



CAMPUS VIOLENCE PREVENTION PLAN

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Foreword

The Columbia College Chicago Campus Violence Prevention Plan (CVPP 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

Illinois Institutions of Higher Education are required to develop an inter-disciplinary and multi-jurisdictional campus violence prevention plan in compliance with the Illinois Campus Security Enhancement Act of 2008 and related provisions of the Illinois Administrative Code. The Plan 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:

- is written to comply with applicable law,
- serves as a foundation of violence prevention and emergency management,
- establishes the Campus Violence Prevention Committee, a governing body, to educate the community on the CVPP 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,
- establishes a Campus Behavioral Threat Assessment Team as a violence intervention mechanism, and
- provides guidance regarding violence (to self and to others) and outlines violence prevention strategies and support services.

SCOPE

The Plan governs all college programs/activities AND all college controlled owned/leased property.

ENFORCEMENT AND IMPLEMENTATION AUTHORITY

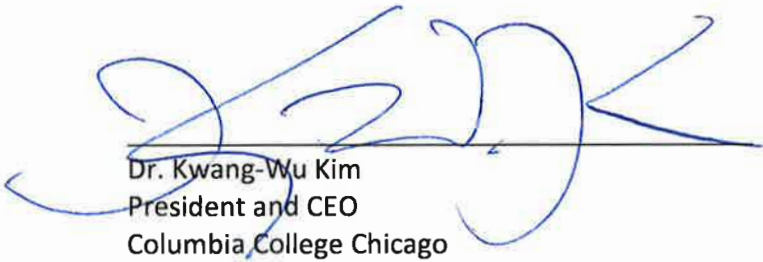
Per Ill. Adm. Code 305.70, the CVPC implements the CVPP. Other individuals from the campus community or other entities may be consulted as needed. The Campus Violence Prevention Committee shall review this Plan annually.

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 approved and adopted by the President, shall govern violence prevention management, planning, policies, and procedures for Columbia College Chicago.

Adopted on 13th of February, 2023.



Dr. Kwang-Wu Kim
President and CEO
Columbia College Chicago

DISTRIBUTION LIST OF CVPP RECIPIENTS

The Columbia College Chicago Violence Prevention Plan is published annually and is available to the campus community via the following websites:

[Campus Safety and Security](#)

[Dean of Students Office](#)

[Human Resources](#)

[Provost](#)

The CVPP will be distributed to the following individuals:

CVPP Recipient	Date Issued	Issued By	Full or Partial CVPP
President and CEO	2/14/2023	R. Sodini	Full
Senior Vice President/Provost	2/14/2023	R. Sodini	Full
Vice President Student Affairs	2/14/2023	R. Sodini	Full
Vice President of Legal Affairs and General Counsel	2/14/2023	R. Sodini	Full
Chief of Staff	2/14/2023	R. Sodini	Full
Senior Vice President of Business Affairs/ CFO	2/14/2023	R. Sodini	Full
Vice President Development & Alumni Relations	2/14/2023	R. Sodini	Full
AVP Strategic Communications & External Relations	2/14/2023	R. Sodini	Full
Dean of Students	2/14/2023	R. Sodini	Full
Associate Vice President Human Resources	2/14/2023	R. Sodini	Full
Associate Vice President of Safety & Security	2/14/2023	R. Sodini	Full
Associate Vice President Facilities & Operations	2/14/2023	R. Sodini	Full
Assistant General Counsel	2/14/2023	R. Sodini	Full
Assistant Provost Global Education	2/14/2023	R. Sodini	Full
Director of Academic Diversity & Inclusion	2/14/2023	R. Sodini	Full
President of Faculty Senate	2/14/2023	R. Sodini	Full

RECORD OF CHANGES

The use of this Record of Changes assists in the management of the Plan document. The CVPC has endeavored to include accurate information within this Plan as of the date of distribution. The Office of Safety and Security will maintain the official copy of the CVPP. When changes are necessary, the following procedures should be followed.

- The Associate Vice President, Campus Safety and Security will issue major changes.
- The Associate Vice-President, Campus Safety and Security shall ensure an update is hyperlinked to the CVPP after any modification.
- CVPP recipients will be notified of changes by memorandum and/or email. They will be responsible for updating their existing CVPP based upon notification of changes.
- 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
2023-01	2/13/2023	Full CVPP update	Sodini

Campus Violence Prevention Plan

VIOLENCE PREVENTION POLICY

Columbia College Chicago does not accept campus violence and is committed to providing the campus community with an environment that is free of violence and potentially life-threatening behaviors. 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 encouraged to report any Violent Behavior, Targeted Violence, and Threatening Behavior (each, as defined below) they experience and/or witness and cooperate with requests related to the college's efforts to respond to such acts or threats of violence. Violent Behavior, Targeted Violence, and Threatening Behavior 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.

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 where a potential assailant chooses a particular target prior to a violent or destructive act.
- **Threatening Behavior** includes any behavior, act, statement, or gesture, whether intentional or reckless, that a reasonable person would interpret as threatening or intimidating, including an 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

In response to Campus Violence, referrals for discipline or for investigation by law enforcement, or both, and other actions, may be appropriate. 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. Individuals engaged in prohibited behavior may be 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.

POLICIES/PROCEDURES RELATED TO VIOLENCE AND VIOLENCE PREVENTION

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 Handbook:

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 may be subject to disciplinary action up to and including termination. Please review the

[Employee Handbook](#)

Student Code of Conduct:

Students are encouraged to value the community and to accept responsibility for their individual behavior. 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. In addition, for more information about living on campus see the Residence Life Handbook.

[Student Code of Conduct Information](#)

[Residence Life Handbook](#)

Drug-Free Schools and Campuses Act Policy:

The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 recognize that all employees and students have the right to a workplace and educational environment that is drug free. Columbia College Chicago ("Columbia" or "the college") prohibits the unlawful manufacture, distribution, possession or use of controlled substances and alcohol on college premises and at off-campus functions or activities sponsored by Columbia. Any individual who violates this rule will be disciplined according to the severity of the violation. Such discipline may include suspension or termination of employment, suspension or expulsion from the college, and referral for prosecution by the appropriate law enforcement agency.

Any employee convicted under a criminal drug statute for an offense which occurred entirely or in part at the college or in a college activity, whether on or off campus, must report that conviction. Faculty must report to the Vice President for Academic Affairs, and staff must report to the Associate Vice President for Human Resources. Reporting should take place within five days of the conviction. Failure to report such convictions may result in discipline, up to and including termination of employment. The conviction, when reported, will be reviewed and disciplinary action may be taken as/if appropriate.

In compliance with the Drug-Free Schools and Campuses Act, Columbia's policy informs all college employees and students of the following: 1) the college's prohibition of the unlawful possession, use, or distribution of drugs and alcohol on the college's property or as part of the college's activities; 2) the sanctions the college may impose on employees or students who violate this policy; 3) a summary of relevant sanctions under federal, state and local law for the unlawful possession, use, or distribution of drugs and alcohol; 4) information about resources available for employees or students affected by substance abuse; and 5) information regarding the health risks involved with substance abuse.

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.

The Drug-Free Schools and Communities Act Amendments mandates campus communities be free of controlled substances (including marijuana), and therefore all forms of marijuana are not allowed in residence halls or on campus property. Failure to comply will result in confiscation of the substance and any paraphernalia, and disciplinary action will be taken against any student or employee in possession of a controlled substance.

Columbia's policy contains information about substance abuse assistance for students and employees, information regarding federal, state, and local laws that apply to drug and alcohol use and health risks related to alcohol and drug use.

Students needing assistance with substance abuse should contact Student Relations **(312) 369-8595** or Counseling Services **(312) 369-8700** for on-campus support. Off-campus resources available to students may include:

- [Alcoholics Anonymous](#)
- [Gateway Foundation](#) (877) 381-6538
- [Harborview Recovery Center at Saint Joseph Hospital](#) (855) 383-2224
- [Hazelden Betty Ford Foundation](#) (800) 257-7810
- [Rosecrance](#) (866) 330-8729
- [SMART Recovery](#)
- [Substance Abuse and Mental Health Services Administration](#) (800) 662-4357
- [Drug-Free Schools and Campuses Act Policy](#)

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, ethnicity, or any other category protected by law by or of its students, faculty, or staff. This conduct may also be illegal under state, local, and federal law. To the extent practicable, Columbia will attempt to protect the Columbia community from harassment and/or discrimination by vendors, consultants, and other third parties who interact with the Columbia community. Columbia's policy reaffirms its opposition to harassment and discrimination and emphasizes that learning opportunities and employment opportunities must not be interfered with by such behavior. No member of the Columbia community shall engage in discrimination or harassment in any program, activity, or place over which Columbia exercises control. It is expected that every member of our community will take responsibility for refraining from any form of discrimination or harassment, reporting any incident that is made known, cooperating in preventing such behavior, and assisting with corrective measures when, despite Columbia's serious commitment, these acts occur.

It is acknowledged that recipients of discrimination or harassment often fear reprisals for reporting such conduct. All complaints will be taken seriously, and no one reporting harassment or discrimination will suffer retaliation or reprisal by the College. Columbia will attempt to take prompt corrective action against any harassment or discrimination by or of its students, faculty, or staff.

Policy link: [Anti-Discrimination and Harassment Policy](#)

Also see: [Sexual Harassment & Title IX](#)

Sex Offender Registration Procedures

As required by Illinois statute, 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.

Information pertaining to registered individuals convicted of sexual offenses may be obtained from the Office of Campus Safety and Security. Information may also be retrieved directly from the Chicago Police Department or California Sex Offender Registry websites:

[Chicago Police Department Sex Offender Database](#)

[California Registered Sex Offenders](#)

[Illinois State Police Sex Offender Registry](#)

Weapons Policy

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

To provide a safe and secure environment for the college and its guests, Columbia's policy governs the possession of weapons and simulated weapons upon premises owned or controlled by the college and at college sponsored events in other locations. The Weapons Policy applies to all students, faculty, staff, and contractors. Weapons are set forth in the Defined Terms of the college's Weapons and Firearms Policy as instruments used to inflict harm, that are intended to inflict harm, and any item that may be deemed weapons under applicable law.

The college strictly prohibits the use or possession of any weapon by any person in any and all college facilities (whether academic, 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 work only. Under no circumstances are weapons utilizing blanks allowed on campus or at off campus college activities. The college's policy applies to all students, faculty, staff, and contractors.

This prohibition does not apply to sworn federal, state, or local law enforcement officers who are in compliance with applicable law.

Policy link: [Weapons Policy](#)

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 states that college assets shall never be used for activities that could adversely impact business functions and/or other assets. Prohibited behaviors include, but are not limited to, unauthorized access or fraudulent/criminal conduct (including online harassment and bullying), malicious activities to advance a personal or business agenda that is not sanctioned by the college, or any form of behavior that creates a hostile work environment.

Policy link: [Acceptable Use Policy](#)

Orders of Protection/No Contact Stalking Orders Procedures

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.

REPORTING RESPONSIBILITIES AND PROCEDURES

The prevention of violence requires campus community members to be in a state of awareness, conscious of the possibility of campus violence, and 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 Behavior, Targeted Violence, or Threatening Behavior that poses imminent danger and harm to self and / or others and requires an **immediate** response and protection from law enforcement should be reported by:

- first calling 911 for Police, Fire or EMS Emergencies
 - provide pertinent information and follow the call taker's directions.
- then calling Campus Security
 - dial (312) 369-1111 or use a campus Emergency Call Box.

Take protective actions and if able, warn others until Chicago Police or Campus Security respond and take control of the situation.

Reporting Concerning Behavior

Aberrant or concerning behavior is atypical for the person or situation and causes concern for the safety and well-being of those involved and does **not** require an immediate response. If you have heard something, seen something or have information about something that concerns you, makes you feel unsafe, uncomfortable or could be dangerous, it should be reported. Contact a college representative below or use the linked form to report concerning atypical, and non-emergency behavior.

Subject of safety concern (Non-emergency)	Contact
Students	Dean of Students/Student Health and Support Services (312) 369-8595
Staff	Human Resources (312) 369-8215
Faculty	Office of the Provost (312) 369-7496
Visitors, Contractors, and Campus affiliates	Campus Security (312) 369-1111

Form link: [Threatening Behavior Report](#)

The reported concerning behavior may be forwarded for further review by the recipient. If appropriate, an assessment by the Campus Behavioral Threat Assessment Team will be conducted at the direction of the BTAT Chairperson.

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

CAMPUS VIOLENCE PREVENTION COMMITTEE

In compliance with the Illinois Campus Security Enhancement Act of 2008, the college has formed the CVPC to support a safe, non-violent campus community. The CVPC includes representatives from various college departments. They review the CVPP and make recommendations 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 CVPC may annually review the CVPP and provide recommendations as appropriate, incorporate violence prevention strategies into related policies and/or procedures, and 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 Campus Safety and Security, Human Resources, Residence Life, Office of Counseling Services, Student Communications, Office of the Provost, and the Faculty.

THE CAMPUS BEHAVIORAL THREAT ASSESSMENT TEAM

The Campus Behavioral Threat Assessment Team (BTAT) is a multi-disciplinary team. BTAT conducts threat assessments, and evaluates and addresses aberrant, dangerous, or threatening behavior on campus and provides guidance and best practices for violence prevention and for providing supportive services. The Associate Vice-President of Safety & Security serves as BTAT

Chairperson. BTAT supports the college’s violence prevention strategies through information sharing and analysis to assess actions and conduct of individuals and circumstances related to threats of violence. BTAT training may include case studies and/or assessment exercises. The BTAT is not a substitute for emergency response due to an active or imminent threat. The BTAT Team is comprised of the following core members, or their designees.

Additional persons may support the BTAT and /or may be called upon in specific situations. The BTAT Chairperson approves consultations with others as appropriate.

BTAT Members

Core Members

Office of Safety & Security (Chairperson)	Associate Vice President, Campus Safety & Security
Office of the General Counsel	Assistant General Counsel
Human Resources	Associate Vice President
Department of Student Affairs	Dean of Students
Office of the Provost	Director Academic Information and Communications
Office of the Registrar	Registrar

Ad Hoc Members

Student Health and Support	Assistant Dean
Faculty Member	Case-Dependent Designee
Students with Disabilities	Director
Residence Life	Representative
Student Development	Assistant Dean
Student Relations	Representative

BTAT Process

The BTAT acknowledges that anyone may recognize concerning behavior or situations that present a threat of violence or may potentially pose a safety threat. In emergency situations, call 911 and call Campus Security. Whenever such non-emergency circumstances or behaviors are recognized, it should be immediately reported to any of the following offices: Campus Safety and Security, Dean of Student 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. 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 reports for which they determine that such intervention could be helpful.

The BTAT’s assessments and processes are in support of the safety, health, and well-being of Columbia. BTAT reviews, investigates, and follows-up as necessary to incidents of Violent

Behavior, Targeted Violence, Threatening Behavior and Campus Violence. The investigative process may include remedial steps and/or disciplinary action. BTAT provides guidance and recommends best practices for preventing violence and providing supportive services to the college community. The BTAT Chair may evaluate the BTAT procedures and effectiveness based on feedback of the community, best practices, and updated methodologies.

The BTAT may do the following, upon receipt of a report from the BTAT Chair:

- conduct a thorough, fact-based, and timely investigation and threat-assessment,
- recommend interim remedial steps, pending the outcome of the investigation, to protect potential targets and the college community. A management plan may result to monitor situations,
- 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, and
- provide post-incident assessment and evaluation.

The BTAT process 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.

- Active Shooter Presentation - Implementation of the U.S. Department of Homeland Security's RUN-HIDE-FIGHT program. Understanding the nuances of an active shooter event, police/security response, and keeping yourself safe
- Crime Prevention and Security Awareness Presentation - offered by the Office of Campus Safety and Security either upon request or through new student, faculty, and staff orientation programs
- Crime Prevention, Security Awareness and Clery Reporting Presentation - to new and returning Residence Life Staff

- Crisis24 Notification and Registration System - provides optional registration of emergency contact information and notification regarding security risks for faculty, staff and/or students traveling abroad
- Cybersecurity tips and updates website: [Cyber Security](#)
- 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
- Fire Safety Evacuation Training - 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
- Green Dot Bystander training program provides strategies to increase the likelihood that trained individuals will intervene when witnessing situations that are potentially high-risk for violence while encouraging proactive behaviors that model and endorse norms that are incompatible with violence
- Intimacy Coordinators trained to maintain physical and emotion safety during scenes of emotional intimacy for theatrical and film productions
- Kick @\$ (personal safety presentation) - Navigating the campus and city with confidence, repel an attack with self-defense techniques, understand the effects of trauma, discover on-campus resources for support and active shooter response
- Sexual Harassment Awareness Training - offered through the Human Resources for Faculty and Staff
- Student Counseling Services - offering up to 10 confidential therapy sessions per year with a licensed therapist.
- Student Health Center
- Students in need of assistance - [Crisis Resources](#)
- [Student Relations 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 Support Resources](#)
- Student Wellness Program Series - featuring sessions throughout the year on Sexual Assault Education and Prevention, Healthy Relationships and Substance Abuse

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.

Mental Health Resources for Students

If you or someone else needs immediate assistance in an emergency, call 911. In a mental health crisis, you may use the 988 Suicide & Crisis Lifeline by dialing 988 to connect with resources.

Link: [988 Lifeline](#) Text *HOME* to 741741 to connect with volunteer Crisis Counselors 24/7.

Link: [Crisis Text Line](#)

Students may also consider resources found at [Counseling Services](#).

Employee Assistance Program (EAP)

Information about the Employee Assistance Program can be found the on the employee intranet at:

[Employee Assistance Program](#)

CAMPUS VIOLENCE SECURITY STRATEGIES

A Campus Safety and Security Department was created to improve the safety, security, and well-being of the community. Public safety, however, is a shared responsibility and the community's personal involvement, and awareness is crucial to foster a safe environment committed to academic excellence and creative practice. Campus Safety and Security adopts the U.S. Department of Homeland Security's slogan. "If You See Something, Say Something."

The security department is non-sworn, unarmed, and does not have arrest authority. Campus security officers enhance safety by administering Columbia's regulations and policies on college private property and may ask any person for identification to determine whether individuals have lawful business at the college. The college does not have a formal written memorandum of understanding (MOU) with the Chicago or Los Angeles Police Departments; however, the campus community is encouraged to report all crime promptly and accurately to Campus Security and the local police department. Crime advisories may be disseminated to the community in accordance with Clery requirements and geography. Crime advisories may also be posted on the Campus Safety and Security website at students.colum.edu/safety.

Students and employees are welcome to join and participate in the Security Advisory Committee. This committee meets throughout the academic year to solicit input and feedback on safety initiatives important to the community. Information on meetings can be obtained from the security administrative office.

Security of Chicago Campus Facilities

During regular business hours, Columbia buildings are open to the college community, authorized guests, and persons with legitimate college business pursuant to college policy. The hours of operation for the campus vary based on the building location and the academic school year. During non-business hours, access to campus facilities is strictly prohibited. Most campus buildings have a security station staffed by contracted security officers in the lobby. The security officer assigned to a campus building assists with monitoring and controlling access into their assigned building.

Each faculty, staff, and student is issued a Columbia photo identification card (ID). This card may be required for building access or identification purposes and is required to be in their possession while on campus. Those who have lost their Columbia ID may check with Campus Safety and Security or purchase a replacement at the Campus Card Office. Visitors, contractors, and vendors register at the security station of a campus building prior to entry. These fixed posts may be supplemented by either foot, vehicle, bicycle, or Segway personnel.

Consideration is also given to security during the maintenance of campus facilities. For example: both Campus Security and Facilities personnel monitor and inspect the campus for any lighting outages. Community members may also report security related maintenance concerns directly to Facilities.

Posters with quick concise direction on what to do "In Case of Emergency" have been created by the Security Department and placed by Facilities in locations across the campus. Safety and

security precautions are addressed with new students during orientation and ongoing information is available on the security page of the college app and on the security website.

Emergency blue light and red colored call box telephones with direct security connectivity enabling two-way communication are deployed in various external and internal locations at campus owned buildings and are inspected monthly for operability. Chicago campus building lobbies are also equipped with AEDs (automated external defibrillators).

The Campus Security Command Center is at a secure location on-campus and staffed 24/7. The Command Center answers security telephone lines, dispatches resources, programs access control, and conducts alarm monitoring and video surveillance. The Command Center also includes an Emergency Operations Center (EOC). The Security administrative office is at 916 S. Wabash Ave. in Room 505 and is open during regular business hours.

Security of Chicago Campus Leased Residences

Student housing consists of leased and owned properties. For leased properties, policies and procedures pertaining to building access are governed by individual student housing facility management and may include the relinquishing of a guest's official state identification for registration purposes. Leased residential facilities are staffed by security personnel provided, supervised, and managed by the individual property management companies. Residents are cautioned against permitting strangers' access to student residential facilities and are encouraged to maintain situational awareness for suspicious activity or behavior. Individual apartments are secured with locks.

Security of Los Angeles Academic Site

Sunset Las Palmas Studios (SLPS) provides their own 24/7 on-site private unsworn security, which includes the college's classroom and administrative location. Security officers monitor and control access at studio entrances.

Security of Los Angeles Leased Residences

Park La Brea provides their own 24/7 on-site private unsworn security, and they provide roving courtesy patrol across the 160-acre apartment complex, which includes the locations of student housing. Security officers may be assigned to entry points on the Park La Brea grounds to enforce parking restrictions. Individual Park La Brea apartments are secured with locks.

Neither SLPS nor Park La Brea security have sworn arrest authority, and there is no formal written memorandum of understanding with the Los Angeles Police Department; however, they work together with LAPD as appropriate to investigate incidents that occur on their property.

External Safety Relationships

Campus Security is a member of:

- The Security Council of Professional Educators (SCOPE), a higher education security working group. Membership includes representatives from campus security at higher education

institutions located in the Chicago area, along with representatives from city and federal law enforcement agencies.

- The South Loop Security Chiefs, a consortium of campus higher education security leaders in the South Loop of the city.
- The South Loop Business Community Safety Watch, a group of local businesses mindful of security in the South Loop that exchange safety information.
- The Chicago Building Owners and Managers Association's (BOMA) Emergency Preparedness Committee. Campus Security participates in their meetings and exercises.
- The Chicago Police First District's Community Advisory Council. Campus Security attends various business and community meetings.

LA staff and Campus Security liaise as needed with the senior lead officer at the Hollywood Area Police Division for SLPS and the Wilshire Area Police Division for Park La Brea.

Emergency Mass Notification

The college uses an emergency mass communications system that allows dissemination of life safety and emergency information through email, text messages, and telephone calls. Current students and employees have their "@colum.edu" email address automatically enrolled in the system. Employees and students are encouraged to update their contact information to include text and voice call delivery points.

- Employees can update their information at: [MyC Self Service](#) (single sign on required)
- Students can update their information at: my.colum.edu (single sign on required)

Emergency Operations

Columbia College Chicago has developed an Emergency Operations and Management Plan which helps college leadership respond to large-scale emergency incidents. Training on the plan may be conducted annually for the Emergency Policy Group and may include tabletop exercises and tests of the emergency notification system.

The college has adopted the Department of Homeland Security's RUN-HIDE-FIGHT program for Active Shooter events. More information including a PDF copy of a DHS guide and training video are available at: [Active Shooter Response Resources](#)

FEDERAL AND STATE REGULATIONS RELATED TO VIOLENCE PREVENTION

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

[1988 Federal Drug Free Workplace Act](#)

[Illinois Campus Security Enhancement Act 2008](#)

[Illinois Gun Safety and Responsibility Act – Conceal and Carry, 2013](#)

[Illinois Child Abuse and Neglect Reporting Act](#)

[Illinois Mental Health and Developmental Disabilities and Confidentiality Act](#)

[Reauthorization of Violence Against Women Act, 2022](#)

[The U.S. Department of Education](#)

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

POLICY REVIEW AND MODIFICATION

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