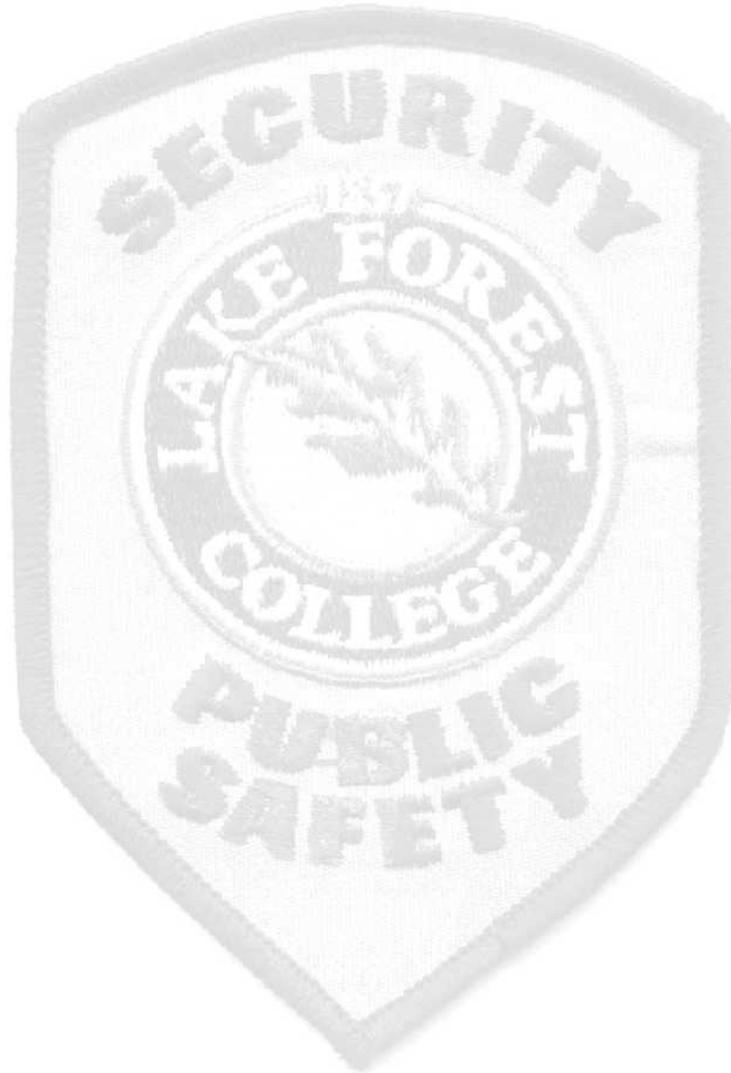


# DEPARTMENT OF PUBLIC SAFETY LAKE FOREST COLLEGE



Lake Forest College is committed to maintaining a safe and secure campus for its students, faculty, staff, and guests through the Department of Security and Public Safety. This brochure will acquaint you with that commitment and outline the College's security and public safety policies, programs, statements, and statistics.

Each member of the Lake Forest community is responsible for security and safety at the College. All students, faculty, and staff should read and comply with the enclosed guidelines to secure their personal safety, that of others, and the protection of property.

The Department of Public Safety brochure is prepared in compliance with the Federal Campus Crime Awareness Act (Clery Act).

Jerry L. Cooper  
Director of Public Safety  
Lake Forest College  
October 1, 2006

## LAKE FOREST COLLEGE MISSION STATEMENT

Lake Forest College affirms that education ennobles the individual.

Our curriculum engages students in the breadth of the liberal arts and the depth of traditional disciplines. We encourage students to read critically, reason analytically, communicate persuasively, and, above all, to think for themselves. We foster creative talent and independent research. We embrace cultural diversity. We honor achievement.

Our faculty of distinguished scholars takes pride in its commitment to teaching. We know our students by name and prepare them to become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively. We maintain a secure residential campus of great beauty. We enrich our curriculum with the vibrant resources of Chicago.

Lake Forest College celebrates the personal growth that accompanies a quest for excellence.

## DEPARTMENT OF PUBLIC SAFETY MISSION STATEMENT

In accordance with the statement of the College, the Department of Public Safety is committed to maintaining a safe and secure learning environment at Lake Forest College.

The Department of Public Safety seeks to provide for the safety and protection of persons and property within our community; to educate the community about security and safety issues; to provide a highly visible, reassuring, and readily accessible presence; to maintain a professional, well-trained force of personnel, capable of responding to all emergency situations; and to promote positive community relations.

## STATEMENT OF RESPECT AND RESPONSIBILITY

We, at Lake Forest College, seek to sustain a creative, diverse, supportive academic community—one that provides a safe living and learning environment for growth and development, and a home for many. We take responsibility for respecting the rights of others at all times, contributing positively to the community, and communicating effectively. To achieve these goals, and to maintain a tradition of excellence, we commit ourselves to the following ideals.

### **Each member of the Lake Forest College Community shows respect for**

- Individuality and diversity
- His or her own role in this community, and the role of others
- The right to personal property
- The aspirations of all
- His or her own well-being, and the welfare of others
- Public and private property
- Guests and visitors

### **Each member of the Lake Forest College Community is responsible**

- for**
- Honoring his or her commitments
  - Acting with personal integrity
  - Striving to develop intellectually
  - Upholding the highest standards of academic honesty
  - Maintaining confidentiality when appropriate
  - Ensuring that guests and visitors abide by community standards
  - Conducting open and civil debate

By thinking about and following the spirit of this statement, we create a stronger, more united academic community of learning at Lake Forest College.

This statement was written by the students, faculty, staff, and alumni and is endorsed by the College Life Committee and College Council.

## **POLICY STATEMENTS**

Despite the relatively low crime rate in its surrounding communities, Lake Forest College regards the safety and welfare of its students, faculty, and staff as one of its highest concerns. The College has implemented many policies and programs to maintain and increase campus security, but individuals are reminded that they must assume responsibility for their own safety, that of others, and the protection of property. Each member of the College community is encouraged to report all emergencies and criminal activity promptly and accurately to the Department of Public Safety.

## **CRIME REPORTING PROCEDURES AND RESPONSES**

Call the Department of Public Safety dispatcher at ext. 5555. Be prepared to give the dispatcher the nature of the incident you are reporting and your location. Respond as accurately as possible to all of the dispatcher's questions and instructions. Public Safety officers will be dispatched to all incidents. Lake Forest Police, Fire, or Rescue personnel will be called when necessary.

All incidents are reviewed by the Director of Public Safety. Additional actions are taken when appropriate. All incident reports are routed to the following officials of the College: the President, Vice President of Business, and the Office of Student Affairs.

## **CRIME ALERT NOTICE**

When a crime, on or around the Lake Forest campus, threatens the safety or security of the community, the Department of Public Safety will issue a notice of the threat via one or more of the following: e-mail, web page posting, or campus wide signs.

## **CAMPUS SECURITY PERSONNEL AND LOCAL LAW ENFORCEMENT AUTHORITIES**

The Department of Public Safety has established a close working relationship with the Lake Forest Police and Fire departments and the Illinois State Police. Lake Forest Public Safety officers possess citizens arrest authority to detain individuals when a situation so demands but hold no official police powers. However, Public Safety personnel stand ready to assist community members and cooperate with enforcement agencies in the pursuit of criminal complaints.

## **ALCOHOL POLICY**

The Lake Forest College policy on alcohol and other drugs exists within the context of local, state, and federal laws. These laws require that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons, are in violation of Illinois law. The College expects students to conform to these laws and to recognize that the campus is not exempt from the laws of the State of Illinois. This policy reflects not only the law but also larger issues stemming from the use and abuse of alcohol in our national culture.

### **1. Responsible Use of Alcohol**

- a. **Individuals:** The unlawful possession, use, and/or distribution of alcohol is prohibited on College property or as part of any College activities. Persons under 21 years of age are prohibited from consuming or possessing alcoholic beverages. Persons 21 years of age or older may drink alcoholic beverages only in their private rooms or at registered events in accordance with the provisions below. Public intoxication is inconsistent with the educational purposes of the College and is therefore considered a violation of College policy.
- b. **Organizations:** Student organizations who wish to serve alcoholic beverages are required to hire a third-party vendor that is approved by the Director of Leadership and Community Involvement. Organizations sponsoring events at which beer and wine are served are responsible for monitoring their guests and assuring that they do not abuse alcohol. Further, all regulations pertaining to the consumption of alcohol contained in the Social Event Checklist must be followed. If organizations that sponsor social events

with alcohol fail to exercise such responsibility they will be referred to the College's judicial system which may result in sanctions.

- c. General restrictions: No kegs, party balls, or bulk containers of any kind are permitted anywhere on campus, with the exception of kegs provided by an approved third-party vendor at registered events. No drinking games of any sort are permitted on campus. No paraphernalia connected with drinking games, e.g., for example, beer bongs, funnels, or beer die tables, are permitted on campus. Any item of such paraphernalia found by campus officials will be confiscated and disposed of following the resolution of any judicial matters involving the item.

## 2. Locations Where Consumption of Alcohol Is Permitted

Consumption of alcoholic beverages is permitted in private rooms, in the Alumni Memorial Field House (the Ice Rink) , in the Commons, in Greek-letter organization chapter lounges, in Glen Rowan House, and in the Deerpath Hall Lounge, as specified below. A maximum of one event with alcohol per weekend and two events with alcohol per calendar month may be registered.

### a. Private Rooms

Students are responsible for their own conduct and that of their guests in private rooms. Room doors must be shut at all times when alcohol is being consumed. The occupants of the room and their guests will be subject to disciplinary action for excessive noise or overcrowding, as well as for any violations of this policy. Balconies may not be used as an extension of a student's room for the purpose of hosting a private room party. Public Safety or a member of the Residence Life staff will close private parties that spill onto balconies. Additionally, the hosts of the party will be issued a Notice of Violation for "improper hosting."

### b. Ice Rink

With the approval of the Athletic Director, the Ice Rink may be used twice during the spring semester for all-campus functions with alcohol. Only students with Lake Forest College IDs may attend, unless the Administration has specifically approved attendance by guests. Only students 21 years of age or older may be served alcoholic beverages, consistent with this policy, and they must be given bracelets or have their hands stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer and wine may be served, with the exception of kegs provided by an approved third-party vendor at registered events.

### c. Commons - cafeteria

The Cafeteria may be reserved for all-campus functions with alcohol through Leadership and Community Involvement. Only students with Lake Forest College IDs may attend, unless the Administration has specifically approved attendance by guests. Any students 21 years of age or older must be given a bracelet or have their hand stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer and wine and wine may be served, with the exception of kegs provided by an approved third-party vendor at registered events.

### d. Chapter Lounges

Fraternity and sorority chapter lounges may be used for private functions on Friday or Saturday evenings. The total number of people in attendance must be consistent with the capacity of the reserved chapter lounge as determined by fire safety authorities and publicly posted in each lounge. Only members of the hosting organizations may attend these functions. Lounge windows must remain uncovered at all times.

## 3. Senior Parties

The senior class may schedule one on-campus party each year, restricted to seniors and their registered guests, at which alcoholic beverages other than beer and wine may be served by a third-party vendor.

## 4. Athletics: Varsity, Junior Varsity, Intramural, and Club Sports

Alcohol is not permitted at any College-sponsored athletic event. Alcohol is therefore prohibited in locker rooms, in vehicles traveling to and from games, in hotels, and at team meals. Any student found in violation of this policy will be subject to sanctions as determined by the Athletic Department; such discipline can be no less

than suspension from participating in the next game or contest and may result in suspension for an entire season.

All students must present their Lake Forest College ID and a state-issued photo ID to attend any event at which alcoholic beverages are served. In the case where the Administration has specifically approved attendance by guests, non-students must present a Lake Forest College guest pass and a state-issued photo ID to attend. Students and their guests who are 21 years of age or older must be given a bracelet or have their hand stamped to indicate that they are of legal drinking age.

Violations of these regulations, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and will be referred to the College's Judicial System for possible disciplinary action, including suspension or expulsion from the College.

This policy will be reviewed with the faculty at the first faculty meeting of each academic year.

### EDUCATIONAL PROGRAMMING

1. Educational programming for all students regarding the Alcohol Policy and responsible alcohol use will be offered by the Office of Student Affairs at least once per semester.
2. Leadership and Community Involvement will offer a social host training program once per semester. All recognized campus organizations that wish to sponsor social events with alcohol must have at least two representatives attend these sessions. Two representatives per semester must complete the Social Host Training program prior to the group's first social function with alcohol.

### EVALUATION

This policy will be evaluated following spring vacation in the following manner:

1. The Office of Student Affairs will submit to the President a statistical summary of alcohol-related discipline cases by May 10th of each year. The Dean of Students will also request an evaluation from the Counseling Center.
2. The Dean shall request a report from the Community Director of each residence hall describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students by May 1.
3. Student Government will be invited to submit its evaluation of the effectiveness of the regulation.
4. After summarizing these evaluations, the Dean will share the material with the College Life Committee and following discussions will make recommendations to the President and College Council to modify the regulations as appropriate.

### TAILGATING

Tailgating is allowed on Saturdays only, when Varsity sporting events are scheduled, in the parking lot between Washington Street and the old Graduate School building. Tailgating can begin 3 hours prior to the start of a game and must end 90 minutes after the end of the game. All College policies are in effect, including the prohibition against underage consumption or possession of alcohol. No kegs, common containers, or drinking games are allowed. Tailgaters are expected to clean up individual area after use; tailgaters who fail to clean up may be prohibited from future tailgating. No oversized vehicles are allowed; passenger vehicles only. Public Safety reserves the right to monitor tailgating activities and remove or restrict individuals who display inappropriate behavior. Public Safety may verify the legal age of any persons consuming alcohol and to take whatever actions necessary if , up to and including notification to Lake Forest Police.

### DRUG POLICY

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

1. Use, possession, sale, or distribution of illegal substances;
2. Abuse or re-sale/trafficking of over-the-counter or prescription drugs; and

3. Possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances, and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the Office of Student Affairs.

*DRUG AND ALCOHOL ABUSE PREVENTION POLICY REQUIRED BY THE FEDERAL GOVERNMENT  
FOR A DRUGFREE SCHOOL.*

Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school:

1. Prohibited Conduct The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.

2. Applicable Legal Sanctions

- a. The Illinois Criminal Code classifies drug-related offenses (for example, manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending upon the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses:

Category of Offense Monetary Fines Imprisonment

Class A Misdemeanor \$1000 Up to 1 year

Class X Felony Up to \$500,000 6 to 60 years

Class 1 Felony Up to \$250,000 4 to 15 years

Class 2 Felony Up to \$200,000 3 to 7 years

Class 3 Felony Up to \$150,000 2 to 4 years

Class 4 Felony Up to \$15,000 1 to 3 years

- b. The applicable federal penalties and sanctions for illegal possession of a controlled substance are given at the end of this section.

3. Counseling Services and Rehabilitation Program: The use of illicit drugs and the abuse of alcohol may result in serious health consequences. A description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811) is given at the end of this section. For more information, consult the pamphlet *Drugs and the Body*, which is available in the Human Resource Office. Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in the Counseling Center. The Center offers individual counseling and may offer Peer Counselors and Drug and Alcohol Support Groups for additional assistance. Employees with group health insurance coverage should refer to the booklet, *Your Group Benefit Plan*, for coverage on drug and alcohol treatment. In addition, the Personnel Office has available as a reference resource, *Human Services for Lake County People*.

4. College Sanctions and Penalties: Lake Forest College employees and students found in violation of the prohibitions set forth in their respective handbooks will be subject to disciplinary action up to and including termination or dismissal and possible referral for prosecution. Each case will be evaluated on an individual basis. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

5. Biennial Policy Review: This policy will be biennially reviewed by College Council to determine its effectiveness and to recommend changes to the program to the President if they are needed. Such a review will also determine that the College's disciplinary sanctions are consistently enforced.

### **ACCESS TO CAMPUS BUILDINGS**

Lake Forest is a private liberal arts college that restricts access to all facilities, including residence halls, to Lake Forest students, faculty, staff, and guests. Exterior doors to all campus residence halls are designed and equipped to remain locked 24 hours a day. Additionally security officers and resident housing staff patrol the residence halls. Administrative and academic buildings are secured after their scheduled use times. After that time, access is limited to persons with authorized keys or who have received permission for special use.

Campus Public Safety officers patrol all facilities 24 hours a day.

## Emergency Telephone Numbers

Department of Public Safety	5555
Counseling Center	5240
Health Center	5050
Office of Student Affairs	5200
Ambulance	911
Lake Forest Police and Fire departments (non-emergency)	911 234-2601
Lake Forest Hospital Emergency Room	234-6150
Deerfield 24 hour prescription service	945-0611
Lake County Council Against Sexual Assault	244-1187
LaCasa 24 hour Rape Crisis Hotline	872-7799

## CAMPUS CRIME STATISTICS

Following is a detailed listing of crimes reported to the Lake Forest College Department of Security and Public Safety, or a campus security authority (as defined by the Clery Act). 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 years.

### TOTAL ON CAMPUS CRIMES REPORTED

	2003	2004	2005
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary (non-forcible)	7	2	0
Burglary (forcible)	0	1	3
Murder / Non-Negligent Manslaughter	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses (forcible)	1	1	2
Sex Offenses (non-forcible)	0	0	0
Negligent Manslaughter	0	0	0

Following is a listing of the reportable crimes that occurred within the residence halls during the stated years. These numbers are included in the total reported crimes.

### CRIMES REPORTED IN DORMITORIES

	2003	2004	2005
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary (forcible)	0	0	0
Burglary (non-forcible)	5	1	1
Murder / Non-Negligent Manslaughter	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses (forcible)	1	1	2
Sex Offenses (non-forcible)	0	0	0
Negligent Manslaughter	0	0	0

Following is a listing of reportable crimes that occurred on public property within the Campus, or immediately adjacent to and accessible from the Campus during the stated years.

**CRIMES REPORTED ON PUBLIC PROPERTY ADJACENT TO CAMPUS**

	2003	2004	2005
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Murder / Non-Negligent Manslaughter	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses (forcible)	0	0	0
Sex Offenses (non-forcible)	0	0	0
Negligent Manslaughter	0	0	0

The following is a listing of the total number of persons arrested for the stated violations.

**TOTAL ARRESTS**

	2003	2004	2005
Drug Law Violations	0	1	1
Liquor Law Violations	3	3	10
Weapons Violations	0	0	0

Following is a listing of the total number of judicial referrals to the Dean of the College, for the stated violations.

**JUDICIAL REFERRALS**

	2003	2004	2005
Drug Law Violations	27	26	47
Liquor Law Violations	107	194	371
Weapons Violations	0	0	0

**HATE CRIMES**

Of the above reported crimes, number that can be classified "Hate Crimes"

	2003	2004	2005
Aggravated Assault	0	0	0
Arson	0	0	0

Burglary	0	0	0
Murder / Non-Negligent Manslaughter	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses (forcible)	0	0	0
Sex Offenses (non-forcible)	0	0	0
Any Other Bodily Harms	0	0	0
Negligent Manslaughter	0	0	0

## Crime Definitions

*From the Uniform Crime Reporting Handbook*

### Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

### 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.

### Criminal Homicide

1. Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another
2. Manslaughter by Negligence: the killing of another person through gross negligence.

### Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### Liquor Law Violations

The violation of laws or ordinances prohibiting: manufacturing, selling, transporting, furnishing, 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. (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.)

### **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.

### **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. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

### **Sex Offenses (non-forcible)**

Unlawful, non-forcible sexual intercourse. This includes non-forcible incest and non-forcible statutory rape.

### **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, openly or concealed; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

## **Safety Tips**

### **Assault and Sexual Misconduct**

**PROTECT YOURSELF!** Try to avoid walking alone at night in dimly lit areas. If you feel uncomfortable about walking on campus after dark, call the Department of Security and Public Safety. A Public Safety officer is available 24 hours a day to escort you to your destination. This service is limited to on-campus locations.

When walking alone, stay alert at all times. If you think you are being followed, head quickly (run if necessary) to the closest group of people, campus building, or lit area. Go directly to the nearest telephone and call the Department of Public Safety.

If you are a victim of assault remain as calm as possible and observe everything you can about the perpetrator: height, weight, age, hair color and style (including facial hair), color and type of clothing, direction of travel, color and make of vehicle, and license plate information. Immediately seek assistance from the Department of Public Safety.

Do not attempt to approach suspicious persons yourself. Instead, immediately report them to the Department of Public Safety.

### **STEPS TO TAKE IF YOU ARE BEING ASSAULTED**

Your first concern should be for your safety and survival.

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons for survival.

- Tell the attacker NO firmly and repeatedly. Tell the attacker that they are hurting you; this may shock him or her into stopping.
- Try making a scene to draw attention to yourself so the assailant will leave or be distracted. This may give you time to get help or escape.
- If you choose not to physically resist the attack, it does not mean that you have asked to be attacked or raped. It means that you did what you needed to survive.
- Remember that there is no one right way to respond. The person being attacked is the best judge of which options were best for himself or herself in the situation.

## SEXUAL MISCONDUCT

Sexual misconduct is a much broader category of behavior than the traditional concept of rape or date rape. It is when one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent.

Sexual misconduct may include the use or threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state which renders him incapable of understanding the nature of the contact; or engaging in sexual acts with a minor. Unsolicited verbal assaults of a sexual nature may also be considered sexual misconduct.

Sexual misconduct is prohibited and is considered a major offense. Abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others.

Incidents of sexual misconduct should be reported as soon as possible to the Department of Public Safety, a residence life staff member, or a member of the Office of Student Affairs such as a dean or area coordinator. The Office of Student Affairs can provide referrals for rape counseling and/or medical treatment. Although they will make all efforts to keep matters confidential, college officials (other than representatives of the Counseling Center) are required to report instances of sexual misconduct to the Department of Public Safety for possible investigation and judicial response. If the assailant is a student(s) a judicial complaint will be filed with the Office of Student Affairs. This does not preclude your right to seek criminal prosecution.

The Department of Public Safety and Office of Student Affairs advise all victims of sexual assault to file a report through the Lake Forest Police Department. Reporting the incident does not obligate the victim to press charges. However, both offices stand ready to assist all members of the community in that regard. All reported incidents become part of the campus crime report statistics.

Under the College's judicial system, both the accused and the accuser are entitled to have others present during a campus disciplinary proceeding alleging a sexual assault. Both the accused and the accuser must be informed of the College's final decision respecting the alleged act(s) of sexual misconduct and any sanction imposed against the accused. Sanctions under the College's judicial system provide for repercussions up to and including permanent expulsion from Lake Forest.

Lake Forest College will provide assistance to victims of sexual misconduct in changing academic or living situations after the assault if requested and reasonably available. To request assistance in changing your academic or living situations contact the Office of Residence Life.

The College is committed to the prevention of sexual offenses. The Counseling Center and the Office of Student Affairs present sexual assault awareness and prevention programs throughout the year.

### **IF YOU HAVE BEEN SEXUALLY ASSAULTED IN THE LAST 24-72 HOURS**

Get to a safe place and seek help immediately. Sexual assault is extremely difficult to deal with in isolation. Asking for and receiving help is an important step in surviving sexual assault. Contact a residence life staff member, area coordinator, resident academic fellow, the Office of Student Affairs, or the Department of Public Safety; these members of the campus community are trained to help you and can act as advocates for you during the reporting process.

Obtain medical care as soon as possible. Medical treatment is needed to determine the presence of physical injury, sexually transmittable diseases, or pregnancy and may be used as evidence in criminal prosecution. Immediate post-assault treatment is available through the College Health Center or the Lake Forest Hospital Emergency Room. Do not bathe, douche, or change your clothing prior to seeking emergency medical care or calling the police. This will preserve important physical evidence.

Effective follow-up is necessary for healing. Rape or assault can cause psychological aftereffects. Counseling is a good idea whether or not you think you need it. Lake Forest College provides many safe, confidential follow-up resources:

- The Student Health Center (ext. 5050) is located in the Sports Center on the South Campus. Trained health care professionals are available from 8:30am to 4:30pm Monday-Friday to assist you with any medical concerns.
- The Counseling Center (ext. 5240) is located in Hotchkiss Hall. Professional counselors are on call 24 hours a day and available to all Lake Forest students, especially those dealing with assault, rape, or sexual misconduct.
- The Lake County Council Against Sexual Assault (LACASA) has trained advocates on call 24 hours a day to help you with any assault or post-assault issues. Call the LACASA rape crisis hotline at (847) 872-7799.

### **WHAT TO DO IF SOMEONE YOU KNOW HAS BEEN SEXUALLY ASSAULTED**

- Believe them. The greatest fear of the sexual assault survivor is that they will not be believed by friends, family, and college officials.
- Provide protection and a safe place. Listen and offer comfort. Be supportive and non-judgmental. Make the victim feel that they are in a safe environment.
- Reinforce that the assault was not their fault.
- Let them make their own decisions about how to proceed.
- Suggest getting immediate medical attention. Explain the importance of seeing a medical doctor as well as a counselor. Suggest calling a rape-crisis center; the number of the Lake County Council Against Sexual Assault (LaCasa) 24 hour rape crisis hotline is (847) 872-7799.
- Recommend reporting the incident to the police as soon as possible. If the victim chooses this option they have the right to take an advocate with them, including a professional staff member such as an employee of the Office of Student Affairs. A member of the counseling center can be present as well.

- Learn about rape-trauma syndrome. The Counseling Center, the Office of Student Affairs, and LaCasa are all valuable resources for information concerning rape-trauma syndrome.
- Get help for yourself. Discuss your feelings with someone other than the survivor. Take time to process the assault and realize your own limitations.

### RAPE-TRAUMA SYNDROME

Rape is a major life crisis. It interrupts normal life and work. Rape trauma syndrome is the medical term for the set of psychological and physical responses a victim goes through after experiencing the trauma of rape. For students this process may be very disruptive to their self-confidence, studies, and/or relationships with friends and family. This syndrome may also effect roommates, a boyfriend or girlfriend, family, and friends of the victim. Some of the common symptoms of the syndrome include fear, grief, and despair; nightmares or sleeplessness; appetite loss or overeating; displaced anger; drug or alcohol abuse; inability to express emotions; or denial. Victims may express a whole range of emotions and feelings regarding their experience. There is no right or wrong way to get through an experience of sexual assault.

Sexual assault is never the victims fault. Do not attempt to deal with issues of sexual misconduct alone, without advice or support. The Lake Forest College community has many resources to help victims overcome the trauma of sexual assault.

### Programs

Lake Forest College presents numerous programs throughout the year regarding alcohol awareness, sexual assault, and other issues pertinent to collegiate audiences. Following is information on some of the ongoing programs at Lake Forest.

- AIDS Awareness Week
- Alcohol 101 - An interactive computer experience administered by the Counseling Center to students and student organizations to provide information about alcohol and its effects.
- Alcohol Awareness Week - A week-long series of educational and entertaining events to promote awareness of alcohol issues and provide healthy alternative programs for the campus community.
- GHB/Rohypnol Awareness Programs
- Mock-Tails
- Peer Educators - A student organization in which students are trained to provide information and support to other students and to develop campus-wide programs regarding the use and abuse of alcohol and other drugs as well as information regarding related health issues.
- Safe Spring Break - Series of programs developed to provide health and safety information prior to Spring Break.
- Sex and Health Trivia
- Take Back the Night
- Women's History Month

\*Note: For additional information on any of these events, contact the Office of Student Affairs at X5200.

## SECURITY AND SAFETY PROCEDURES

### LOCK

### YOUR

### DOORS

The single most effective action you can take to protect yourself and your belongings is to lock your room doors when you are away or sleeping. Faculty and staff should keep their offices locked whenever unoccupied. An unlocked room or office is an invitation for trouble.

The exterior doors of residence halls are locked 24 hours a day for the protection of all occupants. Other campus buildings are locked after posted office hours. Do not prop doors open for any reason, and do not allow unauthorized persons entrance into campus buildings.

### IDENTIFY

### AND

### PROTECT

### YOUR

### VALUABLES

Recording the following information will help protect your valuables: serial number, brand name, model number, and a brief description. Forms are available to students, faculty, and staff for this purpose and should be returned to the Department of Security and Public Safety for safekeeping. Students may obtain forms from their residence life staff; forms are available to faculty and staff members at the Department of Security and Public Safety.

Keep your purse, wallet, or backpack with you at all times. Never leave such items in a lounge, classroom, or study area "even for a moment.

Notify the Department of Security and Public Safety immediately if you observe unusual or suspicious activity.

Report faulty or broken doors, locks, lights, and windows to residence life staff or the Department of Security and Public Safety.

Guns and other weapons are not permitted on campus.

## BICYCLE REGULATION AND PROTECTION

Bicycle thefts may be prevented if the following precautions are taken:

- Always lock your bicycle, even if you leave it for a very short time. It only takes seconds to steal an unlocked bicycle.
- Use a secure lock or chain to discourage potential thieves from using bolt- or cable-cutters. Heavy chains or "U" shaped locks provide the best protection.
- Record your bicycle's serial number, model, make, description, and any other pertinent information. Should your bicycle be stolen, you must show proof of ownership to recover it.
- Note: The City of Lake Forest requires that all bicycles within their jurisdiction be properly licensed. Lake Forest bicycle licenses are \$2 and available at the Department of Security and Public Safety. Once licensed, proof of ownership is filled on record.
- **MOTOR VEHICLE REGULATIONS AND PROTECTION**
- You must register your vehicle with the Department of Security and Public Safety and obtain a parking sticker. Parking stickers for the 2005-2006 academic year are \$200.00 and available to upperclassmen on a limited basis. Park only in designated legal parking spaces on campus to insure that your vehicle is not ticketed. You must pay parking violations at the Department of Security and Public Safety within one week of being ticketed. After receiving an excessive number of tickets, the Department of Security and Public Safety will revoke your parking sticker and your vehicle will not be allowed on campus.

### PROTECT YOUR VEHICLE

Park in well lit areas, and always lock your car doors. Never leave keys in an unattended vehicle. Avoid leaving personal property or valuables in your vehicle. If you find it necessary to do so, lock items in the trunk or conceal them.

### FIRE SAFETY

If you see fire or smell smoke, pull a fire alarm and report such conditions immediately to the Department of Security and Public Safety. When a fire alarm sounds, you must vacate the building immediately. Security officers will direct you back into the building when it is safe to re-enter.

Do not abuse fire safety equipment. Setting off false fire alarms and discharging fire extinguishers is illegal and extremely dangerous. Violators are subject to arrest and the College's judicial procedures.

Do not overload electrical outlets. Fire crackers, bottle rockets, and any other explosives are not permitted on campus. Motorcycles, motorbikes, scooters, and any other gasoline-powered vehicles are not permitted in campus buildings, other than those designated as garages.