



TRINITY CHRISTIAN COLLEGE

Campus Safety & Security Department

Campus Crime & Fire Safety Report For Calendar Year 2023

Campus Safety & Security Website: <http://www.trnty.edu/security/>

October 2024



Trinity Christian College is committed to the safety and security of the members of the college community. This Annual Safety Report reflects the commitment of the college to that end.

This report details the steps Trinity Christian College has taken to provide a safe learning and living environment through prevention programs and systems and education and emergency response policies and procedures. This report includes campus crime statistics and off-campus crime statistics as well as campus fire safety statistics for the past three years.

It is the mission of the Department of Campus Safety and Security to provide a safe and secure learning and working environment for students, faculty, and staff of Trinity Christian College. As a staff, we work with the Trinity Christian College community and local emergency response agencies to provide professional security and safety related services.

This report complies with regulations from the United States Department of Education, which implements the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") 20 U.S.C. 1092 (a) and (f): CFR668.46.

A copy of this report will be provided to anyone upon request, and it will be disseminated throughout the college community. An electronic copy can be viewed at the following web address:
www.trnty.edu

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Introduction

The Crime Awareness and Campus Security Act of 1990, also known as the Jeanne Clery Act, is a federal law which mandates that certain data be published on an annual basis by each institution of higher education in the United States. This data is to include statistics pertaining to specific crimes that are reported to have occurred at the institution and the security measures that are in place to reduce the risk of criminal victimization for members of the campus community. The annual report will provide crime statistic information for the past three calendar years.

The Higher Education Opportunity Act (HEOA); Section 485(i) otherwise known as the “Campus Fire Safety Right to Know Act” also requires the inclusion of an annual fire safety report which is incorporated into this document. Trinity Christian College report also reflects a new provision to the Clery Act (VAWA) Violence Against Women Reauthorization Act of 2013.

Students, faculty and staff participating in off-campus programs (Chicago Semester and Semester-In-Spain) are directed to see their program coordinator in order to familiarize themselves with any emergency or evacuation procedures in place at the location where the program is held since the procedures in place at those locations may change without notice. Students can always contact their program coordinator, the Dean of Students, Trinity Christian College’s Department of Campus Safety and Security or the local police to report a crime, report misconduct, seek information or obtain assistance.

In compliance with these requirements, Trinity Christian College presents the following information to all students, employees, and applicants to the college. The college will also make available the annual security report to prospective employees and students via the website.

Annual Disclosure of Crime Statistics

By October 1st of each year the college will publish, and make available, the annual security report to all current students and employees. This report can be accessed on the Trinity Christian College website, www.trnty.edu, or it is available to view at Department of Campus Safety and Security Office.

The annual security report is prepared in cooperation with the Palos Heights, Alsip and Chicago Police Departments. Updated crime information is requested annually from each of these agencies in which Trinity Christian College has its main campus or a satellite campus/property.

PART 1

ANNUAL CRIME REPORT

A. Reporting Crime

All crime victims and witnesses are encouraged to report any crime accurately and promptly they may see or are a victim of whether that crime occurs on campus or at another location. Reports of crime are filed voluntarily by victims and witnesses of crimes and the identity of the victims and witnesses can remain confidential, in most cases, if desired. All reported crimes are included in the college's annual crime statistics that are submitted to the United States Department of Education and published in the Annual Security Report.

To Report a Crime In-Progress or Other Emergency

To report a crime in progress, or other emergency, on campus:

- Dial 9-1-1 from campus phones to contact the Palos Heights Police and Fire Departments, or paramedics (EMS) in an emergency. Dial 9-1-1 from any other phone, including cell phones.
- Persons using the Schaaf Athletic Complex on Cal-Sag Rd. (Rt. 83) should call the Alsip Police and Fire Departments or EMS by dialing 9-1-1.
- Persons participating in the Chicago Semester in Chicago, IL should call the Chicago Police and Fire Departments (EMS) by dialing 9-1-1.
- Students or employees who are victims of crimes, or other emergencies, located at off-campus facilities or during off-campus activities at other locations, should report the crime to the local law enforcement authority where the crime occurred. Generally, 9-1-1 is the emergency telephone number for law enforcement agencies, fire departments and paramedic services in Illinois.
- After calling emergency first responders, the Department of Campus Safety and Security should be called at ext. 3722 from a campus phone or 708-239-3722 from a cell phone or non-campus phone. Our Campus Safety staff will assist local emergency services in responding to the incident on campus, so it is imperative that they are advised of the situation immediately.

To Report a Crime or Other Incident Which Has Already Occurred

- To report a crime or other incident that has been committed on campus, victims and/or witnesses should contact Campus Safety at ext. 3722 or 708-239-3722 from a cell phone or non-campus phone. Campus Safety staff will assist the victim/witness in contacting the local law enforcement agency, if necessary or requested, and will also document the incident in a report. Students or employees who are victims of crimes located at off-campus facilities, off-campus programs or are victims of crime, or other emergency, away from campus should report the incident to the local law enforcement authority where the crime occurred.

What Constitutes a Reported Crime?

A crime is “reported” when a victim or witness brings it to the attention of the local police agency or a (CSA) Campus Security Authority. Certain campus officials—those deemed Campus Security Authorities, have a duty to report, sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purpose (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to the Department of Campus Safety and Security regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

CSAs include: area directors, dean of student engagement, director of multicultural engagement, director of vocation and career development, director of first year experience, dean of student life, vice president for student life, associate vice president for student life and athletics, chaplain and dean of spiritual formation, campus safety and security officers, local police, coaches, assistant coaches, athletic directors, human resources staff, coordinator of campus conferences and events, provost, vice president for enrollment, vice president for advancement, vice president for finance and administration, vice president for communications and strategic initiatives, president, executive director of Chicago semester, director of semester in Spain, faculty or staff advisors to student organizations, resident assistants, fitness center staff, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously. Trinity Christian College Campus Safety & Security is available by phone 24/7 at 708-239-3722

Reporting and Confidentiality

Crime victims’ needs for confidential counseling must be balanced with the need of the campus community to be made aware of incidents which may affect the personal safety of others and the feelings of a victims’ security and well-being. Those who disclose sexual misconduct must know that all Trinity Christian College employees excluding Counseling Services Staff and the Chaplain and Dean for Spiritual Formation who may be bound by confidentiality standards, will report sexual misconduct to the Title IX Coordinator, Title IX Deputy Coordinator(s), or a designee of the Department of Campus Safety and Security. Employees also include student staff employed by the college when acting in their capacity as a student staff member. Staff members who hold a confidentiality relationship with a victim will disclose limited information to the Department of Campus Safety and Security that a specific type of crime took place so “Timely Warnings” may be disseminated to the campus community (if warranted) and also so the information may be included in the Annual Security and Fire Safety Report. *Information such as the victim’s name and specifics of the incident will be kept confidential if the victim so desires.*

All inquiries, complaints, and investigations are treated with discretion. Identity of the complainant may be revealed to the respondent(s) of such conduct in certain cases in accordance with Title IX mandates.

Students, faculty, and staff participating in Chicago Semester are directed to report crimes and other noteworthy incidents to their program coordinator, the Dean of Students, Trinity Christian College’s Department of Campus Safety and Security and the Chicago Police Department.

Students, faculty, and staff participating in the Semester-In-Spain Program are directed to report crimes and other noteworthy incidents to their program coordinator, the Dean of Students, Trinity

Christian College's Department of Campus Safety and Security and the local police department in the country of Spain.

“Third-Party Reporting” and “Bystander Intervention”

Trinity Christian College encourages “third-party” reporting of criminal activity, discrimination, harassment, abuse (including sexual abuse) and bullying. The college provides the “Silent Witness” link on the college campus safety website to anonymously report a crime or any incident involving any type of sexual misconduct, any student conduct violation, discrimination, harassment, and abuse or bullying to the Department of Campus Safety and Security.

In addition, Trinity Christian College encourages its faculty, staff, and students to practice “bystander intervention”. “Bystander intervention” involves a person taking action to assist a victim when criminal activity, discrimination, harassment, abuse (including sexual abuse) and bullying occurs in the bystander's presence and when intervention would not expose the third party to physical harm. “Bystander intervention” includes such actions as calling the police, the Department of Campus Safety and Security or a faculty/staff member while observing the incident from a safe distance or verbally interceding in the incident if the incident is non-violent. Bystanders should not expose themselves to physical harm in order to intercede in an incident.

Confidential Reporting

Individuals who are victims of crime and do not want to pursue action through the college's system or the criminal justice system are still encouraged to file a confidential report of the crime with the Department of Campus Safety and Security and/or with the local police department where the crime occurred. A report of a crime can be filed without disclosing a person's identity. The purpose of the confidential report is to comply with the individual's desire to remain anonymous; while also helping the Department of Campus Safety and Security and/or local law enforcement ensure the safety of the victim and other persons. Confidential information ensures accurate crime recording, assists in identifying crime patterns and alerts the campus community to potential danger. Crimes filed in this manner are tabulated and disclosed in the annual crime statistics for the college.

“Unfounded” Crimes:

An “unfounded” crime is a finding that a crime, or attempted crime, did not occur. This finding is determined by a law enforcement agency after the crime is fully investigated. When a crime is determined to be “unfounded” it means that the investigation revealed the report of the crime was false or was baseless under the law. The determination that a crime is “unfounded” cannot be based on the following criteria:

- The value of property loss involved in the commission of a crime.
- Refusal of a victim to prosecute a crime.
- Law enforcement's failure to make an arrest related to the crime.
- The prosecutor's refusal to prosecute a criminal case.
- Legal findings by judges or juries in civil or criminal court.

Unfounded crimes are not included in the annual crime statistics reported to the United States Department of Education; however, Trinity Christian College does separately submit the number of

“unfounded” crimes to the Department of Education and also includes the number of unfounded crimes in the college’s Annual Security Report.

Important Contact Numbers

Used to report crimes for annual statistical disclosure or for general information.

EMERGENCY CONTACT NUMBERS

POLICE, FIRE & EMERGENCY MEDICAL SERVICES

**Dial 911 from a cell phone or non-campus phone.
Dial 911 from any campus phone.**

Chicago Police & Fire Department	Non-Emergency	3-1-1 (in the City of Chicago)
Palos Heights Police	Non-emergency:	708-448-2131
Palos Heights Fire/EMS Department	Non-emergency:	708-448-4272
Alsip Police (Rt. 83 Sports Complex)	Non-emergency:	708-385-6902
Palos Community Hospital		708-361-4500

Area Directors for 2019-20 Academic Year

South Hall & West Hall	Katie Oomkes	708-239-3644
Tibstra Hall & Alumni Hall	Megan Anderson	708-239-3838

Student Life Staff

Dr. Leah Fulton, V.P. For Student Success	708-239-4830
Troy Schemper, Dean of Students	708-239-4778
Rocio Mandez-Rozo Dean of Student Success	312-922-3855
Chaplain-Vacant	

Campus Safety & Security Department

Security Dispatch Office	Tibstra Hall – Front Lobby	708-239-3722 or extension 3722
Director of Campus Safety & Security Campus Safety Office	Tom Kazen South Hall Suite 117	708-239-4866

Information regarding Registered Sex Offenders can be found at:

- <http://www.isp.state.il.us/sor/>
- http://www.cookcountysheriff.org/sheriffs_police/SexOffenders/sexoffender_main.html

B. Security and Safety on Campus

The effectiveness of the safety and security program on campus is the responsibility of everyone in the Trinity Christian College campus community. Everyone's participation helps ensure the safety of oneself and that of others by taking reasonable precautions and using a common-sense approach to personal security.

The Department of Campus Safety and Security promotes a safe campus environment through crime prevention strategies and timely response to requests for assistance, the detection of fire and safety hazards, monitoring and enforcing parking and traffic regulations on campus, the use of modern technology, coordinating of local police, fire and paramedic support, and the implementation of emergency/alert plans.

Department of Campus Safety & Security

The security staff is directed by the Director of Campus Safety and Security. A professionally trained director provides leadership to full and part-time supervisory staff and part-time student guards and dispatchers. Training for all full and part-time security officers includes state certification, CPR/AED certification and on the job training.

Trinity Christian College Campus Safety Officers are not sworn police officers and do not possess arrest powers, but are authorized to issue parking and traffic tickets, which may be billed to the financial accounts of students. The Department of Campus Safety and Security maintains a close professional working relationship with local law enforcement agencies and fire departments, which are the first responders to emergency incidents and crimes that occur on campus or college property.

The Department of Campus Safety and Security provides services 24-hours a day, seven days a week on campus and maintains a link on Trinity's webpage <http://www.trnty.edu/trollweb/security>. Additional information concerning the Department and information pertaining to crime prevention and personal safety, parking regulations, and vehicle registration information can be found on the website. Trinity Christian College has a Memorandum of Understanding with the City of Palos Heights for Mutual Aid and Emergency Response, and the college is working toward expanding that agreement with the city to encompass other services. The college will also be working toward developing a Memorandum of Understanding with the Village of Alsip. Trinity Christian College is proud of the fact that it enjoys an outstanding working relationship with the City of Palos Heights and the Village of Alsip regarding all of its operations, including any requests for emergency assistance.

Student, Faculty & Staff Roles Pertaining To Safety

The cooperation and involvement of students themselves in a campus safety program is necessary. Students must assume responsibility for their own personal belongings and safety by taking simple, common-sense precautions such as locking their doors in the residence halls, being aware of their surroundings, not propping open exterior doors of buildings that are locked, and not disseminating personal information to others.

Students, faculty, and staff participating in off-campus programs (Chicago Semester and Semester-In-Spain) are provided safety information about the off-campus site by the faculty and/or staff administering the program of study. These individuals are included in the Emergency Texting System, the List-Serves, and the Emergency Alert/Timely Warning notifications. These students are also afforded the opportunity to participate in any of the college's crime prevention or safety programs. Faculty and staff administering off-campus programs encourage students to familiarize themselves with the safety features of the facilities they use in the course of their program, and they may also contact Trinity Christian College's Department of Campus Safety and Security for advice or assistance.

Assistance for Crime Victims

Trinity Christian College's Department of Campus Safety & Security assists victims of crime by acting as a liaison with local police agencies, arranging transportation for medical attention, and offering free counseling on campus through Trinity Counseling Services located in the Student Life Center.

In addition, the college has arranged for other outside counseling services related to specific issues such as domestic violence, sexual assault, and Order of Protection. Assistance from the following organizations can be arranged through the college:

South Suburban Family Shelter	708-335-3028	www.ssfs1.org
Crisis Center of South Suburbia	708-429-7233	www.crisisctr.org
Palos Community Hospital	708-226-2300	www.paloscommunityhospital.com
Pillars Community Health	708-745-5277	www.pillarscommunity.org
Cook County 5 Th District Court Order of Protection	708-974-6288	prkeys@cookcountycourt.com

Students participating in off-campus programs (Chicago Semester, Semester-In-Spain) are also afforded these services.

Crime Prevention & Safety Programs

Definitions

“Programs to prevent”: Comprehensive educational and training programs intended to prevent violence that incorporate diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and consider risk and protective factors as they pertain to individuals, relationships, the community, and society as a whole.

“Primary prevention”: Programming, initiatives and strategies intended to eliminate, or reduce incidents of crime (including domestic violence, dating violence, sexual assault, and stalking) before it occurs. These programs, initiatives and strategies prevent initial perpetration and victimization through the promotion of positive and healthy behaviors and beliefs.

“Awareness programs”: Programs, campaigns or initiatives that increase the community's knowledge of crime (including domestic violence, dating violence, sexual assault, and stalking) and share information and resources to prevent violence, promote safety and reduce perpetration.

“Risk reduction”: Approaches that seek to mitigate risk factors that may increase the likelihood of

perpetration, victimization, or bystander inaction. Risk reduction focuses on addressing the institutional or cultural conditions that contribute to crime (including domestic violence, dating violence, sexual assault, and stalking) to increase safety.

“On-going awareness & prevention campaigns”: Campaigns that are sustained over time, using a variety of strategies, and are focused on increasing awareness or understanding of topics related to crime (including domestic violence, dating violence, sexual assault, and stalking) in an effort prevent crime from occurring.

Programs & Strategies

It is the goal of the entire campus community, specifically the Division of Student Life and the Department of Campus Safety and Security to prevent crimes from occurring rather than reacting to them after the fact. Primary prevention is the responsibility of the Division of Student Life which uses a variety of primary prevention, awareness programs, risk reduction programs and on-going awareness and prevention campaigns in order to reduce crime (including domestic violence, dating violence, sexual assault, and stalking).

In order for a crime to take place three things must be present: desire, ability, and opportunity. Crime prevention and safety programs are based on the concept of eliminating or reducing the opportunities for crime. Trinity Christian College encourages students, faculty, and staff to be responsible for their own security and the security of others by being aware and reducing the opportunities for crime to occur.

Prevention, awareness, and response programs coupled with overarching college-wide strategies that are afforded to students, faculty, and staff to support the college’s safety measures include:

- Escorts - Officers accompany students and staff walking on campus during nighttime hours.
- Sexual assault awareness, prevention and risk reduction programs and strategies; to all students and staff
- Presentations regarding domestic violence, dating violence and stalking awareness, prevention, and risk reduction; to all students and staff.
- “Emergency Alerts” and “Timely Warnings” when circumstances warrant notification of crimes that would pose a threat to the college community.
- The college list-serves are used to convey safety information, including forecasted dangerous weather, to the campus community.
- An Emergency Notification System (public address system) is used to convey safety information and warnings throughout all of the buildings on the main campus.
- An Emergency Texting System that conveys safety and emergency information to all students and employees.
- Security phones and cameras are located at various locations throughout the campus.
- Fire evacuation drills are conducted twice a year (fall and spring).
- Tornado drills are conducted once a year in the late winter or early spring.
- Bicycle registration is made available to students to deter theft and aid in the recovery of lost or stolen bicycles.
- Personal safety information regarding crime prevention (including domestic violence, dating violence, sexual assault, and stalking) is disseminated at new/transfer student orientations and at gatherings of specific student populations (athletics, student association, residence hall occupants, student workers).
- Printed and video prevention materials are available from the Department of Campus Safety &

Security and are made available throughout campus.

- Crime awareness, prevention and risk reduction information can be found on the Department of Campus Safety & Security website at www.trinity.edu

Additionally, the college seeks to maintain a campus which reduces the opportunities and likelihood of crime through the following measures:

Access Control:

- All residence halls are locked 24-hours a day through the use of electronic access controls on the exterior door entrances.
- All buildings have at least one door that is controlled through the use of the access control system. This allows for greater control of access to buildings, particularly during “non-business” hours.
- Access to any campus building after normal operating hours requires pre-authorized access through the use of an access control card or requesting access through the Department of Campus Safety and Security.

Residence Life/Security Patrols:

- Residential Life Staff and Security Staff conducts premise checks in all residence halls during the evening hours, 7 days a week.

Lighting:

- Trinity has an extensive exterior lighting system throughout campus. Problems with exterior lighting should be reported immediately to the Physical Plant office at (708) 396-7457 or Ext 4789.

General Maintenance:

- Any problems or damaged doors or window locks which pose a security issue should be reported to the Physical Plant office at (708) 396-7457 or ext. 4789. All doors/locks and window are inspected for safety.

Classroom Shelter in Place:

- All classrooms have the ability to be locked from the inside of the classroom should a shelter-in-place situation arise.
- Each building has a designated “Tornado Shelter” in the event of severe weather. Signs are posted in each building advising occupants of the building where the shelter is located for that building.

Trinity Christian College continually strives to implement policies, procedures, equipment, technology, and programs that prevent, or reduce the likelihood of, crime on campus or at its satellite locations.

Maintenance of Campus Facilities

Facilities and campus grounds are maintained in a manner that minimizes hazardous and unsafe conditions. Campus Safety Officers and student guards regularly patrol the campus and report malfunctioning lights and other unsafe conditions. Other members of the campus community are also encouraged to report unsafe or equipment issues to the Physical Plant, the Department of Campus Safety & Security, or the Safety Committee.

C. Daily Crime and Fire Incident Log

The Department of Campus Safety & Security maintains a combined “Crime/Incident and Fire Log” of all incidents reported to the Department. This includes all crimes, fire related incidents and other incidents that occur on campus. The Daily Incident Log includes the incident type, the date and time of the incident, the date the incident were reported, the general location of the incident and the status and disposition of the report. This information is available in the office of the Department of Campus Safety and Security. Anyone may request a copy of the most recent 60-day listing of the log by phone (ext. 4866), through e-mail (thomas.kazen@trnty.edu) Or in person at the administrative offices of the Department of Campus Safety and Security in South Hall Suite 117.

The Department posts incidents in the log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances, including when disclosure would compromise investigation of the incident or would jeopardize the confidentiality of the victim. The posted log must include reported incidents from the past 60 days. The college will make a portion of the incident log older than 60 days available upon request within two business days.

Incidents occurring at off-campus sites are also placed on the Daily Crime and Fire Incident Log.

D. Disciplinary Student Conduct Process

Note: all policies listed in this document are from the 2018-19 academic year and may have been updated for the 2022-22 academic year. All policies are subject to change at any time. For up-to-date College policies for students please visit www.trnty.edu . For up-to-date policies for faculty/staff, please consult the faculty and staff handbooks, respectively. These are available on Trollweb or by contacting Human Resources

STUDENT CONDUCT PROCESS

At Trinity, the student conduct process is designed to be respectful, educational, and restorative. College officials enter into the student conduct process with the desire to promote accountability and student learning. The student conduct process does not mimic a court system or legal proceeding; preponderance of the evidence is the standard used to determine responsibility. If a student is found responsible for a violation of a policy, s/he is assigned disciplinary sanctions. These sanctions are administered for the purposes of helping students understand, learn from, and transform their behavior in the context of the Trinity community. Disciplinary sanctions are required actions that must be followed within established timeframes.

The student conduct process is initiated when a known or alleged violation of college policy occurs. The student conduct process is facilitated by officials of the college and typically involves notification

to the student, information gathering, an administrative hearing, and a final resolution to communicate the determination of responsibility and sanctions. The Vice President for Student Life is the chief judicial officer of the college and has charged the Dean of Student Life with the primary administration of discipline. The Vice President and/or the Dean reserve the right to designate this responsibility to other college officials. Generally, various Student Life staff, including the Director of Campus Safety, Residence Life Area Directors, and Dean of Student Engagement, are designated to serve as conduct process officials. In all cases, the college seeks to respond to reports of an alleged policy violation in a manner that is procedurally fair, thorough, and as promptly as possible.

The ultimate goal of the student conduct process is to determine a final resolution that best promotes student learning and flourishing. As such, the respectful cooperation of students involved in conduct processes is crucial as conduct officials seek to administer appropriate resolutions. Specifically, the college expects that all students involved in conduct processes will be truthful, respectful, and cooperative; that students will take responsibility and seek growth and learning where it is appropriate; and that students will not misrepresent information or attempt to undermine the conduct process in any way. If a student should intentionally undermine the conduct process, disciplinary action would be taken.

Disciplinary Process Components

The conduct process will generally involve the following stages below; however, depending on the complexity and/or nature of the case, some stages may be combined, adjusted, and/or involve multiple steps as deemed appropriate and necessary before coming to a final resolution.

Notification to the student: After an alleged violation of college policy has occurred or been reported, a college official will notify the student(s) involved via email that the college has received a report of a policy violation and include information about the conduct process that will ensue. Oftentimes, a request for the student to participate in a scheduled, information-gathering meeting and/or administrative hearing is included in the email notification. Also included in this notification is information about utilizing any accommodations the student may be eligible to receive for documented disabilities while participating in the conduct process.

Information-Gathering: The college official gathers information and evidence related to the alleged violation. In most cases, this will include interviewing involved parties to verify and understand information regarding the alleged violation. Relevant information from anonymous sources and confidential reporters is permissible. Scheduled information-gathering meetings are closed, and the proceedings may be kept confidential at the discretion of the college. Meetings may be recorded at the discretion of the college without the consent of the student.

Administrative Hearing: An administrative hearing may be scheduled to allow the accused student an opportunity to hear and present information related to the incident. This hearing may be scheduled in conjunction with the information-gathering process. All hearings are closed, and the proceedings may be kept confidential at the discretion of the college. Hearings may be recorded at the discretion of the college without the consent of the student.

Resolution: Following the administrative hearing and/or information-gathering, the college official reviewing the case will determine the responsibility of the student(s) involved in the alleged violation. At Trinity, the standard for responsibility is *preponderance of the evidence*, which means that the evidence must suggest a violation is more likely to have occurred than not for a student to be found responsible for a policy violation. Decisions regarding responsibility will be communicated in writing, and the student may be asked to attend a meeting to discuss the final resolution in-person. If a student is found responsible for violating college policy, the conduct officer reviewing the case is charged with the responsibility of assigning appropriate disciplinary sanctions commensurate with the

behavior(s) of concern (see below).

Process Advisor: Although information-gathering meetings and hearings are closed, students may submit a request to have a conduct process advisor to accompany the student to an information-gathering, hearing, and/or resolution meeting. Students may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually otherwise not involved in the conduct process. The advisor may be a friend, mentor, family member, attorney, or any other supporter the student chooses to request so long as the person is available and eligible. Conduct process advisors cannot directly address the proceeding but may accompany and advise the student during and after the meeting or hearing. Requests for a conduct process advisor must be submitted via e-mail to the respective college official at least twenty-four hours prior to the scheduled meeting. The college official will communicate a decision regarding the request in writing. Note that approval must be granted for an advisor to participate in a meeting, and the request to have a process advisor may delay the timeliness of the resolution of the case.

Students with Disabilities: Trinity Christian College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of Trinity Christian College. All accommodations are made on a case-by-case basis. A student requesting any accommodation as part of a conduct process should first contact **the Director of Accessibility & Accommodations**, linda.acosta@trnty.edu who coordinates services for students with disabilities. The Director of Learning Services reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs. Note that approval must be granted for reasonable accommodations within a disciplinary process, and the request for accommodations may delay the timeliness of the resolution of the case.

Disciplinary Sanctions

Students found responsible for violation of college policies will be assigned disciplinary sanctions appropriate to the context, nature of the violation(s), and/or issue(s) of concern. The sanctions will be communicated to the student in writing as part of the written resolution of the disciplinary case. Disciplinary sanctions are required actions that must be followed within established timeframes. Disciplinary sanctions are administered for the purposes of student understanding and learning, restoration, and accountability. Failure to comply with disciplinary sanctions may result in more serious disciplinary action, including but not limited to suspension.

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation.
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct.
- Any other information deemed relevant by the conduct official.
- The need for sanctions/responsive actions to bring an end to the issue(s) of concern.
- The need for sanctions/responsive actions to prevent the future recurrence of the issue(s) of concern.
- The need to remedy the effects of the issue(s) of concern.

The following are the usual sanctions that may be assigned to students or organizations singly or in combination (please note that they are not listed in a prescribed order):

- **Written admonition:** a formal statement that the behavior was unacceptable and a warning that further infractions of any college policy, procedure or directive will result in more severe

sanctions.

- Parental notification: verbal or written notification of policy violation and sanctions to the responsible student's parent or legal guardian to provide additional support addressing and developing the behavioral choices of the student. Notification to parents/guardians is likely in any cases involving alcohol, drugs, harm to self or others, and/or prompting changes in the student's status.
- Organizational notification: verbal or written notification of policy violation and sanctions to the responsible student's college supervisor, coach, and/or mentor
- Organizational sanctions - deactivation, de-recognition, loss of some or all privileges (including college registration) for a specified time.
- Educational sanctions: requirement to participate in educational sanctions to address the decision-making and behavioral choices of the student. Educational sanctions may include but are not limited to a required class, assessment, program, essay, participation in professional services, etc.
- Fines: established and published fines may be imposed as a consequence for a violation and/or to cover the expense of services rendered.
- Restitution: a student may be required to pay restitution for damages or loss of property.
- Restorative Action: action taken by the student(s) to address and reconcile any harm, injury, or wrong done to an individual and/or the community.
- Community Service: appropriate, assigned acts of service for the joint purposes of benefitting the community and contributing to the individual's understanding of his/her choices and their impact on others/the community.
- Loss of privileges: a student may lose a privilege afforded to them as a Trinity Christian College student permanently or for a specified period of time.
- Removal/Suspension from Campus Housing: requirement to leave on-campus housing for a determined amount of time; conditions may be placed on his/her return. Students removed or suspended from campus housing may not be permitted to enter or access the residence halls without prior, written permission from the Dean of Student Life or his/her designee.
- Withholding Diploma - a student's diploma may be held for a specified period of time and/or a student may deny participation in commencement activities.

Sanctions resulting in a Change of Student Status: The following disciplinary sanctions will result in an official change of status for a specified period of time, with the likelihood of more serious disciplinary action if the student is found responsible for violating any additional institutional policy, procedure, or directive in the future. The college reserves the right to notify the parents/guardians of any student who receives a disciplinary sanction resulting in a change of status.

- Warning Status: A warning status may be administered for violations that do not rise to a level necessitating probation but are still considered significantly concerning. Additional or repeated violations while on Warning Status would result in more serious disciplinary action.
- Community Probation Status: Community Probation status is administered when a student's participation in particular Trinity community resources and/or opportunities is restricted. These community restrictions may include but are not limited to leadership roles, programs and events, special opportunities, travel or semester-abroad programs, and the privilege to stay on-campus during college breaks and closures. Terms of Community Probation will be specified at the time of sanctioning.
- Disciplinary Probation Status: Disciplinary Probation Status is a more serious probationary status. Students with a disciplinary probation status will not be permitted to hold leadership roles, participate in travel or semester-abroad programs, or stay on-campus during college breaks and closures; additional community privileges may be restricted or revoked. Terms of the Disciplinary Probation will be specified at the time of sanctioning.

- **Disciplinary Suspension:** Disciplinary suspension is a termination of student status and separation of the student from the college for a definitive period of time or until specified criteria are met for re-entry. Conditions for readmission will be specified at the time of sanctioning. A student placed on disciplinary suspension is not permitted to be on college property or attend college-sponsored events without prior written permission from the Vice President for Student Success or Dean of Student Life.
- **Disciplinary Expulsion:** Disciplinary expulsion is a permanent termination of a student's status and separation of the student from the college. A student placed on disciplinary expulsion is not permitted to be on college property or attend college-sponsored events without prior written permission from the Vice President or Dean of Student Life.

Interim Sanctions: Throughout the Student Conduct Process, from the time an alleged violation is reported until a case is heard and adjudicated, the Vice President for Student Life or Dean of Student Life may impose immediate interim sanctions.

- Immediate interim sanctions may include, but are not limited to, no contact orders between individuals or groups, removal from residence halls, suspension from campus, classes or Trinity-sponsored events, referral to local authorities, and loss of privileges.
- Interim sanctions remain in effect until the appropriate College official revokes them or until they expire on their own terms.

Sanctions and Student Records: Any student who does not comply with assigned sanctions within established timeframes is subject to more serious disciplinary action, including but not limited to suspension. Notification of noncompliance and resultant disciplinary action will be communicated in writing, and a dean of students hold will be placed on the student's record until the necessary sanctions and/or issues of concern are addressed.

Any student who is found responsible for violation(s) of college policy (academic or student life) resulting in a sanction of suspension, dismissal, or expulsion shall not be entitled to course withdrawal but will be assigned a final grade based upon work earned. A dean of students hold will be placed on the students' record pending successful petition for re-enrollment.

Any student who is found responsible for violation(s) of college policy (academic or student life) resulting in suspension, dismissal, or expulsion shall not be entitled to any refund of tuition, fees, room, and/or board charges.

Disciplinary sanctions will be part of a student's confidential disciplinary record in student life. They will not appear on a student's academic record. Students may apply to have their disciplinary record expunged upon graduation. Records other than suspension or expulsion shall be expunged seven years after the end of the academic year in which the disposition of the case occurred.

Appeals: Students wishing to appeal the disciplinary process must do so, in writing, to the supervisor of the staff member who imposed the sanction on the student, or his/her designee. If a student is unsure who that staff member may be, contact the Vice President for Student Success, VPStudentLife@trnty.edu. Appeals must be made within three non-holiday business days of the date of the written disposition. Students will have only one opportunity to appeal. All appeal meetings are closed, and the proceeding may be kept confidential at the discretion of the college. Appeal meetings may be recorded by the discretion of the college without the consent of the student. Sanctions shall not be stayed pending the appeal.

The written appeal must include:

- (1) *Names of the parties involved.*
- (2) *Clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):*
 1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures).
 2. To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
 3. The sanctions-imposed fall outside the range of sanctions Trinity Christian College has designated for this offense and the cumulative record of the student found responsible.
- (3) *All information on which the appeal is based.*

The supervisor (or designee), may, in response to the written appeal and upon review of all information and testimony presented, confirm an earlier disciplinary process. If the supervisor (or designee) identifies areas of concern, the supervisor (or designee) may remand the decision to the original hearing officer with corrective instructions, refer the matter to the original hearing officer to review the case, or alter sanctions. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified in writing. Decisions made in the appeal process are final and may not be addressed through the "Grievance Process" set forth in the catalog.

Only in cases handled through the Non-Discrimination process do both the Reporting Party and Responding Party have the right to appeal.

Conduct & Resolution Pool: The conduct & resolution pool is comprised of faculty and staff who have received training in the college's conduct and resolution processes. The pool is available to the Vice President of Student Life and/or Dean of Student Life to consult on judicial matters or to assist with investigations, adjudications or appeals in circumstances warranting additional input. Members of the conduct & resolution pool may be consulted at any time by the conduct officer reviewing the case, including in the process of appeals. If members of the pool are consulted during the initial disciplinary process, and after the sanctioning, a student submits an appeal, the appellate officer would not be able to utilize the same pool members for consultation regarding the appeal. Whenever members of the Conduct and Resolution pool are assembled for consultation, the assigned member(s) examines the case and deliberates, and then submits a recommendation for findings and/or sanctions to the requesting officer, who makes and communicates a final decision to the student.

If a member of the conduct & resolution pool has been identified by a student to serve as a conduct process advisor, that member will not be asked to consult on the investigation, adjudication or appeal for that case.

Notification of Disciplinary Outcome: Any disciplinary outcome resulting in a change of student status may be reported to the student's professors, other college officials, and the registrar if/as necessary.

The college will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Time Limitations: Trinity may also extend its jurisdiction to misconduct that occurs prior to but is not reported until after the departure of the offender. There is no time limit on reporting violations of the Student Life Policies. However, the longer someone waits to report an offense, the harder it becomes for Trinity to obtain information and witness statements, and to decide regarding alleged violations.

All of the policies, procedures, processes, and training regarding conduct violations also apply to students participating in off-campus programs (Chicago Semester and Semester-In-Spain).

E. Trinity Christian College Non-Discrimination Policies and Procedures.

Non-Discrimination Policies and Procedures

Trinity Christian College adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. In employment, in access to educational opportunities, and in all other areas of college life, Trinity Christian College prohibits unlawful harassment and discrimination on the basis of race, ethnicity, sex, national origin, age, marital status, disability, sexual orientation, veteran or military status, gender or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. Trinity Christian College publishes its [Non-Discrimination Policies and Procedures](#) document online as a reference and resource.

Prevention/Education and Training

All incoming students receive education on sexual misconduct, this policy, and related issues as part of the mandatory orientation program. All staff and faculty receive annual education on sexual misconduct policies. Staff members with an adjudicating role, a support role, a confidential role, or a safety role receive additional training annually coordinated by the team of Title IX Coordinators.

2023 Training & Education for Faculty Activities & Student Activities:

- Throughout the school year and summer, all faculty, and staff, new and current, attended training sessions related to Title IX and VAWA conducted in-house.
- In August the Residence Assistants were educated in their requirements as to their responsibilities under Title IX, VAWA and the Clery Act.
- In August and September all incoming freshman and students were educated as to their rights and responsibilities regarding Title IX and VAWA. They were also educated as to Trinity Christian College's policies and procedures regarding the filing of complaints, the investigation process, remediation and prevention methods and the right to be free from retaliation when filing a complaint; and expectation surrounding Title IX and VAWA.
- Students, Faculty and Staff were given information in regard to Pillars Community Health, a college partner and sexual assault advocate and the services Pillars offers. Posters and flyers were distributed in various location.
- The Department of Campus Safety & Security reviewed Title IX, VAWA and Clery Reporting requirements at the Department's annual adult supervisors' training.
- The Department of Campus Safety & Security educated the student guards and dispatchers as to their responsibilities under Title IX, VAWA, FERPA and the Clery Act:

All of the policies, procedures, processes, and training regarding Title IX also apply to students and staff participating in off-campus programs (Chicago Semester and Semester-In-Spain).

F. Drug and Alcohol Policies

The distribution, possession, or use of alcoholic beverages, non-prescribed and illegal drugs and marijuana prescribed under The Compassionate Care Act (“medical marijuana”) are not permitted on the Trinity Christian College campus, on the Trinity Christian College athletic venues or at college sponsored activities. Violations of college policies or state laws will be addressed by college student misconduct policies and procedures (outlined in Section “D” in this report) and/or local law enforcement. Laws regarding the possession, sale or furnishing alcohol are governed by state and local laws and enforced by local law enforcement. The possession, sale or distribution of any illegal drug or controlled substance is prohibited under local, state, and federal law.

The Drug-Free Schools and Communities Act of 1989 requires that Trinity Christian College, as a recipient of federal funds, including federal-provided student financial aid, notify its students and employees that the unlawful possession, use or distribution of alcohol and illegal drugs are prohibited on college property and that local community drug and alcohol programs are available.

This Act and the provisions Trinity Christian College has taken to conform to the Act can be found in the Trinity Christian College Student Handbook and the Trinity Christian College Employee Handbook.

All of the policies and procedures regarding drug and alcohol violations also apply to students participating in off-campus programs (Chicago Semester and Semester-In-Spain).

G. Campus Facilities

Residence Halls

Services and programs intended to enhance the quality of life and to assure the security and safety of the resident student body are a major priority for the residence life staff. Residence Halls are served by a live-in Area Director as well as a student resident assistant living on each floor. As part of their responsibilities, the residence life staff provides educational programming for safety and security throughout the year. Each residence hall has front desk personnel who provide services and a security watch for students for six to eight hours each evening. Fire evacuation drills and tornado/severe weather shelter drills are conducted each year.

All campus residence halls are equipped with electronic access control systems and security cameras have been installed in the front lobbies. Access to residence halls is restricted to students, faculty/staff, and their guests. A visitor sign-in policy at each front desk is enforced. Guests must sign in and indicate who is being visited. Overnight guests must sign in with the Residence Director. All student room/suites have locks and residents are responsible for keeping their doors locked when the rooms are not occupied or when the occupants are sleeping. The college is not responsible for stolen or damaged property.

Note: Trinity Christian College does not have any officially recognized student organizations with off-campus locations (e.g., Trinity has no fraternities or sororities).

Access to Campus Facilities

The Building Access Policy is designed to increase the safety of all faculty, staff and students who work and study in our academic buildings, as well as to increase the physical security of properties and buildings owned and maintained by the college. Exceptions to any regular building hours can be granted for special events or circumstances. The Department of Campus Safety and Security staff is responsible for opening and closing campus buildings on a prescribed schedule and granting access for special events

Faculty/Staff have access to their offices and areas related to their academic responsibilities 24-hours a day, 7 days a week.

Student workers' access to buildings is based on need. The student workers' supervisors determine the level of access the worker will need to be able to effectively perform their jobs and then convey that information to the Department of Campus Safety & Security who grant the necessary access to the buildings, keeping access as limited as possible. It is the student workers' supervisors' responsibility to monitor and control the student workers' access to buildings and to keep the Department of Campus Safety & Security informed about any changes to building access.

Unauthorized students located in academic buildings after scheduled times are requested to leave the building. As a general policy, Trinity Christian College prohibits students from being in academic buildings after midnight, unless faculty or staff request permission through the Office of the Provost in consultation with the Department of Campus Safety and Security.

Student Exceptions

There are occasions where students need special access to academic buildings outside of normal access times. Students wishing to have access to campus buildings/facilities outside of normal access hours are required to obtain permission from a faculty or staff member. The faculty or staff member will generate an email request to the Director of Campus Safety and Security detailing the name of the student(s), and the date, time, and building/room for the request.

During specific holidays recognized by Trinity Christian College, all academic buildings will remain closed, and access will not be granted to students.

H. Emergency Preparation, Response and Evacuation Procedures

Students participating in off-campus programs (Chicago Semester and Semester-In-Spain) are included in the Emergency Texting System, the List-Serves, and the Emergency Alert/Timely Warning notifications. These students are also afforded the opportunity to participate in any of the college's safety programs. Faculty and staff administering off-campus programs encourage students to familiarize themselves with the safety features and emergency response procedures of the facilities they use in the course of their program. Students may also contact Trinity Christian College's Department of Campus Safety and Security for advice or assistance.

Emergency Preparation

Trinity Christian College has an Emergency Operations Plan that is used to prepare for, and guide the

response to, a variety of possible emergencies that could occur on campus. The college's Emergency Operations Plan is based in the concepts of the United States National Response Plan (NRP) using the National Incident Management System (NIMS) as established by the Federal Emergency Management Agency (FEMA). The Emergency Operations Plan is reviewed annually in an effort to keep it current and effective.

Emergency Response

The college conducts emergency response exercises each year, such as tabletop exercises, field exercises, evacuation and fire drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Campus Safety Officers, the Palos Heights Police Department, and the Palos Heights Fire Protection District, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other departments and local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Trinity Christian College are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Department of Campus Safety & Security web site.

All members of the Trinity Christian College community are notified on an annual basis that they are required to notify the Department of Campus Safety & Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Department of Campus Safety and Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the college has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation through an "Emergency Notification". This is accomplished through text messaging, e-mail, announcements on the college's website, the local news media and any other means at the college's disposal.

Emergency Evacuation Procedures

Emergency fire evacuation drills are coordinated by the college each fall semester for all on campus buildings including residential facilities. A second drill is coordinated in the spring semester for residence halls and occasionally for other buildings on campus. Thus, the emergency response and evacuation procedures are tested at least once each year and, for most of the buildings, twice a year. When a fire alarm is activated in a building everyone in the building must evacuate the premises and report to the nearest evacuation site. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel and where they should assemble when exiting each facility for a short-term building evacuation.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or another emergency. The evacuation drills are used as a way to educate and train occupants

on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the college an opportunity to test the operation of fire alarm system components. The Palos Heights Fire Department is invited to participate in the fire evacuation drills if they are available when the drills are being conducted.

Evacuation drills are monitored by the Department of Campus Safety and Security and Physical Plant staff to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during meetings with their Area Directors, Assistant Area Directors and the Resident Assistants as well as during other educational sessions that they can participate in throughout the year. The Area Directors and Assistant Area Directors are trained in fire evacuation procedures and act as an on-going resource for the students living in residential facilities.

In addition to the fire evacuation drills, the Department of Campus Safety and Security also has the ability to utilize the Emergency Notification System to notify the occupants of every building on campus about emergency conditions. The Emergency Notification System can be used for weather warnings, hazards on/near campus, violent incidents, etc. The Emergency Notification System is tested on the first Monday of every month.

Last, Trinity Christian College has an Emergency Texting System that is used to convey important information to cell phones. Traditional students are automatically placed into this system. Faculty, staff, parents/guardians, and Adult Studies students must register to participate in the Emergency Text Messaging System by going to www.getrave.com/login/trnty and entering their Trinity Christian College e-mail address and cell phone number.

2023 Results:

- Fire evacuation drills were conducted in all buildings in the fall and in the spring.
- Palos Heights Fire Department assisted in the fall drills.
- A tornado drill was conducted in the spring.
- Lock Down and Shelter in Place Drills were conducted.
- The Emergency Notification System was tested monthly, and the results were good.
- The Emergency Poles and Call Boxes were tested monthly, and the results were good.
- Annual test of the text messaging system (Rave)
- Lockdown Drill (Active Shooter) Conducted in the Fall
- Shelter in Place Drill Conducted in the Spring.

Campus Emergency Response - RUN, HIDE, FIGHT Video

The safety and security of Trinity Christian College students, faculty, staff, and visitors is paramount to everyone on our campus. Preparedness is vitally important in the event an emergency situation takes place at Trinity Christian College.

As part of our mission to educate community members on ways they can ensure their own safety and

that of others, we offer the “Run, Hide, Fight” video for the students’, faculty, and staff. The video provides guidelines for responding to an emergency situation, in this case, an active shooter in the workplace.

The guidelines offered are intended to help people think clearly when faced with an emergency. While even the best guidelines and crisis plans cannot cover every situation, “Run, Hide, Fight,” offers a succinct plan of action people can take to help protect themselves and others.

The video “Run, Hide, Fight” can be found on the Department of Campus Safety and Security website and sent via email twice during the school year. All staff, faculty and students are encouraged to avail themselves of the video and the information it contains, and the video is presented and discussed at crime prevention presentations throughout the year.

Shelter-in-Place Procedures:

If an incident occurs in which it is preferable to remain in a building during an emergency or potential emergency, such as a tornado, severe cold weather, a report of an armed subject on campus, specific areas on campus become unstable, or the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, rather than being exposed to danger. "Shelter-in-place" means making a shelter of the building that a person is currently occupying and, with a few modifications, the location can be made safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs, stay inside an interior room until told it is safe to come out. If a structure is damaged, take small personal belongings (purse, wallet, medication, etc.) and follow the established evacuation procedures (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once evacuated from the building, seek shelter at another nearby building quickly. If police or fire department personnel are on the scene, follow their directions.

Notification to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, including the Emergency Notification System, an Emergency Alert, and a message through the Emergency Texting System, through campus safety staff personnel, other college employees, or first responders from emergency agencies utilizing the college’s emergency communications methods.

Methods of "Sheltering-in-Place"

Regardless of your location, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by emergency personnel:

1. If inside a structure, stay there. Collect any emergency supplies and a telephone to be used in case of emergency. If outdoors, quickly proceed into the closest building or follow instructions from emergency personnel on the scene.
2. Locate a room that can be used for shelter. It should be:
 - An interior room.

- Above ground level; and
 - Without windows or with a minimal number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
 4. Turn off air conditioners, heaters, and fans (depending upon the situation).
 5. Close vents to ventilation systems if necessary and possible. (College staff will turn off ventilation as quickly as possible when necessary.)
 6. Listen for further instructions.

I. Emergency Notifications and Timely Warning Communications

Should an emergency notification or timely warning need to be made to warn of an existing or impending danger (tornado or severe weather warning, natural or man-made disaster, the existence of criminal activity on campus or other emergency) the college will use multiple means of communicating that emergency message, including:

- *Emergency Notification System (campus public address system)*
- *E-mail alert system*
- *Text messaging system*
- *Emergency status page on the college's website*
- *Local news media*
- *Public signage/postings*
- *Personal notification from faculty and/or staff*

In the event that a situation arises, either on campus or off campus that, in the judgment of the College President, or the President's designee, in consultation with the Director of Campus Safety and Security, constitutes an immediate threat to the campus community, an "Emergency Notification/Alert" will be issued, or,

If a threat to the campus community involves criminal activity (crimes against the person or crimes against property) that poses an impending, ongoing, or continuous threat to the campus community a "Timely Warning" will be issued.

In the event a situation poses an impending, ongoing, or continuing threat to the campus community, a campus wide notification will be issued.

Any of the warnings/notifications can be issued through any, or all, of the above-mentioned means of communication. "Emergency Alerts" and "Timely Warnings" will be issued with the utmost expediency with the objective of the alert being the health and safety of the campus community. When either warning is issued, regular updates will be disseminated to the campus community and when the situation is resolved that information will also be communicated to the campus community. The confidentiality of victims and the risk of compromising a criminal investigation will be considered when determining what information will be released to the campus community.

No Timely Warning were issued in 2023.

Responsibility for the issuance of an "Emergency Alert/Notification" or a "Timely Warning" follows:

- The President, Vice President for Student Success, the Provost, and the Director of Campus Safety are all able to authorize activation of the Campus Status Alert page, which will be programmed by the Web Master or the back-up designee.
 - The President, the Vice President for Student Success, the Provost, the Web Master, and the Director of Security are all able to send an alert to all Trinity e-mail groups without an internal review step.
 - The alert is sent to alet@lsts.trnty.edu
- The authorized implementers—the President, the Vice President for Student Success, the Provost, or the Director of Security--initiates messaging by:
 - Contacting the Web Master and indicating the appropriate message. Instructions will also be given regarding activation of the Campus Status Alert page, including the text to be posted. If the Web Master cannot be reached, then the Computer Services Coordinator is contacted; if he/she cannot be reached, then another designee from the Information Technology Department must be contacted.
 - Composing and sending the e-mail alert message.
 - Contacting the other two authorized implementers, as well as relevant individuals (e.g., other Presidents Council members, Director of Physical Plant, etc.).
- Additional information:
 - First responders, such as a night security guard, are to contact one of the three authorized implementers in the event of an emergency that may warrant a campus alert.
 - The authorized implementers are also responsible, using the same messaging means and protocol, for providing updates and an all clear.

Common information contained in an Emergency Alert, Timely Warning or Immediate Notification includes, but is not limited to:

- The nature of the danger or threat.
- Methods of keeping individuals, and the campus as a whole, safe.
- Descriptions of any criminal offenders, their vehicles, and their direction of travel.
- The duration of the danger or threat.
- Regular updates as new information becomes available.
- Notification when the danger or threat has passed.

The “Emergency Notification” and “Timely Warning” policy can also be referenced in the Campus Emergency Operations Plan.

Off-Campus Programs

Students, faculty, and staff participating in the Chicago Semester have access to the E-Mail Alert System, Emergency Text Messaging System, and the college’s list-serves for emergency notification systems. In cases of emergency, individuals participating in these programs may also seek assistance from the Chicago Police Department or the staff who work at the remote location. These individuals can also participate in any crime prevention and emergency preparedness programs offered by the college throughout the year.

Students participating in the Semester-In-Spain program have access to the E-Mail Alert System, Emergency Text Messaging System, and the college’s list-serves for emergency notification systems. In cases of emergency, individuals participating in this program may also seek assistance from the local police department in the country of Spain or the staff who work at the remote location in Spain.

These individuals can also remotely participate in any crime prevention programs offered by the college throughout the year or be provided with information prior to departing to Spain for the semester.

J. Missing Persons Policy

A student may be considered to be a “*missing person*” if the person’s absence from campus, or an off-campus program, is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, has been with persons who may endanger the student’s welfare, or is overdue to return to campus and is unheard from after giving an approximate return time to friends or family.

If a member of the college community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her health and well-being through the collaboration of the Department of Campus Safety & Security and Student Life staff. While it should be reported when a student has been missing for 24-hours, it does not preclude implementing these procedures in less than 24-hours if circumstances warrant faster implementation.

Any person believing that a student is missing, based on the above listed criteria, may report the student as missing to the Department of Campus Safety & Security (239-3722), to any Student Life staff or to local law enforcement authorities. If the report is made with a Student Life staff member, they will immediately contact the Department of Campus Safety & Security with the information. If the student is an on-campus resident, the Department of Campus Safety & Security will contact the student’s Area Director and make a “well-being check” at the student’s room to determine if the student is there. Upon determining that the student is missing, the Department of Campus Safety & Security will gather all essential information about the student from the person reporting the missing student. Such information will include the person’s name, physical description, phone number(s), clothing description, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, possible locations where the person may be, etc.

The Director of Campus Safety and Security and the Vice President for Student Success will be notified of any missing student. Concurrently, college officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student. College staff will also determine whether the student has been attending classes, scheduled organizational or academic meetings, has appeared for scheduled work shifts or has communicated with anyone through the college e-mail network.

If the missing student cannot be located on campus, the Palos Heights Police Department, or the Chicago Police Department (Chicago Semester) will be contacted, and a report filed with the appropriate agency. If the missing student is a “commuter” student, or a student participating in the Semester-In-Spain Program, and is living outside of Palos Heights, IL, the Department of Campus Safety and Security will report the missing student to the local police agency having jurisdiction. Student Life staff will make notification to the family within 24-hours of receiving the initial report and the staff will inquire if the family knows of the student whereabouts.

If the student is located, verification of the student’s state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to Trinity Christian College’s Counseling Services.

In all cases, whether the student has previously established a contact person or not, the student will be reported missing to local law enforcement authorities within 24-hours of being reported, if not sooner. College faculty/staff will cooperate, aid, and assist the primary investigative law enforcement agency in all ways prescribed by law.

Students Age 18 and Above and Emancipated Minors

Students will be given an opportunity during the fall and spring registration process to designate an individual as an “emergency contact”. A person designated as an “emergency contact” is to be contacted by the college in the case of an emergency involving the student. The designation will remain in effect until changed or revoked by the student.

Students living in campus housing will be given an annual opportunity during the fall and spring registration process to designate an individual as a “confidential” contact. Should a student move into campus housing mid-semester the student will be afforded the opportunity to register a confidential contact at that time. “Confidential contacts” can be registered through the Student Life office. A person designated as a “confidential contact” is a person who may be contacted by the college no more than 24-hours after the time that a student is determined to be missing. The designation will remain in effect until changed or revoked by the student. Only authorized campus officials and law enforcement officers investigating missing persons cases may have access to this information. The “Confidential Contact” may be the same as the “Emergency Contact” if the student chooses to do so.

Students Under Age 18

If a student under the age of 18 is determined to be missing, the college is required by law to notify a custodial parent or guardian, the student’s emergency contact person and the student’s confidential contact person (if one is registered) no more than 24-hours after the student is determined to be missing.

The Missing Persons Policy can also be referenced in the Trinity Christian College Emergency Operations Plan.

All of the policies and procedures pertaining to missing persons also apply to students participating in off-campus programs (Chicago Semester and Semester-In-Spain) and can be facilitated through the program coordinator, the Dean of Students or the Department of Campus Safety and Security.

K. Crime Statistics

DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK AND FROM THE ILLINOIS COMPILED STATUTES

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

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

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry **with intent** to commit a larceny or felony; breaking and entering **with intent** to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned crimes.

Dating Violence: (VAWA) Violence committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors (based on the reporting party's statements): the length of the relationship, the type of the relationship, the frequency of interaction between the persons involved in the relationship.

Domestic Violence: (VAWA) Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking: (VAWA) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of certain controlled drugs and the equipment and devices utilized in their preparation and/or use. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Larceny/Theft (Not including Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud.

Liquor Law Violations: The violation of laws or ordinances (not Trinity Christian College policies) prohibiting: manufacturing, selling, transporting, furnishing, use and/or possessing intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned acts. (Drunkenness and driving under the influence are not included in this definition.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Murder & Non-Negligent Homicide: The willful killing of one human being by another.

Negligent Manslaughter: Killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, threat of force, or violence and/or by putting the victim in fear.

Sexual Assault: The term sexual assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

SEX OFFENSES (FORCIBLE): Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. **These offenses include:**

Rape: The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sodomy: Oral or anal intercourse with another person, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.

SEX OFFENSES (NON-FORCIBLE): Unlawful, non-forcible sexual intercourse. **These offenses include:**

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the use, manufacture, sale, or possession of deadly weapons; carrying deadly weapons, transporting weapons openly or concealed; furnishing deadly weapons to minors; possessing deadly weapons; and all attempts to commit any of the aforementioned. Deadly weapons include, but are not limited to, firearms, cutting instruments, explosives and incendiary devices.

Hate Crime: A hate crime is a committed criminal offense against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity.

CRIME STATISTICS

Following is a detailed listing of crimes reported to the Trinity Christian College Campus Safety & Security, and/or a Campus Security Authority (as defined by the Clery Act). The Director of Campus Safety and Security contacts the various college Campus Security Authorities to ensure that accurate crime statistics are compiled annually.

The Department of Campus Safety and Security also requests crime statistics for incidents that occur on campus, or in the immediate vicinity of campus, from the Palos Heights Police Department, the Alsip Police Department, and the Chicago Police Department ("Chicago Semester"). In addition, efforts are made to contact the local police department in the country of Spain ("Semester-In-Spain Program") in order to obtain crime data related to incidents that occur in, or in the vicinity of, the locations where the college has established a satellite location in Spain. These statistics are in compliance with the Federal Campus Crime Awareness Act.

Following is a listing of the total number of reportable crimes occurring on campus during the stated calendar years.

The geographic categories of locations are the following:

On-Campus: Any College owned or controlled property or building within the contiguous geographical area of the campus.

Residential Facilities: A subset of reported On-Campus Crimes. These crimes will be reported for both On-Campus and Residential Facilities locations. For example, if a crime is reported for Residential Facilities, it will also be reported as an On-Campus location.

Non-Campus Building or Property: Those buildings or properties owned or controlled by Trinity Christian College, used in relation to the College's educational purposes and frequented by students but that are not contiguous to the geographic area of a college campus; and

Public Property: Streets, sidewalks, and thoroughfares within the campus or immediately adjacent to and accessible from the campus.

Main Campus Crime Statistics

MAIN CAMPUS CRIMES REPORTED

The following is a listing of the total number of reportable crimes occurring on campus during the years indicated as reported to:

The Trinity Christian College Campus Security Authorities and/or the:

- Chicago Police Department.
- Palos Heights Police Department
 - Alsip Police Department

OFFENSE	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	2	0	0
Burglary	4	4	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses			
Forcible - Rape	0	0	0
Forcible - Fondling	0	0	0
Non-forcible - Incest	0	0	0
Non-forcible – Statutory Rape	0	0	0
Hate Crimes No Crimes Reported 2021, 2022, 2023	0	0	0
Unfounded Crimes	0	0	0

**VIOLENCE AGAINST WOMEN ACT (VAWA)
MAIN CAMPUS INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING
REPORTED**

The following is a listing of the total number of reportable incidents of domestic violence, dating violence and stalking that occurred on campus during the years indicated. These numbers are included in the Main Campus crime totals.

OFFENSE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

CRIMES REPORTED IN ON-CAMPUS RESIDENCES

The following is a listing of reportable crimes that occurred within a residence hall during the years indicated. These numbers are included in the Main Campus crime totals.

OFFENSE	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0

Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	1	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses			
Forcible - Rape	0	0	0
Forcible - Fondling	0	0	0
Non-forcible - Incest	0	0	0
Non-forcible – Statutory Rape	0	0	0
Hate Crimes No Crimes Reported 2021, 2022, 2023	0	0	0
Unfounded Crimes	0	0	0

**VIOLENCE AGAINST WOMEN ACT (VAWA)
INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING REPORTED IN ON-
CAMPUS RESIDENCES.**

The following is a listing of the total number of reportable incidents of domestic violence, dating violence and stalking that occurred within residence halls during the years indicated. These numbers are included in the Main Campus crime totals.

OFFENSE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

CRIMES REPORTED ON PUBLIC PROPERTY ON OR ADJACENT TO CAMPUS

The following is a listing of reportable crimes that occurred on public property within the campus, or immediately adjacent to the campus during the years indicated. These numbers are included in the Main Campus crime totals.

OFFENSE	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	3	3	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses			
Forcible - Rape	0	0	0

Forcible - Fondling	0	0	0
Non-forcible - Incest	0	0	0
Non-forcible – Statutory Rape	0	0	0
Hate Crimes (No Crimes Reported 2021, 2022, 2023)	0	0	0
Unfounded Crimes	0	0	0

**VIOLENCE AGAINST WOMEN ACT (VAWA)
INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING REPORTED ON
PUBLIC PROPERTY OR PROPERTY ADJACENT TO THE MAIN CAMPUS**

The following is a listing of the total number of reportable incidents of domestic violence, dating violence and stalking that occurred on public property within the campus, or immediately adjacent to the campus during the years indicated. These numbers are included in the Main Campus crime totals.

OFFENSE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

CRIMES REPORTED IN NON-CAMPUS PROPERTIES (Schaaf Athletic Complex)

This is a listing of reportable crimes that occurred on properties owned by the college but that are not contiguous to the main campus. The college does not own, or lease, off-campus residential facilities. These numbers are included in the Main Campus crime totals.

OFFENSE	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses			
Forcible - Rape	0	0	0
Forcible - Fondling	0	0	0
Non-forcible - Incest	0	0	0
Non-forcible – Statutory Rape	0	0	0
Hate Crimes No Crimes Reported 2021, 2022, 2023	0	0	0
Unfounded Crimes	0	0	0

**VIOLENCE AGAINST WOMEN ACT (VAWA)
INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING REPORTED ON NON-CAMPUS PROPERTIES**

The following is a listing of the total number of reportable incidents of domestic violence, dating violence and stalking that occurred on properties owned by the college that are not contiguous to the main campus during the years indicated. These numbers are included in the above listed totals for the Main Campus.

OFFENSE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**POLICE ARREST AND REFERRALS FOR CAMPUS DISCIPLINARY ACTION:
DRUG, LIQUOR & WEAPONS VIOLATIONS OF LAW (not violations of college policy)**

Numbers indicate number of persons arrested or disciplined, not number of incidents.

MAIN CAMPUS TOTAL

Police Arrests

Campus Discipline

2021	2022	2023		2021	2022	2023
0	0		Drug Law Violations	6	1	1
0	0		Liquor Law Violations	1	5	2
0	0		Weapons Violations	0	0	0

MAIN CAMPUS RESIDENCE HALLS

These numbers are included in the Main Campus totals.

Police Arrests

Campus Discipline

2021	2022	2023		2021	2022	2023
0	0	0	Drug Law Violations	6	1	1
0	0	0	Liquor Law Violations	5	5	2
0	0	0	Weapons Violations	0	0	0

PUBLIC PROPERTY OR PROPERTY ADJACENT TO THE MAIN CAMPUS

These numbers are included in the Main Campus totals.

Police Arrests

Campus Discipline

2021	2022	2023		2021	2022	2023
0	0	0	Drug Law Violations	0	0	0
0	0	0	Liquor Law Violations	0	0	0
0	0	0	Weapons Violations	0	0	0

NON-CAMPUS PROPERTIES

These numbers are included in the Main Campus totals.

Police Arrests

Campus Discipline

2021	2022	2023		2021	2022	2023
0	0	0	Drug Law Violations	0	0	0
0	0	0	Liquor Law Violations	0	0	0
0	0	0	Weapons Violations	0	0	0

Chicago Semester Campus Crime Statistics

TOTAL CAMPUS CRIMES REPORTED

The following is a listing of the total number of reportable crimes occurring on Chicago Semester Campus 1871 (**222 West Merchandise Mart Plaza, Suite #1212**) during the year indicated as reported to Trinity Christian College Campus Security Authorities.

OFFENSE	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses			
Forcible - Rape	0	0	0
Forcible - Fondling	0	0	0
Non-forcible - Incest	0	0	0
Non-forcible – Statutory Rape	0	0	0
Hate Crimes (No Crimes Reported 2021, 2022, 2023)	0	0	0
Unfounded Crimes	0	0	0

VIOLENCE AGAINST WOMEN ACT (VAWA)

TOTAL INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING REPORTED

The following is a listing of the total number of reportable incidents of domestic violence, dating violence and stalking that occurred on the Chicago Semester Campus during the years indicated. These numbers are included in the Chicago Semester Campus crime totals.

OFFENSE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

CRIMES REPORTED IN ON-CAMPUS RESIDENCES:

There are no residential facilities on or off campus.

CRIMES REPORTED ON PUBLIC PROPERTY ON OR ADJACENT TO CAMPUS

The following is a listing of reportable crimes that occurred on public property within the Chicago Semester Campus, or immediately adjacent to the campus during the years indicated. These numbers are included in the Chicago Semester Campus crime totals.

OFFENSE	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses			
Forcible - Rape	0	0	0

Forcible - Fondling	0	0	0
Non-forcible - Incest	0	0	0
Non-forcible – Statutory Rape	0	0	0
Hate Crimes No Crimes Reported in 2021, 2022, 2023	0	0	0
Unfounded Crimes	0	0	0

**VIOLENCE AGAINST WOMEN ACT (VAWA)
INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING REPORTED ON
PUBLIC PROPERTY OR PROPERTY ADJACENT TO CAMPUS**

The following is a listing of the total number of reportable incidents of domestic violence, dating violence and stalking that occurred on public property within the Chicago Semester Campus, or immediately adjacent to the campus during the years indicated. These numbers are included in the Semester-In-Spain Campus crime totals.

OFFENSE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**POLICE ARREST AND REFERRALS FOR CAMPUS DISCIPLINARY ACTION:
DRUG, LIQUOR & WEAPONS VIOLATIONS OF LAW (not violations of college policy)**

Numbers indicate number of persons arrested or disciplined, not number of incidents.

ON-CAMPUS TOTAL

Police Arrests

Campus Discipline

2021	2022	2023		2021	2022	2023
0	0	0	Drug Law Violations	0	0	0
0	0	0	Liquor Law Violations	0	0	0
0	0	0	Weapons Violations	0	0	0

PUBLIC PROPERTY OR PROPERTY ADJACENT TO CAMPUS

These numbers are included in the Chicago Semester Campus crime totals.

Police Arrests

Campus Discipline

2021	2022	2023		2021	2022	2023
0	0	0	Drug Law Violations	0	0	0
0	0	0	Liquor Law Violations	0	0	0
0	0	0	Weapons Violations	0	0	0

Semester-In-Spain Campus Crime Statistics

TOTAL CAMPUS CRIMES REPORTED

The following is a listing of the total number of reportable crimes occurring on the Semester-In-Spain campus during the years indicated as reported to Trinity Christian College Campus Security Authorities.

OFFENSE	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses			
Forcible - Rape	0	0	0
Forcible - Fondling	0	0	0
Non-forcible - Incest	0	0	0
Non-forcible – Statutory Rape	0	0	0
Hate Crimes No Crimes Reported 2021, 2022, 2023	0	0	0
Unfounded Crimes	0	0	0

VIOLENCE AGAINST WOMEN ACT (VAWA)

TOTAL INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING REPORTED

The following is a listing of the total number of reportable incidents of domestic violence, dating violence and stalking that occurred on the Semester-In-Spain campus during the years indicated. These numbers are included in the Semester-In-Spain Campus crime totals.

OFFENSE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

CRIMES REPORTED IN ON-CAMPUS RESIDENCES:

There are no residential facilities on or off campus.

CRIMES REPORTED ON PUBLIC PROPERTY ON OR ADJACENT TO CAMPUS

The following is a listing of reportable crimes that occurred on public property within the Semester-In-Spain campus, or immediately adjacent to the campus during the years indicated. These numbers are included in the Semester-In-Spain Campus crime totals.

OFFENSE	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0

Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses			
Forcible - Rape	0	0	0
Forcible - Fondling	0	0	0
Non-forcible - Incest	0	0	0
Non-forcible – Statutory Rape	0	0	0
Hate Crimes No Crimes Reported 2021, 2022, 2023	0	0	0
Unfounded Crimes	0	0	0

**VIOLENCE AGAINST WOMEN ACT (VAWA)
INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING REPORTED ON
PUBLIC PROPERTY OR PROPERTY ADJACENT TO CAMPUS**

The following is a listing of the total number of reportable incidents of domestic violence, dating violence and stalking that occurred on public property within the Semester-In-Spain campus, or immediately adjacent to the campus during the years indicated. These numbers are included in the Semester-In-Spain Campus crime totals.

OFFENSE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**POLICE ARREST AND REFERRALS FOR CAMPUS DISCIPLINARY ACTION:
DRUG, LIQUOR & WEAPONS VIOLATIONS OF LAW (not violations of college policy)**

Numbers indicate number of persons arrested or disciplined, not number of incidents.

ON-CAMPUS TOTAL

Police Arrests

Campus Discipline

2021	2022	2023		2021	2022	2023
0	0	0	Drug Law Violations	0	0	0
0	0	0	Liquor Law Violations	0	0	0
0	0	0	Weapons Violations	0	0	0

PUBLIC PROPERTY OR PROPERTY ADJACENT TO CAMPUS

These numbers are included in the Semester-In-Spain Campus crime totals.

Police Arrests

Campus Discipline

2021	2022	2023		2021	2022	2023
0	0	0	Drug Law Violations	0	0	0
0	0	0	Liquor Law Violations	0	0	0
0	0	0	Weapons Violations	0	0	0

PART 2 ANNUAL FIRE SAFETY REPORT

A. Fire Reporting

All fires on the main campus of Trinity Christian College should be reported to the Palos Heights Fire Protection District immediately by:

- Activation of a pulled fire alarm.
- Calling 9-1-1 from a cell phone.
- Calling the Fire Department by calling 9-911 from a campus phone.

All fires which occur on campus must be documented, and all persons should advise the Department of Campus Safety and Security Department of any fire occurring on campus by calling (708) 239-3722.

B. Fire Protection

The Trinity Christian College main campus is serviced by the Palos Heights Fire Protection District. The Palos Heights Fire Protection District (via Southwest Central 911 Dispatch Center) and Simplex Alarm Company are notified immediately of any alarm on Trinity's campus by means of the college's fire alarm detection and notification system. In addition to notifying the Fire Department, the alarm system also immediately notifies the Department of Campus Safety and Security, and the Simplex Alarm Company also notifies the Department of Campus Safety and Security of the alarm by phone.

The college's Campus Safety & Security Department is staffed 24-hours a day, seven days a week. This constant coverage, in conjunction with the close proximity of Palos Heights Fire Protection District Station #2, allows for emergency response within minutes of a fire alarm sounding.

C. Fire Evacuation Drills

To facilitate proper understanding of evacuation procedures, egress routes and assembly locations, the college conducts fire drills during the school year. Fire drills are conducted in each academic building during the fall semester (and the spring semester whenever feasible) and in on-campus residence halls during the fall and spring semesters. These fire drills are administered by the Department of Campus Safety & Security and are organized with the cooperation of Physical Plant and Residence Life staff. The Palos Heights Fire Protection District is also invited to view and participate in the drills if they are available.

D. Fire Safety Policies

Reflecting Trinity's commitment to fire safety, the following items are prohibited within the student residence hall rooms due to their flammable nature:

- Space Heaters
- Candles/Incense
- Toaster Ovens
- Portable stoves or grills, or fryers
- Hot plates
- Any appliance with an exposed heating element
- Halogen Lamps
- Real Christmas trees

Smoking is prohibited in all areas of campus, including residence halls.

Bonfires are only permitted in the designated fire pits. The Department of Campus Safety and Residential Life must be notified prior to a bonfire being lit and extinguished. Bonfires must be attended at all times and must be properly extinguished at the end of the event.

E. Fire Safety Education and Training Program

Trinity Christian College's Department of Campus Safety & Security staff meets annually with the Residential Life staff in August to provide safety training. Included in this training is a portion devoted to fire safety, fire extinguisher uses and building evacuation procedures.

F. Additional Fire and Life Safety Measures

1. Members of the college's Safety Committee periodically conduct a walk –through of the campus looking for any safety related issues that need to be addressed. Campus Safety Officers regularly note and correct fire safety issues as a part of their daily duties.
2. Personnel from the Palos Heights Fire Protection District will periodically conduct an unscheduled walk-through of the campus buildings to verify compliance within buildings and to familiarize their personnel with the layout of the buildings.
3. In order to verify system operability with industry standards and regulations, the following systems are inspected and certified annually: the fire detection & notification systems, the sprinkler systems, and the fire extinguishers.
4. All Residence Directors, Campus Safety and Security Officers and Physical Plant staff are CPR/AED trained and there are four AED units located on campus at the following locations:
 - Alumni Hall
 - Dining Hall
 - Chapel
 - De Vos Recreation Center
 - The athletic staff has a portable AED that each coach takes to sporting events.
5. The Palos Heights Fire Protection District is provided regular access to the Trinity Christian College campus for training purposes.

G. Evacuation Procedures

In the event of a fire, residents are to immediately evacuate the building via the nearest exit. If the fire notification system has not been activated, residents are to trigger an alarm by activating a “pull station” at any of the exterior exits of the building. Once safely outside of the building, it is appropriate to contact 9-1-1 and the Department of Campus Safety and Security (708-239-3722). Students, faculty, and staff are informed where to gather after evacuating each building. Specific assembly points have been designated in order to ensure a proper safe distance from each building and to provide an easy means to account for the building's occupants.

In the event a fire alarm sounds, college policy is that all occupants of a building must evacuate the building, closing doors as they leave. Doors with magnetic door holders automatically close when the fire alarm is activated to inhibit the spread of fire. Occupants of buildings are instructed to refrain from using elevators when a fire alarm is activated, using the stairs instead. Individuals with disabilities are instructed to report to designated places of refuge so they can be assisted in evacuating the building.

No training is provided to students or employees on firefighting or suppression as it inherently dangerous and each community member's duty is to exit safely and quickly.

A diagram of the evacuation route is posted on the inside of the door (either room or suite) leading to the hallway in each residence hall. There are also evacuation routes posted in the hallways of each building.

H. Fire Safety Systems for On-Campus Student Housing

Each residence hall is fully equipped with a local fire detection and notification system, West Hall, Tibstra Hall and Alumni Hall have back-up battery power that is utilized to power the systems in the event of a power failure to the building. All trouble and fire alarm signals are transmitted through this system which simultaneously notifies the alarm monitoring company (Simplex), the Southwest Central 9-1-1 Emergency Dispatch Center and the Trinity Christian College Department of Campus Safety and Security.

Fire Detection & Suppression Systems for On-Campus Student Housing

Building	Smoke Detection	Heat Detection	Battery Monitoring	Sprinkler System
Tibstra Hall	X	X	X	X
West Hall	X	X	X	X
South Hall	X	X	X	X
Alumni Hall	X	X	X	X

I. Fire Statistics

Definitions:

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fires in 2021 (Calendar Year) for On-Campus Student Housing

Building	# of Fires	# of Injuries	# of Deaths	Property Damage Value
Tibstra Hall	0	0	0	0
West Hall	0	0	0	0
South Hall	0	0	0	0
Alumni Hall	0	0	0	0

Fires in 2022 (Calendar Year) for On-Campus Student Housing

Building	# of Fires	# of Injuries	# of Deaths	Property Damage Value
Tibstra Hall	0	0	0	0
West Hall	0	0	0	0
South Hall	0	0	0	0
Alumni Hall	0	0	0	0

Fires in 2023 (Calendar Year) for On-Campus Student Housing

Building	# of Fires	# of Injuries	# of Deaths	Property Damage Value
Tibstra Hall	0	0	0	0
West Hall	0	0	0	0
South Hall	0	0	0	0
Alumni Hall	0	0	0	0

J. Fire Alarms, False Alarms & Unwanted Alarms

Definitions: *Annual Security and Fire Safety Report.*

Fire Alarm: The fire alarm was activated due to an actual fire or smoke.

False Alarm: The fire alarm system was intentionally activated when no fire or danger existed, or the system malfunctioned.

Unwanted Alarm: The fire alarm system was activated as it was designed to do, though the ultimate cause of the alarm was unrelated to fire or smoke. Examples include dust entering a smoke detector, steam from hot water, etc.

Building	# of Drills			Fire Alarms			False Alarms			Unwanted Alarms		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Tibstra Hall	2	2	2	2	0	0	1	1	0	0	3	2
West Hall	2	2	2	1	0	0	3	2	0	0	0	0
South Hall	2	2	2	0	0	3	3	0	2	0	2	1
Alumni Hall	2	2	2	2	0	1	0	2	0	0	2	0

K. Fire Log

Campus Fire Log 2023

Date	Time	Location	Incident
01/08/23	09:50 PM	South Hall	Burnt Popcorn
01/13/23	01:17 AM	Tibstra Hall	Faulty Detector
01/17/23	07:59 PM	Dining Hall	Smoke From Grill
01/22/23	07:45 PM	South Hall	Air Freshener Smoke
03/25/23	11:11 PM	Tibstra	Unknown False Trip
04/01/23	02:36 AM	Ozinga Chapel	Unknown False Trip
04/10/23	07:01 PM	South Hall	Burnt Food in Microwave
04/19/23	12:59 AM	Alumni Hall	Burnt Popcorn
04/25/23	01:44 PM	Tibstra	Smoke From Iron
05/20/23	06:54 PM	Library	Air Handler Issue
05/21/23	01:48 AM	South Hall	Unknown False Trip
06/20/23	02:15 PM	Library	Unknown False Trip

06/26/23	06:48 PM	Library	Unknown False Trip
07/29/23	02:12 AM	Administration	Unknown False Trip
08/18/23	04:36 PM	Library	Air Handler Issue
08/21/23	02:30 AM	Ozinga Chapel	Air Handler Issue
08/24/23	06:22 PM	De Vos	Power Surge
09/27/24	08:03 PM	Dining Hall	Smoke From Grill
10/02/23	12:45 PM	Library	Unknown Trip
10/02/23	02:45 PM	Administration	Unknown Trip
10/12/23	08:12 PM	South Hall	Burnt Food Item in Microwave
10/13/23	11:30 PM	South Hall	Damaged Smoke Detector
10/19/23	01:30 AM	Administration	Unknown Trip