

Campus Violence Response and Prevention Plan  
University of Illinois at Chicago  
Revised February 28, 2010

## **I. Introduction**

The University of Illinois at Chicago (UIC) is committed to the safety and security of its students, faculty, staff, patients and visitors. These guidelines specifically address the university's position on the prevention, reduction, and management of violence. In implementing these guidelines, the university is guided by the policies, regulations, and statutes listed below.

UIC does not tolerate acts or threats of violence committed by or against employees, faculty, students, patients, visitors, or other third parties on university owned, controlled, or leased properties. All useful management strategies will be employed to identify and prevent incidents of campus violence in order to reduce the effects of violence on victims and impose consequences upon those who threaten or perpetrate violence. University employees, faculty, and students are strongly encouraged to report violent behavior and must not be subjected to any acts of retaliation for reporting concerns. The university will use available resources such as the University Police, Employees Assistance Program, the Office of Faculty Affairs, the Office of the Vice Chancellor for Student Affairs, and applicable human resources and student programs and policies in responding to alleged acts/threats of violence.

### A. Related Policies/Laws

#### 1. General

- Workplace violence -- University of Illinois Policy and Rules, Policy 16,
- Conduct and Discipline and Illinois Criminal Code (720 ILCS 5/1-1.et. seq)
- Academic Professional Grievance Procedures
- Faculty policies -- University of Illinois Policy and Rules, Policy 16, Conduct and Discipline and Illinois Criminal Code
- Faculty Grievance Procedures
- UIC Student Disciplinary Policy
- UIC Sexual Harassment Policy
- Sexual Assault -- Illinois Criminal Code
- State of Illinois Campus Security Enhancement Act (CSEA–110 ILCS 1/1.et. seq)
- Illinois Mental Health and Developmental Disabilities Mental Health Code (405 ILCS 5/1-100. et. seq)
- Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1. et. seq)
- Clery Campus Security Act
- Campus Sex Crimes Prevention Act of 2000 (CSCPA)
- Title IX

#### 2. Possession of Weapons

University employees, faculty, students, patients, visitors or other third parties are prohibited from carrying, maintaining, or storing a firearm or weapon on any university facility, even if the owner has a valid permit, when it is not required by the individual's job, or in accordance with the relevant university policies and state statutes. Any person who is reported or discovered to possess a firearm

or weapon on university property will be subject to disciplinary action along with arrest and prosecution. (Refer to Appendix A for relevant Illinois Statutes that provide the following information regarding the possession of weapons)

## B. Prohibited Conduct and Sanctions

Prohibited conduct includes, but is not limited to:

- Physical injury or threat of physical injury to others;
- Verbal or physical behavior that creates a reasonable fear of a person receiving an injury;
- Verbal or physical behavior that subjects an individual(s) to significant emotional distress;
- Threatening or violent behavior (actual or perceived) based on race, ethnicity, gender, sexual orientation, or other protected status;
- Defacing or damaging property or threatening to do so;
- Sexual assault, stalking, dating or domestic violence or sexual harassment;
- Brandishing a weapon or firearm;
- Retaliating against any individual who, in good faith, reports a violation of these guidelines.

Verbal behavior includes use of any method of communication (email, comments posted on websites, or other paper or electronic media).

Any violation of these guidelines will be considered unacceptable conduct and subject the individual (s) to the disciplinary actions under the appropriate university policies, up to and including dismissal. Individuals who engage in prohibited conduct may also be subject to arrest and prosecution and/or civil penalties under Illinois law.

## C. Responsibilities

The Vice Chancellor of Administrative Services (VCAS) will coordinate the university wide emergency response plan and advise departments on the development of unit safety plans, including individual department and building emergency response. Guidelines developed by the Illinois Office of Emergency Management and Communication will be considered in the development of the plans. The UIC Violence Prevention Committee will be chaired by the VCAS or designee.

The UIC Police will coordinate all university action in case of a violent incident on campus, establish and publish procedures for campus and workplace violence prevention and threat assessment, and investigate threats or incidents of violence. UIC Police will also advise departments on procedures for campus violence prevention and threat assessment. (Note: Only UIC Police or other law enforcement personnel should attempt to apprehend an alleged offender).

Department heads, directors, and supervisors are responsible for communicating the advice of UIC Police to all employees under their supervision, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.

Human Resources coordinates employee-related preventive measures, including conducting criminal conviction background checks in accordance with university policy, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising

employees and managers, making referrals to the Faculty/Staff Response Team and the campus Threat Assessment Team when appropriate, and providing case management, and coordinating with other university and community resources to support victims of violence.

The Office of the Vice Chancellor for Student Affairs (OVCSA) coordinates the services and programs for students related to campus violence prevention. The Student Response Team reports to the OVCSA and the Campus Threat Assessment Team is chaired by the OVCSA or designee when appropriate. The Office of the Dean of Students is responsible for responding to and adjudicating violations of the Student Disciplinary Policy.

## **II. Reporting Campus Violence**

**Any individual who believes there is an immediate danger to the health or safety of any member of the university community should call the UIC Police at (312) 355-5555.**

Additionally, all members of the university community are encouraged to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in these guidelines. All reports of violence will be handled in a confidential manner, with information released on a need-to-know basis within the campus community and in accordance with local, state, and federal laws and university policies. University administrators will be sensitive and responsive to the potential for reprisal directed at employees or students who report threats or acts of violence.

### **A. Student Incidents**

Incidents involving student misconduct including dangerous or disruptive behaviors and threats of violence should be referred to the Office of the Dean of Students.

Consultations regarding student behaviors of concern and student welfare issues can be referred to the Counseling Center or the Office of the Dean of Students. The Office of Women's Affairs and the Campus Advocacy Network provide victim risk assessment and other services related to stalking and interpersonal violence. Additional campus and community resources or referrals will be provided as appropriate.

### **B. International Students/Scholars**

In addition to university policies, international students and scholars are subject to further federal regulations while at UIC. All privileges affiliated with the nonimmigrant visa status, including enrollment, employment, and legal residency, are at risk of termination in the event of misconduct which violates university, local, state, or federal policy. International students, scholars, and family members or dependents on nonimmigrant visas are not legally permitted to own a firearm. Those found to be in violation of this policy will be subject to UIC disciplinary action - including dismissal and prosecution under US law. (Note: The Director of the Office of International Services coordinates all information regarding the visa status of international students, scholars, and their family members or dependents).

### **C. Security Planning for Potentially At-Risk Employees and Students**

Some employees can be at risk for violence/hostility because of the nature of their jobs. Other employees or students can be at risk because they are subject to violence, threats, or harassment

from a current or former spouse or partner, or other third party. The UIC Police Department, Human Resources, the Office of the Dean of Students, the Counseling Center, the Women's Center, and other offices will work with at-risk students and employees, and their supervisors, to develop safety plans that address the specific risks they face.

#### D. Pre-employment Screening and Criminal Conviction Background Checks

Human Resources administers the university's policies number 317 and 318 on Criminal Background Checks, and will work with hiring managers to ensure that sensitive positions are identified and criminal conviction checks conducted in accordance with the policies. Hiring managers are responsible for conducting pre-employment reference checks and advising Human Resources when potential problems are identified.

### **III. Campus Threat Assessment and Response Teams**

#### A. Student Response Team (SRT)

The Student Response Team coordinates support services and an administrative response to crises involving students; makes referrals to the Threat Assessment team; and provides individual student case review and management. The team is chaired by the Dean of Students. Representatives from Campus Housing, Student Centers, International Services, Counseling Center, Women's Affairs, Campus Advocacy Network, Public Affairs, UIC Police, University Counsel, and Academic Affairs serve on the team.

The Student Response Team meets monthly during the Fall and Spring semesters. The meeting is divided into two parts: (1) the Team discusses general student issues/problems, policies related to student concerns/behaviors, and recommendations for programs/services to meet student needs; (2) A subgroup of the Team then reviews individual student cases that have surfaced as a result of concerns raised to team members. The intent is to exchange information, as appropriate, in order to better assist and support students of concern as well as to develop a plan that serves the interests of the campus community.

Depending on the level of concern and seriousness of the threat posed by an individual, a student's case may be referred to the Threat Response Team. Records for the Student Response Team are maintained in the Dean of Students office. When appropriate, members of the Student Response team may communicate more frequently to assess, manage and mitigate threatening, self-destructive, and violent student behavior.

#### B. Faculty and Staff Response Team (FSRT)

The Faculty and Staff Response Team coordinates support services and an administrative response to crises involving faculty and staff; makes referrals to the Threat Assessment team; and provides individual faculty/staff case review and management. The team is chaired by a representative from Human Resources or Faculty Affairs depending on the classification of the individual(s) involved in the crisis. Representatives from the Office of Access and Equity, Human Resources, University Health Services, Employee Assistance, the Counseling Center, Faculty Affairs, UIC Police, University Counsel, and Public Affairs serve on this team. Records for the Faculty and Staff Response Team are maintained in the appropriate department and Human Resources or Faculty Affairs.

### C. Threat Assessment Team (TAT)

The Threat Assessment Team is charged with developing comprehensive fact-based assessments of students, employees, or other individuals who may present a direct and immediate threat to the safety and/or security of the university community and is empowered to take timely and appropriate action, consistent with university policy and applicable law. The group is comprised of permanent members and rotating members. As designated by the chairperson, rotating members are utilized on a case by case basis depending on the circumstances of the case and the identity of the individual in question.

#### 1. Membership

a. The Chair of the TAT will vary depending on the individual who poses the threat to the University. For students, the Vice Chancellor for Student Affairs or designee serves as the chairperson of the team. For faculty or staff, the appropriate Vice Chancellor or an appropriate member from the Faculty/Staff Response Team shall serve as the chairperson.

b. Permanent members include the Vice Chancellor for Student Affairs, Director of the Counseling Center, a UIC Forensic Psychiatrist, UIC Police Chief, Associate Chancellor for Public Affairs, Director of Health Services, a representative from the Office of University Counsel and designated alternates if permanent member(s) are themselves unavailable during an emergency.

c. Rotating members include representatives from the following offices: College Dean, Faculty Affairs, Chancellor's Status Committees, Human Resources, Access and Equity, Labor Relations, University Health Services, Employee Assistance, Dean of Students, Campus Housing, International Services, Student Centers, African American Academic Network, Latin American Recruitment and Educational Services, Native American Support Program, Asian American Cultural Center, Gender and Sexuality Center, Disability Resource Center, Women's Affairs, and the Campus Advocacy Network.

#### 2. Procedures

The Chairperson will determine the appropriate composition of the team for each case based on the classification of the individual posing the threat (faculty, staff, student) and will convene the group. Additional members may be included on an ad hoc basis by the Chairperson as needed.

a. The team assesses the severity of the threat and develops an action plan. Team members are assigned a specific responsibilities related to the action plan.

b. The action plan could include identification of dangerous warning signs, establishment of a threat potential risk level, additional investigation, case preparation for hearings (e.g. commitment hearing), and dissemination of warning information.

c. The chairperson oversees the completion of the action plan and communicates with team members and others as needed.

d. A final review/evaluation of each case is conducted by the team. Follow up assignments may be issued to monitor the progress of the case.

### 3. Case records

Case records are maintained in the following offices: for students, the Office of the Dean of Students; for staff, Human Resources/the appropriate department; for faculty, Faculty Affairs/the appropriate department.

All threat assessment teams should consult with the Office of Access and Equity if violence is occurring within the context of sexual harassment or unlawful discrimination. Refer to Appendix B for a chart of the UIC Campus Violence Response and Prevention Teams.

## **IV. Emergency Information**

### A. Emergency Preparation

Responding to unexpected emergencies is both an individual and organizational responsibility. Each member of the community has a role in emergency preparation and response. Closing and locking doors and windows and questioning strangers are examples of some simple steps one can take. Being alert to what's going on around us creates a culture that promotes and enhances security and safety and the openness and accessibility of the campus. Having all members of the university community involved that are alert to surroundings have the most impact on keeping our community safe, secure, and ready to respond. Individuals can help by observing their surroundings, asking about suspicious or questionable behavior, and calling for help when safety is an issue.

#### 1. Campus Emergency Guide

There are many different types of emergencies that can occur without warning at any time. The Campus Emergency Guide (Appendix C) provides important information about personal safety and how to respond during different types of emergencies. All members of the University community are expected to take personal responsibility for knowing these procedures in the event of an emergency. At any time, one may call the UIC Police/fire emergency telephone number.

#### 2. Campus Communication Plan

UIC Public Affairs and Police Department work in coordination to publish the appropriate emergency and/or emergency notification as dictated by circumstance. These notifications may include the following methods:

- Urgent messages on the UIC Homepage website:  
[http://www.uic.edu/homeindex/emergency\\_preparedness.shtml](http://www.uic.edu/homeindex/emergency_preparedness.shtml)
- Urgent email messages (sent to all UIC email accounts)
- Small Message System (sent to all SMS subscribers)
- Audio address system

## **V. Campus Violence Prevention Strategies**

As part of a larger and institution-wide commitment to a safe campus and workplace environment, the university is committed to the development of preventative measures, including a campus and workplace violence prevention plan, threat assessment and response teams, security planning for at-risk individuals, pre-employment screening, and general programs to increase employee and student awareness.

#### A. UIC Violence Prevention Committee

The Vice Chancellor for Administrative Services will chair a campus-wide Violence Prevention Committee, appointed by the Chancellor. The committee will be responsible for:

- Conducting an annual review or as required by circumstance of the campus violence prevention plan, evaluating the effectiveness of the plan and the university's violence prevention programs;
- Identifying potential or existing risks, including analyzing reports and data to identify high-risk departments, activities, or locations;
- Implementing plans and protocols for responding to credible threats and acts of violence (crisis management plan);
- Delegating responsible departments to participate in emergency response table top exercises;
- Coordinating the development of educational outreach activities for employees and students to increase awareness and provide training on campus/workplace violence;
- Reviewing and assisting with the development of threat assessment and response policies and procedures;
- Communicating internally with employees and students as necessary regarding issues related to campus violence prevention.

Members of this committee charged with the development, review, and/or implementation of the campus violence prevention plans will be certified in the National Incident Management System (NIMS 100, 200, 300 and 400).

#### B. Outreach Activities and Education

According to the research in violence prevention, important factors in reducing violence include: (1) building community and connection; (2) increasing a sense of security with police presence and informational kiosks; (3) enhancing social skills and (4) increasing bystander interventions. Current campus initiatives that relate to these factors include the following:

##### 1. General Community Building

- New Student Convocation
- Family and alumni events
- Student recruitment for student organizations through the Campus Programs' Fun Fairs
- Campus-wide cultural and diversity programming
- Religious Workers Association (RWA) activities
- Athletic events

##### 2. Community Building around Violence Prevention

- Advising student groups that are organized to increase awareness about violence such as Men Against Sexual Violence and Student Outreach Services
- Assisting students in producing the various theater productions to increase awareness about campus violence

- Offering peer educator class teaching students how to become change agents for preventing interpersonal violence.
- Staffing booths at various student fairs to educate students about campus violence.
- Organizing conferences to increase awareness about violence and referral resources and to offer intervention strategies for situations where others are at risk.
- Providing conflict resolution and team building for staff and faculty in conjunction with the Office of Access and Equity.

### 3. Violence Prevention Initiatives

- Program for all incoming freshmen and transfer students about interpersonal violence, available resources on campus, and bystander interventions.
- Program for LAS 110 students on healthy relationships, understanding domestic and dating violence, and resources on campus.
- A semester/annual notice to various external mental health agencies and advocacy organizations that are aware of individuals who could pose a risk to the UIC campus community and could report such a concern to us.
- Workshops provided on sexual assault, domestic violence and stalking, hate crimes, and sexual harassment.
- Friday Night Live programs (e.g. anti-violence campaigns such as “These Hands Won’t Hurt”)
- Anti-violence theater productions
- Informational kiosks
- Training Clery reporters of campus crime about campus resources.
- Training student judicial, campus police and housing resident assistants on the dynamics of interpersonal violence
- Marketing/poster campaign to provide education on specific issues related to violence
- Offering workshops to various campus groups on “Helping the Distressed Student” (collaboration between the Counseling Center, UIC Police, and the Office of the Dean of Students)

## **VI. Campus Resources/Support**

The university will make efforts to provide a campus and workplace free from violence and to protect and support victims and those threatened or exposed to acts or threats of workplace violence by offering security measures and identifying appropriate resources for providing support and assistance. Victims may also need special accommodations or adjustments to their work or class schedule, location or working conditions in order to enhance their safety. The university will accommodate these requests and needs whenever possible and appropriate.

### A. Mental Health Resources

The Counseling Center provides crisis intervention, confidential assessment, outpatient psychological and psychiatric services, and consultation for students impacted by threats or acts of violence and trauma. The Counseling Center provides referral to and coordination of care with other on- and off-campus providers as needed and manages the InTouch Crisis Hotline. The InTouch Hotline is a service available from 6:00-10:30 PM daily and is staffed by students trained in crisis intervention.

Additional mental health resources available on campus include the Neuropsychiatric Institute and its clinics, Family Medicine Department's Student Health Service, and the Department of Psychology's Office of Applied Psychological Services. The Department of Psychiatry's Employee Assistance Service offers free, professional, confidential assessments, short-term counseling referrals, and follow-up for UIC employees and their families. Emergency medical and psychiatric intervention are also available through the UIC Hospital emergency room and inpatient units.

#### B. Campus Advocacy Network (CAN)

Campus Advocacy Network (CAN) offers confidential services for students, faculty and staff survivors of sexual assault, rape, dating/domestic violence or other forms of interpersonal violence. Services include crises support, education, advocacy, safety planning, daytime escorts and referrals. Advocates can provide assistance with obtaining orders of protection, making police reports, and pursuing criminal, civil and/or University administrative options. CAN provides consultations to academic departments and offices regarding issues relating to safety, potential risk and identifying interventions connected to stalking and harassment and other forms of interpersonal violence. Consultations are also provided on how to administratively handle orders of protections listing specific departments and campus areas.

#### C. Information/Questions

General questions about the campus violence response and prevention plan should be directed to the UIC Violence Prevention Committee.

Questions about specific issues may also be directed to:

- Access and Equity, (312) 996-8670
- Campus Advocacy Network, (312) 413-8393
- Counseling Center (312) 996-3490/InTouch Crisis Hotline (312) 996-5535
- Office of the Dean of Students (312) 996-4857
- Employee Assistance Program (312) 996-3588
- Environmental Health and Safety Office (312) 996-7411
- UIC Police (312) 996-2830
- Office of University Counsel (312) 996-7762
- Office of Women's Affairs (312) 413-1025

\*Special acknowledgment to Virginia Tech University for providing a framework and information for this document

## **Appendix A**

### ***Unauthorized possession or storage of weapons (720 ILCS 5/21-6)***

Whoever possesses or stores any weapon enumerated in Section 33A-1 in any building or on land supported in whole or in part with public funds or in any building on such land without prior written permission from the chief security officer for such land or building commits a Class A misdemeanor. (Class A misdemeanors are punishable by 6 to 12 months in jail or up to two years probation, and a fine up to \$2,500.00). The chief security officer must grant any reasonable request for permission under paragraph (a).

The Chief of Police of the University of Illinois at Chicago (UIC) is designated as the Chief Security Officer, pursuant to 720 ILCS 5/21-6, to receive, review and issue written permissions to possess or store weapons on University property, in accordance with the provisions contained in this section. Persons seeking permission to possess or store any weapon in or on University buildings or land shall direct such request to the Chief of Police. A request for permission to possess or store a weapon must be submitted in writing to the Chief of Police.

### ***Definitions (720 ILCS 5/33A-1)***

"Armed with a dangerous weapon". A person is considered armed with a dangerous weapon for the purposes of this Article, when he or she carries on or about his or her person or is otherwise armed with a Category I, Category II, or Category III weapon.

A Category I weapon is a handgun, sawed-off shotgun, sawed-off rifle, any other firearm small enough to be concealed upon the person, semiautomatic firearm, or machine gun.

A Category II weapon is any other rifle, shotgun, spring gun, other firearm, stun gun or taser as defined in paragraph (a) of Section 24-1 of this Code, knife with a blade of at least 3 inches in length, dagger, dirk, switchblade knife, stiletto, axe, hatchet, or other deadly or dangerous weapon or instrument of like character. As used in this subsection (b) "semiautomatic firearm" means a repeating firearm that utilizes a portion of the energy of a firing cartridge to extract the fired cartridge case and chamber the next round and that requires a separate pull of the trigger to fire each cartridge.

A Category III weapon is a bludgeon, black jack, slingshot, sand-bag, sand-club, metal knuckles, billy or other dangerous weapon of like character.

## Appendix B

### UIC Campus Violence Response and Prevention Teams

