SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURE

PARTY RIGHTS:

• Reporting parties have the right to notify law enforcement of incidents and to receive assistance from campus personnel in doing so.
• Reporting parties may decline to report to law enforcement if they so wish.
• Students reporting parties have the right to access a trained confidential advisor in the Lake Forest College Counseling Center to provide emergency and ongoing support and advise of available options, resources and rights.
• Reporting parties and witnesses are entitled to amnesty for alcohol and drug violations that are secondary to incidents of sexual misconduct when such violations did not or do not place the health or safety of any other person at risk.
• Reporting parties and witnesses have the right to be free from retaliation.
• Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar orders issued by criminal or civil courts, and may seek the help of the Title IX Coordinator and/or Public Safety in requesting and/or enforcing such orders.
• All parties have equal opportunities to have a support person of their choosing present throughout all resolution proceedings. This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
• All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings and relevant disciplinary sanctions imposed.
• All student parties have the right to be notified of their ability to access campus counseling and health services.
• All student and employee parties have the right to be notified of on- and off-campus supportive resources.
• All parties will receive the information and assistance needed to effectively participate in all sexual misconduct proceedings.
• All parties have 5 days from the date of the determination or sanction to appeal the determination, sanction, or both.
• All parties have the right to receive timely written notice of the outcome of appeal.

You can access the College’s complete Sexual Misconduct Policy and Procedures at:
lakeforest.edu/sexualmisconduct

or by contacting
Julie H. Yura
Lake Forest College Title IX Coordinator
847-735-6009
yura@lakeforest.edu.

For more information, please visit
lakeforest.edu/sexualmisconduct

SEXUAL MISCONDUCT HELP GUIDE

ON-CAMPUS RESOURCES

Counseling and Mental Health:
• Lake Forest Counseling Center: 847-735-5240 (after hours: 847-735-5200)
• Employee EAP, United Healthcare: 1-888-887-4114 (for employees only).

Health
• Lake Forest College Health and Wellness Center, Buchanan Hall, 847-735-5050 (can conduct STI exposure and pregnancy risk assessment)
• Jennifer Fast, PsyD, and the other counselors in the Counseling Center, can also advise on reporting options and other resources available at the College and in the community.

Legal Assistance
• Public Safety, South Campus, 847-735-5555 (can help with legal enforcement of orders of protection and other criminal and civil orders).
• Lake County State’s Attorney’s Office, 18 N. County St., Waukegan, IL 60085, 847-360-6471.

Visa and Immigration Assistance
• United States Immigration and Customs, 703-603-400, ice.gov/elcis.
• Prairie State Legal Services, 800-942-3940, pslegal.org.

Student Financial Aid
• Jerry Cebrzynski, Associate Vice President for Financial Aid, 847-735-5103, cebrzynski@lakeforest.edu.

Filing a Sexual Misconduct Report with the College:
• Title IX Coordinator, Julie Heuberger Yura: yura@lakeforest.edu, 847-735-6009.
• Public Safety: 847-735-5555.
• Office of Student Affairs: 847-735-5200.
• Director of Human Resources, Agnes Stapel: 847-735-5036.
• Electronic complaints, including anonymous complaints, may be submitted by completing the form found at lakeforest.edu/sexualmisconduct.

Anonymous Telephone Reports may be made to the Confidential and Independent Campus Conduct Hotline: 866-943-5787.

Filing a Criminal Complaint with Law Enforcement:
• Lake Forest Police Department
255 W. Daweath Rd.
Lake Forest, IL 60045
847-234-2601 (non-emergency)
911 (emergency).

Lake Forest College Title IX Coordinator
847-735-6009
yura@lakeforest.edu.

OFF-CAMPUS RESOURCES

Counseling and Mental Health:
• Zacharias Sexual Abuse Center: 847-872-7799.
• Chicago Rape Crisis Hotline: 888-293-2080.
• National Sexual Assault Telephone Hotline: 800-656-HOPE (4673).

Health
• Highland Park Hospital Emergency Room, 777 Park Ave West, Highland Park, IL 60035, 847-432-9000.
• Employes specially trained SANE (Sexual Assault Nurse Examiners) nurses to assist victims and collect potentially critical physical evidence.
• Lake Forest Hospital Emergency Room, 660 N. Westmoreland Rd., Lake Forest, IL 60045, 847-535-6150 (can conduct STI exposure and pregnancy risk assessment).

Victim Advocacy
• Zacharias Sexual Abuse Center, 4275 Old Grand Ave., Gurnee, IL 60031, 847-872-7799.
• A Safe Place, Babcox Justice Center, 20 South County Street, Waukegan, IL 60085, 847-360-6471.

Legal Assistance
• Lake County Bar Assn: Lawyer Referral Service, 847-244-3140, lakebar.org/find-a-lawyer.
• Lake County Sheriff’s “A Safe Place” division at 847-360-6471.

Visa and Immigration Assistance
• United States Immigration and Customs, 703-603-400, ice.gov/elcis.
• Prairie State Legal Services, 800-942-3940, pslegal.org.

Student Financial Aid

Filing a Criminal Complaint with Law Enforcement:
• Chicago Police Department
1718 South State Street
Chicago, IL 60616
312-745-4290 (non-emergency)
911 (emergency).

Lake Forest College Title IX Coordinator
847-735-6009
yura@lakeforest.edu.
WHAT TO DO IF YOU EXPERIENCE SEXUAL MISCONDUCT

1. GO TO A SAFE PLACE AS SOON AS YOU ARE ABLE
   • Call 911 for emergency assistance from local police or medical personnel.
   • You can also call Public Safety at 847-735-5555 for immediate connection with the Lake Forest Police.

2. SEEK MEDICAL ASSISTANCE
   It is advisable that you seek medical attention as soon as possible if you have been injured or if you believe you may have been exposed to an STI or potential pregnancy. Medical assistance is available at:
   • Highland Park Hospital Emergency Room, 777 Park Ave West, Highland Park 60035; 800-322-6000; employs specially trained SANe (Sexual Assault Nurse Examiner) nurses to assist victims and collect potentially critical physical evidence.
   • Lake Forest Hospital Emergency Room, 660 N. Westmoreland Rd., Lake Forest, IL 60045; 847-535-6150; can conduct STI exposure and pregnancy risk assessment.
   • Lake Forest College Health and Wellness Center, Buchanan Hall, 847-735-5050; can conduct STI exposure and pregnancy risk assessment.

   Please note that if you go to the hospital the police will be called, but that you may initiate the police pursuit prosecution. Obtaining medical care will not require you to file a formal report with local law enforcement or the College.

3. PRESERVE EVIDENCE
   Even if you have not been physically hurt, a timely medical examination is recommended so that physical evidence can be collected and preserved. Physical evidence may be necessary to criminally prosecute the offender and may be helpful in obtaining an Order of Protection through the criminal or civil legal system should you choose to do so.

To best preserve evidence, it is suggested that you do not shower, bathe, douche, smoke, or change clothes or bedding before seeking medical attention, and that medical attention be sought as soon as possible. If you change clothes, you may bring them unwashed to the hospital or medical facility in a paper bag. Under Illinois law, the cost of an emergency medical or forensic examination for a sexual violence survivor that is not covered by private insurance or Illinois Public Aid will be covered by the Illinois State Police and Family Services, and should not be billed to the patient.

   You should also save relevant communications, including text messages, instant messages, social networking pages, and any other digital information related to the incident. The physical space where the incident took place should not be cleaned and, if possible, items should not be moved.

4. SEEK CONFIDENTIAL COUNSELING/ADVISING
   Many different counseling services and emotional support options are available on campus and in the community. Because the following on- and off-campus resources offer confidential therapeutic and support services, consulting them will NOT result in a report to the College’s Title IX Coordinator or local law enforcement. The Lake Forest College Counseling Center provides confidential advisors trained to provide ongoing support to those who have experienced sexual misconduct.

   On Campus:
   • Lake Forest Counseling Center: 847-735-5240
   • Employee EAP, United Healthcare: 1-888-887-4114 (for employees only).
   • Off Campus:
     • Zacharias Sexual Abuse Center in Gurnee: 847-872-7799.
     • Chicago Rape Crisis Hotline: 888-293-2080.
     • National Sexual Assault Telephone Hotline: 800-656-HOPE (4673).

   Please note that limitations of confidentiality may exist for individuals under the age of 18 who have been sexually or physically abused by a caretaker.

5. OBTAIN ACCOMMODATIONS AND/OR PROTECTIVE MEASURES TO HELP WITH DAILY CAMPUS LIFE
   Accommodations and/or protective measures may be implemented by the College, when reasonably available, to help provide a more stable and safe environment for you during the process of reporting, investigation and adjudication. Accommodations can be made at any time, regardless of whether you seek formal or other resolution of a sexual misconduct complaint. The following are examples of available accommodations:
   • Alteration of housing assignments;
   • Modification of work arrangements and/or scheduling;
   • Campus escorts and/or changes to campus transportation arrangements;
   • alteration of housing assignments;
   • Issuance of “No Contact Orders” between the parties; and/or
   • Academic programming, scheduling adjustments and/or support services.

   In Illinois, courts may issue Domestic Violence Orders of Protection, Civil No Contact Orders and/or Stalking No Contact Orders to protect and prevent perpetrators from further contact with complainants. Additional information regarding these orders may be obtained by calling the Sheriff’s “SAFe Place” office at 847-360-6477 or on their online at: lakecountyil.gov/Sheriff/Sherrif%20file/pages/Order-of-Protection.aspx. The College’s Title IX Coordinator can also provide assistance with the inscription process.

6. FILE A COMPLAINT WITH THE COLLEGE
   The College provides a prompt, fair and impartial investigation and resolution process, conducted by individuals who receive annual training on issues related to sexual misconduct.

   You may contact the following campus resources to file a report with the College:
   • Title IX Coordinator, Julie Heubinger Yura, yura@lakeforest.edu, 847-735-6009.
   • Public Safety: 847-735-5555.
   • Office of Student Affairs: 847-735-5200.
   • Director of Human Resources, Agnes Stpek: 847-735-5036.
   • Electronic complaints, including anonymous complaints, may be submitted by following the form found at www.lakeforest.edu/sexualsexualmisconduct.
   • Anonymous Telephone Reports may be made to the Confidential and Independent Campus Hotline: 846-943-5879.

   With the exception of the confidential resources in the College’s Health and Wellness Center, all other College employees, including student employees, who receive a report of sexual misconduct are required to report all the details of an incident to the Title IX Coordinator.

7. FILE A COMPLAINT WITH LAW ENFORCEMENT
   Non-consensual sexual intercourse or other contact, domestic violence, dating violence involving individuals who are encouraged, but not required, to report these crimes to the police. The College will assist individuals wishing to make a report to the police if the incident occurred on campus, the Lake Forest Police Department will have jurisdiction and can be contacted at: Lake Forest Police Department 250 W. Deerpath Rd., Lake Forest, IL 60045 847-234-2601 (non-emergency) 911 (emergency)

   If you are participating in the Chicago Loop Program, the Chicago Police Department will have jurisdiction and can be contacted at: Chicago Police Department 1718 South State Street, Chicago, IL 60616 312-745-4290 (non-emergency) 911 (emergency)

   Please contact the Title IX Coordinator or Public Safety if you are unsure where to report the crime or require additional assistance.

CONFIDENTIALITY STATEMENT

Reporting students may request confidentiality and/or that the Title IX Coordinator: 1. keep the sexual misconduct complaint and resources without initiating a formal resolution process. The Title IX Coordinator will keep the sexual misconduct policy against the College’s need to address and remedy misconduct under Title IX. Generally, the College will be able to honor requests for confidentiality, except where a threat exists based on the nature of the sexual misconduct report, the safety of the involved individuals and of the campus community, the nature of the sexual misconduct report, the safety of the involved individuals and of the campus community, and the necessity for any accommodations or protective measures to maintain the safety of the Complainant or the community.

Informal Resolution. Where appropriate, the Title IX Coordinator will work to informally resolve complaints by taking immediate and corrective actions to stop the misconduct, address its effects, and prevent recurrence without a formal investigation.

Formal Investigation. When a complaint cannot be resolved through the informal resolution process, a prompt, thorough, impartial and fair investigation will be conducted. In most instances, the investigation will be conducted by the Title IX Coordinator, and be completed within 20-35 calendar days. Investigations typically consist of: one or more interviews with the Complainant, Respondent and any other identified witnesses, gathering of physical, photographic, documentary and/or other relevant evidence, collection of written statements from fact witnesses or any other relevant evidence.

Final Determination. The Investigator shall determine whether it is more likely than not (i.e., by a preponderance of the evidence) that sexual misconduct has occurred. All parties will be notified, simultaneously, in writing, of the Investigator’s determination and their right to and process for appeal. If the Investigator determines that a complaint has occurred, the report will also be forwarded to a Sanctioning Official Office of Student Affairs/Title IX Coordinator. Sanctions may include (but are not limited to): restrictions on the campus, employees, prohibition from certain buildings or areas of campus, suspension from school or employment (with or without pay, in the case of employees), dismissal or other separation from the College.

Appeals. Either party may appeal the final determination and/or the sanctions issued by the Title IX Coordinator. Appeals may be submitted by writing a request for appeal, with supporting documentation, to the Chair of the Sexual Misconduct Appellate Board within five (5) calendar days of the date of the rendering party’s provision of the Sanctioning Official Report or Notice of Sanctions, whichever is later. There is only one level of appeal and the decision is final.

SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURE SUMMARY

Below is a summary of the College’s Sexual Misconduct Complaint Resolution Process. The full process is detailed at www.lakeforest.edu/sexualmisconduct and in the College’s student and employee handbooks.

Preliminary Inquiry. The Title IX Coordinator will assess the nature of the sexual misconduct report, the safety of the involved individuals and of the campus community, the Complainant’s expressed preference for resolution and/or request for confidentiality, and the necessity for any accommodations or protective measures to maintain the safety of the Complainant or the community.

Informal Resolution. Where appropriate, the Title IX Coordinator will work to informally resolve complaints by taking immediate and corrective actions to stop the misconduct, address its effects, and prevent recurrence without a formal investigation.

Final Determination. The Investigator shall determine whether it is more likely than not (i.e., by a preponderance of the evidence) that sexual misconduct has occurred. All parties will be notified, simultaneously, in writing, of the Investigator’s determination and their right to and process for appeal. If the Investigator determines that a complaint has occurred, the report will also be forwarded to a Sanctioning Official Office of Student Affairs/Title IX Coordinator. Sanctions may include (but are not limited to): restrictions on the campus, employees, prohibition from certain buildings or areas of campus, suspension from school or employment (with or without pay, in the case of employees), dismissal or other separation from the College.

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