

## Personal Safety Tips

1. Trust your instincts—if you feel uncomfortable about someone near you on the street, in an elevator, or getting off a bus, head for a populated place or yell for help.
2. Always keep your doors and windows locked.
3. If possible, let a friend or roommate know where and with whom you'll be and when you'll be back when you go out.
4. Use well-lit and busy sidewalks.
5. Be alert to your surroundings, including the people around you. Walk confidently. Watch where you're going; use well-lighted, well-traveled routes and avoid shortcuts through isolated areas, even inside buildings. If you must be in such an area, be extra alert. If you can't have a friend with you, let someone know where you are.
6. Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas.
7. Whenever possible, take a friend along if you go out after dark.
8. Carry a cell phone, whistle or a personal alarm.
9. Learn the locations of emergency phones on campus.
10. Lock your car doors and roll up the windows completely - even if you're only running a quick errand.
11. Park your vehicle in an area that is well-lighted and heavily traveled. Always lock your car, when you get in and when you get out. When you return, have your keys in your hand so that you can get in quickly and easily.
12. Try to park in an area that will be well lit and heavily traveled when you return.
13. Don't let strangers into your apartment or office when you're alone. If they plead an emergency, offer to make a phone call for them while they wait outside.
14. Don't prop open side doors or emergency exits.
15. Don't lend your keys to others.
16. Be suspicious of telephone surveys or wrong number calls. Don't divulge your name, address, or other personal information and never tell such callers that you're home alone.
17. Keep your apartment doors and windows locked.
18. In an elevator, stand near the controls; if you feel threatened, hit the alarm and as many floor buttons as you can.
19. Take responsibility for your personal property. Don't leave valuables in open view or unattended.
20. NEVER hitchhike or pick up hitchhikers. Accept rides only from people you know and trust.
21. If you see unusual activity, suspicious behavior or an actual crime occurring, report it immediately to the Campus Police Department.
22. Report any broken windows or lights to maintenance staff or the Campus Police Department.
23. When you're on a bus, sit as near the driver as possible.
24. Most important—stay alert at all times.

## Important Numbers

**206-7777** **UIS Campus Police Emergency**  
**206-6690** **UIS Campus Police Non-Emergency**  
**206-6581** **UIS Vice Chancellor for Student Affairs**  
**206-6190** **UIS Director of Housing**  
**206-7173** **UIS Women's Center**  
**206-6600** **University Telephone Operator**  
**788-8427** **Crimestoppers Program**  
**753-8081** **Rape Information Counseling Service (RICS)**  
**788-3000** **Memorial Medical Center**  
**544-6464** **St. John's Hospital**  
**529-7151** **Doctors Hospital**  
**726-5200** **Sojourn Shelter & Services**

C A M P U S

S A F E T Y

*A Policy and Resource Guide  
for Students and Employees  
at the University of Illinois  
at Springfield*

*Fall 2002*

The University is committed to providing the safest environment possible for work and study. Part of that commitment involves providing information about campus security to current as well as prospective students and employees. This report, prepared in compliance with the Crime Awareness and Campus Security Act of 1990, outlines the University's security policies and discloses campus crime statistics.

## Overall Security

### Who is in charge of campus security?

The University's Campus Police Department is responsible for law enforcement and security on University property. Its headquarters, at McClelland House, and police telecommunications is staffed twenty-four hours a day by police officers.

The Campus Police Department uses two approaches in its efforts to prevent crime: first, eliminating or minimizing opportunities for crime; and second, encouraging students and employees to be responsible for their own security and the security of others.

### What authority do Campus Police officers have?

Campus police officers have full law-enforcement authority granted by the Illinois General Assembly under chapter 110, section 305/7, Illinois Compiled Statutes. Their jurisdiction includes all property owned or controlled by the University, as well as roads adjacent to and running through the University campus. The thirteen campus police officers are trained just as all other public law-enforcement officers in the State of Illinois are trained: they receive a minimum of twelve weeks of formal basic training and additional in-house and professional training each year.

Campus police officers work with the City of Springfield Police Department, the Sangamon County Sheriff's Office, state and federal law-enforcement agencies, and all appropriate agencies of the criminal justice system. These agencies routinely exchange crime-related reports and statistics.

### What is the University's policy regarding alcohol and other drugs?

The University of Illinois at Springfield works to achieve a drug- and alcohol-free environment for students and employees, in compliance with applicable federal and state laws. Students or employees

who violate federal or state laws concerning drugs or alcohol are subject to criminal prosecution; those who violate University policies may also be subject to institutional sanctions.

The unlawful or unauthorized possession, use, distribution, dispensation, sale, and manufacture of controlled substances or alcohol are prohibited on University property or as part of any University activity. Employees and students who violate this policy may be disciplined in accordance with University policies, statutes, rules, regulations, employment contracts, and labor agreements, up to and including dismissal and referral for prosecution. Any employee convicted of a drug or alcohol offense involving the workplace is subject to discipline and/or may be required to complete a drug rehabilitation program as a condition of continued employment.

For more detailed information about this topic, ask for the brochure titled "Alcohol and Other Drugs: A Policy and Resource Guide for Students and Employees" from the Office of Human Resources, Bldg HRB, Rm 30, 206-6652, or the Office of Student Affairs, Bldg SAB, Rm 23, 206-6581.

## Reporting A Crime

### How do I report a crime on campus?

You can report crimes or other emergencies by calling or speaking in person with a number of authorities:

- Calling the Campus Police Department: 206-7777 for an emergency, 206-6690 for a non-emergency.
- Contacting a campus police officer on patrol.
- Going to the Campus Police Department, located at the McClelland House on the north side of the main campus, between Parking Lot C and the pond.
- Using any of the Code Blue Emergency Phones, located along sidewalks and in the parking lots throughout the University. These phones provide a direct line to the Campus Police Department.
- By calling the Crimestoppers Program at 788-8427, to report information about a crime anonymously.
- By dialing 9-911 from University office phones, or 911 from off-campus or student housing phones.

### What happens after a crime has been reported?

A campus police officer will respond in a timely manner to all calls. Police officers may respond on foot or in a marked police vehicle. They conduct

preliminary investigations and prepare reports on crimes and offenses that occur on University-owned land, in University-owned buildings, or on University roads and parking areas.

At the request of local law enforcement agencies, campus police officers also work on crimes committed in the jurisdiction of those agencies.

### How does the University encourage people to report crimes?

- The police telephone number is printed on crime-prevention publications and on stickers affixed to many campus phones.
- Crime-prevention programs presented by campus police inform participants how to call the police and encourage them to do so.
- Persons who wish to provide information about a crime anonymously can use the Crimestoppers Program.

## Crime Prevention

### What does the University do to make housing and other campus facilities safe for students and employees?

The University controls the installation of lock-cores and the issuance of keys. All keys are coded with a core number and a personal ID number rather than room numbers, so lost or stolen keys cannot be matched with a particular room or building.

When students move into University Housing, they receive information on safety/security. Students are asked to help enforce security procedures. Personnel from University Housing are responsible for assisting locked-out housing residents.

Most exterior doors on campus buildings are locked and secured each evening by the building staff or by the campus police. Users of campus buildings are instructed not to compromise security by propping open the doors or loaning keys. During the late night hours, police officers provide random patrol of campus buildings and parking lots.

As part of their patrol responsibilities, campus police officers report repairs needed for exterior lighting. Students and staff are also asked to report exterior lighting deficiencies or other needed repairs. To improve nighttime visibility, trees, shrubs, and other vegetation on campus are trimmed.

The Campus works with the local mass transit dis-

trict to provide safe and reliable transportation services for students, faculty and staff.

### What else does the University do to prevent crime?

The following programs are designed to reduce opportunities for crime:

- Code Blue Emergency Telephones – placed along walkways and in the parking lots throughout the campus provide a direct line to campus police.
- Escort services–provided by the Campus Police Department.
- Operation Identification – makes engraving tools available from the Campus Police Department to students, faculty, and staff members, so they may mark their personal property with their driver’s license number.

### What efforts address the education component of crime prevention?

Through seminars, information booths, and publications, campus police and other administrative units offer educational opportunities to students and staff throughout the year.

## Sexual Assault

### What acts are considered sex offenses?

According to Illinois law, sex crimes involve the use of force or threat of force to sexually touch or sexually penetrate the victim’s body. Threats of death or use of a weapon increases the severity of legal charges. Sex crimes can be prosecuted even if the victim knew the attacker, the victim did not fight back, the victim had sex with the attacker before being raped, or the victim was drunk or unconscious.

### What should I do if I’m sexually assaulted?

Seek medical attention *immediately*. Do not shower, change clothes, or disturb the scene of the attack. Go to the emergency room of a hospital; ask a friend to go with you, if possible. Local hospitals include Memorial Medical Center, 800 N. Rutledge; St. John’s Hospital, 800 E. Carpenter St.; and Doctors Hospital, 5230 S. Sixth Street. Hospital personnel will treat the physical consequences of assault, such as injury, infection, disease, and pregnancy. They can collect evidence that will be needed if you report the crime. They are required to contact local law-enforcement agencies; however, you may choose whether to speak with police personnel.

## University of Illinois at Springfield Police Department “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”

CATEGORY	VENUE	1999	2000	2001
<b>Criminal Homicide:</b> Murder and Non-Negligent Manslaughter	• On Campus*	0	0	0
	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	0	0	0
<b>Negligent Manslaughter</b>	• On Campus*	0	0	0
	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	0	0	0
<b>Sex Offenses:</b> Forcible	• On Campus*	1g	2g	1g
	• Dorms/Residential facilities	1g	0	1g
	• Noncampus building or property	0	0	0
	• Public property	0	2g	0
	• On Campus*	0	0	0
Non-Forcible	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	0	0	0
	• On Campus*	0	0	0
<b>Robbery</b>	• On Campus*	0	0	0
	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	0	0	0
<b>Aggravated Assault</b>	• On Campus*	0	0	3
	• Dorms/Residential facilities	0	0	2
	• Noncampus building or property	0	0	0
	• Public property	0	0	1
<b>Burglary</b>	• On Campus*	1	1	5
	• Dorms/Residential facilities	0	1	1
	• Noncampus building or property	0	0	0
	• Public property	0	0	1
<b>Arson</b>	• On Campus*	0	0	1
	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	0	0	1
<b>Motor Vehicle Theft</b>	• On Campus*	2	1	0
	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	2	1	0
<b>Arrest For:</b> Liquor Law violations	• On Campus*	7	3	14
	• Dorms/Residential facilities	0	0	3
	• Noncampus building or property	0	0	0
	• Public property	7	3	11
Drug-related violations	• On Campus*	0	3	6
	• Dorms/Residential facilities	0	1	0
	• Noncampus building or property	0	0	0
	• Public property	0	2	6
Weapons possession	• On Campus*	1	0	2
	• Dorms/Residential facilities	0	0	2
	• Noncampus building or property	0	0	0
	• Public property	1	0	0
<b>Disciplinary Referrals:</b> Liquor Law violations	• On Campus*	0	0	0
	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	0	0	0
Drug-related violations	• On Campus*	0	0	0
	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	0	0	0

CATEGORY	VENUE	1999	2000	2001
Weapons possession	• On Campus*	0	0	0
	• Dorms/Residential facilities	0	0	0
	• Noncampus building or property	0	0	0
	• Public property	0	0	0
<b>Disorderly Conduct</b>	• On Campus*	12	13	12
	• Dorms/Residential facilities	6	10	8
	• Noncampus building or property	0	0	0
	• Public property	0	2	1
<b>Vandalism</b>	• On Campus*	9	10	11
	• Dorms/Residential facilities	1	2	1
	• Noncampus building or property	0	0	0
	• Public property	4	6	0
<b>Larceny/Theft</b>	• On Campus*	24	9	22
	• Dorms/Residential facilities	2	6	5
	• Noncampus building or property	3	0	0
	• Public property	3	0	0
	• Unknown Location	1	0	0
<b>Domestic Abuse</b>	• On Campus*		3	5
	• Dorms/Residential facilities		2	5
	• Noncampus building or property		0	0
	• Public property		0	0

Model grid provided by Campus Outreach Services, Inc.

\* This category includes all on-campus incidents, including those listed in the following categories: “in dormitories or other residential facilities; and on public property.” Therefore, the three categories are not cumulative, but duplicative.

**KEY TO HATE CRIMES NOTATIONS:** Type of Bias or Prejudice  
 Race = ra Religion = re Ethnicity = e  
 Gender = g Sexual Orientation = s Disability = d

You may choose to report the crime through any of the means listed in this brochure. Individuals at the UIS Counseling Center (206-7122), UIS Women’s Center (206-7173), UIS Vice Chancellor of Student Affairs Office (206-6581), and the Rape Information Counseling Service (RICS), 110 W. Laurel, Springfield, IL (753-8081) can talk with you about your decision to report the crime, help you find the resources you need, and respond to requests to change your academic or living situation because of the attack.

Whether or not legal charges are filed, students accused of sexual abuse or assault are subject to disciplinary actions from the University, including dismissal or other sanctions deemed appropriate. Both the accuser and the accused are entitled to have others present during the disciplinary proceedings, and both will be informed of the outcome of the proceedings.

### How does the University educate students and staff about sex offenses?

Information is available through pamphlets, brochures, and crime prevention programs. The UIS Women’s Center, Campus Police, UIS Counseling Center, and a variety of other offices offer information, workshops, speakers, and programs on sexual assault.”