

Columbia College Chicago

CAMPUS VIOLENCE
PREVENTION PLAN

DRAFT 9/22

Columbia College Chicago

DRAFT 1.0 (9/20/2022)

Table of Contents

Foreword	3
Purpose and Plan Objectives	3
Scope	3
Enforcement and Implementation Authority	4
Letter of Promulgation	5
Distribution List of CVPP Recipients	6
Record of Changes	7
Campus Violence Prevention Plan	8
Violence Prevention Policy	8
Related Policies on Violence and Violence Prevention	9
Reporting Responsibilities and Procedures	16
Campus Violence Prevention Committee	17
The Campus Behavioral Threat Assessment Team	18
Violence Prevention Programs and Support Services	20
Campus Violence Security Strategies	21
Federal and State Regulations Related to Violence Prevention	23
Policy Review and Modification	23

Foreword

The Columbia College Chicago Campus Violence Prevention Plan (CVVP or “the Plan”) sets forth the policies, procedures and operational components that address prevention of campus violence and behavior that threatens the College Community.

Purpose and Plan Objectives

In compliance with the Illinois Campus Security Enhancement Act of 2008, institutions of higher education in Illinois are required to develop an inter-disciplinary and multi-jurisdictional campus violence prevention plan. It is written to comply with applicable law. This Plan serves as a foundation of emergency management, violence prevention, and establishes the Campus Violence Prevention Committee (CVPC) Campus Behavioral Threat Assessment Team (BTAT). It is founded on established principles of early intervention, mutually respectful engagement, and prompt, collaborative responses to those affected by violent acts. It is uniquely tailored to the specifics of Columbia’s culture and environment. The Plan:

- Establishes the Campus Violence Prevention Committee, a governing body, to educate the community on the CVVP and to identify additional measures to support Plan goals.
- Defines the College’s commitment to violence prevention, recognizing that a safe learning environment creates and preserves the well-being of the College Community.
- Identifies the procedures and responsibility of the Campus Community to prepare for acts of violence, and to report acts of violence and threatening behaviors.
- Develops an assessment and intervention mechanism administered by the Campus Behavioral Assessment Team.
- Provides guidance regarding violence (to self and to others) and outlines violence prevention strategies and support services.

Scope

The CVPP articulates a plan pertaining to violence prevention and response to violence for the entire Campus Community and governs all College-owned and/or leased property and buildings.

Enforcement and Implementation Authority

The Office of Campus Safety and Security, in consultation with the Campus Violence Prevention Committee and the following College offices (as well as other individuals from the Campus Community as needed), shall implement and enforce this plan:

- Division of Student Affairs
- Office of Human Resources
- Office of Academic Affairs
- Office of General Counsel

The Campus Violence Prevention Committee may review this Plan annually.

DRAFT 9/22

Letter of Promulgation

This Plan recognizes that the safety and security of the College Community is one of the highest priorities of Columbia College Chicago. It details violence prevention strategies, and is approved, and formally adopted as the Columbia College Chicago Campus Violence Prevention Plan (CVPP).

The CVPP, as adopted and approved by the President, shall govern campus violence prevention management, planning, policies, and procedures.

Adopted on _____ of _____, 2022.

Kwang-Wu Kim
Columbia College President and CEO

Distribution List of CVPP Recipients

The Columbia College Chicago Violence Prevention Plan is published annually and is available to the campus community via the Office of Campus Safety and Security website www.colum.edu/safety and will also be linked to the following websites:

Dean of Students Office <http://students.colum.edu/>

Human Resources <http://www.colum.edu/hr>

Provost <http://www.colum.edu/provost>

The CVPP will be distributed, either printed or electronic, to the following individuals.

CVVP Recipient	Date Issued	Issued By	Full or Partial CVVP
President and CEO		R. Sodini	Full
Senior Vice President/Provost		R. Sodini	Full
Vice President Student Affairs		R. Sodini	Full
Vice President of Legal Affairs and General Counsel		R. Sodini	Full
Chief of Staff		R. Sodini	Full
Vice President Business Affairs/CFO		R. Sodini	Full
Vice President Development & Alumni Relations		R. Sodini	Full
Vice President Strategic Communications & External Relations		R. Sodini	Full
Associate Vice President Dean of Students		R. Sodini	Full
Associate Vice President Human Resources		R. Sodini	Full
Associate Vice President Safety & Security		R. Sodini	Full
Associate Vice President Facilities & Operations		R. Sodini	Full
Assistant General Counsel		R. Sodini	Full
Assistant Provost Global Education		R. Sodini	Full
Director of Equity Issues/Title IX		R. Sodini	Full

Record of Changes

The following procedures should be followed when instituting changes to the CVPP:

- The Associate Vice-President, Campus Safety and Security will issue major changes on copy pages that will be updated in the CVPP. New pages should be inserted as directed. The old pages will be removed and destroyed.
- The Associate Vice-President, Campus Safety and Security shall ensure an update is hyperlinked to the CVVP after any modification.
- Plan holders will be notified of changes by memorandum and/or email. Plan holders will be responsible for updating their existing CVPP based upon full or partial updates.
- When any change is made, an entry shall be noted in the following log:

Change Number	Date Entered	Page(s) or sections changed	Entered By
2022-01	TBD	Full CVVP update	Sodini

DRAFT

Campus Violence Prevention Plan

Violence Prevention Policy

Columbia College Chicago does not accept campus violence and is committed to providing the Campus Community an environment that is free of violence and potentially life-threatening behaviors. Violent behavior and threatening behavior, as defined below, committed by or against any member(s) of the Campus Community, and occurring on College-owned, and/or leased property and buildings OR in connection with any College program or activity, will not be accepted. The College seeks a safe environment free from acts of violence, threats of violence, and dangerous conduct. Individuals who violate campus safety policies may be subject to discipline. All members of the Campus Community are required to report violence or threatening behavior they experience and witness and cooperate with requests related to the College's efforts to respond to acts or threats of violence.

Definitions of Prohibited Behavior

- **Violent Behavior** includes any behavior, whether intentional or reckless, which results in bodily injury or damage to property to self or another
- **Targeted Violence** is an incident of physical violence in which both the perpetrator and target(s) are known or identifiable.
- **Threatening Behavior** includes any behavior, statement, or gesture, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as intent to cause bodily harm or damage to property. Threatening behavior causes a reasonable apprehension of harm and may be oral, written, or communicated through multimedia means.
- **Campus Violence** encompasses violent behavior, targeted violence, and threatening behavior.

Sanctions for Prohibited Behavior

Referrals, for discipline and / or for investigation by law enforcement, and other actions may be appropriate in response to campus violence. Additionally, individuals in violation of the College's violence prevention policies may be removed and / or barred from College property

pending the outcome of an investigation and are subject to the imposition of interim remedial steps and disciplinary action up to and including expulsion and termination, consistent with College policies, rules, and collective bargaining agreements.

Related Policies on Violence and Violence Prevention

Responding to Campus Violence

The College strives to maintain a safe and peaceful environment for the College Community. Preparedness for violence, up to and including an active shooter on or near campus, is on-going and depends on current trends, reporting and information. While the threat of serious violence may be low, there is potential for significant impact.

Each member of the College Community shares responsibility for Campus safety. Everyone is encouraged and expected to take an interest in their own safety, the safety of others, and in making their location safe. Participation in safety includes awareness and information exchanges. From time to time, Campus Community members may consider the surroundings they frequent to be aware of changes, aberrations, and to foster a sense of preparedness. For more information, see <https://students.colum.edu/safety/> and for a video and PDF guide,

<https://students.colum.edu/safety/active-shooter-response-resources>.

The below College policies are related to and support the College's violence prevention efforts. In the event of a conflict between the terms of this Policy and any other College policy or procedures, notify and seek clarification from the General Counsel's office for policy prioritization.

Employee Conduct

Employees have an impact on the College Community. They are expected to comply with established College rules and observe all other proper standards of conduct. If an employee fails to maintain proper standards of conduct or violates any of the established rules, the employee will be subject to disciplinary action up to and including termination. Please review the Employee Handbook located at:

[Employee Handbook.pdf](#)

Student Conduct Code

Students are encouraged to value the community and to accept responsibility for their individual behavior as well as for the common good. Columbia College Chicago's Student Code of Conduct is primarily a positive guide to the creation of a community that encourages the personal and intellectual development of each person and secondly, a list of behaviors that would interfere with the important work of our community. The Student Code of Conduct is available at:

<https://students.colum.edu/handbook/policies/student-code-of-conduct-information>

For more information about living on campus see the Residence Life Handbook at:

https://students.colum.edu/residence-life/pdf_folder/residence-life-handbook

- **Drug, Alcohol, and Substance Abuse Policies**
[colum.edu/drugpolicy](https://students.colum.edu/drugpolicy)

The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 recognize that all employees, faculty, and students have the right to a workplace and educational environment that is drug free. On a more personal level, Columbia is also committed to providing individuals with counseling, referral, or rehabilitation programs for drug and alcohol abuse. As a result of these acts, Columbia reviews college policy regarding drug and alcohol abuse and communicates this policy and the mandates of the acts. While it is not Columbia's intention to intrude into a student's private life, Columbia holds unalterably that an individual's involvement with substance abuse, whether on- or off- campus, has an impermissible impact on the college's environment and is an entirely justifiable institutional concern. Columbia College Chicago acknowledges the negative health risks of alcohol and illicit drug use. Such substances may have an impact on one's cognition, organ and tissue function, and overall health. Students are encouraged to use the Substance Abuse and Mental Health Services Administration (SAMHSA; www.samhsa.gov) as a resource for further information.

Using or Selling Drugs or Alcohol while on Campus or at College Events

This policy regarding using or selling drugs or alcohol on campus or at college events should be carefully reviewed as strict enforcement may result.

Columbia does not tolerate the possession, use, or distribution of drugs while on college property or at college events. Besides being dangerous for the student, employees, faculty, other students, and family, it is against the law. If a student unlawfully manufactures, distributes, uses, sells, or possesses narcotics, illegal drugs, or controlled substances on college premises or at college-sponsored events, both on and off-campus, disciplinary action will be taken and the student's affiliation with the college may be terminated, even if it is a first offense. Students may also be prosecuted for a criminal offense. Students visiting or living in the Residence Center should refer

to the Resident Handbook. An illegal drug includes any drug which is not legally obtainable in the United States, or which is legally obtainable but is being used in a manner different from that prescribed by a Doctor of Medicine or intended by the manufacturer. Over the counter or prescription medication which is prescribed by a doctor and is being used for its intended purpose is not considered an illegal drug. Students, irrespective of age, are not permitted to possess or consume alcohol on campus or at Columbia- sponsored events on or off campus. Faculty, administration, and staff are prohibited from serving or allowing students to consume alcoholic beverages on college premises or at events, meetings, or informal gatherings sponsored by Columbia. To the extent that students are present at a Columbia-sponsored event where alcohol is being served, event organizers must take measures to ensure that students do not consume alcohol. The Vice President of Student Affairs can make exceptions to this policy as appropriate. Violation of this policy will result in discipline, which may include immediate suspension or expulsion of students or suspension without pay or termination of employees. Students needing assistance with substance abuse should contact Student Relations (312)369-8595 or Counseling Services (312)369-8700 for on-campus support. Some off-campus resources available to students may include:

Alcoholics Anonymous | www.chicagoaa.org

Gateway Foundation | www.gatewayfoundation.org | (877)381-6538

Harborview Recovery Center at Saint Joseph Hospital | <https://www.amitahealth.org/find-a-service/behavioral-medicine/> | (855)383-2224

Hazelden Betty Ford Foundation | www.hazelden.org | (800)257-7810

Rosecrance | rosecrance.org | 866-330-8729

SMART Recovery | www.smartrecoveryillinois.org

Substance Abuse and Mental Health Services Administration | <https://www.samhsa.gov/find-help/national-helpline> | (800)662-4357

If You are Convicted of a Drug-related Offense

Columbia faculty, staff, or employees who are convicted of a drug-related offense, which occurred in the workplace or on campus, must report in writing their conviction to Columbia within five days of the conviction. A conviction means that you were found guilty or pleaded guilty, including a plea nolo contendere, or a sentence is imposed upon you by any judicial body that has responsibility to determine violations of the federal, state, or local criminal drug statutes. In addition to college sanctions, Illinois federal and local laws provide for fines and/ or imprisonment for the unlawful possession, sale, manufacturer, or distribution of drugs or alcohol.

The amount of the fines and the length of the imprisonment vary according to the type and amount of the substance involved the offender's past record for such offenses, and a variety of other factors.

Anti-Discrimination and Harassment Policy

Columbia is committed to maintaining an environment that respects the dignity of all individuals. Accordingly, Columbia will not tolerate harassment or discrimination based on religion, race, sex, sexual orientation, gender identity or expression, national origin, age, disability, or ethnicity by or of its students, faculty, or staff. Full disclosure of the policy is available at:

[Anti-Discrimination Harassment Policy FINAL 7.22.pdf](#)

Sexual Harassment and Assault Policy

In compliance with Title IX of the Education Amendments of 1972, Columbia College Chicago prohibits sexual harassment, including sexual violence and discrimination based on sex in all educational programs and activities. Policy and procedures are disclosed at:

<https://columbiacollege.sharepoint.com/sites/hr/SitePages/Reporting-Discrimination-%26-Harassment.aspx>

Sex Offense Registry

The Federal Campus Sex Crimes Prevention Act of October 2000 requires higher educational institutions to identify where information pertaining to registered individuals convicted of sexual offenses may be obtained. The Office of Campus Safety and Security offers this information upon request; however, information may also be retrieved directly from the Chicago Police Department or California Sex Offender Registry website

<https://home.chicagopolice.org/services/sex-offender-database-search/>

<https://www.ca.gov/service/?item=search-for-registered-sex-offenders>

As identified by Illinois statute [http:// www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/), individuals convicted of sex offense crimes are obligated to register with the State of Illinois, and their place of employment, vocation, education, or volunteer service. On campus registration is conducted in the Office of Campus Safety and Security, 916 South Wabash, Room 505.

The College policy may be found in the Annual Security Report.

([http:// students.colum.edu/safety/pdf/annual-crime-fire-report.pdf](http://students.colum.edu/safety/pdf/annual-crime-fire-report.pdf)).

Weapons and Firearms Policy

Illinois law prohibits firearms upon the property of institutions of higher education.¹ The possession or carrying of weapons, firearms or explosives on Columbia College property is strictly governed by applicable law and college policy

To ensure a safe and secure environment for the college and its guests. This policy sets forth rules governing the possession of weapons and simulated weapons upon premises owned or controlled by the college and at college sponsored events in other locations.

Scope

This policy applies to all students, faculty, staff, and contactors.

Defined Terms

Contractor tools: Tools used by contracted persons

Simulated weapon: Refers to facsimiles of any category of weapon described below that resemble the actual weapon but are not capable of use as a weapon.

Theatrical use: Refers to use in a stage or film production sponsored by the college, including during rehearsals.

Weapon: Instruments used to inflict physical harm, that are intended to inflict harm, or that could reasonably cause fear of infliction of harm, and any item that may be deemed weapons under applicable law, including but not limited to: a pistol, revolver, shotgun, rifle, firearm, stun gun, BB or pellet gun, blank firing gun, electric dart gun, and other instrument that launches a projectile by pressure resulting from combustion of propellant material, including a weapon related to or using air, sound, flare, hunting, or springs; bombs, grenades, mines, explosives, fireworks or other incendiary devices (which can include “ignition devices” and aerosols); daggers, clubs, electrical weapons, nunchucks, throwing stars, stilettos, swords, switchblade knives, gravity knives, and knives having a blade exceeding four inches in length; tasers; and parts, components, spare parts, or ammunition relating to the above; but excluding Workshop tools.

Workshop tools: Tools used for the construction or modification of production sets and design displays

¹ 720 ILCS 5/24-1(a)(4), (10), (c)(1.5), (4).

Policy Statement

The college strictly prohibits the use or possession of any weapon by any person in any and all college facilities (whether academic, residential, or other) that are owned, leased, or otherwise controlled by the college, or other locations during college sponsored events, except that bladed weapons may be used or possessed exclusively for theatrical use with the advance written approval of the relevant chairperson. Simulated weapons are allowed with advance written approval from the relevant chairperson and the AVP of Campus Safety and Security for theatrical use only. See theatrical use requirements in the section below. Under no circumstances are weapons utilizing blanks allowed on campus or at off campus college activities.

This prohibition does not apply to sworn federal, state, or local law enforcement officers.

The college does allow the possession of pepper spray. This exception is provided as a consideration to the college's employees and students for personal safety while commuting to and from the school. Only one pepper spray canister, not exceeding 118 mL (4 ounces) by volume, that incorporates a positive means to prevent accidental discharge (e.g., a safety mechanism) is allowed per individual.

Workshop tools and Contractor tools should never be taken out of their designated areas and must be used in compliance with all departmental and college safety guidelines. For safety guidelines when using these tools, please refer to the department chairperson.

Theatrical Use

An individual shall not possess or use a simulated weapon for theatrical use at the college without the advance written consent of: (a) the department chairperson overseeing the relevant stage or film production or course sequence, and (b) the AVP of Campus Security and Safety. Bladed weapons may be used with the consent of the department chairperson. The procedures and guidelines listed below, as well as any additional requirements provided to the department by the AVP of Campus Safety and Security, must be strictly followed.

Except as provided otherwise in writing by the AVP of Campus Safety and Security, the following terms shall apply to any possession or use of a simulated weapon for theatrical use:

- The approved weapon may only be used during the time and in the manner specified in the written approvals granted by the department chairperson and the AVP of Campus Security and Safety.
- All local orders and regulations must be followed when weapons are in use. The AVP of Campus Safety and Security may require a review and approval from the General Counsel's Office prior to the activity.
- Bladed weapons utilized in courses and productions may be checked out and used according to established and approved departmental policies. These weapons may not leave the building without written permission of the responsible instructor.
- Whenever an approved weapon is transported from one location to another, including within the same building, it must be placed in a secure container in such a manner that it cannot be

observed.

- The individual to whom written permission has been granted to possess a weapon must always maintain custody of the weapon and may not transfer custody of the weapon to any person not specified in the written permission. The written permission must always accompany an individual's use of a weapon.
- The individual to whom permission has been granted to possess a weapon shall not drink alcoholic beverages or engage in any reckless behavior while in possession of a simulated weapon.
- When not in use for a theatrical production, the weapon must be securely stored in an area approved by the department chair. Under no circumstances may weapons be stored in any other spaces.
- An instructor must be present at all times when the weapon is not secured in the approved storage area.
- Weapons are never permitted in the college's residential facilities.
- Under no circumstances may students bring their own weapons to campus.
- Students are limited to using weapons supplied by the college.

Roles and Responsibilities

Employees, students, and contractors of the college are responsible for reading, understanding, and complying with the statements in this policy. Any violation of the policy should be reported immediately to Campus Security.

All simulated weapons and bladed weapons on campus for theatrical use shall be documented and appropriately inventoried on an annual basis by the department. A current listing of these weapons shall be maintained at all times and shared with the AVP of Campus Security and Safety.

Consult this policy at:

<https://colum.knack.com/columbia-college-chicago-policy-site#safety-and-security2/policy-details11/610ae04b40c7ab001ea7d496/>

Computer and Network Usage Policy

Access to Columbia's computer and network resources imposes certain responsibilities and obligations and is granted subject to College policies and local, state, and federal laws. Use of these resources should demonstrate respect. The Acceptable Use Policy,

<https://colum.knack.com/columbia-college-chicago-policy-site#compliance/policy-details4/5eb5ac55b13f7a00163bc8ad/>, states that

College assets shall never be used for activities that could adversely impact business functions and/or other assets. Prohibited behaviors includes, but is not limited to, unauthorized access of fraudulent/criminal conduct including online harassment and bullying fall under criminal conduct in this case.

Reporting Responsibilities and Procedures

The prevention of violence requires Campus Community members to be in a state of awareness, to be conscious of the possibility of campus violence, and to be committed to reporting incidents and behavior as described below. Everyone in the Campus Community shares the responsibility to be prepared to respond to emergencies. Preparedness efforts are prioritized by the College.

Reporting Imminent Danger and Emergencies

The College is committed to providing a safe and secure campus. However, emergencies can and do occur. Any incident of violent and /or threatening behavior that poses imminent danger and harm to self and / or others and requires an **immediate** response and protection from law enforcement must be reported to:

- 911 for Chicago Police or Fire Emergencies
 - Dial 911 and provide pertinent information and follow their directions. Chicago's Office of Emergency Management and Communications (OEMC) is open and staffed 24 hours per day, 365 days a year and communicates directly with Chicago's Fire and Police Departments. OEMC's 911 Operations handles all emergency calls for the City of Chicago.
- Campus Security by dialing extension 1111 (312) 369-1111 or by utilizing the Emergency Call Box located throughout the campus.
- Take protective actions and if able, warn others until Campus Security or Chicago Police respond and assume control of the situation.

Reporting Concerning Behavior

Concerning behavior is any incident, behavior, or action of others, including but not limited to language which appears to be concerning, unusual, disruptive, suspicious, threatening, or violent in nature, that does **not** require an immediate response and protection from law enforcement. It should be reported to Campus Security by dialing extension 1111, (312) 369-1111 or the appropriate below-listed representative. Representatives may forward the report to the BTAT Chair for review and, if appropriate, an assessment by the Campus Behavioral Threat Assessment Team will be conducted.

- Students - Student Health and Support Services (312) 369-8595 ○ The Dean of Students or designee
- Staff – Office of Human Resources (312) 369-7456 ○ Assistant Vice President of Human Resources or designee
- Faculty - Office of the Provost (312) 369-7496 ○ Provost or designee
- Visitors, Contractors, and Campus Affiliates - Campus Security (312) 369-1111 ○ Associate Vice President of Campus Safety and Security or designee

Confidentiality of Reports

To the extent practicable, victims or witnesses of Campus Violence should report all relevant details of an incident including, but not limited to the date and time of the incident, and the name and contact information of the individuals involved. The College shall endeavor to handle all reports in a secure and responsible manner. Confidentiality will be maintained to the extent allowed by policies and law. Within the Campus Community, the College shall attempt to limit disclosure of reported information to those with responsibilities under this Plan or as advised as necessary by the Associate Vice President, Safety & Security.

False Reporting

Deliberately false or misleading reports of violence under this policy will be handled as incidents of unacceptable personal conduct, and any individual making such false or misleading reports will be subject to disciplinary action under the appropriate College policy.

Notice of Orders of Protection and No Contact Stalking Orders

As a precautionary measure, campus members who have been granted a court order of protection or a no contact stalking order are strongly encouraged to disclose the matter to the Associate Vice President of Safety & Security at (312) 369-6543 or a designee from the Office of Campus Safety and Security at (312) 369-3220.

Campus Violence Prevention Committee

In compliance with the Illinois Campus Security Enhancement Act of 2008, the College has formed a Campus Violence Prevention Committee (CVPC) to support a safe, non-violent Campus Community. The CVPC includes representatives from various College departments. They review the CVPP and make recommendation for modifications to the Plan. Additionally, the CVPC may supplement the work of the Behavioral Threat Assessment Team by suggesting education, research, and training on violence prevention to the Campus Community.

Objectives

The Campus Violence Prevention Committee may:

- Annually review the CVPP and provide recommendations as appropriate
- Incorporate violence prevention strategies into related policies and/or procedures.
- Develop promotional campaigns and annual training programs to educate the College Community on the Plan and violence prevention strategies.

CVPC Members

Committee members may include, but are not limited to representatives from the following Offices:

- Campus Safety and Security
- Human Resources
- Residence Life
- Office of Counseling Services
- Student Communications
- Office of the Provost
- Faculty Senate.

The Campus Behavioral Threat Assessment Team

The Campus Behavioral Threat Assessment Team (BTAT) conducts threat assessments to evaluate and address aberrant, dangerous, or threatening behavior on campus. BTAT reviews, investigates, and follows-up as necessary to incidents of campus violence. The investigative process may include remedial steps or disciplinary action. BTAT provides guidance and best practices recommendations for preventing violence and providing supportive services. Team Members undergo annual training which may include case studies and/or assessment exercises. The BTAT Chair may evaluate the team's procedures and effectiveness based on comments of the community, best practices, and updated methodologies. The BTAT Team is comprised of the following core members with additional support and /or resources offered by listed personnel as needed:

BTAT Members

CORE MEMBERS

- | | |
|--|--|
| • Office of Campus Safety and Security | Associate Vice President, (Chair of BTAT) |
| • Office of the General Counsel | Assistant General Counsel |
| • Office of Human Resources | Associate Vice President |
| • Department of Student Affairs | Dean of Students or Designee |
| • Office of the Provost | Director Academic Information and Communications |
| • Office of the Registrar | Registrar or Designee |
| • Office of Counseling Services | Director, and/ or Coordinator |

AD HOC MEMBERS

- | | |
|------------------------------|----------------|
| • Student Health and Support | Assistant Dean |
| • Students with Disabilities | Director |
| • Residence Life | Representative |
| • Student Development | Assistant Dean |
| • Student Relations | Representative |

Process

Anyone may recognize concerning behavior or situations that present a threat of violence or may potentially pose a safety threat. Whenever such circumstances or behaviors are recognized, it should be immediately reported to any of the following offices: Campus Safety and Security, Dean of Students, or Human Resources. The BTAT Chair, or designee, may review reports of individuals involved in (1) actions of imminent danger and (2) all reports of concerning behavior received directly or forwarded by other offices. In consultation with appropriate personnel, the Associate Vice President of Campus Safety and Security may take action to address, mitigate and resolve such incidences and/or instruct BTAT to further review and act upon those incidences for which they determine that such intervention could be helpful.

Upon receipt of a report from the Chair, BTAT may endeavor to timely complete the following:

- Conduct a thorough, fact-based, and comprehensive investigation and threat-assessment.
- Recommend interim remedial steps, pending the outcome of the investigation, to protect the victim and the College Community.
- Address aberrant, dangerous, or threatening behavior on campus.
- Provide guidance and best practices for preventing violence.
- Work to develop and implement targeted, unit specific plans to address the incident's effects and to prevent the reoccurrence of similar incidences.
- Identify on campus and off campus support services (such as mental health services and crisis management) for individuals affected by the behavior.
- Provide post-incident assessment and evaluation.

The BTAT is not intended to address routine workplace or academic issues. All employees are required to cooperate with requests from BTAT relative to successfully monitoring any Campus Violence.

Violence Prevention Programs and Support Services

The following list provides examples of training and services related to violence prevention made available to the Campus Community. Current offerings may be obtained by contacting the appropriate department.

- Crime Prevention Awareness - offered by the Office of Campus Safety and Security either upon request or through new student, faculty, and staff orientation programs.
- Security presentation to new and returning Residence Life Staff.
- Sexual Harassment Awareness Training – offered through the Office of Human Resources for Faculty and Staff.
- Kick @\$\$ (personal safety)—Learn how to navigate the campus and city with confidence, repel an attack with self-defense techniques, understand the effects of trauma, and discover on-campus resources for support and safety.
- Active Shooter Presentations for Employees—Learn more about the U.S. Department of Homeland Security’s RUN-HIDE-FIGHT program. Understand the nuances of an active shooter event, police/security response, and keeping yourself safe.
- Student Wellness Program Series - featuring sessions throughout the year on Sexual Assault Education and Prevention, Healthy Relationships and Substance Abuse.
- Fire Safety—This training is geared toward members of the volunteer Emergency Evacuation Team (EET). The team assists in the safe evacuation of individuals from a building once emergency evacuation procedures commence.
- Employee Assistance Program (EAP) - free confidential counseling and legal services offered to faculty, staff, and their covered dependents; includes 24-hour immediate telephone-based crisis intervention and stabilization services.
- Student Support and Health Services –provides access to a range of support services, including mental health and crisis management on campus and through community resources.
- Student Counseling Center - offering 10 free confidential sessions with Licensed Clinical Professional Counselors (LCPC) and/or Certified Drug and Alcohol Counselors.
- On campus Health Centers – available for students, faculty, staff, and dependents.
- Crisis24 Notification and Registration System – provides registration of emergency contact information and notification regarding security risks for faculty, staff and/or students traveling abroad.
- Cybersecurity tips and updates website: <https://about.colum.edu/information-technology/cyber-security/index>

Programs Offered in LA

- LAPD Safety Presentations
- Krav Maga Self-Defense Workshop
- Earthquake and Safety presentations and Annual California Great Shake out

- Park Le Brea security orientation and evacuation procedures
- Sunset Las Palmas Studios Evacuation Orientation

Brochures and videos addressing safety and security both on- and off-campus are available at the Campus Safety and Security office and on the website students.colum.edu/safety. Posters identifying emergency response procedures are posted throughout campus buildings. Safety and security precautions are also addressed during orientation and in campus Crime Advisories shared with the college community by Campus Safety and Security. Campus safety is the responsibility of the entire Columbia community. All programs encourage students and staff to be responsible for their own safety and the security of others.

Campus Violence Security Strategies

The following information outlines security measures implemented by the College to prevent, detect, deter, and address Campus Violence.

Campus Security Operations and Enforcement Authority

The Office of Campus Safety and Security utilizes:

- a 24/7, 365 days per year, Command Center
- access control measures
- a Student Advisory Committee
- An exterior network of Blue-Light telephones with video system
- an evening Safe Ride program during Spring and Fall semester
- state sponsored Behavioral Threat Assessment Team training.

Security Technology

Technology installed and/or employed by the Office of Campus Safety and Security for prevention and response includes:

- On campus Security Command Center which includes radio dispatch, Chicago Police scanner, and campus video surveillance systems
- Video surveillance capabilities at certain security stations located in the lobby of campus buildings

- Emergency Call Boxes located across the campus.
- Emergency mass notification system capable of distributing communications through email, telephone, and text messaging
- Access control system, key card readers and distress buttons at select locations.
- Columbia’s emergency communication system is Everbridge
 - The Everbridge platform is an emergency communications system that allows the college to disseminate safety and emergency information through email, text messages, and telephone calls.
 - Current students and employees have their college “@colum.edu” email address automatically enrolled.
 - As we begin the semester, employees should provide or update their emergency text and voice call information at <https://columbiacollege.sharepoint.com/sites/Home>
 - Students should take a moment to provide or update your emergency text and voice call information: <https://my.colum.edu/>
- Find Campus Safety and Security information on the free Columbia College Chicago app. Download on your mobile device for quick access to guidance in case of emergencies, DHS active shooter reference guide, and important phone numbers.

Emergency Management and Safety Initiatives

Columbia College Chicago has developed the Emergency Operations and Management Plan which articulates the College’s response, management and communications to all hazards that disrupt the academic or business operations of the College.

Other initiatives involving emergency management include:

- Tabletop exercises of the Emergency Operations and Management Plan for policy makers, emergency response team and crisis communications team
- Postings regarding what to do in case of emergencies and response procedures in campus buildings and on the campus website
- Distribution of crime advisories and emergency notifications along with recommended precautionary measures

External Committees and Organizations

Membership in the following external organizations and committees provide Columbia College Chicago with additional support and expertise on issues related to violence prevention:

- Security Council of Professional Educators (SCOPE)
- International Association of Campus Law Enforcement Administrators (IACLEA)

- Building Owners Management Association (BOMA) Security Subcommittee Group and Emergency Preparedness Committee
- District Advisory Committee of the Chicago Police Department, 001st district.

Federal and State Regulations Related to Violence Prevention

The following are some of the federal and state regulations related to violence prevention:

A. The U.S. Department of Education

<https://www2.ed.gov/about/offices/list/ope/policy.html>

- The Federal Student Right to Know and Campus Security Act (Clery)
- Higher Education Act of 1998
- Higher Education Opportunity Act, 2008

B. 1988 Federal Drug Free Workplace Act

<https://www.samhsa.gov/workplace/employer-resources/contractor-grantee-laws>

C. Reauthorization of Violence Against Women Act, 2022

<https://www.congress.gov/bill/117th-congress/senate-bill/3623/text>

D. Illinois Campus Security Enhancement Act 2008,

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1054&ChapterID=18>

E. Illinois Gun Safety and Responsibility Act – Conceal and Carry, 2013

<https://isp.illinois.gov/Foid/Ccl> Illinois Child Abuse and Neglect Reporting Act

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1460&ChapterID=32>

F. Illinois Mental Health and Developmental Disabilities and Confidentiality Act

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2043&ChapterID=57>

Policy Review and Modification

The College reserves the right to modify or amend this Policy at any time. Any modifications shall not be retroactively applied to any pending investigations.