Sexual Harassment/Violence. The same form can also be reached on Prinweb by clicking the Student Life tab then Title IX/Sexual Harassment tab > File a Report of Sexual Assault or Harassment.

Reports of Clery Act crimes occurring on Principia College property<sup>2</sup> are used to compile the crime statistics reported in **Section XV** of this ASFSR.

Principia employees receive information concerning campus safety and security policies and procedures through new employee orientation and via the Employee Handbook, which is also available for review on Principia's internal website. The Employee Handbook is maintained by the Human Resources Department and has links to the anti-harassment and anti-discrimination policies, as well as links on how and to whom to report any possible violations.

Information on Campus Security policies and procedures is also available to students and community members on the department's internal website:

<http://www.principiacollege.edu/current-students/college-campus-security>.

## **IMPORTANT NUMBERS**

### **For on campus emergencies (police, medical or fire):**

**Dialing 9-1-1** from a campus phone will put the caller through to the county dispatch center but also notify campus security (by text and e-mail alert) that an emergency call has been placed to 9-1-1 via the phone extension with location provided. The county dispatch center also calls the front gatehouse providing an additional layer of notification. **If using a cell phone from campus, after ending the call with the 911 dispatcher, the caller should immediately contact the Campus Security front gate at 618-374-5111.**

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<sup>2</sup> As determined by the Clery Geography definition:

**Campus Security can assist by either responding or providing further instructions or additional resources.**

**For off-campus emergencies (police, medical or fire):**

**Dialing 9-1-1** from a cell phone will route your call to local law enforcement, the county 9-1-1 dispatch center or state police depending on your location and jurisdiction.

### **Campus Security Authority (CSA)<sup>3</sup>**

It is well known among college campuses that not every victim of a crime wants to go to the police or campus security – especially if the crimes are sexual in nature. Instead, they may tell a trusted advisor, a coach on a team bus ride, or a social event coordinator during an event set-up. Recognizing this, the Clery Act implemented a role known as Campus Security Authority (CSA). CSAs are individuals who by the nature of their position and trusted interaction with students, must report Clery Act crimes that they directly witness or learn about in the course of their duties, to the Principia College Campus Security Department. This must be done regardless of whether the victim chooses to file a report with law enforcement or whether they are even associated with the College.

Currently, the Dean of Students, Associate Dean of Students, Residential Operations Manager, Student Conduct Manager, Dean of Academics, Student Ombudsman, CS Nurses, all coaches, all Resident Counselors, Student Activities Staff, Advisors to student organizations, Title IX Coordinator, and Campus Security Officers are identified as CSAs at Principia College. The list is amended throughout the year as positions are added or titles changed. Future year's ASFSR will note the changes.

CSAs complete a Campus Security Authority Crime Report Form and submit it electronically to the College Security Department. The Security Director, or Assistant Director, assesses the information provided in the crime report form to determine whether an immediate response is warranted, if a Timely Warning should be issued or if it requires further follow-up investigation.

CSAs undergo training conducted by Campus Security in conjunction with other Clery Compliance Team members to notify them that they are in fact CSAs and to ensure they are trained consistently and fully understand their responsibilities. While the College encourages all members of the Principia community to report crimes directly to the Campus Security Department, if the incident involves dating violence, domestic violence,

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<sup>3</sup> see 34 CFR 668.46(a) "Campus security authority": A campus police department or a campus security department of an institution.  
(ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.  
(iii) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.  
(iv) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

sexual assault or stalking, CSAs (who are also Responsible Employees as defined under Title IX), must also make a report to the Title IX Coordinator.

If a CSA receives information about a Clery Act crime and believes that the information was provided in good faith, then the CSA should promptly report the information to Campus Security. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. A CSA does not need to have witnessed the crime and is not responsible for proving or deciding whether a crime took place. Information about attempted crimes should be reported, not just information about completed crimes. Students and employees are also encouraged to report information about other crimes to Campus Security, even if not required by the Clery Act.

For clarification purposes, CSAs are not required to report on hearsay, something mentioned in a class discussion, workshop, or other group presentation. They are responsible for reporting allegations of Clery Act crimes reported to them in their capacity as a CSA.

## **B. Confidential Advisors, Pastoral and Professional Counselors**

There are two types of individuals who, though they have significant interactions with students, **are not** campus security authorities under The Clery Act. They are Pastoral Counselors and Professional Counselors. The Clery Act requires Principia College to disclose our policies relating to reporting requirements for pastoral and professional counselors.

The pastoral or professional counselor exemption is intended to ensure these individuals can provide appropriate counseling services without obligation to report crimes they may learn about. During the past three years of policies and statistical data included in this report, Principia College has employed or contracted online professional counselors, five rotating Christian Science practitioners, and an active Military Reserve Chaplain.

### **Privacy and Confidentiality (The Difference)**

**Privacy:** refers to the discretion that will be exercised by the College during any investigation or disciplinary processes. Information related to a report of prohibited conduct will be handled discreetly and shared with a limited circle of College employees or designees who need to know to assist in the assessment, investigation, and resolution of the report and related issues. The College will make reasonable efforts to investigate and address reports of prohibited conduct under this Policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the College will maintain the privacy of the parties to the extent reasonably possible.

**Confidentiality:** refers the level of protection that must be applied to statutory or

legally protected or privileged relationships, including, for example, **professional mental health counselors**<sup>4</sup>, medical professionals, **ordained clergy/pastoral counselors**<sup>5</sup>, and rape crisis counselors (Confidential Resources). Information shared by an individual with a Confidential Resource, on campus or in the community, intended as a confidential communication, cannot be revealed to any other individual without express permission of the individual seeking services, unless there is an imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor. When a report involves suspected abuse of a minor under the age of 18, these Confidential Resources are required by state law to notify child protective services and/or local law enforcement.

Pursuant to the Clery Act, Principia College must disclose statistics about Clery Act crimes in its daily crime log and Annual Security & Fire Safety Report and provide those statistics to the United States Department of Education. If a report of Sexual Assault, Dating Violence, Domestic Violence, or Stalking discloses a serious or continuing threat to the campus community, the College will issue a **timely notification** to the community to protect the health and safety of the community as required by the Clery Act. In all these instances, the information is reported in a manner that does not include personally identifying information about persons involved in an incident. In addition, **Confidential Resources** may submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or student.

The College will not release the name of the complainant, the respondent, or witnesses to the public except as otherwise permitted or required by law. The College will also maintain the confidentiality of any supportive measures provided to a complainant, to the extent that maintaining such confidentiality would not impair the College's ability to provide the supportive measures. The College may also share non-personally identifying information about reports received in aggregate form, including data about outcomes and sanctions. All Principia College proceedings are conducted in compliance with the requirements of FERPA, the Clery Act (as amended by VAWA), Title IX, IL State and local laws, and Principia College policy.

## Confidential Advisors at Principia College

A Confidential Advisor is a Principia College employee who is trained to provide emergency and ongoing support to a student involved in sexual or gender harassment or violence. The primary purpose of a "Confidential Advisor" is to direct students to appropriate resources and to help students understand their rights and options under Principia and state harassment and violence policies. Confidential Advisors have received training regarding the issues surrounding sexual violence and should be utilized as a

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<sup>4</sup> Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. 34 CFR 668.46(a).

<sup>5</sup> *Pastoral counselor*. A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. 34 CFR 668.46(a).

resource for student survivors; Confidential Advisors **are not trained mental health professionals**. Students who are in distress or at risk of self-harm should seek out and get immediate support from trained professionals.

*Note: All communications between a Confidential Advisor and a Reporting Party pertaining to an incident of sexual or gender violence or harassment shall remain confidential unless the Reporting Party consents, in writing, to the disclosure of such information. Moreover, the Confidential Advisor may disclose confidential communications between the Confidential Advisor and the Reporting Party if failure to disclose would result in a clear, imminent risk of serious physical injury to or death of the Reporting Party or another person.*

Principia's Confidential Advisor, while exempt from reporting under Title IX policies, is not exempt from reporting as a CSA under the Cleary Act and is obligated to report Cleary Act crimes of which they are aware.

Principia's Spiritual Life Program is run by an active Military Reserve Chaplain. Because his role is that of spiritual advisor and not ordained minister of a specific religion, students may not even be aware of his chaplaincy status. Therefore, for Cleary reporting standards, he falls under the CSA status. If, through formal training, certification or status-change the Spiritual Life Counselor were to meet the Pastoral Counselor definition, Principia would still want the counselor to inform the person they are counseling the important option of reporting a crime on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics.

### **C. Voluntary and/or Anonymous Reporting**

Principia College encourages all victims or witnesses of a crime to file a report with the Campus Security Department. Individuals wishing to make a report to Campus Security on an anonymous basis may do so for certain situations/incidents online.

Community members may file anonymous reports for sexual harassment, sexual violence, concern for someone's well-being or mental health using Principia's intranet. From the Prinweb homepage, click the tab **Requests & Forms** then select the appropriate form by description.

The form allows Principia College students and Principia employees (faculty or staff) to share information anonymously with the College Dean of Students. This could be in reference to any concern regarding student welfare including, but not limited to, the following potential concerns:

- Sexual violence
- Dating violence
- Domestic violence

- Stalking (including cyber-stalking)
- Harassment
- Sexual harassment
- Bullying
- Hazing
- Depression or self-harm (considered or actual)
- Violence or threats of any kind
- Any other concerns which you feel need to be addressed but are not comfortable sharing directly.

The report will be anonymous throughout the process unless individuals submitting the form decide to complete optional fields with their personal contact information. As a CSA, the Dean of Students will immediately report any Clery defined crimes to Campus Security for further follow-up investigation, review, or to update the Daily Crime Log statistical data.

#### **D. Daily Crime & Fire Log**

The Principia College Campus Security Department maintains Daily Crime and Fire Logs. The logs for the most recent 60-day period are open for public inspection during normal business hours Monday-Friday at the Campus Security Office located on the lower level of Howard Center.

Per federal and state retention periods, any portion of the logs older than 60 days will be made available within two business days of a request for public inspection. The Daily Crime and Fire Logs contain the following information:

- All crimes occurring on Principia College Property as defined by Clery Act geography and reported to the Campus Security Department, including the nature, date, time and general location of each crime, and the disposition, if known.
- The fire log entries include any fire that occurred in an on-campus student housing facility, including the nature, date, time, and general location of each fire.

The Daily Crime and Fire Logs do not contain any personally identifiable information about a victim.

Information in the log is not required to be disclosed when there is clear and convincing evidence that the release of such information would jeopardize an on-going criminal investigation or the safety of an individual; that may cause a suspect to flee or evade detection; or that could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur following the release of such information.

All past crime and fire logs were recorded and maintained in hard copy format by the Campus Security Director and/or the Campus Security Supervisor. Reports from past years are stored in a secure area of the Campus Security Office. All statistical records are kept a minimum of 7 years.

## V. Timely Warnings

If a Clery Act crime occurring on Clery geography constitutes a serious or continuing threat to students and employees, a **Timely Warning** will be written and issued by the Campus Security Director. Clery Act crimes include all the offenses reported in Section XV of this Annual Security and Fire Safety Report that are reported to the Campus Security Department directly by a crime victim or witness or via a Campus Security Authority or a local law enforcement agency. The Campus Security Director or Assistant Director evaluates whether the incident was a Clery Act crime, whether it occurred on Principia College property (Clery defined) and whether the crime is a serious or continuing threat to the campus community. This evaluation is done on a case-by-case basis and considers several factors, such as the nature of the crime and the continuing danger to the campus community.

The College President (or appointed proxy in his absence) Dean of Students, Security Director, and the Assistant Security Director, have authority to issue a Timely Warning. If a Timely Warning is deemed necessary, most often it will be the Security Director who determines the content of the Timely Warning and initiates the notification. As the name implies, time is of the essence, though the severity will differ, thus allowing the Security Director an opportunity to collaborate on the message content with College President or Dean of Students. Timely Warnings are primarily issued via email to all students, faculty, and staff at their assigned principia.edu email accounts with the subject heading including the phrase "**Timely Warning**." If the Director deems it appropriate, Timely Warnings may also be issued utilizing one or more of the following systems:

- School Messenger
- Campus Exterior PA System
- Building Interior Fire Speakers

When issuing a Timely Warning, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate or solve the crime. Timely Warnings do not include names of victims. Timely Warnings shall be issued in a timely fashion and are used to aid in the prevention of a similar occurrence. Incidents may constitute a threat to the community, but they do not meet the criteria of a Clery-reportable crime occurring at a Clery geographic location. In such instances, a "Community Alert Bulletin" may be utilized to notify the community of the threat. The content of the Community Alert Bulletin will vary depending on the type of incident.

## VI. Emergency Notifications, Campus & Dorm Evacuations

### A. Emergency Notifications

When a report is received about an incident that affects the safety, well-being, or life of people or property on campus, Campus Security will utilize the School Messenger system

to alert members of the college community. School Messenger utilizes voice, text and/or email messaging to notify members of the community about incidents and about how to respond. Campus Security also has access to an in-house (student dormitories) PA system to also notify students of an occurring incident and how to respond.

The School Messenger system is utilized when there is an emergency on or near campus that poses an immediate threat to life and safety of community members on campus. Campus Security will verify the situation and then make the appropriate notification to the community.

As of 2017, Principia College installed an **Outdoor Emergency Notification System** to replace the previous tornado siren. This new system allows Principia College to communicate any emergency on campus to the entire Campus via a voice and tone announcement. The tones are used to alert the campus of an incident, which is immediately followed by a voice announcement of what the actual emergency is on campus. **This system is tested each month on the first Tuesday of the month.** The system is located on top of Howard Center. It has a four-way directional array of 4 speakers, which announce preprogrammed emergency messages to the entire campus. This system is used in conjunction with the in-house Notifier system and has the same or similar messages used to announce an emergency.

The **lightning alert system or Weather Bug** system is a lightning detection and alert system used to notify Principia College athletes or athletic events that lightning is in the area (a 10-mile circumference around the campus) and stays active until lightning has not been detected for 30 minutes. This system also alerts the Principia College community members of lightning being in the area if they are out on walks or using the outdoor athletic facilities. The alert horns for this system are located near all the outdoor athletic facilities, one on the loop plant and one on the observatory. This **system is also tested on the first Tuesday of the month**, each month of the year.

### **Authorization to Make Emergency Announcements**

In the case of a reported significant emergency or threat, The College's Director, or Assistant Director of Campus Security or in the event neither is available, their designated substitutes, will confirm with first responders whether an emergency or dangerous situation exists. Confirmation of an immediate threat or emergency does not necessarily mean that all the pertinent details are known or even available. Upon confirmation of a significant emergency or dangerous situation which presents an immediate threat to the health or safety of students or employees, the following individuals or offices are authorized to draft and send a School Messenger notification message:

- Campus Security Director
- Assistant Campus Security Director
- Workplace Safety Director
- College President (or his designee)
- Principia's Chief Communications

The School Messenger emergency notification system receives student and fac/staff contact data from the College's Administrative Systems Group. The system updates contact information automatically every other day. The information creates a user group through which the college Campus Security Director can create and customize multiple notification groups. To test that the system is functioning correctly and sending out e-mail, text, and SMS alerts quickly, the Campus Security Director has created a test group consisting of himself and the Assistant Director and tests it once a month.

**Timely Warning and Emergency Notifications...But What's The difference?**

	<b>Emergency Notifications</b>	<b>Timely Warnings</b>
Scope	Significant emergency or dangerous situation	Clery crimes, reported to CSAs
Triggered by?	Event that is currently on-going or immediately threatening campus	Crimes that occurred and represent an ongoing threat
Where occurs?	Only on campus	Anywhere on Clery Geography
How soon to issue?	Immediately upon confirmation of situation	As soon as information is available

**B. Emergency Response and Evacuation Procedures**

The campus's Emergency Operations Plan provides the framework for an organized and effective response to emergencies impacting the campus community. The purpose of the Emergency Operations Plan is to establish emergency management priorities and associated planning and response procedures. The College has established the following order of priorities for emergency response on campus:

Priority I: Protect Lives

- Examples – Manage building evacuations; fire suppression; hazardous materials release response; search and rescue; medical aid; communications; utilities stabilization.

Priority II: Protect Facilities and the Environment

- Examples – Building inspections; facilities security; shelter; food / water.

Priority III: Restore Operations

- Examples – Resident re-occupancy or relocation; mutual aid arrangements; vital records security; resume academic schedule; safeguard research.

The College Campus Security Director works closely with the College's Workplace Safety Director to lead the Emergency Management group and oversee its policy and procedural content. This group is comprised of representatives from units across the College, who continually work to enhance our Emergency Operations Plan.

**Emergency Action Plans (EAP)**

Individual campus departments play a key role through the development of site-specific department Emergency Action Plans (**EAP**) to ensure personnel can:

- Identify and use on-site emergency equipment (e.g., fire alarms, extinguishers, AEDs).
- Implement emergency response procedures based on the nature of the emergency (e.g., earthquakes, hazardous material spills, extended power outage).
- Evacuate buildings and relocate to designated safe assembly areas. Department Emergency Action Plans are reviewed and evaluated annually on a periodic basis.

The below illustration is an example of the Table of Contents of each College department's completed EAP:

Introduction	2
Department information	2
Mission	2
Evacuation Plan	3
Fire Emergency Plan	3
Fire Extinguisher locations closest to office	3
Sheltering-In-Place	4
Severe Weather/ Tornado Sheltering Plan	4
Lockdown Plan	4
Medical Emergency Plan	4
Locations of First Aid Kits and <u>AED's</u> Relative to Classroom/Office Space	5
Property Conservation	5
Hazard or Threat-Specific	5
Emergency Response Teams	6
Emergency Services	6
Warning, Notification and Communication Systems	6
Revision History	6
Plan Distribution and Access	6

The Emergency Operations Plan, which is an all-hazards plan, also includes a Tornado Plan consistent with National Weather Service's Storm Ready program and a Pandemic Flu Plan that existed before the 2019 pandemic and played a crucial role in helping Principia College continue in-person classroom learning with most students remaining on-campus. The Emergency Management Group recommends best practices and policies for safety in the College community and coordinates training to strengthen the Emergency Operations Plan's effectiveness.

The Campus Security Department conducts announced and unannounced drills and exercises, often in conjunction with the Student Life department and Dean of Academics Office. Each drill and exercise are followed up by an after-action report that is designed for assessment and evaluation to assess and improve the emergency capabilities of the College. The Department of Campus Security documents and retains records of all drills and evaluations conducted by the College.

**(a) Evacuation Procedures**

In the event of an emergency/fire alarm, occupants must evacuate from the building. Departmental Emergency Action Plans provide detailed information about the evacuation procedures for individual buildings. The EAPs are listed below.

As a general guideline, procedures include the following steps: stop working as soon as it is safe to do so and gather personal belongings, such as glasses, keys, and purse or handbag. Avoiding elevators, use the nearest door with an EXIT sign to leave the building. Proceed to your designated assembly area, report for a head count, and stay in the area until you receive direction from emergency responders or authorized Principia College staff.

**(b) Evacuation of Campus Buildings**

In case of fire, use stairs for the exit. Do not use the elevator. Quickly move to the outside of the building using the nearest door marked with an EXIT sign. Be certain, all people in the area are evacuated immediately. Help those who need special assistance. Report immediately to the designated assembly area to do a headcount (see evacuation locations below). Do not reenter the building and wait for instructions from emergency response personnel.

**Emergency Phone Numbers:**

- Fire, Police, Medical – 911
- Campus Security - Extension 5111 or (618) 374-5111
- Emergency Services:
  - Jerseyville Community Hospital  
400 Maple Summit Rd. Jerseyville IL 62052  
(618) 498-6402
  - Alton Memorial Hospital  
1 Memorial Dr. Alton IL 62002  
(618) 463-7311
- Illinois Poison Control Center – (800) 222-1222

**Calmly state:**

- Your name.
- Building and room location of emergency.
- Nature of the emergency: fire, chemical spill, etc.
- Injuries.
- Hazards present which may affect responding emergency personnel;  
and
- A phone number near the scene where you can be reached.

**Fire Procedures:**

Before the fire alarm sounds, if there is a situation in a house that seems likely to activate the fire alarm the person present should:

- Determine if the situation is safe or not.
  - If the situation is safe (i.e., a toaster fire that has been put out, a smoke machine, etc.) let the RC know as soon as possible. If they are not present call the Gatehouse to warn them an alarm may be triggered (618-374-5111).
  - If the situation is not safe the person present should find and activate the nearest pull station.
- If the situation is considered safe the Residential Coordinator must respond to assess the situation personally.
- If the RC confirms the situation is safe, they must call and inform the Gatehouse officer.

**When a residential dorm fire alarm sounds:**

- All occupants must evacuate the building using the closest and/or safest exit then respond to the designated evacuation location.
- All occupants, if in their rooms, shall make sure their roommates are awake before exiting the building.
- All occupants need be wearing clothing (for hot, cold, or wet weather) including shoes, as they may not be allowed back into the building for some time, if at all.
- Before leaving occupants should check their door for heat, then, if safe, open it carefully to check the hallway for smoke and fire before they exit.
- If door is hot or it is unsafe to exit your room the following steps should be taken: seal the bottom of the door with damp towels, open window to ventilate room of smoke, exit through window if safe to do so or call 5111 to notify Campus Security that you are trapped in your room.
- All occupants shall exit the building in a calm, quiet manner.
- A roll call will be made by the RC/RA/House Board member to determine who is and who is not present.
- No one will reenter the building until Campus Security or Fire Department personnel have informed the RC/RA/House Board member it is safe for the occupants to reenter the building.

**In case of small fire:**

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire.
- Pull the pin located in the extinguisher's handle, aim the nozzle at the base of the fire, squeeze the handle and sweep from side to side at the base of the fire until it is out.
- Have people knowledgeable about the incident and location assist emergency personnel.

**Evacuation maps are included in the common areas of all residential housing locations:**

- Take time to familiarize yourself with the evacuation plan for your residence. It is each resident's responsibility to evacuate to designated assembly areas when the fire alarm sounds.
- Failure to evacuate immediately is dangerous and a violation of the Illinois Fire Code. As such, Principia Campus Security Officers may write citations to anyone purposefully trying to avoid evacuating during either fire drills or an actual fire emergency.

Fire alarm testing is conducted annually by the fire alarm company, Tech Electronics, in full compliance with county and state fire codes. In addition, Principia Campus Security, in conjunction with Student Life, Conducts two annual Fire Drills. One is scheduled at the beginning of the academic year (fall term), while the other is a surprise drill later in Spring term.

### **House Evacuation Locations**

Because weather conditions cannot be accounted for in the event of a fire alarm all evacuation locations are indoors.

<b>On-Campus Housing</b>	<b>Evacuation Location</b>
Anderson	Howard Center
Beeman	Williams's living room
Brooks	Buck living room
Buck	Brooks Living Room
Clara McNabb	Lowrey living room
Ferguson	Gehner living room
Gehner	Ferguson living room
Howard	Lowrey living room
Joe McNabb	Ferguson living room
Lowery	Howard living room
Rackham	Gehner living room
Sylvester	Howard living room
Williams	Beeman living room

Note: Campus Security will unlock the doors, from the gate house to the evacuation location to allow for access during non-house hours.

The Student Handbook also covers loss of residential housing during the school year.

#### **Chain of Command: 2023**

Dean of Students

Assistant Dean of Students

Director of Spiritual Life

Director of International Student Programs and Services

Manager of Campus Events

Director of the Wholeness Program

Director of Christian Science Nursing  
Student Life Office and Communications Manager  
Residential Life Coaches/Residential Coordinators

### **Immediate Steps**

Follow the normal fire drill procedures:

- Residential Coordinator (RC) should call Gatehouse to report the problem.
- Students and RC families assemble inside their designated evacuation location long enough to identify who is missing and determine if anyone can confirm that missing persons are still in the building. Report to Campus Security immediately.
- If RC determines it is necessary, they will have students move to the Dining Room or Wanamaker (Ext. 2041) until Gehner or other houses needed are unlocked.
  1. Gatehouse will dispatch 911 services, if needed, and alert Break RC, Dean of Students, President, Christian Science Nurses, Campus Security Director, and TELECOM.
  2. The Dean of Students will call RD and SAM.
  3. Dean of Students and RD will meet up with RC and students as soon as possible at the disabled house, designated evacuation location, Dining Room (or Wanamaker if Dining Room is affected), or relocation building.
  4. The RD (or Dean of Students) will take over RC responsibilities if RC is unavailable.
  5. Updated emergency messages on emergency Ext. 5588.

### **Relocation Steps**

1. Given the present use of Clara and Gehner, students would be relocated to empty rooms.
2. RC will be responsible for determining floor/room assignments.
3. If there is an Admissions College Weekend in Gehner, relocated students should use (Clara McNabb) first and, if needed, empty rooms in other houses, on same sex floors, if possible and the rec rooms if needed.
4. The Dean of Students or RD may contact Facilities (there is always an engineer on duty at night and weekends) to gain access to linen.

### **The Community**

1. The Dean of Students, RD or SAM will give the person in charge\* room charts for relocation building (if available).
2. Students should call parents and tell them their situation.
3. RD or SAM will give RC room charts for Gehner and Clara (or other location site if available). RC will give RD relocation room assignments.
4. RC will maintain emergency message board and email message update.
5. Publications is prepared to provide updated information on the home page for parents and others in the community. Dean of Students or SAM will have the home page updated.
6. Students should tell parents how to access the homepage.

If more than one house is unusable, follow the relevant steps above.

Options for additional bed space:

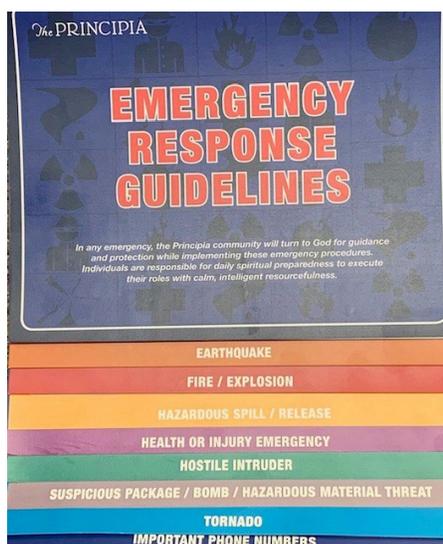
- Extra beds in any houses/cottages
- Rec room/living room furniture in houses.
- Faculty/staff homes
- Motels (work with Business Manager to arrange payment)
- For very short term, Principia Guest House, and Cox Cottage

In the event of a major disaster, the Hexberg Tennis facility would be used to get people out of the weather because it is the building that the Facilities Department can most easily equip with emergency generators.

### C. Emergency Instructions

Emergency response guideline booklets are posted throughout campus, including in student housing, classroom buildings, administrative buildings, the library, and the student activity center (Howard Center). These booklets summarize the procedures for how to respond to: earthquakes, fires and explosions, hazardous spills and releases, health or injury emergencies, hostile intruder situations, suspicious packages, bombs, hazardous materials, threats, and tornado/weather emergencies. They also contain a list of important phone numbers for use during emergencies.

The Emergency Response Guideline booklets, which while informative, are seldom reviewed or removed from their clear plastic wall mounts. In 2023 we converted to a single poster format. Using Fathead brand ‘stick and peel’ paper, these posters can be placed in common areas and places that students and staff are more apt to notice them (such as the wall adjacent to the dining services entrance or next to the Campus Security Office window). This 12x18 poster has space at the bottom to include customized emergency exit mapping (see below right).



On Principia's intranet homepage, prinweb.principia.edu, is a Resources tab under which is the heading Emergency Plan. The Emergency Plan page contains additional useful guideline responses for:

- Health or Injury Emergencies
- Fire & Explosion
- Hazardous Spill Release
- Bomb Threat or Suspicious Packages
- Earthquake
- Hostile Intruder
- Tornado and Severe Weather
- COOP (Continuity Of Operation Plan)

### **Broadcast Control Centers**

Principia has two broadcast control centers from which to make audible emergency instructions.

- The Campus Security Office in Howard Center is the primary center from which most emergency messaging originates.
- The Principia College main entrance gatehouse can be used as a secondary control center. The gatehouse fire panel has broadcast capabilities.

### **Notifier and School Messenger (PrinAlert) System Uses**

The Notifier and School Messenger system are used to broadcast emergency alerts and follow-up messages to the community. School Messenger informs its members of dangers via email, telephone, and text messaging. The Notifier system will broadcast alert information and guidance to all student houses and any other buildings in which the system is installed. The following provides the general guideline, though the immediate circumstances at hand dictate the necessary next announcements:

- The campus is experiencing (*named threat*).
- Areas on the campus to avoid.
- Provide instructions on life-safety.
- Periodically keep the campus up to date with the situation.
- Notify of an "All Clear" – This can only come from the Police or Campus Security.

## **VII. Law Enforcement Monitoring of Non-Campus Criminal Activity**

Principia College does not have any officially recognized student organizations with non-campus locations (such as fraternity or sorority houses). Because Principia College is a

rural campus, the Campus Security Department does access public roads to patrol the College's outlying undeveloped property.

When conducting these patrols, officers do so in an 'observe and report' capacity, offering witness observations that might further support the local sheriff's department in their crime prevention and apprehension efforts. Officers are aware they have no police or security powers off campus or on public roads.

Local area law enforcement officers, such as Jersey County Sheriff Deputies or State Police Officers are welcome on Principia College property at any time during their patrol shifts. Most often these random visits are professional courtesies performed by officers/deputies trying to become better acquainted with the campus layout. If a sworn on-duty officer, in their state authorized and assigned vehicle, was to observe a crime in progress or be flagged down and informed of a crime that was in-progress or had previously happened, they are of course well within their authority to act accordingly as required by their position or department mandates. Criminal activity may be brought to the attention of Campus Security due to the relationship between Campus Security and other law enforcement agencies.

## **VIII. Security Access and Facilities Maintenance**

Responding to emergencies and taking precautions to prevent emergencies are important elements contributing to overall safety at Principia College.

### **A. Facilities Security and Access**

Principia College has three points of vehicular entry. The main campus entrance is located off Beltrees Rd, and it features a gatehouse that is staffed 24/7/365. Vehicles with appropriate College issued decals (changed yearly) are allowed to pass through while vehicles with no decals, or drivers that are unknown to the security officer, are stopped and further questioned. All vehicles are routinely stopped after dusk and asked to show ID. This includes those vehicles with the required current year's parking decal.

Further west on Beltrees Rd is the Crafton Athletic Center entrance. It is a manually operated and locked gated entrance. In addition to the locked gate, surrounding trees and natural landscape prevent unauthorized vehicle access using CPTED (known in the security industry as Crime Prevention Through Environmental Design). This point of access is most often used as a parking overflow during large campus events.

The west side of campus has a perimeter gate at the intersection of Elsay Hills Drive and West Elsay Hills Road. This gate has a manually operated swing-arm that is kept locked. The gate provides access to a gravel road that eventually intersects the paved portion of Eliestoun Rd. The gate is frequently accessed by several public utility companies, each

with their own lock secured in a 'daisy-chain' manner. This allows each company to only unlock their padlock to gain entry. Knowing they can sometimes forget to lock the gate upon exiting, Campus Security conducts multiple perimeter checks at that location.

Campus Security conducts thorough campus patrols throughout the day to ensure the security of the campus. Visual checks of campus lighting and perimeter dorm doors are noted during night patrols. Officers are required to exit their vehicles to conduct door lock-ups and note any needed physical repairs during their tour. Repairs are reported to the Facilities Department through a campus online maintenance repair app or service request. These requests address all safety concerns regarding the physical condition of the campus.

### **B. Campus Residential Facilities Security and Access**

All student houses (dormitories) are secured with electronic key locks and are always in 'locked' mode. Card access to student housing is provided to students, Student Life personnel, approved administrative personnel and Campus Security staff. 'Key cards' are used by students to access their own student house. This access is allowed 24 hours a day, seven days a week; access to other student housing can be made only during house hours which are 7am-10pm daily. It is against Principia College policy to prop open exterior dormitory doors.

Students are allowed to have guests on campus, provided they first call the gatehouse and inform campus security of their guests' names and planned arrival time. The Principia College campus is a semi-closed campus, with access provided to valid pass holders, alumni, and registered guests.

### **C. Security Considerations Used During Maintenance of Facilities**

During the year, assessments are conducted to review issues and identify areas of concern with respect to building security, campus lighting, landscaping, and other potential safety and security issues. Lighting and safety hazards identified during routine patrol of the campus are forwarded on an ongoing basis to Facilities Management via online 'work orders.

In the fall each year, Campus Security and Facilities walk the entire campus evaluating dark areas, safety hazards and other concerns. Recommendations for repairs and improvements are then forwarded to the appropriate departments. This information is used to better respond to, and become proactive in, managing lighting concerns.

Principia staff in the Facilities, Engineering, Carpentry, Mechanical, Housekeeping and Flex Crew have access to all dorms on a limited basis via keycard grouping access, assigned, and administered by Campus Security.

All employee badges are set to expire every year on the day after graduation ceremonies. This is a protective measure enacted by security so that we can confirm departing employees.

## **IX. Missing Persons**

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify Principia College Campus Security. This will generate a missing person report and initiate a missing persons investigation. The security gate house is staffed 24/7/365 and the number is 618-374-5111 or simply 5111 from a Principia College desk or wall phone. The security office, regularly staffed Mon- Fri, 9:00 am to 4:00 pm, can be reached at 618-374-5480, or ext. 5480 from a campus wall or desk phone. The office phone is forwarded to the gate house after-hours and on weekends.

Though the reporting party should contact Campus Security, if they happen to first contact a member of Student Life, such as the Dean of Students, Assistant Dean of Students, or the RC of any on-campus student dorm, that contacted staff member is required to immediately contact Campus Security at the above phone numbers, or by text, e-mail, or in-person at the Campus Security Office or Security Gate House. While we welcome the most expedient means by which to notify Campus Security, the reporting person needs to provide contact information so they are available should Campus Security or local law enforcement need to speak with them further during the missing person investigation. Please be aware there is no minimum allotted time to wait before alerting Campus Security.

There is a misconception that friends, relatives, or colleagues cannot be reported missing for at least 24 hours. This is simply not true. A report of a missing person may be filed at any time a boarding student is believed to be missing. If a student who resides in on-campus housing has not returned home, failed to appear for work, class or for an appointment as expected, or if there is an indication of suspicious circumstances or foul play, then the situation should be reported immediately to Campus Security or the Jersey County Sheriff's Department (618) 498-6881.

To avoid jurisdictional conflicts when an off-campus or commuter student is believed to be missing, the reporting person should immediately contact local law enforcement authorities. Campus Security will assist external authorities with these investigations as requested.

Campus security will gather information in its preliminary investigation with which to share with the sheriff's department should the person not be located. Campus Security will prioritize the handling of missing person reports over the handling of other lesser reports such as those related to property crimes. If the concerned person contacts the sheriff's department first and they reach out to Principia College Campus Security to obtain helpful information needed for their investigation, Campus Security will provide complete cooperation.

The scope of Campus Security's investigation will depend on the information provided by the reporting party. Campus Security will use any reported information in conjunction with its own internal and external resources in a reasonable attempt to locate the student

reported as missing. By federal mandate, if the person reported as missing is a student residing in on-campus housing, has been determined to be missing for 24 hours and chose to elect an emergency missing person contact, then that named person must be contacted within 24 hours (though they may be contacted any time sooner in the investigation). Also, should a student not formally declare a separate missing person contact, the emergency contact on record will be notified.

Regarding the emergency missing person contact, they may be different than the enrolled student's usual emergency contact. For example, they may elect a close friend (on or off campus), a roommate, sibling, etc. If Campus Security's initial investigation meets with negative results and they are unable to confirm contact with the missing person, Campus Security will contact Jerseyville County Sheriff's Department and make a Missing Persons Report. There is no minimum waiting period in which to notify the local law enforcement jurisdiction, but federal law mandates the college must do this ***within 24 hours of Campus Security determining the student is missing.***

Federal law also mandates that the college provides students with an option of registering a Missing Person Emergency Contact, if they so desire, in addition to their general emergency contact information. For students residing in on-campus housing, the individual named on this form would be contacted by Campus Security in the event the student is determined to be missing. A student who wishes to identify a confidential contact can do so through either the Campus Security website or student accessible Magnus website.

### **Confidential Contacts: Mandatory Notice**

All students who live on campus will be given the opportunity to register a confidential contact through the Emergency Missing Person Contact form. Confidential contact information will only be released to authorized campus or law enforcement officials in furtherance of a missing person investigation. Principia College's online Missing Person Contact Registration Form will read as follows (with the actual form containing blanks to fill-in required information):

Please identify an individual to be notified by Principia College if you are determined to be missing. If you are determined missing, Principia will also notify the appropriate law enforcement agency no later than 24 hours after the time you are determined missing. In addition, if you are under 18 years of age and not an emancipated individual, Principia is required to notify your custodial parent or legal guardian if you are determined missing.

## **X. Alcohol and Drug Prevention Policies**

### **A. College Policies and Sanctions Related to Drug and Alcohol Use**

Principia College is a "Dry Community".

A "dry community" means that all Principia College locations, events, and programs will be free from alcohol, tobacco, vaping, and controlled or illicit drugs. The possession or

consumption of alcohol, tobacco, or controlled or illicit drugs, including legalized marijuana, in any form is prohibited on all campus properties and at all Principia-sponsored activities and programs, including off-campus social events and parties, academic class work, sports activities, abroad programs, student internships, and all Principia transportation.

Principia fosters a safe, socially rich environment for academic, spiritual, and personal growth. Substance use conflicts with the college's Christian Science principles, emphasizing temperance, honesty, and purity. By enrolling at Principia College, students choose to live and work in a "dry community" for deeper, richer social experiences and spiritual commitments. They accept the responsibility not only to refrain from the personal possession or consumption of alcohol, tobacco, marijuana, and other drugs, but also to actively support their peers' responsibility and commitments to do the same. Students who fail to comply with this policy, who purchase or consume controlled substances underage, drive under the influence, cause disturbances or property destruction while under the influence, attend campus events intoxicated, or who bring or distribute alcohol, tobacco, or drugs and related paraphernalia onto campus property, will be subject to the conduct process.

By choosing Principia College, students choose to live and work in a "dry community" for deeper, richer social experiences and spiritual commitments. They accept the responsibility not only to refrain from the personal possession or consumption of alcohol, tobacco, marijuana, and other drugs, but also to actively support their peers' responsibility and commitments to do the same. Students who fail to comply with this policy, who purchase or consume controlled substances underage, drive under the influence, cause disturbances or property destruction while under the influence, attend campus events intoxicated, or who bring or distribute alcohol, tobacco, or drugs and related paraphernalia onto campus property, will be subject to the conduct process.

While enforcement of alcohol laws on campus is the primary responsibility of Campus Security acting in conjunction with Student Life, should a situation arise where local or state law enforcement are on campus or asked to respond to campus, and in doing so, observe any law violations regarding alcohol or illegal drug use, they still maintain the power to arrest. Examples might be sworn on-duty patrol officers observing minors in possession of alcohol or a student driving under the influence of alcohol, Marijuana or controlled substance and having to act on it. Principia College being private property does not make students exempt from arrest or in any way prioritize disciplinary referral to the Dean of Students Office over the possibility of arrest, the latter being at the officer's discretion.

This community expectation is enforced through the Student Code of Conduct and disciplinary conduct process. However, students may still find themselves face-to-face with decisions about substance use or the responsibility to be an effective bystander at some point during their college experience. It is vital that students have access to fact-based information about substances that will support healthy decision making and their overall well-being and success.

New Principia students are required to complete two courses concerning substance use. Both courses, **Alcohol and Other Drugs** and **Cannabis: What You Should Know** are online courses for higher education presented by Vector Solutions.

*New Students receive an email with information and links to access these training modules at least a month prior to their arrival on campus. It is made clear that this requirement must be completed for students to receive access to their rooms.*

### **Presumption of Consumption**

In support of the College's efforts to maintain a "dry community," the policy of presumption of consumption will apply to any students who are found in the possession of alcohol, tobacco, or controlled or illicit drugs, or who are found where such substances are stored or consumed. This means a student who has or has evidence of any of these substances in their possession, either on their person, among their belongings, in their room, in their car, or who is in another student's room, car, or other space where such substances are located or in use, will be presumed to be consuming those substances. The purpose of this clause is to reinforce the expectation that these are community agreements to which all students have agreed, and for which all students must hold each other accountable to ensure a safe and healthy living and learning environment.

As mentioned in the preamble, a student concerned about presumption of consumption because of a roommate or friend's behavior, can ask their RC for support in approaching the topic with their roommate or friend, and it would be considered **Confidential Counseling**. No student who is attempting to do the right thing will face disciplinary action.

### **Violation of Substance Use Policy: Offense Levels**

#### *Level 1*

- Initial assumption of consumption cases.
- Initial cases of alcohol, tobacco, vapes, or controlled or illicit drug consumption on campus or campus programs.
- Initial cases of illegal, irresponsible or unsafe off or on-campus substance use behaviors.
- Failure to report possession of prescribed narcotics.

#### *Level 2*

- Second assumption of consumption cases.
- Second cases of alcohol, tobacco, vapes, or controlled or illicit drug consumption on campus or campus programs.
- Second cases of illegal, irresponsible or unsafe off or on-campus substance use behaviors.

#### *Level 3*

- All subsequent assumption of consumption cases.
- All subsequent cases related to alcohol, tobacco, vapes, or controlled or illicit

- drug consumption on campus or campus programs.
- All subsequent cases of illegal, irresponsible or unsafe off or on-campus substance use behaviors.
- All cases of purchasing for, providing to, or consuming with underage students.
- Any consumption or possession of an illegal drug.

## **B. Federal, State and Local Laws Regarding Drugs and Alcohol**

Members of the College community are expected to follow applicable federal and state laws regarding the use of controlled substances. For the purposes of this policy, controlled substances include, prescribed medication not used as indicated or prescribed, illegal drugs, and chemical substances not used for their intended purpose.

Students who are prescribed medical narcotics may use them as directed but must disclose them to their Resident Counselor or other Student Life employee. Federal, state, and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state, or municipal laws is prohibited by the College and is not permitted in College Houses, on any College property, or while on college business.

### **State and Federal Alcohol and Drug Laws and Penalties:**

Students should also understand that they are subject to state and federal laws regarding alcohol and drug possession, sale, or consumption which may lead to fines, community service, probation, loss of license, and/or imprisonment. Further, a student convicted of any offense under State or Federal law involving possession or sale of a controlled substance will lose eligibility to receive any grant, loan, or work assistance beginning on the date of conviction and ending on a date specified by whether it was a first or second conviction. 21 U.S. Code 1091(r).

Additionally, Illinois law 235 ILCS 5/6-16(c) states, "Any person shall be guilty of a Class A misdemeanor where he or she knowingly authorizes or permits a residence which he or she occupies to be used by an invitee under 21 years of age, and the person occupying the residence knows that any such person under the age of 21 is in possession of or is consuming any alcoholic beverage."

## **C. Health Risks Associated with the Use of Drugs or Abuse of Alcohol**

The College recognizes that there are numerous health risks associated with substance use. Similarly, substance use can lead to legal consequences and poor academic performance in addition to having a greater impact on the larger community, contributing

to a host of other potential consequences (e.g., violence, social conflict, and property destruction).

As mentioned above, students are required to complete two courses concerning substance use: ***Alcohol and Other Drugs*** and ***Cannabis: What You Should Know***

There are several health risks associated with the misuse of alcohol and other controlled substances. These risks can be short-term, long-term, and depend on the drug being used, among other factors.

### **Short-Term Intoxication**

Consumption of more than two average-sized servings of alcohol within several hours will produce measurable impairment of motor coordination, judgement, and reasoning. The more alcohol consumed the greater the impairment. Although many students are aware that the blood alcohol concentration (BAC) of 0.08% by volume is the presumptive level of intoxication in most states for driving, intoxication and impairment begins at a much lower level. It is smartest and safest to avoid all alcohol if operating a vehicle.

Intoxication at levels of 0.20% BAC and above presents risks of loss of consciousness, nausea and vomiting, injuries, and even overdose death. Although the average lethal dose is about 0.40%, overdose deaths occur in some situations with BACs near 0.20%

### **Long-Term Heavy Drinking**

Drinking to the point of intoxication one or two times per week or more frequently over a period of several years can cause serious health consequences, including: liver disease and cirrhosis, circulatory problems and cardiomyopathy, nervous system damage and polyneuropathy, alcohol dependence and psychosis. Alcohol abuse can increase the risks of certain types of cancers, including cancer of the tongue, mouth, pharynx, esophagus, larynx, and liver.

### **Warning Signs**

Here are some basic warning signals that indicate a person might have a drinking problem:

1. Frequently drinking to a state of intoxication
2. Behaving out of character while under the influence of alcohol
3. Skipping classes, practices, or other activities because of hangovers
4. Experiencing blackouts and loss of memory from drinking
5. Drinking alone out of boredom and loneliness, or to escape from reality.
6. Sustaining injuries because of drinking
7. Denying an alcohol problem when approached about heavy drinking.
8. Relieving chronic hangovers by drinking more alcohol (hair of the dog)
9. Relying on a drink to start the day.

## **Alcohol Intoxication**

General Effect: Alcohol is a depressant drug that reduces activity in the central nervous system. The intoxicated person exhibits loose muscle tone, loss of fine motor coordination, and often has a staggering gait. The eyes may appear somewhat 'glassy', and pupils may be slow to respond to stimulus (nystagmus gaze) and result in decreased reflex responses and slower reaction times.

### **Effects related to Blood Alcohol Content (BAC):**

#### BAC Level Effects<sup>6</sup>

##### 0.02-0.04%

- Muscle relaxation
- Altered mood.
- Increased body warmth
- Decline in visual function.
- Diminished capacity to multitask.
- Loss of judgment

##### 0.05-0.07%

- Loss of fine motor control
- Exaggerated behavior
- Reduced coordination
- Lowered reaction time
- Impaired judgment
- Low alertness
- Heightened mood
- Lack of inhibition

##### 0.08-0.09

- Small and large motor function decline
- Poor hearing, seeing, speaking, and coordination.
- Short-term memory loss
- Inability to concentrate.
- Impaired perception
- Reduced cognitive processing speed.
- **IT IS AGAINST THE LAW TO OPERATE A MOTOR VEHICLE AT THIS LEVEL OF INTOXICATION.**

##### 0.10-0.12%

- Noticeable lack of reaction time
- Slurred speech
- Slow thinking.

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<sup>6</sup> Healthline, Hope Gillette; 4/10/20222

- Poor coordination

0.15+

- Major loss of motor control
- Poor or no balance
- Severe attention and reaction deficits
- Inability to cognitively process sounds or visuals.
- Nausea or vomiting

0.25%

- Needs assistance in walking.
- Total mental confusion.
- Dysphoria with nausea and some vomiting.

0.30%

- Loss of consciousness.

0.40%

- Onset of coma
- Possible death due to respiratory arrest.

The National Institute on Alcohol Abuse and Alcoholism provides a comprehensive description of the effects alcohol has on the body. Please see:  
<https://www.niaaa.nih.gov/alcohols-effects-body>

The National Institute on Drug Abuse provides a comprehensive description of the health consequences of drug misuse. Please see:  
<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

## **D. Drug and Alcohol Counseling, Treatment, or Rehabilitation Programs**

### **Resources for Students**

Principia College students are required to have health insurance when enrolled. If students are not covered under family insurance, they may sign up for and enroll in student health insurance offered for Principia College by University Health Plans administered by Wellfleet Student.

Students enrolled in this insurance program have access to benefits including Outpatient Mental Health Disorder and Substance Use Disorder Benefits. There is also 24/7 Behavioral Telehealth and Nurseline Access via CareConnect which is an integrated behavioral health program offering students easy access to licensed behavioral health clinicians 24/7/365 via telephone (888) 857-5462. Students can connect to a registered nurse within seconds, helping them manage their health on their terms through easy access.

## **Campus Faculty and Staff Programs**

Principia College faculty and staff may enroll in one of four health plans through UMR, a United Healthcare Company. Depending on their chosen plan selection, mental health, behavioral health and/or substance abuse services are covered subject to deductibles and coverage limits.

### **Community Resources**

- Alcoholics Anonymous Jersey County IL  
<http://alcoholicsanonymous.com> 800-839-1686
- Narcotics Anonymous (NAWS) Jersey County  
<http://www.na.org> 800-662-4357
- Marijuana Anonymous (MA) 800-766-6779
- Smart Recovery <https://www.smartrecovery.org/>

## **XI. Campus Safety and Crime Prevention Programs**

The Principia College Campus Security Department is widely engaged in efforts to educate the campus community about personal safety, crime prevention and security awareness. Safety presentations are provided for parents/family members and all incoming students during Orientation and Welcome Week, and to students, faculty and staff as requested throughout the year. Informal presentations encouraging back and forth dialogue covering a variety of topics are offered once a month during lunchtime in one of the main dining room's glassed-in rooms (GDR's). These meetings are scheduled and announced ahead of time but offered as a drop-in and stay for all or part. The topics range from alcohol and drug abuse awareness to bicycle and skateboard safety, dorm safety, sexual assault and rape prevention, situational awareness, and what to do during police encounters.

Various campus offices produce brochures and posters relating to community security practices and crime prevention. During New Student Orientation and several other times throughout the year, display tables and tabletop advertisements are set up at key locations on campus to provide information not only on campus safety, but topics college students need to know throughout their entire college experience whether on or off campus.

The following information is a summary of programs offered by Principia College Campus Security:

Safety topics include.

- General Safety
- Dorm Safety
- Alone at Home Safety
- When Driving

- Out at restaurants and bars
- Encounters with law enforcement
- Walking, skateboarding, bicycling and scooter use on campus.
- In an elevator
- Self Defense

### **Student Life's Role in student development:**

Students who engage in Student Life programs, activities and services will acquire and use cognitive and practical skills that will enable them to live healthy, productive, and purposeful lives. Students who graduate from Principia College should demonstrate the following Student Learning Outcomes through participation in our programs:

- **Personal Development:** Students who engage in Student Life programs, activities and services will develop an integrated sense of personal identity, improve their life and leadership skills, and strengthen their spiritual identity.
- **Interpersonal Competence:** Students who engage in Student Affairs programs, activities and services will develop healthy, respectful, and collaborative relationships with others.
- **Social Responsibility:** Students who engage in Student Affairs programs, activities and services will demonstrate an understanding of and commitment to civic engagement and apply that knowledge to create safe, healthy, equitable, and thriving communities.

**Resident Coordinators address rules and safety concerns found in the student handbook at the beginning of the year to make sure they get covered.**

**Window, Balcony, and Roof Safety** Nothing should be thrown or dropped from windows, roofs, or balconies. No one should enter or exit any building through any window or balcony. No one should be present on any building roof without authorization.

**Bluff Safety** For your safety, as well as to protect the fragile bluff prairie ecology and rare species that only grow close to the edge, the bluffs and cave formations along the river Road are off-limits from any point below the bluff ridge towards the river or beyond the limits indicated by signs along the bluff trail. Some exceptions are made with permission (e.g., biology courses and prairie restorations). To obtain permission for an exception, first consult the Land Stewardship Coordinator (Ext. 5291) and then obtain permission from the Campus Security Director (Ext. 5473) and/or Workplace Safety (Ext. 5474).

**Climbing Safety** Any climbing or rappelling on Principia property or buildings must be approved by Campus Security.

While the Principia College Campus Security Department may offer advice and assistance regarding campus safety, all members of the campus community are encouraged to **take responsibility for their own safety** and, when possible, assist others. Be aware of your environment, be a responsive bystander and use campus resources. To prevent unauthorized access to campus buildings, do not prop doors open, leave doors unlocked, or open the door for anyone you don't know. Protect the security

of your keys and immediately report the loss or theft of keys or key cards to the Campus Security Department.

## **XII. Policies & Procedures Relating to Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

### **A. Policy and Application of Policy Explained**

#### **SEXUAL MISCONDUCT POLICY FOR PRINCIPIA COLLEGE STATEMENT OF POLICY**

The Principia recognizes that “each individual as the child of God reflects the intelligence and strength of his Maker, and that all have equal opportunity and equal ability in the sight of God.” (Principia Policy 3) In addition, The Principia “is an inclusive educational institution and strives to provide all its community members access to opportunities and responsibilities for which they are eligible.” (Principia Policy 14) “This means that the Board of Trustees, administration, faculty, staff, and students will strive to advance their skills in understanding and supporting all community members.” (Id.) The Principia does not discriminate based on race, color, sex, gender, sexual orientation, national origin, disability, age, or military status. The Principia strictly prohibits harassment or discrimination based on any of these protected statuses.

Another important aspect of our community is the expectation that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent. To this end and in compliance with the Illinois Preventing Sexual Violence in Higher Education Act, (110 ILCS 155 et seq.), sexual violence, domestic violence, dating violence, and stalking, are unacceptable and are not tolerated by The Principia.

The Principia is committed to maintaining a safe and healthy educational and employment environment that is free from these offenses. To this end, The Principia adopts this Statement of Policy to govern the conduct for all members of the College community, including but not limited to, employees, students, contractors, volunteers, and visitors.

If there are questions about the information contained in this document, please contact Student Life or Human Resources for support or clarification.

All reports brought forward related to:

- Sexual Harassment
- Sex and Gender Discrimination, Including but Not Limited to Discrimination Directed Against Individuals as a Result of Sexual Orientation or Gender Identity
- Sexual Violence, Domestic Violence, Dating Violence, or Stalking

will be promptly and thoroughly processed pursuant to the procedures referred to in this document. Employees or students who believe they have experienced or witnessed behaviors prohibited by the policies contained in this document should promptly contact the Dean of Students, the Title IX Coordinator, or the Human Resources Department on either campus. Other Principia policies address other forms of harassment, discrimination, bullying, hazing, assault, battery, and other misconduct.

Principia College employs comprehensive resolution procedures for resolving reports alleging harassment, sexual discrimination, sexual violence, domestic violence, dating violence, and stalking. These comprehensive procedures include options to proceed formally or informally. Both the informal and formal grievance processes are designed to determine what occurred and where pertinent, eliminating the offending behavior. Specific policies, methods for reporting, including confidential reporting, and resources are outlined in this document.

*Note: This document is intended to respond to most situations. This document is not a contract and Principia reserves the right, depending on the circumstances, to use a different process. Employees are governed by the Employee Handbook. This is the Policy that applies at Principia College, a different policy applies to situations arising with Principia School students.*

#### APPLICATION OF POLICY:

This Statement of Policy and the relevant processes described below are intended to apply primarily to misconduct alleged to have occurred between Principia College students. The Statement of Policy applies to all conduct that occurs on The Principia property or at Principia-related or sponsored events and programs and may include behavior that occurs outside of Principia property or events if, in the sole judgment of The Principia, such behavior impacts the work or educational environment. If a report is made by a student no longer enrolled at Principia College against a student currently enrolled, it will be within the judgment of the Dean of Students whether to make such report on behalf of the former student. If a report is made against a student no longer enrolled at Principia College, the resolution process may go forward with the understanding that Principia College may be limited as to the sanctions and other means of resolution that can be enforced against the non-enrolled Responding Party. Typically, incidents of reported misconduct involve adults; when either the Reporting Party or Responding Party is a minor -- under the age of 18 -- modification of the process may be required; these modifications may require parental notification or involvement and compliance with mandatory reporting laws.

When the Reporting Party and/or the Responding Party have multiple different roles (e.g., student, employee, graduate assistant) at The Principia there may be uncertainty as to what policy and process to apply. The principal looks to the **primary status of the Responding Party** to determine which policy and process will be used.

**REPORTING:** The College strongly encourages anyone who has been subjected to or been a witness to sexual harassment, sexual discrimination, sexual violence, domestic violence, dating violence, or stalking, to familiarize themselves with this policy, seek appropriate help, and to report any incident promptly to the police and/or College officials. The College has staff that will assist students, faculty, and staff members to access help, including immediate medical care, counseling, and other essential services.

**ANONYMOUS ONLINE REPORTING** Principia College students and Principia employees (faculty or staff) may share concerns anonymously with the Title IX Coordinator. A prompt and confidential notice of the particular concern and the opportunity to be heard: (a) creates a safe environment in which to bring complaints forward, (b) communicates that harassment or violence of any kind, unfair bias/discrimination, or other behaviors as referenced, is unacceptable behavior at Principia, and (c) provides an accurate and professional process that safeguards both the grievant and the person complained of.

The submission form allows for but does not require identifying information of the Reporter. If submissions are anonymous, it is important to provide enough information so that supportive, practical steps can be taken on behalf of the individual experiencing unwelcome conduct. Also, individuals should be aware that while the Principia accepts anonymous reports, it is difficult to conduct an effective investigation of an anonymous report. A reporting form can be found on Principia's website at: <https://prinweb.principia.edu/internal/report-assault>.

## **B. Definitions: Principia & VAWA**

### **Federal VAWA (Violence Against Women Act) Definitions**

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition – dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – A felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim.

- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the violent crime occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Assault** – An offense that meets the definition of rape, fondling, incest, or statutory rape.

- **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

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

## **PRINCIPIA DEFINITIONS**

**DATING VIOLENCE** is violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with another, and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**DISCRIMINATION ON ACCOUNT OF SEX**, as used in this policy, is the unjust or prejudicial treatment of different categories of people on the grounds of sex, gender, sexual orientation, or gender identity.

**DOMESTIC VIOLENCE** includes violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

**HARASSMENT** is a form of discrimination and is generally defined as unwanted, unwelcome, or uninvited behavior that demeans, threatens, intimidates, alarms, puts a person in fear of their safety, or results in a "hostile environment" (also defined in this Policy). Harassment may include threats, physical assault, verbal abuse such as name-calling, racial or other epithets, slurs, graphic or written statements, or other physically threatening, harmful or humiliating conduct, including nonverbal conduct and gestures and may include the use of cell phones or the internet.

**SEXUAL VIOLENCE** is an extreme form of sexual harassment and includes both Sexual Intercourse Without Consent and Sexual Contact Without Consent. Sexual violence also includes sexual coercion.

**SEXUAL INTERCOURSE WITHOUT CONSENT** may be committed either by force, threat, intimidation or using the victim's mental or physical helplessness of which the accused was aware or should have been aware. Sexual Intercourse Without Consent includes, by stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object.

**SEXUAL CONTACT WITHOUT CONSENT** may be committed either by force, threat, intimidation or using the victim's mental or physical helplessness of which the accused was aware or should have been aware. Sexual Contact Without Consent includes the intentional touch, by stranger or acquaintance, of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts.

**SEXUAL HARASSMENT** may include unwelcome sexual advances, requests for sexual favors, and other unwelcomed verbal or physical conduct of a sexual nature.

**STALKING** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for their safety or the safety of others; and/or (2) Suffer substantial emotional distress. Stalking includes the following: A person who intentionally and repeatedly follows or harasses another person and who makes a credible threat, either expressed or implied, with the intent to place that person in reasonable fear of harm.

**CONFIDENTIAL ADVISOR** means a person who is employed or contracted to provide emergency and ongoing support to a student Reporting Party, as well as to identify resources for student Reporting Party of sexual violence. The primary purpose of a “Confidential Advisor” under Principia’s policy is to direct students to appropriate resources. Confidential Advisors have received training regarding the issues surrounding sexual violence and should be utilized as a resource for student survivors; Confidential Advisors are not trained mental health professionals. Students who are in distress or at risk of self-harm should seek out and get immediate support from trained professionals.

Confidential Advisors, as defined above, are required to maintain complete or near complete confidentiality. This confidentiality requirement applies only to circumstances involving sexual violence, dating violence, or domestic violence; even Confidential Advisors are expected to report circumstances where there is a significant risk of serious harm.

## **C. Educational Programs and Prevention Awareness**

### **1) New and returning Students**

All arriving students must go online and take a course on both Sexual Violence Prevention and Substance Use Training (due 8/12/2023) before being allowed room access (beginning 8/19/2023 for new student orientation).

#### **Sexual Violence Prevention Training**

College students in Illinois are required by law to engage in yearly consent and sexual assault prevention training. Principia College provides this training to students through an online course used by colleges across the country. In this course, students will be educated about consent, healthy relationships, bystander intervention, and the realities of sexual assault, dating violence, domestic violence, and more. Featuring student presenters and survivors, the course includes scenarios, testimonials, and key advice for dealing with these crucial topics. This training also points students to Principia-specific support resources and includes trigger warnings throughout the presentations to help students manage their comfort level with the material. If a student is not able to complete the course due to triggering content or other need for accommodation, they may reach out confidentially to [StudentLife@Principia.edu](mailto:StudentLife@Principia.edu) to request a different format for this required training.

## **Student Well-being and Support Orientation**

First Week of Orientation (required for new students)

Location: Wanamaker Hall

Student Well-being and Support Orientation with the Dean of Students to hear about the Student Life programs and services that are available to support you. Get clear on consent, Title IX, and conduct expectations. Learn about all the health and well-being resources on campus. Meet the Student Life staff here to help you succeed throughout your college experience.

## **Substance Use Awareness Training**

Principia students are required to complete two courses concerning substance use. Principia College is a “dry community” (a “dry community” means that all Principia College locations, events, and programs will be free from alcohol, tobacco, vaping, and controlled or illicit drugs). This community expectation is enforced through the [Student Code of Conduct](#) and disciplinary conduct process. However, students may still find themselves face-to-face with decisions about substance use or the responsibility to be an effective bystander at some point during their college experience. It is vital that students have access to fact-based information about substances that will support healthy decision-making and their overall well-being and success.

## **Healthy Relationships/Sexual Activity Policy**

As an institution founded on the teachings of Christian Science, students at Principia College commit to striving for purer and deeper personal and spiritual commitments throughout their college experience, including in their relationships. Chastity has long been an expectation of Christian living and practice because it enhances spiritual growth and demonstration. While chastity these days most often refers to abstention from sexual activity outside of long-term committed relationships or prior to marriage, chastity can also be defined as “personal integrity” and “a purity of thought and intention.” Mary Baker Eddy, the Discoverer and Founder of Christian Science teaches that, “unselfish ambition, noble life-motives, and purity, – these constituents of thought, mingling, constitute individually and collectively true happiness, strength, and permanence.” It is to the benefit of the collective College community when its members engage in relationships that demonstrate purity, chastity, and integrity.

In support of this goal, students are expected to engage in all relationships, including those of a romantic nature, with pure motives and moral intention, and to develop strong, respectful, committed, and spiritually uplifting relationships with each other. It is expected that each student will consider, and be responsible for, the impact of their choices on all aspects of their well-being (spiritual, social-emotional, and physical) and that of the other individual in the relationship, as well as, the well-being of the community, especially roommates and housemates. Students are encouraged to pray about their relationships and to look to the Bible and the writings of Mary Baker Eddy for guidance and/or to talk with a practitioner or teacher of Christian Science, or other trusted community members.

Students are also encouraged to access information and services provided by the Wholeness Program.

We all come to our spiritual and moral commitments in our own time, and it can seem difficult to be in the world, but not of the world (John 17) when one's commitments run counter to the prevailing culture. This is something we confront in each successive stage of our spiritual development, whether we are wrestling with what it means when Mark writes that we must let certain things go to experience divine life fully (Mark 8), or when Luke writes that we must deny ourselves and take up the cross (Luke 9). The life of a disciple is not the life of human ease, even though it seems that many aspects of modern culture are designed to encourage this. You will find support for your desire to pursue spiritual holiness and purity here on this campus.

Principia College is committed to establishing and maintaining a community free from sexual discrimination, harassment, violence, and stalking to protect the personal safety of every individual and to support academic access and success. Behaviors that violate this policy will not be tolerated and will fall under the Principia College Policy for Resolving Reports of Sexual and Gender Harassment, Discrimination, and Sexual Misconduct.

Principia College will intervene when a student's actions violate conduct, housing, roommate policies/agreements, or when sexual misconduct occurs. In such cases, relevant housing, student conduct, and/or sexual misconduct policies, processes, and sanctions will apply.

Principia also conducts on-going training and initiates creative measures to get the word out on such important issues as Proactive Bystanders or suicide response protocols.

## WHAT IS A PROACTIVE BYSTANDER?



Knows they can help prevent sexual violence and harassment.



Listens and shares options for these concerns.\*



Looks out for others when they're stumbling with standards (drinking, drugs, etc.) especially if they are in vulnerable or dangerous situations.



Helps focus conversation on how to help.



Intervenes when a person tries to take advantage of someone who is incapacitated.



Reaches out to authority figures or emergency personnel when they see someone is in danger.



Is aware of the issues and need for bystander support.



TAKES A STAND

\*Help stop stalking and violence, including sexual/dating/domestic violence.

You are needed

When a behavior is:

Offensive	Intimidating
Derogatory	Threatening
Inappropriate	Isolating
Harassing	Forceful
Pressuring	Violent
Invasive	Assaulting

You intervene

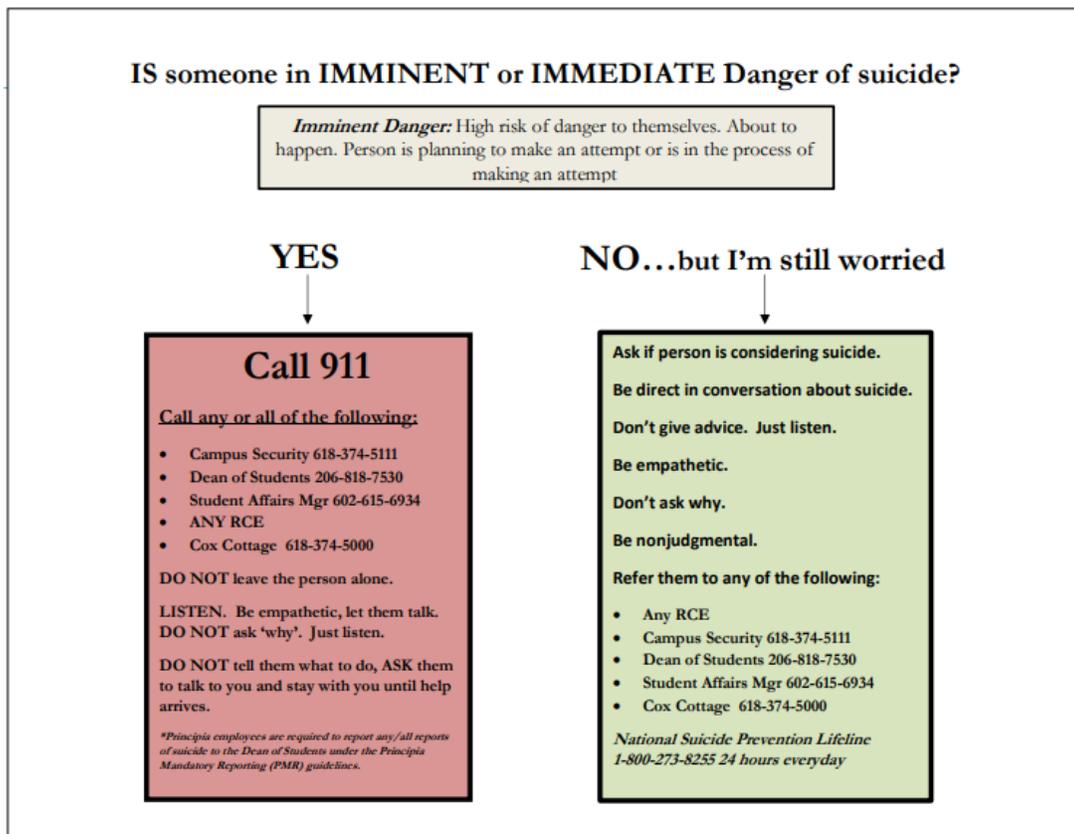
PRINCIPIA COLLEGE Updated 10.31.17

## INTERVENTION STYLES

1. Bring it home  
"Would you want someone to talk to your friend like that?"
2. Use I/third person statements  
Correct: "Some people would find what you said offensive."  
Incorrect: "You're so offensive!"
3. Clarification / Confrontation  
"You think people like being assaulted?"
4. Distraction  
"Hey I am leaving, want to come with?"
5. Provide information  
"If she is drunk, she can't legally give consent. That's considered rape."
6. Find help  
Alert someone nearby, ask for guidance or make an anonymous police call.
7. Direct intervention  
(Asking the victim) "Are you okay?"
8. Indirect intervention  
(Asking the victim/group) "Is everything ok?"
9. Group intervention  
"Am I the only one that thought that was inappropriate?"
10. Privately intervene  
Talk to your friend privately about his/her inappropriate behavior using 3rd person/I statements.

PRINCIPIA COLLEGE Updated 10.31.17

## PRINCIPIA SUICIDE RESPONSE PROTOCOL



## 2) Employees

Employees receive their training via Vector Higher Education online training on topics such as:

- Discrimination Awareness in the Workplace (Full Course)
- Sexual Harassment: Staff-to-Staff (Full Course (Illinois))
- Workplace Bullying: Awareness and Prevention (Full Course)
- FERPA: Confidentiality of Records (Full Course)

## 3) Consent

**Consent** is freely given agreement to sexual activity. Consent must be clearly communicated by words and/or actions that indicate that specific sexual activity is agreed to and voluntary. A person can withdraw consent at any time. The absence of "no" is not an indication of consent. While the totality of a situation may reflect freely given consent the following are some examples that should never be understood as an indicator of voluntary consent to sexual activity:

- a person's lack of verbal or physical resistance
- a person's submission resulting from the use or threat of force.
- a person's submission to sexual activity resulting from coercion\*.
- a person's manner of dress

- a person's consent to past sexual activity
- a person's "reputation"
- a person's consensual sexual activity with some other person.

\* "Coercion" for the purpose of this policy is defined as compelling someone to act by applying pressure, harassment, threats, intimidation, or other actions a reasonable person would consider to be coercive.

A person's consent to engage in a specific form of sexual activity does not indicate consent to engage in another different form of sexual activity. Consent must be freely and voluntarily given to each specific form of sexual activity, and a person can withdraw consent at any time.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

- the person is incapacitated due to the use or influence of alcohol or drugs.
- The person is asleep or unconscious.
- the person is underage, or
- the person is incapacitated due to a mental disability.

#### **4) Jurisdiction**

Principia College is in Jersey County, Illinois, and thereby is in the Jersey County Sheriff's jurisdiction. Principia College Students may always report a crime to the Principia College Campus Security Department, but violent crime investigations are referred to the Sheriff's office.

#### **5) Bystander**

BYSTANDER INTERVENTION includes without limitation the act of challenging the social norms that support, condone, or permit sexual violence or demeaning conduct aimed at others.

#### **6) Risk Reduction**

Risk reduction strategies include knowledge or actions to use in-the-moment should an act of violence take place. Some individuals may feel safer knowing that risk reduction strategies exist. Some also may feel more empowered to address situations after learning different risk reduction strategies. Risk reduction strategies that are incorporated throughout primary and ongoing prevention and awareness programs: Understand consent. Consent is a mutual, affirmative, voluntary, and revocable agreement by each participant to engage in sexual activity.

#### **Practice Risk Awareness**

- Consent is voluntary and can be withdrawn at any time. Consent must be given without coercion, force, threats, or intimidation by the initiator.

- Understand the influence of alcohol and other substances. Consent cannot be given when someone is under the influence of drugs and/or alcohol.
- Perpetrators may attempt to use alcohol and/or drugs to facilitate a sexual assault.
- Statistically, the majority of reported sexual assaults occur while one or both parties are under the influence of alcohol or drugs.
  - There are a number of drugs that may be added to beverages with the intent of altering the consciousness or incapacitating a person without their knowledge.
- Alcohol or drugs are never an excuse for choosing to violate another person.

## **D. Rights and Procedures for Victims/Survivors of Dating Violence, Domestic Violence, Sexual Assault and Stalking**

### **1) Evidence Protection**

Victims/Survivors are encouraged to preserve all physical evidence, including but not limited to: clothing worn during the assault, bed sheets, and/or photos of any injuries. This evidence may be helpful in proving that a crime occurred, in the event the victim/survivor chooses to report now or in the future. It may also be helpful in obtaining a court-ordered protective or restraining order. If a victim/survivor does not have any evidence preserved, they still have an option to report the crime and request a medical evidentiary examination. These exams are still commonly referred to as a rape kit, but because that has such a harsh and negative connotation, a better term is referring to it as a Sexual Assault Forensic Exam (or SAFE). It is recommended that the examination occurs within a reasonable timeframe after the assault for optimal evidence collection. Law enforcement will coordinate transportation to the facility, and the victim/survivor will meet with a victim advocate before the exam begins.

How long physical evidence will be held by law enforcement is determined by the local jurisdiction. Most hold such evidence for up to 20 years. The evidence collected will be tested. The victim/survivor has the right to contact law enforcement to learn the status of DNA testing of the kit and other evidence.

Victims/Survivors of dating violence, domestic violence, sexual assault, and stalking are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, pictures, logs, or other copies of documents that may be useful to Campus Security in their initial fact finding and Sheriff Department investigators should the victim/survivor decide to report now or in the future.

### **2) To Whom Offense Should be Reported**

Any student, employee, or campus community member who has experienced sexual assault, dating violence, domestic violence, or stalking is encouraged to immediately notify Campus officials, law enforcement, and/or seek immediate medical assistance.

Campus Security (618-374- 5111) will provide transportation upon request. For emergency assistance, call 911.

Impacted students, sometimes referred to as Reporting Parties, may request interim protective measures and accommodations reasonably available. This accommodation may include but is not limited to changes to their academic, living, dining, movement, and working situations. They can request from Principia support in obtaining and respecting “no contact” orders and honoring an order of protection or “no contact” issued by a court.

*Note: If minors are involved with any claim of Sexual Violence, Domestic Violence, Dating Violence, and Stalking the following procedures may be subject to additional considerations including mandatory reporting as required by state or federal law, notification of parents, and notification to legal authorities.*

### **OTHER RESOURCES FOR REPORTING AND RECEIVING SUPPORT SERVICES**

(including helping to report offense to law enforcement)

1. DEAN OF STUDENTS: Erin Rainwater, 618-374-5162, School of Government, Office 156 [Erin.rainwater@principia.edu](mailto:Erin.rainwater@principia.edu)

2. ASSISTANT DEAN OF STUDENTS: Mark Hagenlocher, 618-374-5561 School of Government, Office 156 [Mark.Hagenlocher@principia.edu](mailto:Mark.Hagenlocher@principia.edu)

3. TITLE IX COORDINATOR: Elise Crow 314-275-3548, OWL 153, and STL Campus, Business Office. [Elise.Crow@principia.edu](mailto:Elise.Crow@principia.edu) and [TitleIX.Coordinator@principia.edu](mailto:TitleIX.Coordinator@principia.edu).

4. CONFIDENTIAL ADVISOR(S) – The following Principia employee is trained as a Confidential Advisor for advising regarding resources for issues related to sexual violence for the college campus (please note that the Confidential Advisor is not a trained counselor):

Tiffany Randolph (Rackham West RC) Office: 618-374-5363 Mobile: 314-503-7821 [Tiffany.Randolph@principia.edu](mailto:Tiffany.Randolph@principia.edu)

5. COLLEGE CAMPUS HUMAN RESOURCES DIRECTOR: Beth Trevino Office, 618-374-5502 [beth.trevino@principia.edu](mailto:beth.trevino@principia.edu)

6. COLLEGE CAMPUS SECURITY: Office (Howard Center): 618-374-5470; Gatehouse: 618-374-5111 [Watch.security@principia.edu](mailto:Watch.security@principia.edu)

7. UWill Free Online Counseling Services for Principia Students: Students can register and book their first session here: <https://app.uwill.com>

8. CALL FOR HELP, INC. Sexual Assault Crisis Center located in Alton provides confidential assistance and counseling. Advisors are available 24 hours/day at 618-462-0552.

### **3) Notify Proper Authority**

To Report to Law Enforcement or Principia’s Campus Security or both.

- Jersey County Sheriff's Dept.: 618-498-6881 or 911
- Principia Security: Office 618-374-5480 or Gatehouse 618-374-5111

**a. How to Seek Order of Protection**

Any of the above listed campus personnel, can assist a victim/survivor in requesting a campus-issued order of protection or no contact order (if such protective measures and accommodations are reasonably available) and if the order of protection or no contact order is granted, help enforcing said order or assistance in seeking an order of protection or no contact order in State court.

**b. Confidentiality**

The identity of both the Reporting Party and the Responding Party will not be disclosed by The Principia except where necessary to investigate or resolve a Report or to implement interim protective measures and/or accommodations, or when otherwise required by law. While Principia generally places no restriction regarding conversations individuals engage in, all persons involved in a Report or Investigation should appreciate that on-going discussions and conversations, whether in person, by phone, digitally, or in social media, may undermine and hamper the ability to reach a reliable resolution. In some situations, on-going demeaning or negative conversations about a party or a witness may be perceived to be retaliatory.

**c. Records Keeping**

Principia keeps all records of any such reports with no expiration date and files kept in a secured location with very limited access (not disclosed here as this is a public document).

**d. Available Off-Campus Resources for Survivors of Sexual Violence**

Survivors of Sexual Violence should be aware that it is important to preserve physical evidence of the assault. Certain medical facilities will provide a medical forensic examination at no charge to a Survivor of Sexual Violence. The following information includes the name, address and phone number of a medical facility nearest campus where a Survivor may have a medical forensic examination completed at no cost to the Survivor.

- Jersey Community Hospital at 400 Maple Summit Rd, Jerseyville, IL 62052
- Alton Memorial Hospital at 1 Memorial Drive, Alton IL 618-463-7311
- OSF St. Anthony's Health Center at 1 Saint Anthony's Way, Alton IL 618-465-2571
  - This facility provides Sexual Assault Nurse Examiners (SANE)
 Survivors may also receive additional, confidential support by contacting the following:
  - Sexual Assault Crisis Hotline (24 hour): 618-397-0975
  - National Sexual Assault Hotline: 800-656-HOPE (4673)
  - OASIS WOMEN'S SHELTER FOR DOMESTIC VIOLENCE IN ALTON IL 618-465-1978

**e. Alternatives Available for Class Schedule, Work & Transportation, or Interim Protective Measures**

The Reporting Party has a right to request assistance regarding interim protective measures and accommodations, including without limitation, changes to academic, living, dining, working, and transportation situations.

Reporting Parties and Responding Parties may have access to interim protective measures and accommodations which may include but are not limited to changes to their academic, living, dining, movement, and working situations. Determination of interim protective measures and accommodations will be made by Principia's Title IX Coordinator on a case-by-case basis. Once the College receives a Report, the Title IX Coordinator will assess the need for interim protective measures and will work with the parties to implement, where appropriate, interim protective measures. The parties may also request specific interim protective measures, which Principia, through the Title IX Coordinator, will work to implement when such measures are reasonably available. In implementing Interim Protective Measures, Principia will work to minimize the burden on either the Reporting Party or Responding Party. The goal and purpose of Interim Protective Measures is to create and maintain a stable and safe learning and living environment while an investigation is undertaken, and the grievance process is completed. The Interim Protective Measures are temporary and are not intended to be disciplinary nor intended to impose any undue interference on any party's education.

Reporting Parties can also request support from Principia in obtaining and respecting "no contact" orders and honoring an order of protection or "no contact" issued by a court.

***Interim measures prior or without the filing of a formal or informal report.*** If Principia receives an inquiry from a student regarding a potential report of sexual assault and/or sexual harassment but the student does not file a formal or informal report, the Title IX coordinator may provide interim measures to support the student making the inquiry, however, the interim measures in these circumstances cannot negatively impact any other student.

***Emergency Removal.*** Principia may in extraordinary circumstances remove a Responding Party prior to an investigation or hearing if the Title IX coordinator, in consultation with other appropriate Principia employees as determined by the Title IX Coordinator, makes a good faith determination that the Responding Party's continued presence on campus creates a tangible risk of serious harm to the Reporting Party or any other person. If a Responding Party is removed pursuant to this Emergency Removal protocol, the Responding Party shall be provided with an opportunity to appeal the Emergency Removal to the College President, which shall be promptly considered and resolved within 48 hours. The College President may affirm, reverse, or modify the Emergency Removal. A student subject to an Emergency Removal may be given an opportunity to continue completed course work and communicate with instructors and professors on a reasonable and temporary basis if the participation in course work does

not unreasonably interfere with other students' studies/activities and participation in course work.

## **E. Disciplinary Action Procedures**

### **1) Types Of Proceedings**

Principia College employs comprehensive resolution procedures for resolving reports alleging harassment, sexual discrimination, sexual violence, domestic violence, dating violence, and stalking. These comprehensive procedures include options to proceed formally or informally. Both the informal and formal grievance processes are designed to determine what occurred and where pertinent, eliminating the offending behavior. Specific policies, methods for reporting, including confidential reporting, and resources are outlined in this document.

The Principia has both an **Informal Grievance Resolution Process** and **Formal Grievance Process** which are designed to eliminate the offending behavior. The complaint can be initiated by the complainant, an administrator, or by a third party (e.g., Resident Coordinator, coach, faculty/staff member, friend). In cases where a violation of Principia's harassment, hazing, bullying, bias, or discrimination policy has been alleged, but the person subjected to it is unwilling to act, legal standards may require Principia to bring the concern forward by initiating the Formal Grievance Process. The Informal Grievance Resolution Process is administered only at the request of the student. Grievances related to sexual assault will be addressed by the Formal Grievance Process.

#### **A. Informal Grievance Resolution Process**

The Dean of Students or designate administers the Informal Grievance Resolution Process only at the request of the student. Grievances are resolved via the Formal Grievance process unless the student requests the Informal Grievance Resolution Process. While complaints may be handled informally, students should be reminded that the Informal Grievance Resolution Process is strictly optional. Students can choose to bypass or discontinue the Informal Grievance Resolution Process or initiate a Formal Grievance Process at any point during the informal process. The Informal Grievance Resolution Process will not be used to address complaints of sexual assault. Students should know that Principia will not generally take disciplinary action against the person complained of while a complainant is using informal procedures. Disciplinary action requires resort to the Formal Grievance Process addressed under Section B below. During the Informal Grievance Resolution Process, the Dean of Students may suggest a variety of strategies depending on the specific situation.

**B. Formal Grievance Process.** The Formal Grievance Process is administered by the Dean of Students and is designed to stop the complained of offending behavior and leads to disciplinary action in cases where it is found that Principia's harassment, hazing,

bullying, bias, or discrimination policies have been violated while affording due process to all parties

It is important for students to know that the standard of proof used by Principia is called "preponderance of evidence". This means that it is more likely than not that the behavior complained of did occur. This is the standard used in civil courts and is best practice in many colleges. The process includes the following steps:

### **Step 1 - Initiating the grievance process**

The Formal Grievance Process may be initiated by the aggrieved student or an administrator. The Dean of Students receives information from a complainant concerning allegations which would constitute harassment, hazing, bullying, bias, or discrimination. In cases where harassment, hazing, bullying, bias, or discrimination has been alleged but the person subjected to it is unwilling to act, legal standards may require Principia to bring the concern forward by initiating the Formal Grievance Process. The Dean of Students will advise the complainant of his or her right to make a complaint to law enforcement and the option to be assisted by campus personnel in notifying such authorities.

Once a complaint has been brought forward the Dean of Students, in consultation with Legal, will act as or appoint a Grievance Process Administrator (GPA).

**Step 2 -** Provide written notice of the charge to the person complained of.

**Step 3 –** Independent fact finding

Allegations of harassment, hazing, bullying, bias, or discrimination will be promptly and compassionately processed to determine what occurred. Confidentiality and anonymity will be preserved throughout the process to the extent feasible, necessary, and consistent with a thorough determination of what happened.

The GPA, in consultation with Principia's Legal Counsel, will appoint an Independent Fact Finder (IFF; internal or external). Based on the findings, Legal will decide whether there was harassment, hazing, bullying, bias, or discrimination.

Hearsay evidence will be heard, although it may not be determinative.

**Step 4 –** The opportunity to be heard

#### **A. Interview of the Complainant**

The Formal Grievance Process provides for any appropriate individual to provide silent support to the complainant throughout the process (e.g. a 15 friend, professor, staff or service employee, Resident Counselor, Houseparent).

The GPA will answer the complainant's questions and explain Principia's grievance policy and procedures.

The Independent Fact Finder (IFF) will conduct fact finding interviews with the complainant. The IFF will conduct fact finding interviews with any witness who has information pertinent to the issue in dispute that the complainant identifies to determine the relevant facts. Witnesses are permitted to have a silent support person during their interview.

## **B. Interview of the Person Complained of**

Formal Grievance Process provides for any appropriate individual to provide silent support throughout the process to the person complained of.

The GPA will answer the complained of person's questions and explain Principia's grievance policy and procedures, including:

1. The fact-finding process is not disciplinary in nature but rather is a finding of what occurred that does not involve pre-judgment. It is designed to be as confidential as practical to protect the interests of:
  - a. the person being complained Of
  - b. the person making the allegations
  - c. Witnesses who participate.
2. Principia has a notice-and-opportunity-to-be-heard process that includes a prompt and thorough fact-finding standard for these matters.
3. Notice shall be given of Principia's policy regarding the alleged harassment, hazing, bullying, bias, or discrimination that is the concern and the potential consequences of a violation of the policy up to and including expulsion.
4. Identification of pertinent witnesses may be kept confidential, and the complainant and the person being complained of may be instructed to have no further communication or relations with each other or certain witnesses pending the outcome of the grievance process.
5. Joint meetings of the parties may be requested by the investigator in appropriate circumstances.
6. Findings of fact will be reported by the IFF to Principia's Legal Counsel for a determination concerning whether Principia's policy has been violated.
7. In cases where a policy violation is determined, the Dean of Students or VP of External Relations, as appropriate, will make a

recommendation to the President concerning appropriate consequences up to and including expulsion.

8. Any dishonesty found to have occurred within the fact-finding process is subject to consequences up to and including expulsion. Any infraction of process requirements for confidentiality and suspended communications is a separate and potentially serious offence.

The IFF will conduct an interview with the person complained of.

The IFF will conduct fact finding interviews with any witness who has information pertinent to the issue in dispute that the complained of person identifies to determine the relevant facts. Witnesses may be permitted to have a silent support person during their interview.

Note: if the person complained of leaves seeks to withdraw before the process is complete, Principia may reject the petition for withdrawal pending the outcome of this process. If the person complained of simply leaves, their status would be changed to “Discipline case pending” and may not be allowed to return.

**Step 5** Subsequent Interviews of those above as needed.

**Step 6** Presentation of facts

The IFF will provide Legal with all fact-finding materials. Based on the findings, Legal will decide whether it is more likely than not that the person complained of knew or should have known that his or her behavior was harassment, hazing, bullying, bias, or discrimination. Legal will report finding to the Dean of Students or the VP of External Relations. If the person complained of is a student, the Dean of Students will determine the appropriate steps with approval from the President. If the person complained of is a Principia alum or other outside party, appropriate steps will be determined by the Vice President of External Relations.

If the fact finding determines that the complainant, the person complained of, or witnesses involved in the process are in violation of Principia’s conduct policies, they will be issued in person a written warning by the Dean of Students or VP of External Relations as appropriate. In the event of subsequent violations, appropriate consequences will be imposed, and the prior warning may be a factor in determining them.

## **2) Standards of Evidence**

**PREPONDERANCE OF EVIDENCE** is the standard of proof used by Principia for formal grievances. This means that it is more likely than not that the violation of the policy occurred.

### 3) Discipline and List of Sanctions

If it is determined that a policy violation has taken place, appropriate sanctions will be imposed. The following range of sanctions may be considered and imposed on enrolled students:

- **Written Reprimand.** Students who are accountable for first-time violations, or multiple lesser violations, but for whom the Dean of Students determines probation is not appropriate or required, may receive a written reprimand. The written reprimand shall become part of the student's academic file and be provided with the stipulation that any further substantiated infractions of any Principia rules, policies, or standards may result in additional disciplinary action. The Dean of Students may impose, together with a written reprimand, certain expectations, assignments, and acts of community service which the Dean of Students deems are appropriate.
- **Probation.** Students who are accountable for first-time violations, or multiple lesser violations, but for whom the Dean of Students determines suspension is not appropriate, may be placed on probation. Probation consists of educational sanctions and the stipulation that any further substantiated infractions of any Principia rules, policies, or standards may result in immediate suspension. The Dean of Students may impose, together with probation, certain expectations, assignments, and acts of community service which the Dean of Students deems are appropriate. If a student on probation fails to adhere to expectations communicated or fails to complete assignments and/or acts of community service demanded, the Dean of Students may determine that the terms of probation have not been met and additional sanctions up to and including suspension or expulsion may be imposed.
- **Short-Term Suspension.** Students who are accountable for first-time violations, or multiple lesser violations, may be suspended for a length of time and subject to terms determined by the College President and the Dean of Students to be appropriate. Suspended students typically will not continue course work while suspended. Suspended students may be asked to participate in educational sanctions and, if applicable, to pay reasonable damages and/or fines. Violations discovered or determined when school is not in session may result in suspension for the following term. A student can re-enroll after suspension only if the student is able to demonstrate, to the satisfaction of the Dean of Students and the College President, a readiness to return to Principia and abide by the Principia's standards. A suspended student may be required to reapply through the Admissions Office or other office designated by the Dean of Students.

- **Immediate Suspension for Up to One Year.** Students who are accountable for second violations or severe violations generally will be immediately suspended for up to one year. These suspended students may not continue work in their courses as of the date of suspension. They may also be asked to participate in educational sanctions and, if applicable, to pay reasonable damages and/ or fines. They may reapply through the Admissions Office for the term that begins following the passage of a full academic year. It is the responsibility of the student to demonstrate, through the normal re-application of essays and references, a readiness to return to Principia and abide by the Principia's standards.
- **Expulsion.** Students who are accountable for second violations or particularly severe or serious violations may be expelled. Expelled students may not continue work in their courses as of the date of expulsion. They may also be required to pay reasonable damages and/ or fines. Typically, expelled students will be placed on Principia's exclusion list and barred from coming on campus for any purpose. An expelled student may, under extraordinary circumstances that demonstrate significant personal growth, seek, and be granted readmission to Principia.
- **Discretionary Sanctions.** The Hearing Panel has broad discretion to recommend, and the Dean of Students has broad discretion to impose sanctions other than those listed above as are appropriate to the violation(s) found and which serve the well-being of the parties and the College Community. If the Dean possesses information about the either party that is relevant to the sanctioning process but that has not been revealed during the scope of the investigation or hearing, the Dean may share that information in confidence with the Hearing Panel for consideration in its sanction's recommendations. In that event, the Hearing Panel will advise either the Reporting Party or Responding Party in writing of additional information that was shared about that party, which may be relied upon to impose

#### 4) **Range of Protective Measures**

One of the first protections afforded the victim/survivor is AMNESTY FOR VIOLATION OF THE PRINCIPIA CODE OF CONDUCT. Principia desires to fully support students who may have been subjected to a sexual assault or similar violation of our policies. Fear of discipline because of violation of the Code of Conduct should not be an obstacle to students coming forward, reporting an assault, or getting support. Amnesty from accountability for Code of Conduct violations means that any violation of the Principia Code of Conduct disclosed in good faith by an individual reporting a possible violation or any witnesses during a grievance process may not result in sanctions (including suspension) because of one or more conduct violations. Responding Parties, however, are not typically entitled to amnesty as provided herein. While disciplinary sanctions will

not be imposed when Principia's Amnesty policy is implicated, Student Life may determine that further conversations are warranted with students involved in a grievance.

#### **5) Trained Investigators (Fair & Impartial)**

Any employee who is involved in:

- the receipt of a student report of an alleged incident of sexual violence, domestic violence, dating violence, or stalking.
- the referral or provision of services to a Reporting Party or Survivor (as that term is defined in this Policy); or
- has duties under this Policy that results from an alleged incident of sexual violence, domestic violence, dating violence, or stalking.

shall receive the training described in this section. Principia provides these employees with training designed to improve the trainee's ability to understand (i) Principia's policies, as described in this document; (ii) federal and state law concerning survivors of sexual violence, domestic violence, dating violence, and stalking at higher education institutions; (iii) the roles of Principia, medical providers, law enforcement, and community agencies in ensuring a coordinated response to a reported incident of sexual violence; (iv) the potential effects of trauma on a Survivor; (v) the types of conduct that constitute sexual violence, domestic violence, dating violence, and stalking, including same-sex violence; and (vi) consent and the role drug and alcohol use can have on the ability to consent. The training shall also seek to improve the trainee's ability to respond with cultural sensitivity; provide services to or assist in locating services for a survivor, as appropriate; and communicate sensitively and compassionately with a survivor of sexual violence, domestic violence, dating violence, or stalking.

In addition, all individuals whose duties include resolution of reports of student violations of this Policy shall receive a minimum of 8 hours of annual training on issues related to sexual violence, domestic violence, dating violence, and stalking and how to conduct Principia's Formal Grievance Process.

#### **6) Accuser and Accused Allowed Same opportunity to have others present.**

During interviews with the Independent Fact Finder, each party may be accompanied by a single Support Person of their individual choice. It is generally understood that the Support Person shall provide silent support during the interview. A party may take a break during an interview to meet with their Support Person and then resume the interview after a break.

#### **7) Simultaneous written notice to each party regarding result and process for appeal.**

Determination: No Policy Violation If, after the conclusion of the grievance process and any applicable appeal, the determination is that no policy violation occurred:

- The principal will simultaneously notify parties in writing of the outcome within four (4) calendar days of the final determination.

- The grievance process will be closed.
- Student or employee records will contain no reference to the Report.
- The principal's policy will be reemphasized to all involved in the process.

**Note:** A finding of No Policy Violation does not preclude the Dean of Students or other professionals in student life from initiating follow up conversations with the individuals involved regarding the underlying circumstances or events for the purpose of growth in wisdom, insight, and character.

The Responding Party has the right to submit a written appeal of the Hearing Panel's determination and/or sanctions to the College President. The Reporting Party has the right to submit a written appeal of the Hearing Panel's determination to the College President. The nature and extent of sanctions imposed by the Dean of Students is not subject to appeal by the Reporting Party. Any notice of appeal must be delivered to the College President within four (4) calendar days of being notified of the determination/decision and/or sanction. The reason and rationale for the Appeal shall be fully laid out in the written appeal document.

Appeals may be filed on grounds of:

- Relevant, substantive, and new information not available at the time of the finding/determination.
- Alleged bias of the IFF, the Title IX Coordinator, Members of the Panel, or other administrators involved. Any alleged bias must be shown to have impacted the outcome of the proceeding and/or sanctions.
- Significant and material procedural error that affected the outcome of the process.
- The sanction being disproportionate to the violation(s) found.

## **Process**

1. Within three (3) calendar days of receiving the notice of appeal, the President or designee will determine whether sufficient grounds for appeal have been demonstrated. If a determination is made that grounds for appeal are lacking, the person appealing shall be notified and the appeal shall be considered denied. The non-appealing party shall receive notice of an appeal only if a finding is made that grounds for appeal exist.
2. If the College President determines that a conflict of interest exists which precludes the College President from fairly ruling on the Appeal, the College President may designate either the Principia Chief Executive or a neutral member of Principia College's faculty to make all rulings on the Appeal that the President would make but for the conflict of interest.
3. If a finding is made that grounds for appeal exist, the appeal will be resolved by the College President and/or designee within seven (7) calendar days from the date the determination is made that the Appeal has merit.

4. The individual or individuals making the decision as regards granting or denying the Appeal or any issues raised in the Appeal, shall not have previously participated in any investigatory, adjudicatory, or determinative role in the Grievance Process. Any individual making the determination regarding an Appeal shall be neutral and shall not have a conflict of interest with either party.
5. The parties will be notified simultaneously in writing that there has been a finding that an appeal has merit.
6. The College President may invite the party who did not file the appeal to review the appeal and submit a written response, but a response is not required. The College President, if inviting a written response, shall inform the non-appealing party of the deadline for submitting the written response.
7. Unless the College President in the exercise of discretion finds that additional information would be helpful, no formal hearing or opportunity for additional arguments, written or oral, shall be provided. The College President has unfettered discretion to gather such additional information as the College President deems appropriate to make a just determination of the appeal, however, in no situation or circumstance will the President permit a party to present, directly or indirectly, ex parte arguments or communication to the President.
8. In deciding on appeal which has been shown to have merit, the College President may review all records, notes, findings, and determinations previously made in the matter. The College President may in the exercise of reasonable discretion consult with the Dean of Students, the Title IX Coordinator, and/or legal counsel. At all times the decision to grant or deny the Appeal shall sit exclusively with the College President or person designated by the College President to make the determination.
9. The College President on appeal may:
  - a. Deny the appeal.
  - b. Return the matter to the Title IX Coordinator for reconsideration.
  - c. Under extraordinary circumstances, direct that a new hearing panel be convened to consider the formal grievance.
  - d. The College President's decision regarding the appeal is final.

**IMPORTANT:** This Grievance Policy reflects Principia's commitment to maintaining a safe and respectful community. This Policy further reflects Principia's commitment to the just, equitable, and fair resolution of all reports to which the Policy speaks. This Grievance Policy is not, however, contractual and Principia reserves the unfettered discretion to deviate from this Policy as Principia in its sole discretion determines appropriate. Principia further reserves the right to modify, change, or withdraw entirely this Grievance Policy at any time and for any reason.

### **XIII. Victim Notification Policy**

Principia College will provide both the complainant (reporting party) and the respondent (responding party) with simultaneous written notification of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault (including non-forcible sex offenses, which are classified as statutory rape or incest for Clery reporting purposes) or stalking pursuant to federal law and the Principia College Sexual Misconduct Policy.

Principia College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in 18 U.S.C. § 16), the results of any disciplinary proceeding against a student who is an alleged perpetrator of such crime or offense. If the alleged victim of such crime or offense is deceased because of such crime or offense, the next of kin of such victim will be treated as the alleged victim.

### **XIV. Sex Offender Registration Information**

The Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already required to register in a State, to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In Illinois, information on registered sex offenders can be found at <https://www.illinois.gov/services/service.sex-offenders.html> or for mapping details go to the state police website at <https://isp.illinois.gov/Sor>.

In addition to being able to access sex registrant information at the above state of Illinois links, the Illinois State Police receives addresses of schools from the State Board of Education on a quarterly basis. This information is sent out to the Illinois Sheriff's Departments who are responsible for providing a list of sex offenders in their county to the superintendent/school board of the public schools, and the principal of the private schools. In the case of Principia College, the Sheriff of Jersey County shares quarterly updates with the Campus Security Director.

### **XV. Crime Statistics**

#### **A. Sources for Crime Stats**

All reports of criminal activity are made to the Campus Security Department or a Campus Security Authority, who will then make any appropriate notifications to local law

enforcement. Notifications are then made to the Dean of Students, in cases where student safety is threatened or involved, and to Workplace Safety when there is damage to Principia property and/or there is any potential liability.

Principia College encourages every community member to report all criminal activity occurring on campus that they witness or of which they are credibly aware. Employees are required to report such criminal activity. Campus Security responds to all reported incidents and fully investigates each incident possible. When appropriate these investigations are coordinated with other Principia officials and/or the Jersey County Sheriff's Department.

## **B. Crime Stats**

Campus Security Officers prepare daily watch logs, which are completed and turned in at the end of their assigned shift. These logs contain information on the incidents or situations an officer encountered on their assigned shift. These logs are reviewed by either the Campus Security Director or the Assistant Director to verify if any Clery reportable crimes have been reported and if so, then properly categorized immediately to be included in the annual ASFSR. They are filed chronologically by date reported (not necessarily date of event) and the written logs kept in the Campus Security Office. Though documented in the ASFSR, each year's daily fire and crime logs are stored in the Campus Security Office's secured storage space. Any incidents deemed more involved or criminal in nature are documented on an incident report and/or a crime report, but still logged into the daily crime log in summary form and not using personal identification. These reports are assigned an individual incident number for that year and are filed in chronological order in the Campus Security Office. Any crime reports documented by the Jersey County Sheriff's Office are filed and maintained at the Jersey County Sheriff's Records Division.

Under the Clery Act, a crime is "reported" when it is brought to the attention of a Campus Security Authority, Campus Safety officer, or local law enforcement personnel by a victim, witness, other third party, or even the offender. The statistics listed in the report below reflect reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a Campus Security Authority, nor must a finding of guilt or responsibility be made to include the reported crime in the crime statistics report. Crimes are counted when they are reported, regardless of prosecution and regardless of whether the reporting party chose to move forward with the criminal justice or campus disciplinary process.

### CRIMINAL OFFENSE REPORTING TABLE

OFFENSE	YEAR	ON-CAMPUS STUDENT HOUSING FACILITIES	ON- CAMPUS TOTAL	NON- CAMPUS	PUBLIC PROPERTY
Murder Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	2	0	0
Fondling	2023	0	0	0	0
	2022	1	2	0	0
	2021	1	3	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	00
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023				
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	*1	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

\*Recovered joyriding of Golf Cart

### VAWA OFFENSE REPORTING TABLE

OFFENSE	YEAR	ON-CAMPUS STUDENT HOUSING FACILITIES	ON- CAMPUS TOTAL	NON- CAMPUS	PUBLIC PROPERTY
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	0	0	0	0
	2022	1	2	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

## ARREST & DISCIPLINARY REFERRALS REPORTING TABLE

OFFENSE	YEAR	ON-CAMPUS STUDENT HOUSING FACILITIES	ON-CAMPUS TOTAL	NON-CAMPUS	PUBLIC PROPERTY
Weapons Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Disciplinary referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Abuse Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Abuse Disciplinary referrals	2023	0	5	0	0
	2022	2	2	0	0
	2021	7	7	0	0
Liquor Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Disciplinary Referrals	2023	3	3	0	0
	2022	7	7	0	0
	2021	24	24	0	0

### **Hate Crimes (Larceny-Theft, Simple-Assault, Intimidation, & Vandalism)**

**2023:** There were zero hate crimes reported in 2023.

**2022:** There were zero hate crimes reported in 2022.

**2021:** There were zero hate crimes reported in 2021.

### **Unfounded Crimes**

**2023:** There were zero unfounded crimes reported in 2023.

**2022:** There were zero unfounded crimes reported in 2022.

**2021:** There were zero unfounded crimes reported in 2021.

### **C. Offense Definitions**

Crime statistics provided in this report are defined by the F.B.I.'s Uniform Crime Reporting System:

**Murder and Non-negligent Manslaughter:** the willful killing of one human being by another.

**Manslaughter by Negligence:** the killing of another person through gross negligence.

**Robbery:** the taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Aggravated Assault:** an unlawful attack by one person upon another wherein the offender(s) uses a weapon or displays it in a threatening manner, or 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.

**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.

**Non-forcible Sex Offenses:** unlawful, non-forcible sexual intercourse.

**Burglary:** the unlawful entry into a structure with the intent to commit a felony or theft.

**Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building motor vehicle, personal property of another, etc.

**Hate Crimes:** a criminal act where the offender's actions are motivated, in whole or in part, by his/her bias against the victim's real or perceived race, gender, religion, ethnic/national origin, sexual orientation, disability or gender identity. Data for hate crimes is also compiled for larceny-theft, simple assault, intimidation, and the destruction, damage, or vandalism of property.

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

**Liquor Law Violations:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages (excludes "driving under the influence" and "drunkenness").

**Drug Abuse Violations:** violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

**Weapons Possession:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**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; or
- suffer substantial emotional distress.

**Domestic Violence:** felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim

who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

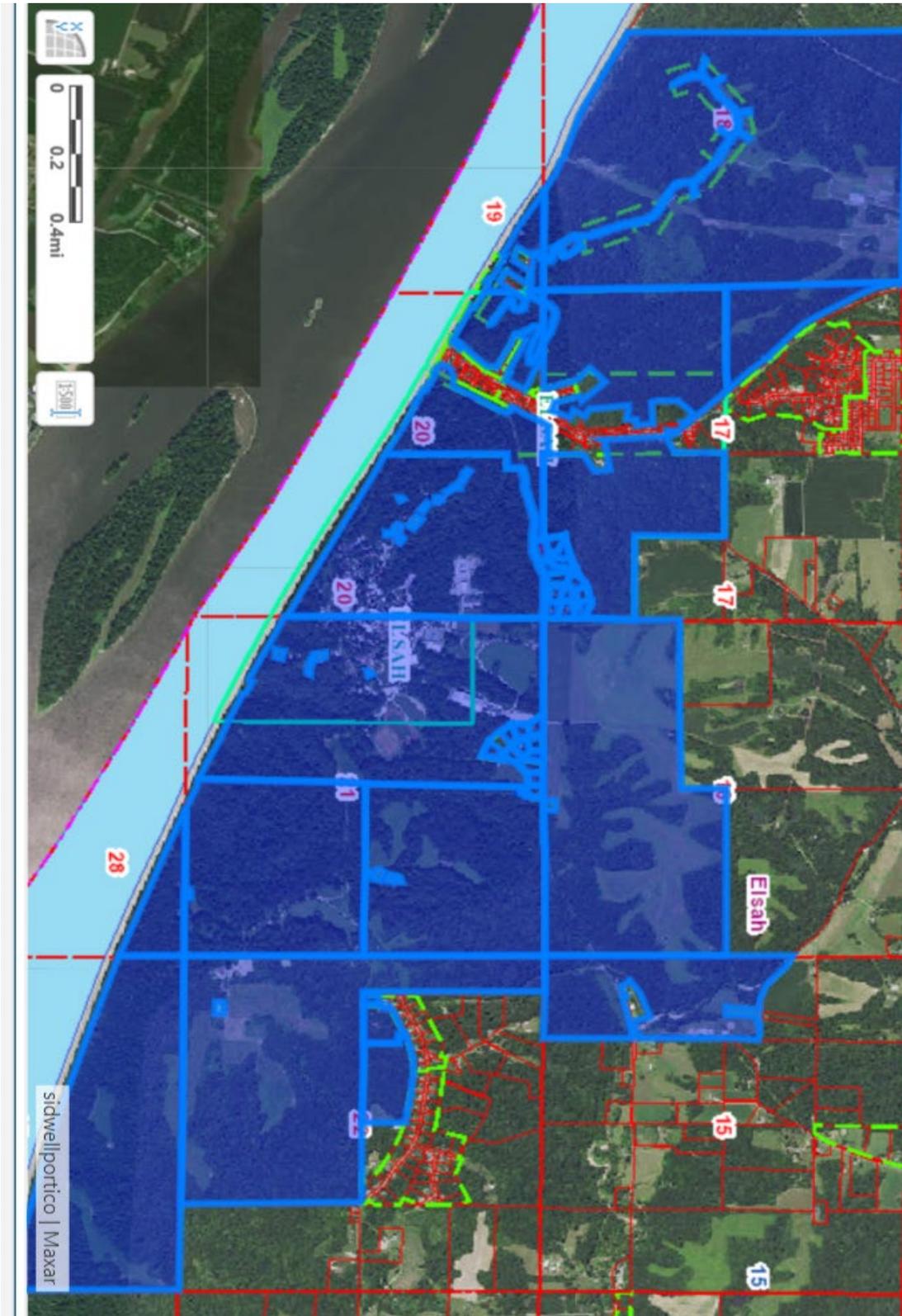
**Dating Violence:** violence committed by a person:

a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

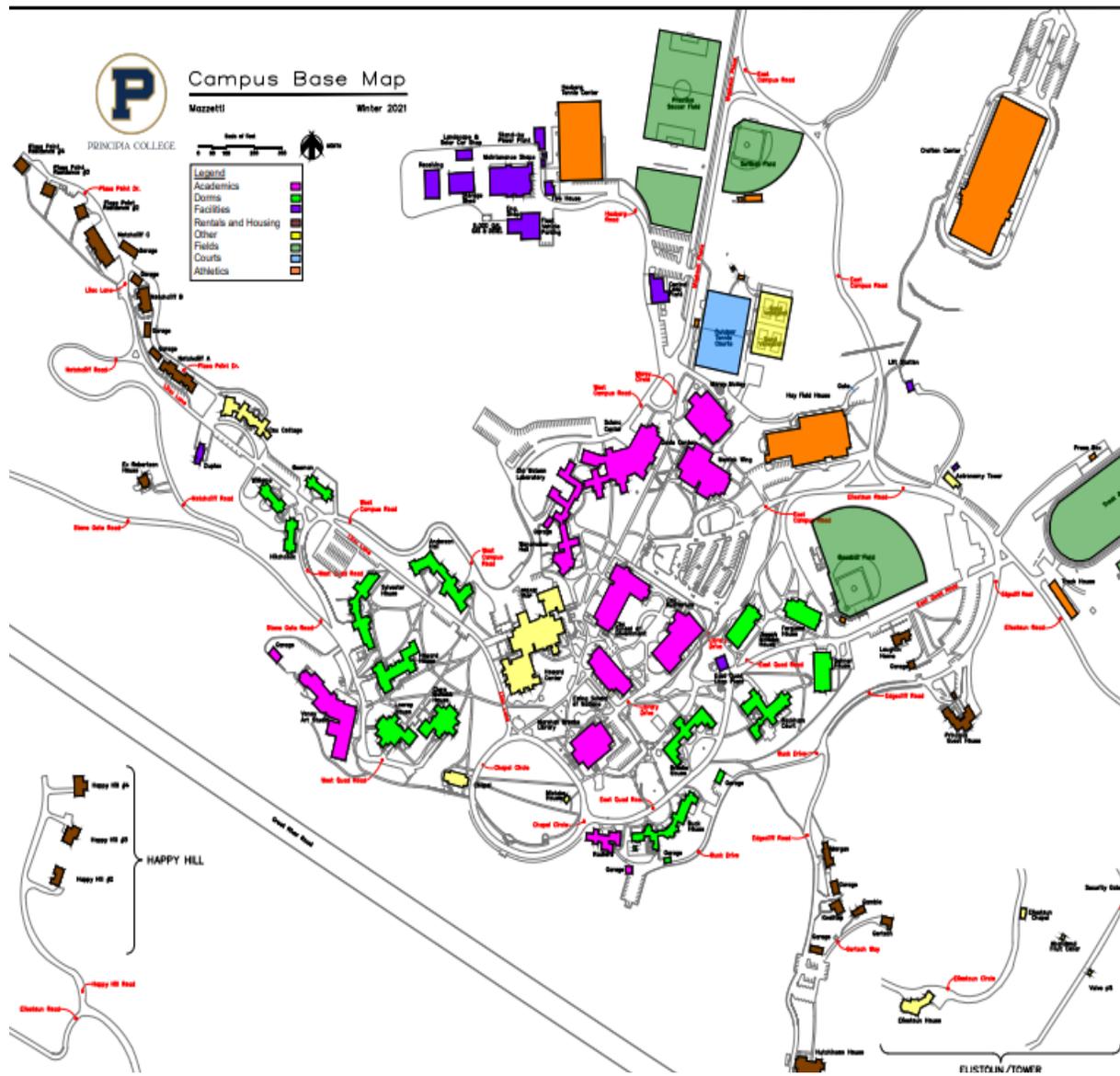
b) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship; the type of the relationship; and the frequency of interaction between the persons involved in the relationship.

#### D. Campus Geographic Boundaries Defined



Principia Owned Acreage - Parcel Map



Principia College Campus

The Annual Security Report requires colleges and universities to record crimes by location. Explained below, the three categories of locations subject to reporting are: 1) on campus; 2) non campus building or property; and 3) public property.

**1) On Campus (34 CFR § 668.46(a))**

a. 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

b. any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, 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 other retail vendor).

## **2) Non-Campus Building or Property (34 CFR 668.46(a))**

- a.** [a]ny building or property owned or controlled by a student organization that is officially recognized by the institution; or
- b.** [a]ny 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.

Examples of non-campus buildings or property that satisfy the first part of the definition include, but are not limited to, officially recognized fraternity and sorority-owned chapter houses, institution-owned campus bookstores that are located off-campus, apartment buildings that are owned or controlled by the university, or campus-owned event facilities that support activities that include students who work in or utilize the facility.

To satisfy the second part of the definition, the property must: 1) be owned or controlled by the institution (e.g., leased by the institution); 2) be used in direct support of or in relation to the institution's educational purposes; 3) be frequently used by students; and 4) not be within a reasonably contiguous geographic area of the institution. Examples of this type of property would include, but not be limited to, institution-owned, off-campus apartment units that are rented to students, ancillary research or athletic facilities utilized by students and faculty, and event facilities located off-campus and utilized for campus activities.

## **3) Public Property 34 CFR 668.46(a)**

The regulatory definition of public property includes "all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus."

Public property as defined in the statute includes all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Furthermore, for this definition to apply, the property in question must satisfy all three conditions:

- 1) public (e.g., publicly owned).
- 2) within or immediately adjacent to campus; and
- 3) accessible from campus.

This definition excludes any private property and may in some cases exclude areas such as property divided by a fence or wall, or property with clearly posted signs indicating that it is not part of the campus or that trespassing is prohibited. Private property where students have established regular usage – whether legal, illegal, open, or inconspicuous

– that is not otherwise campus or non-campus property, is not public property for Clery reporting purposes.

While all Principia College students utilize the immediate core campus of 300 acres (see above base map), its outlying properties, mostly used by biology and other sciences, extend to the west, north and east of Elsayh Village. As the above 'acreage parcel map' shows, homes and businesses along each street in Elsayh, along with their properties, are excluded from Principia College geography (namely that our property backs up to their yards, not public streets).

Because areas of our undeveloped land are accessed by students for various courses of study, the following streets abut to Principia Campus property, meet the Clery Geography definition, and as such, any Clery reportable crimes occurring there are included in this annual ASF SR. For clarification, if one side of the street abuts to Principia owned property, the shoulder/sidewalk on that side, the street/road and sidewalk/shoulder across the street are part of the reportable geography. Residences, businesses, and property beyond the sidewalk/shoulder on the opposite side of the street are not reportable geography under the Clery definitions. The below street described boundaries coincide with the **Principia Owned Acreage - Parcel Map** shown above.

- Beltrees Rd. (both sides) from Mill St. to Fessler Rd.
- Fessler Rd from Beltrees to McCoy Rd.
- McCoy Rd from where it starts at Fessler, westward until it turns north at 12782 McCoy Rd.
- Elsayh Hills Dr. From Beltrees Rd. up to an eastward curve at South Elsayh Hills Rd.
- State Hwy Route 100 'Great River Road' from property line at 26501 Lockhaven Hill west to the entrance to Elsayh Village.
- State Hwy Route 100 'Great River Road' from the west shoulder of the Elsayh Village exit to the east.
- Jersey Ave from Chautauqua Rd to Elsayh Rd.
- Elsayh Rd. heading south from Jersey Rd. Where it becomes Mills St. and Mills St. to Cemetery Rd.
- Cemetery Rd from 128 Cemetery Rd. east to the private drive at 12501 Cemetery Rd.

The above listed public streets fall under county and state jurisdiction and requests for reportable Clery defined crime statistics from those streets are made annually to The Jersey County Sheriff's Department and Illinois State Police Department.

## **XVI. Annual Fire Safety Report**

### **A. On-Campus Student Housing Facility Fire Safety Systems**

Each building on campus is equipped with a fire system, Notifier, which is monitored 24 hours a day by Campus Security as well as an offsite monitoring/dispatch location. The Notifier system monitors the fire suppression/sprinkler system, as well as smoke detectors, heat detectors and pull stations.

While Principia College's fire safety systems are designed to detect smoke and fire at the earliest stages (proven time and again). If there is a situation where a student, fac/staff or community member notices a fire or smoke, they should immediately call campus security at 618-374-5111 as Campus Security Officers are trained in obtaining the required information needed to insure prompt response by Fire & EMS. Should 911 be called first, 911 operators will contact Campus Security and relay the information.

### **B. Fire Evacuation Procedures**

#### BUILDING EVACUATION

House (Dormitory) Evacuation Procedure:

Before the fire alarm sounds:

- If there is a situation in a house that seems likely to activate the fire alarm the person present should:
  - Determine if the situation is safe or not.
  - If the situation is safe (i.e., a toaster fire that has been put out, a smoke machine, etc.) let the RC know as soon as possible. If they are not present call the Gatehouse to warn them an alarm may be triggered (618-374-5111).
  - If the situation is not safe the person present should find the nearest pull station and pull it.
- If the situation is considered safe the Resident Counselor must go to assess the situation personally.
- If the RC confirms the situation is safe, he/she must call the Gatehouse to let them know.

When the fire alarm sounds:

- All occupants must evacuate the building using the closest and/or safest exit to the designated evacuation location.
- All occupants, if in their rooms, shall make sure their roommates are awake and exiting the building.

- All occupants must be wearing clothing (for hot, cold, or wet weather) including shoes, as they may not be allowed back into the building immediately, if at all.
- If there is enough time to do so safely, occupants shall close their windows and turn on the overhead light.
- Before leaving, occupants should check their door for heat, then, if safe, open it carefully to check the hallway for smoke and fire before they exit, closing the door behind them.
  - If door is hot or it is unsafe to exit your room the following steps should be taken seal the bottom of the door with damp towels, open window to ventilate room of smoke, exit through window if safe to do so or call 5111 to notify Campus Security that you are trapped in your room.
- All occupants shall exit the building in a calm, quiet manner.
- A roll call will be made by the RC/RA/House Board member to determine who is and who is not present.
- No one will reenter the building until Campus Security or Fire Department personnel have informed the RC/RA/House Board member it is safe for the occupants to reenter the building.

***‘THERE ARE NO FALSE ALARMS. THE FIRE ALARM ALWAYS ACTIVATES FOR A REASON’***

### HOUSE EVACUATION LOCATIONS

Because weather conditions cannot be accounted for in the event of a fire alarm all evacuation locations are to other indoor locations.

Anderson – evacuate to Howard Center

Beeman - evacuate to Williams’s living room.

Brooks – evacuate to Buck living room.

Buck – evacuate to Brooks living room.

Clara McNabb – evacuate to Lowrey living room.

Ferguson – evacuate to Gehner living room.

Gehner – evacuate to Ferguson living room.

Howard – evacuate to Clara living room.

Joe McNabb – evacuate to Ferguson living room.

Lowrey – evacuate to Clara living room.

Rackham – evacuate to Gehner living room.

Sylvester – evacuate to Howard living room.

Williams – evacuate to Beeman living room.

Note: Campus Security will unlock the evacuation destination doors, remotely from the gate house, to allow for access during non-house hours

### **C. Dorm Fire Safety Policies (Smoking, Personal Heaters, Candles, etc.)**

Principia's fire safety program is designed to reduce dangers associated with fire to people and property. The following rules relating to fire safety on the Principia College campus are set by the Office of the Illinois State Fire Marshal. Campus Security is responsible for ensuring compliance with these rules and works closely with the Fire Marshal's office and other local authorities in their effort to ensure a safe working and living environment. It is everyone's responsibility to follow these rules and report any deficiencies immediately. Because of the number of Fire Safety rules and updates, the Campus Security Website lists some of the main Fire Policies for Principia. If a rule has changed since the previous Fire Safety Inspection, or is not specifically listed on the Website, students/tenants not in compliance will receive a warning and be required to bring their space into compliance. If a student/tenant space is not up to code after a warning has been issued, a \$25 per day fine may be levied until compliance. Repeated non-compliance will result in increased fines and possible other disciplinary action. Please direct any questions to Campus Security on extension 5470.

#### Fire Alarms

At the sound of a fire alarm, it is mandatory to evacuate the building immediately via the safest fire exit. If in a house (dormitory), gather outside in your designated assembly area. Do not reenter the building until the alarm is shut off and authorized by the Fire Department or Campus Security official.

Throughout the academic year, fire drills are conducted in student housing and are to be responded to as bona fide fire alarms. Failure to comply will result in a fine.

When cooking in a house kitchen, close the kitchen door where possible and engage ventilation (kitchen fan, open window) to avoid setting off the alarm. If your cooking activity sets off the alarm, fines will be assessed. See the Fines and Fees section on the Campus Security website for information on fines.

#### Hallways, Doorways, and Stairways

All hallways and stairways must remain lit 24 hours a day. Notify your house manager or the Facilities Department if the lights are not working. To reduce the risk of fire and smoke spreading in a building, hallway, and stairway doors (including student room doors) equipped with automatic door closers must remain engaged and not be blocked open or their automatic closing and latching feature be compromised in any way. All exit routes must remain free from any kind of obstruction or impediment at all times.

#### Blocking Entry, Egress, or View

Egress must be free of all obstructions or impediments to full instant use (and view) in the case of fire or other emergency. No furnishings, decorations, or other objects shall obstruct (the view of or use of) exits. Clear view should ensure that it takes no more than 3 seconds to determine if someone is in a room. In houses where upholstered chairs and ottomans have not yet been furnished, each room is allowed one love seat-sized sofa or recliner depending on the size and occupancy of the room.

### Appliances/Extension Cords/Multiple Outlet Adapters

The following electrical appliances may be used in student rooms if they are 1100 watts or less: televisions, stereos, lamps, microwaves, hot pots, coffee makers, and hot air popcorn poppers. All other cooking should take place in the house kitchens. The following are examples of electrical appliances that may not be used in student rooms: toasters, rice cookers, crock pots, hot plates, warming trays, and popcorn poppers that use oil. Electrical appliances should be directly plugged into wall outlets. If extensions or multiple outlets are necessary, they must be UL-listed for 1875 watts or greater with a fuse. Multiple extension cords may not be connected to each other. Curling and clothing irons must always be unplugged when not in use. Flammable liquids and gases, space heaters, and halogen torchiere lamps are not permitted.

### Candles, Flames, and Incense

Use of incense, candles, lighters, matches, or other objects which utilize an open flame is prohibited. Exceptions for house activities need Workplace Safety approval.

### Tapestries, Lights, and Posters

Tapestries are very flammable and not recommended, but if you choose to use one it must:

- be certified as “fire resistant treated.”
- be at least 18 inches from the floor, lamps, electrical outlets, built-in heaters, or electrical appliances.
- not cover windows, doors, bulletin boards, an entire wall, or other non-wall surfaces.

Unframed posters must not cover more than 35% of a single wall and must not be attached to ceilings. Tapestries, blankets, posters, sheets, etc., are not to be used as a canopy or attached to the ceilings in rooms or be placed over or obscure exits in any way, and they are not to be used as room dividers. This aids in preventing fire from spreading across a room or falling on occupants. Lights or strings of lights are not to be hung touching curtains or any fabrics or hung from the ceiling or over a door or over thresholds.

### Beds

The side of the bed nearest the door should be clear of obstructions and clutter. Only beds supplied by the college may be used in student residences.

### Academic and Administrative Buildings

For fire safety reasons, sleeping in academic or administrative buildings is not permitted.

### Fire Detection and Suppression

Equipment Tampering with fire protection equipment including “pull and runs,” automatic door closing devices and fire suppression equipment (sprinkler systems, portable extinguishers, any firehouse equipment, including emergency vehicles) is prohibited and will result in an automatic fine. Do not attempt to hang anything from sprinkler heads, cages, or pipes.

## Fireworks

The sale, use, or possession of fireworks, including firecrackers and rockets, etc., is illegal in Illinois. A fine will be charged to any individual possessing or using fireworks. If no individual is found responsible, the fine may be charged to the house. Further legal action is possible.

### **D. Fire Safety Education and Training**

Fire Training and Drills are conducted semi-annually on campus or once a semester, for all student houses. This includes one announced drill and one unannounced drill for all student housing on campus. Future plans include semi-annual fire drills and training for all other campus buildings.

### **E. Plans for Future Improvements in Fire Safety**

Fire alarms are continually being upgraded and modernized to be addressable systems. As of now, all undergraduate housing is fully protected by fire sprinklers. A contract has been renewed for the annual testing and maintenance of fire sprinkler systems, standpipes, and fire pumps. Contracts have also been awarded for testing and maintenance of fire alarm systems which are conducted each summer.

### **F. Reporting Fires for Annual Statistics**

Principia College Campus Security Department documents all fire related incidents, including fire alarms where no fire has occurred. These fire reports are filed in the Campus Security office and distributed to the Life Safety Manager and to Student Life for annual review and assessment. The fire report will document the date, time, location, persons present, violations observed, and action taken for any fire or fire alarm.

## THREE-YEAR FIRE-RELATED INCIDENT SUMMARY

The table below shows data on on-campus fire-related incidents. Data for the most recent three years is shown, by year, in each of the following categories: false alarms, unwarranted alarms, fires, injuries/deaths. Definitions of these categories are as follows:

**Total Fires =**

**Cause of Fire =** actual fire occurred.

**Number Injuries/ that required treatment at Medical Facility =** number of individuals who sustained injury or died because of a fire incident

**Number of Deaths as result of Fire =**

**Estimated Value of Property Damage Caused by Fire =**

## 2023 Fire Statistics

On-Campus Student Housing Name	Total Fires 2023	Cause of Fire	Number of Injuries that Required Treatment at Medical Facility	Number of Deaths Related to Fire	Estimated Value of Property Damage Caused by Fire
Anderson	0	N/A	0	0	N/A
Beeman	0	N/A	0	0	N/A
Brooks	0	N/A	0	0	N/A
Buck	0	N/A	0	0	N/A
Ferguson	0	N/A	0	0	N/A
Gehner	0	N/A	0	0	N/A
Howard	0	N/A	0	0	N/A
Joe McNabb	0	N/A	0	0	N/A
Lowery	0	N/A	0	0	N/A
Rackham	0	N/A	0	0	N/A
Sylvester	0	N/A	0	0	N/A
Clara McNabb	0	N/A	0	0	N/A
Williams	0	N/A	0	0	N/A
<b>Total</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

## 2022 Fire Statistics

On-Campus Student Housing Name	Total Fires 2022	Cause of Fire	Number of Injuries that Required Treatment at Medical Facility	Number of Deaths Related to Fire	Estimated Value of Property Damage Caused by Fire
Anderson	0	N/A	0	0	N/A
Rackham	0	N/A	0	0	N/A
Sylvester	0	N/A	0	0	N/A
Howard	0	N/A	0	0	N/A
Buck	0	N/A	0	0	N/A
Brooks	0	N/A	0	0	N/A
Ferguson	0	N/A	0	0	N/A
Lowery	0	N/A	0	0	N/A
Joe McNabb	0	N/A	0	0	N/A
Williams	0	N/A	0	0	N/A
Clara McNabb	0	N/A	0	0	N/A
Beeman	0	N/A	0	0	N/A
Gehner	0	N/A	0	0	N/A
<b>Total</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

## 2021 Fire Statistics

On-Campus Student Housing Name	Total Fires 2021	Cause of Fire	Number of Injuries that Required Treatment at Medical Facility	Number of Deaths Related to Fire	Estimated Value of Property Damage Caused by Fire
Anderson	0	N/A	0	0	N/A
Rackham	0	N/A	0	0	N/A
Sylvester	0	N/A	0	0	N/A
Howard	0	N/A	0	0	N/A
Buck	0	N/A	0	0	N/A
Brooks	0	N/A	0	0	N/A
Ferguson	0	N/A	0	0	N/A
Lowery	0	N/A	0	0	N/A
Joe McNabb	0	N/A	0	0	N/A
Williams	0	N/A	0	0	N/A
Beeman	0	N/A	0	0	N/A
Clara McNabb	0	N/A	0	0	N/A
Gehner	0	N/A	0	0	N/A
Total	0	N/A	0	0	N/A
	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

## Fire Safety Stats 2023

Facility	Fire Alarm Monitoring on Site by Campus Security	Sprinkler System	Smoke Detector (monitored)	Fire Extinguisher	Evacuation Placards & Plans	# of Drills Held 2023
Anderson	X	X	X	X	X	2
Beeman	X	X	X	X	X	0
Brooks	X	X	X	X	X	2
Buck	X	X	X	X	X	1
Clara McNabb	X	X	X	X	X	2
Ferguson	X	X	X	X	X	2
Gehner	X	X	X	X	X	1
Howard	X	X	X	X	X	1
Joe McNabb	X	X	X	X	X	1
Lowery	X	X	X	X	X	1
Rackham	X	X	X	X	X	2
Sylvester		X	X	X	X	(not in use)
Williams	X	X	X	X	X	1

## Fire Safety Stats 2022

Facility	Fire Alarm Monitoring on Site by Campus Security	Sprinkler System	Smoke Detector (monitored)	Fire Extinguisher	Evacuation Placards & Plans	# of Drills Held 2022
Anderson	X	X	X	X	X	2
Beeman	X	X	X	X	X	(not in use)
Brooks	X	X	X	X	X	1
Buck	X	X	X	X	X	1
Clara McNabb	X	X	X	X	X	(not in use)
Ferguson	X	X	X	X	X	2
Gehner	X	X	X	X	X	12
Howard	X	X	X	X	X	2
Joe McNabb	X	X	X	X	X	1
Lowery	X	X	X	X	X	2
Rackham	X	X	X	X	X	2
Sylvester		X	X	X	X	(not in use)
Williams	X	X	X	X	X	1

## Fire Safety Stats 2021

Facility	Fire Alarm Monitoring on Site by Campus Security	Sprinkler System	Smoke Detector (monitored)	Fire Extinguisher	Evacuation Placards & Plans	# of Drills Held 2021
Anderson	X	X	X	X	X	2
Beeman	X	X	X	X	X	(not in use)
Brooks	X	X	X	X	X	2
Buck	X	X	X	X	X	1
Clara McNabb	X	X	X	X	X	(not in use)
Ferguson	X	X	X	X	X	2
Gehner	X	X	X	X	X	1
Howard	X	X	X	X	X	2
Joe McNabb	X	X	X	X	X	1
Lowery	X	X	X	X	X	2
Rackham	X	X	X	X	X	2
Sylvester		X	X	X	X	2
Williams	X	X	X	X	X	2