



MORTON COLLEGE

CAMPUS POLICE DEPARTMENT

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A Message from the Morton College Campus Police Department

The Morton College Campus Police is actively involved with the safety and welfare of all campus members and guests and commits itself to promoting a safe and secure environment. Campus Safety partners with all college departments in providing a safe and secure campus for our community. We support our students to pursue their personal or professional goals. The department encourages you to act as an extra pair of "eyes and ears" and report anything that looks suspicious to the Morton College Campus Police Department at (708) 656-8000 EX 2200 or 2201.

The Jeanne Clery Act is a federal law requiring Morton College to collect, report and disseminate crime data to the campus community and the U.S. Department of Education. The Morton College Police Department (MCPD) compiles and publishes the Annual Crime Statistics and Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics. The report provides timely warnings, emergency notifications, fire safety, hate crimes, missing student procedures, and VAWA offenses. The information includes statistics from the previous three years concerning reported crimes on campus and off-campus properties owned or controlled by the college and frequently used for academic purposes.

Each year, notification is made by electronic mail to all enrolled students, faculty, and staff by providing the website to access this report. Copies of the Clery Act may also be acquired at MCPD, Building C - room 119.

Please read the Annual Crime Statistics and Security Report Distribution policy for more information.

Please review this report for information on some of the campus safety, counseling, and prevention of crimes. As partners, we ensure that Morton College remains a desirable learning and working environment. Please enjoy your campus experience, and call on us if we may be of service. Our mission remains to protect the campus community and maintain a secure environment where education, events, and public service can flourish. Campus safety is and always will be our foremost priority.

Sincerely,

Morton College Campus Police Department

Introduction

The Campus Police Department reports to the President of Morton College. Campus Police Officers are responsible for a full range of safety services at the college, and they conduct patrols to ensure the safety of the campus community and its property. Officers respond to medical emergencies, fire emergencies, and traffic accidents and enforce all college policies, including alcohol, drugs, and weapons possession. They generate police reports, conduct preliminary investigations, and provide mental health resources. Morton College understands that safety and security are significant concerns of parents, students, faculty, staff, and visitors to our campus.

Our academic community comprises approximately 5400 students, plus a faculty and staff population of just over 500. Campus Police accept the responsibility for providing a learning environment as accessible as possible from any threats to the safety or well-being of all who work and visit our campus. Morton College, located on the southeast side of the Town of Cicero, is a diverse community with over 85,000 residents. Morton College services the communities of Berwyn, Cicero, Forest View, Lyons, McCook, and Stickney, which comprise District 527. Historically, Cicero is a pleasant place to live where crime statistics are low. However, being aware of the potential criminal trends allows us to be proactive in our approach to the safety and security of our campus.

Campus Police Authority

The Morton College Police Department is located in Cook County and the Town of Cicero. The department has full police powers as certified Police Officers of Illinois. Campus Police provide the safety and security of our students, staff, faculty, and visitors through policy and procedures. Campus Police policy and procedure are initiated and implemented by the Chief of Police and his administrative staff. The department comprises (5) full full-time officers and (9) part-time police officers who are armed and have arrest powers, detention, and police authority like other police officers in Illinois. Additionally, officers have the authority to enforce Morton College regulations. Police Officers enforce all college regulations, policies, and procedures in the student and staff handbook.

Officers receive training through various platforms and meet yearly state mandates. Some examples are; Rapid Response, First-Aid (AED), Stop-the-Bleed, Crisis Intervention, and Mental health. Online platforms provide legal and law updates or changes to policing. Communication, De-escalation, and Educational Resources are also an Officer's essential components for serving the campus community. Campus Police understand the importance of training and education.

Morton College Campus Police work closely with the Cicero Police Department, Berwyn Police Department, and Stickney Police Department. The department also works with county, state, and federal authorities. Local law enforcement agencies participate in college events, providing

intelligence information and statistics. Campus Police maintain a written mutual aid agreement between local municipal agencies.

The Campus Police Department is located on the first floor, ground level of the C building, room 119C. The welcome window to the department has a telecommunications operator who monitors the police radio and dispatches police officers to calls for service. Dispatchers also operate the business phone system, monitor campus activity through various platforms, and help manage emergencies. The College Campus Police Officers conduct foot and vehicle patrols of the campus and sports complex. The sports complex is approximately a half mile away and is part of the main campus due to its proximity. Officers conduct foot patrols of the sports complex by driving there in the department squad car. The department also utilizes the Motorola Solutions access control manager and Avigilon video surveillance system to assist with campus security. Officers build trustworthy relationships with faculty, staff, and students through visibility and events. A cooperative campus community will help to ensure the safety of the campus.

In addition, you can view [crime reports](#) or visit our Campus Police Department web page to view statistics on crimes that occur on our campus. You may also view our daily crime log by clicking the crime log link on our Campus Police Department web page <https://www.morton.edu/Crime-Log/>.

General Information

In Case of Emergencies on Campus Phones: dial 911

Cell phones: dial 911

Cicero Police Department: (708) 652-2130

Note: All calls from an internal telephone will be sent to the Cicero Police Department and will alert Campus Police of a location.

Note: Call will be directed to Cicero or Stickney Police Department and will NOT alert Campus Police.

Morton College Campus Police Department Phone: (708)656-8000 EXT. 2200 3801 S Central Ave. Cicero, IL 60804, 1st fl- Building C, Room 119

<https://www.morton.edu>

Student and Staff Responsibilities

The cooperation and involvement of students and staff to ensure campus safety are essential to the police department. Persons must share responsibility for their safety, the safety of others, and the security of their property. Being responsible helps the police department achieve a higher level of campus safety. Collectively with our campus community, the department strives to develop a strong partnership with persons on campus. Although the campus has lighting, automatic door locks, and surveillance camera, people of all genders and races should feel comfortable using the escort service when traveling around campus late at night. Ensuring that outside doors close properly and are never propped open is a helpful task to secure the campus. Classrooms and offices should be locked when the room is no longer in use or occupied. Bicycles are to be secured with a sturdy lock to provide bike racks around the campus. Campus members who utilize the college parking lot must lock their vehicle and valuables in the vehicle's trunk.

Campus community members should review the student handbook, faculty handbook, or the college's website Panther Portal to find the emergency response guidelines and services. Understanding the purpose of a timely warning and emergency notification is essential. Students and staff should stay updated by reviewing any public safety information issued by the police department. Take an active role by reporting any suspicious behavior or activities on campus by an individual immediately to the Campus Police department.

Staying Safe and Secure at Morton College Campus

The Morton College Police Department seeks to provide a safe and enriching experience for students, employees, and others who use campus facilities. While the Morton College Police Department makes efforts to keep the campus safe, individuals should review the following safety tips to ensure their safety.

General Safety Tips on Campus:

- Report any suspicious activity, safety hazards, defective equipment, or concerns to the Morton College Campus Police. Call 708-656-8000 ext. 2200
- Be aware of your surroundings, where you are, and where you are going.
- Avoid walking alone, especially at night. Walk out with the flow of people, or call for an escort by Campus Police.
- If you are on campus after hours, for your safety, please let the police dispatcher know of your location and the approximate time you will be leaving.
- Crime can occur in response to opportunity, and the best prevention is to eliminate the chance by practicing reasonable precautions.
- Keep your personal belongings locked in a drawer or cabinet, and secure your office door or classroom when possible.
- Keep personal belongings in sight, or have a friend monitor them as you step away.

- Keep ATM, debit, and credit cards in a safe place. Never reveal a PIN or loan
- your ATM card to anyone.
- Avoid fraud by double checking who you share your personal information with via phone, computer, or in person.
- Remember to lock your vehicle doors or bicycle to avoid theft.
- Review the college's emergency response plans, and learn about the RAVE alert system.

Police Department Services and Programs

Patrol

The College Campus Police Department patrols the campus and sports complex on foot, by golf cart, and by patrol vehicle throughout the day. The college campus is monitored through the Avigilon camera system, with over 100 cameras actively working.

Telecommunications (Dispatch)

The police dispatcher is responsible for assisting with the college business phones, monitoring door access, and surveillance cameras. Dispatcher's tasks include making notifications (emergency), monitoring radio traffic, and logging police officer activity. They greet college patrons at the police department window to assist with requests.

Emergency Phones (Blue Light call boxes)

Emergency red button wall phones and blue light call boxes are labeled with signage throughout the campus. These phones provide direct access to campus police dispatchers to report an emergency or to get immediate assistance. Emergency phones are strategically placed on the main campus and in the campus walkways, parking lots, some elevators, and other locations. The Morton College Campus Police maintain a communications center. If contact cannot be made with Morton, anyone on campus may summon assistance by dialing 9-1-1, connecting them to local law enforcement 24 hours a day.

[Download Emergency Call Box locations on Campus \(PDF\)](#)

Events

Officers are assigned to monitor college events throughout the year. These events include sports, student life, and special affairs. NIMS and the Incident Command System are used to prepare for more significant events hosted at the college. In partnership with the surrounding communities, the college will often host events by request, and the department should convey our safety guidelines to the event's sponsors.

Generate Reports

Officers document events through police reports on campus for various reasons, such as criminal, community service, and traffic-related matters. Police reports also document arrests made on the campus grounds. Preliminary reports include observations, statements, evidence, and dispositions. Documentation of these reports is kept through the OMNIGO software system and is available upon request.

Lockouts

If a staff member or student has locked themselves out of their vehicle, a Campus Officer will assist them with possibly making an entry back into their car by signing a waiver form.

Jump Starts

An Officer will provide a battery jump starts for a staff member or student if their vehicle battery has failed. We will also stand by with the person under inclement weather or periodically check on them if awaiting a tow.

Escorts

An escort by a student or staff to any location on campus may be obtained thru the College Campus Police Department. Additionally, services for assistance after dark or in an uncomfortable situation, Morton College Police Officers will come to your campus location and walk or drive you to any facility on campus to your car, shuttle, or bus. For this service, call (708) 656-8000 EXT. 2200

Monitoring of Cameras

Dispatch and Officers monitor the campus using the Avigilon Camera System. Monitors in the police department actively rotate cameras around the campus.

Key and Access Control

The department issues college employment identifications and provides access to assigned doors through the Avigilon Control Center. Door usage throughout the college is monitored by the department daily. An employee's access can also be terminated through the control center upon departure from the college.

Bike Racks and Security

Morton College provided two bicycle racks on the south side of the campus in front of the athletic building and near our entryway. The bike racks are monitored by campus camera surveillance.

Parking

The College Campus Police Department is responsible for parking and enforcement. Parking permits are required to park in designated staff parking areas on campus. Parking permits are available at the College Campus Police Department. Officers will issue citations for parking violations when needed.

Campus Staff and Faculty Safety Meetings

The Morton College Campus Police Department attends monthly administrative, faculty, and college council meetings to share and listen to the campus community's concerns. Officers, upon request, provide safety presentations to any departments on campus. These presentations address topics ranging from specific crime-related issues to safety tips, crime prevention, and safety awareness. The Police Department will also share risk management advice when an unsafe situation is identified on campus. The department is responsible for preparing safety information to be shared in the monthly newsletter and on advertising boards around campus. The college

can share safety information instantaneously broadcast via RAVE on-campus faculty and staff cell phone or email.

Student and Community Life

The department will participate in student and community activities. The department's goal is to be visible, accessible, and transparent. The department needs to build bonds with those in the community it serves. We encouraged that all encounters occur in a respectful, professional manner of communication. The department hosts outside groups to present information about the college and crime prevention summits to inform community members. The police department works with other college departments to ensure students and staff access various helpful resources and educational remedies to issues.

Fire Safety and Maintenance

The police department and facilities oversee the upkeep, testing, and maintenance of Blue Light call boxes, emergency red button wall phones, and fire safety equipment. Fire drills are coordinated with the Cicero Fire department and are conducted bi-annually for the safety of the students, faculty, and staff. Students should assist in the promotion of basic fire safety principles.

If a Fire Occurs

Activate the nearest fire alarm box, notify anyone in the immediate area, and help everyone evacuate.

- Call 911, and notify campus police if possible.
- Confine the fire by closing doors and windows.
- Attempt to extinguish the fire only if it is safe to do so.
- Do not use elevators.
- Fire Dos and Don'ts
- Do Report the fire--don't assume someone else will call. Call the Fire Department at 911.
- Do Activate the nearest alarm box. Know their locations.
- Do Close doors--they will slow the spread of fire.
- Do Use stairs to vacate the building. Assemble outside.
- Don't Arbitrarily break windows--falling glass is a serious threat to both pedestrians and firefighters,
- Don't Exit until you have felt the top of the exit door and the door knob. If either is hot or if excessive smoke prevents your exit, keep the door closed. Fire on the other side will blast through the slightest opening with tremendous force.
- Don't Go back for your things if you are ordered to leave.
- Don't Congregate in the stairways--keep to the right and keep going until it is safe to exit. Always move down and out. Remember, some stairways are safe landing areas.
- Don't Block fire exits; fire doors should not be propped open.

Safety of buildings and grounds Facility Access

The College's buildings and sports complex are monitored and patrolled by the campus police department. The facilities and operations department maintains the buildings and lands of the college. The police and facilities departments are to identify potential hazards for facilities to repair. The lot of the campus provides adequate lighting at night, and the lot has regularly scheduled maintenance by facilities staff. Campus Police monitor security cameras and actively patrol the lot reporting any deficiencies to facilities. The interior of the college campus buildings is automated for safety and energy efficiency. Under emergency circumstances, campus police will notify facilities and operations immediately of hazardous situations. Dispatch can make notifications after-hour whereby facilities and operations staff will come to the campus to address and repair any safety concerns that need immediate attention. College departments, in partnership, work to ensure the safety of the campus community

Emergency Call Box Telephones (Red Button & Blue Light) are located and marked throughout the college campus. There are (31) interior Red Button call boxes and (5) exterior Blue Light parking area call boxes. The callboxes have a button when pushed, automatically connects to the Morton College Campus Police Department dispatchers. Callboxes are inspected by the police department yearly for service needs. These devices are primarily for emergency services needed by the campus police departments.

The college campus currently has (5) Automated External Defibrillators (AED) throughout the facility. Each AED is marked and inspected regularly by facilities and campus police. Officers have received basic training regarding using an AED in case of a life-threatening cardiac arrest.

Morton College utilizes the Motorola Access Control platform and the Avigilon security cameras system. The campus is monitored by the Campus Police, with security cameras mounted throughout the campus. Campus Dispatch and Officers have the ability to watch security cameras live or go back to review recordings. Dispatch utilizes the Motorola Access Control platform to monitor door access and schedule the opening and closing of the campus. The assigned accesscards give college staff access to only designated areas. A group of departments maintains the college's keyless card access system and cameras.

Reporting Crime on Campus

Morton College encourages all individuals to report crimes to the college and local law enforcement. Administrative and criminal proceedings may be pursued simultaneously by different agencies or departments. A crime in progress or other emergencies on campus should be reported immediately by dialing 911. A person may report a crime to law enforcement with or without reporting to the Title IX Coordinator. The department will try to resolve the conflict and identify the offender or hazard. The campus community may also complete a Non-emergency report in person at MCPD, Building C - room 119, or by calling (708) 656-8000 EXT. 2200.

Confidential Reporting

Individuals who witness or are the victim of crime but wish to remain anonymous may report the crime to the Morton College Campus Police Department confidentially. Reporting may also be completed through the Title IV coordinator, the Associate Provost, VP of Students Services. Any Campus Safety Authority staff can also initiate a confidential report. To do so, individuals should specifically request that they remain anonymous. Reports ensure that the crime will be included in the campus annual report and assist the police in determining if there is a pattern of crime concerning a particular location, method, or suspect, and enables the police to alert the campus community in appropriate circumstances to potential dangers. Filing an anonymous report may limit the ability of the police department to investigate or solve a crime. However, report takers can offer resources and educational remedies to help victims and witnesses.

Campus Security Authority

The human resources department is responsible for identifying college staff who are required to report crimes they become aware of by a witness or victim. Campus Security Authority policy and procedures are outlined by human resources, which include their reporting mandates and guidelines. CSA's can complete a confidential report upon the person's request.

Missing Student Procedures

If a college community member is missing due to suspicious circumstances, an immediate report should be filed to the Campus Police Department or the local police authorities. Campus Police will cooperate with local law enforcement to locate the missing person's whereabouts. Campus members do not have to wait 24 hours, and they can initiate a report simply on suspicious circumstances. When in doubt, speak with an Officer to ensure the concern regarding a missing is answered.

Clery Act

Morton College is committed to informing the campus community of the obligations concerning crime and safety as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Refer to the Clery Act section of the [Morton College Police website home page](#).

The Clery Act also requires campuses to log and report any fires that occur on-campus. A “fire” is defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” All fire statistics for the past three years can be found in the Fire Safety Report section. See [Appendix E](#). The campus does not own, lease or control any student or faculty housing.

Statistics on Reported Crimes

As required by federal law, Morton College’s yearly crime statistics are reported on a calendar-year basis using the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The Clery Crime definitions are further outlined in [Appendix D](#) and serve as the guide for the Clery Act statistics. The Report includes statistics for the previous three years concerning crimes reported to Morton College Police Department and local police agencies. The initial draft report is forwarded to the Police Administrator, reviewing and organizing the annual filing. The final report is downloaded into the system for review by the federal government and then placed on the college website for the general public to review. The crime statistics indicate whether the offense occurred on campus, in on-campus student facilities, in non-campus property owned or controlled by Morton College, or in the public property immediately adjacent to and accessible from the campus. For this reason, reported crimes may involve individuals not associated with Morton College. The definitions of “on-campus,” “non-campus locations or property,” and “public property” are listed in [Appendix A](#).

This timeline serves as a guide for the completion of the Clery Act by October:

Date	Action	Personnel Responsible
Monthly	Gather pertinent crime info	MCPD
August	Compile report per the Act	MCPD
September	Report is sent to Chief of Police for review	MCPD
October	Report is downloaded federal government system and then on MC website for public review	MCPD

Crime statistics gathered at Morton College have been reported to the U.S. Justice Department's Uniform Crime Reporting System since 1992. The previous three years’ worth of statistics is available in [Appendix G](#) or by visiting the Campus Police in building C, room 119.

Statistical Information for specific non-campus locations or property owned or controlled by Morton College, public property within or immediately adjacent to and accessible.

Information from the campus are requested from the Town of Cicero and other local police agencies. In some circumstances, crime statistics may not be available but are requested by the department nevertheless. Due to COVID guidelines, the college, for a time, did not conduct offsite classes. Added to the main campus geography was the sports complex, which is approximately a half mile away. Crime statistics for the sports complex were also requested and received from the Cicero Police Department.

Crime Prevention Programs

The Morton College Police Department offers a variety of programs and information to help the campus community deal with public safety issues. In conjunction with student activities and local law enforcement, campus police participate in awareness events, share educational resources and issue safety notifications to the campus community. Campus Police utilize proper risk management and, in conjunction with facilities, addresses security and safety hazards on campus. Morton College Police offer campus safety tips and emergency response procedure presentations during orientations. Police Officers will conduct crime prevention presentations when requested by community groups, including students and employees of the college. Campus police participate in events to share information on the services provided by the police department. Police officials attend forums and meetings to address students' concerns or questions. Television bulletin boards around campus help to share safety tips provided by the department and help to remind the campus community that there are surveillance cameras on campus. Common strategies like visibility through squad and foot patrol help to deter crime. The department encourages the campus community to be responsible for their security and the security of others on campus. Take an active role by reporting any suspicious behavior or activities on campus by an individual immediately to the Campus Police department.

If you would like a presentation on any safety or security-related topic, please call the Chief of Police at (708) 656-8000 EXT. 2203. For more information about crime prevention programs, visit the Morton College website at

<https://www.morton.edu>

Emergency Response

Active Shooter

The Morton College Campus Police conduct yearly active shooter and trauma First-Aid training. The department has (3) bags for a mass casualty situation. Campus Police present educational information regarding emergencies on campus in college orientations, and the Emergency Response Guide can be reviewed online as a refresher. Students and employees can also view the [RUN. HIDE. FIGHT.® Surviving an Active Shooter Event video](#) provides information on how to respond to an active shooter on campus and steps students and employees can take to prevent such a situation. Emergency situations include but are not limited to an active assailant, human error, or a natural disaster. Additionally, on request, The Morton College Police Department will conduct a presentation to discuss the appropriate safety precautions, having a survivor mindset, and maintaining situational awareness.

The College tests the emergency response and evacuation or shelter-in-place procedures at least once a year. The College Campus Police department documents the exercise description and collects feedback for emergency response evaluation and improvement.

Evacuation Procedure

In the event of a fire, the Morton College Campus expects all campus community members to evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Morton College Campus Police at (708) 656-8000 Ext. 2200. Students or staff should check in at the assembly area identified in the building emergency plan. No training is provided to students or employees in firefighting or suppression activities as this is inherently dangerous, and each community member's only duty is to exit safely and quickly. We encourage the shutting of doors along the exit path as they go to contain the spread of flames and smoke and to activate the alarm as they exit. At no time should the closing of doors or the alarm activation should delay the exit from the campus buildings. Remember to help those who require assistance exiting.

In another significant emergency, the Morton College Campus evacuation procedures can be altered by the emergency's nature, magnitude, and immediacy. Evacuations may be for a single building or group of buildings, a campus neighborhood, or the entire campus. Evacuation information will be shared using a combination of communication mediums that may be useful given the nature of the incident. Information may include known hazards, general directions to travel or avoid, precautions to take, and where to assemble, if appropriate.

Communication

The College Campus Police Department shares information and sends copies of reports to a limited number of people, depending on the circumstances and privacy policies. Those who may receive information from Campus Police need information regarding security incidents, administrative matters, and possible liability claims. The department will also share information regarding threats to the college that may impact daily operations. It is the Campus Police's responsibility to communicate any safety threats or media-worthy events that require the college to be aware. Communication is essential to maintaining a safe, secure, and crime-free environment.

Morton College Departments are also responsible for sharing administrative referrals involving alcohol, drugs, or weapons on campus. As per the Clery Act, these referrals are reportable incidents, although there will be no criminal investigation. Anonymous reports or referrals are also to be directed to the Campus Police if they are a defined Clery Act reportable offense. Campus Police also actively share administrative matters or referrals to the Associate Provost, VP of Student Services, Title IV Coordinator, and Human Resources Director. Students who engage in criminal activities off campus will be referred to the Associate Provost, VP of Student Services.

Timely Warnings and Emergency Notifications

The Morton College Campus is required to provide “Timely Warnings” to the campus community under the Clery Act when certain crimes or threats occur within the campus Clery Geography. The information received by Campus Police must be validated and pose a serious continuing threat to the campus community. Anyone with information threatening the campus community's safety should report it immediately.

In addition, in the event of any immediate danger (e.g., active assailant, weather, chemical spill, etc.) to the safety or health of the college community. The college will respond by issuing an “**Emergency Notification**” campus-wide. In such an emergency, the campus can be placed on lockdown immediately from the police telecommunications center, and they can provide instructions via the public address system.

The Chief of Police, or a designee, will be responsible for forwarding the “**Timely Warnings**” to the Vice President of Institutional Advancement, who will be responsible for disseminating that information. The college will use all avenues of communication deemed appropriate, including, but not limited to, the RAVE Alert emergency notification system, campus-wide emails, and calls to all registered campus community members. Using campus television boards and social media are also acceptable forms of notifying the campus community immediately.

Campus Alert System

The Clery Act, enacted by Congress and signed into law by the President in 1990 as the Crime Awareness and Campus Safety Act of 1990, requires all institutions of higher education “to make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibilities for student and campus activities, campus police or local police.” These reports, according to the legislation, will be “disseminated in a manner that will aid in the prevention of similar occurrence”.

PROCEDURE

A. Campus Police will determine if sufficient and accurate information exists to warrant the issuance of an Emergency Notification, a Timely Warning, or a Public Safety Bulletin. The data collected must be shared with a department supervisor if time permits.

B. When issuing any notification, the Chief of Police or designee will include the following information when available:

- ▶ Title: Crime Alert, Safety Alert, Emergency Notification, Information Bulletin
- ▶ Date of issuance
- ▶ Date, time, and location of offense or situation
- ▶ Description of crime or situation
- ▶ Description of suspects
- ▶ Suspect’s direction and mode of travel when fleeing incident
- ▶ Safety instructions/advice
- ▶ Authorizing authority, validation of information

C. The person who initiates an alert, emergency notification, or bulletin will create the alert/bulletin and complete the Timely Notification Action Report, which will be included with the police incident report and forwarded to the Chief of Police via email with a copy of the alert/notification that was activated. The Chief of Police or designee will be responsible for authorizing the final Timely Notification Action Report, which will then be saved in the Clery Act folder and a copy of the alert/notification and the police incident report, which states the circumstances initiating the alert. Campus Police can create a Public Safety bulletin if the situation is not an emergency.

- D. **EMERGENCY NOTIFICATION:** Under an Emergency requiring an immediate lockdown, the Supervisor or Officer on duty will immediately direct dispatch. Those on duty will determine if a reverse lockdown is necessary for community college members outside the campus. Telecommunications will provide instructions to the campus community over the public address system. A designee is authorized to issue an alert in an emergency situation if it is in progress or life-threatening. The information received must be validated, or the action is in progress.
- E. When Emergency Notifications are required, telecommunications will contact the college's Information Technology department to activate the RAVE Alert. The college's Institutional Advancement department will review Timely Warnings and Public Safety Bulletins that require dissemination to the campus community and possibly the public.

AUTHORITY and RESPONSIBILITY

A. Alerts and Notifications can be issued by:

- ▶ College President
- ▶ Chief of Police
- ▶ A Police Department Supervisor
- ▶ Police Officer
- ▶ Telecommunications Operator

B. It is the on-duty Campus Police Officer or Supervisor who will initiate the seven critical tasks:

- ▶ Establish Communication and Control
- ▶ Identify Hot Zone or Areas of Danger
- ▶ Establish Inner Perimeter (Control and Contain)
- ▶ Establish Outer Perimeter
- ▶ Establish Incident Command Post
- ▶ Establish Staging Area
- ▶ Request Additional Resources

C. It is the responsibility of the dispatcher in Telecommunications to communicate with local law enforcement and make the appropriate notification to the Chief of Police or a designee. Communication between those on campus, local law enforcement, and a Campus Police supervisor is key to addressing emergencies effectively.

Morton College Emergency Alert System

Morton College utilizes **RAVE Mobile Safety** for emergency notifications. You can get emergency alerts from the College via text message, e-mail, and voice notification. The Informational Technology department uses your admissions or contact information to register you on RAVE.

Q. Where will these messages be sent?

A. The program is set up to send messages to your primary e-mail account (Full-time faculty and staff, students, and others with an MC e-mail address). All students/faculty/staff MC emails (@my.morton.edu for students – all others @morton.edu) have been input into the Rave Mobile Safety emergency alert system.

Please login at <https://www.getrave.com/login/morton> to enter your cell phone/landline number(s) and personal email address(es) and ensure the contact methods are set according to your preferences. The username and password are the same as Panther Portal/Blackboard.

NOTE: *Morton IT registers staff and students before each semester; please don't forget to update your contact information if it changes.*

You may add family members or a friend's contact information if you would like a notification sent to them in the event of an emergency on campus. See the following illustration and examples for frequently asked questions:

Q. What if I need assistance with this new emergency notification system?

A. You can contact the MIS / IT Help Desk at 708-656-8000 ext. 2444 or submit a Help Desk ticket via email to helpdesk@morton.edu.

Q.
What
kinds
of



[My Account](#) [Opt-In Lists](#)

To take full advantage of this service, you must add at least one Mobile Contact.

Morty Panther m.panther@my.morton.edu	EDIT
<div style="display: flex; align-items: center;"> Mobile Phones </div>	ADD
<div style="display: flex; align-items: center;"> Voice Only Line Contacts </div>	ADD
<div style="display: flex; align-items: center;"> Email </div>	ADD
Registration email: m.panther@my.morton.edu	
TEST	

messages will I receive?

A. You will receive three types of messages: 1) messages sent to test that the system is functioning correctly will be identified as test messages. Test messages are sent approximately twice a year. 2) Actual alerts about campus emergencies, closures, or delayed openings. 3) General communications from the college.

Rave Mobile Safety emergency alerts will enable MC to provide a safer environment, enhance emergency preparedness, and keep our faculty, staff, and students better informed

Q. How does it work?

A. Messages informing students, faculty, and staff of a campus emergency, closure, or other important communication will be distributed via this system.

Q. Who receives the messages?

A. Students enrolled for classes at the current time will receive messages, as well as currently employed faculty and staff.

Q. How do I check and edit my information for Rave Emergency Alert System?

A. Please login at <https://www.getrave.com/login/morton> with your Panther Portal/Blackboard username and password.

Q. When I update my contact information can I delete my campus provided email address?

A. No. The primary identifier for your account identification is based on your college provided e-mail address and it needs to remain in the system.

Q. What will I need to know to login to the Rave Emergency Alert System?

A. You will need to know your User ID and password.

Q. Can I update my record with information so that I can receive text messages on my cell phone?

A. Absolutely! We hope that you do. Keep in mind that standard messaging rates may apply and you will be responsible for those fees. Also, the College cannot be responsible for text messages that cannot be delivered due to extenuating circumstances.

Q. If I update my account at this time, do I need to do it again?

A. Possibly. You only need to access the system if you wish to make changes to your contact methods/preferences.

Q. Does my information get shared for any other purpose?

A. The contact information provided to MC will only be used for campus emergency notifications and other general communications from the College and will not be made available

to any other service.

Q. Is Rave Emergency Alert the only communication system that MC will be used for weather emergencies, closings, or delayed openings?

A. No. MC will use other means of communication. Messages will appear on the MC website, media outlets, and the Panther Portal page:

<http://www.emergencyclosingcenter.com/ecc/home.jsp>

Alcohol and Drug Policy

Morton College is a comprehensive institution dedicated to developing individuals to live and work as better informed citizens in a dynamic society. The college aims to educate our campus community about the harmful effects of illicit drug usage and alcohol abuse on a person's health and mental well-being. The college is committed to maintaining a comprehensive Drug and Alcohol Abuse Prevention program. To accomplish our goal, various departments contribute to specific programs for all students and employees. The college expects all employees to comply with the policy as a condition of their employment.

Morton College shall make a good faith effort to maintain a healthful learning environment and workplace by conducting a biennial review of this policy and its illicit *Drug and Alcohol Abuse Prevention Program (DAAPP)*. Policy can be viewed at this link: [Drug-and-Alcohol-Abuse-Prevention-Program-2022.pdf \(morton.edu\)](https://morton.edu/Drug-and-Alcohol-Abuse-Prevention-Program-2022.pdf)

The Drug and Alcohol Abuse Prevention and Education Program for Students and Employees adopted and implemented by the College to prevent the illicit use of drugs and the abuse of alcohol by students and employees shall be in strict accordance with the Drug-Free Workplace Act of 1988, Public Law 100-690, and Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

Morton College prohibits the sale or consumption of alcoholic beverages on college property without the consent of the Board of Trustees. The request must be made in advance and written to the Vice-President of Institutional Advancement to be considered by the College President. Events shall then be authorized and approved, in advance, by the Board of Trustees of Morton College, in accordance with the Liquor Control act of 1934. The approval allows a representative of Morton College to apply to the Town of Cicero for a special events liquor license. The Board of Trustees of the college reserve the right to deny the alcohol at any event.

Approved events can serve and sell alcoholic beverages in the Morton College Theater, the Jedlicka Performing Arts Center. Special events are not student-related activities, including but not limited to concerts, plays, entertainment events, fundraisers, exhibits, chamber of commerce events, and association events. A third-party vendor for the event shall indemnify, defend and hold Morton College harmless against losses and shall hold insurance naming Morton College. Morton College Board Policy, Alcohol on College Property (NO 5.9)

[Illinois Drug Law Fines and Sanctions](#)

[Federal Sanctions](#)

Programs for Student Assistance

See Appendix B for Drug and Alcohol Abuse Prevention Program (DAAPP) regarding Health Risks; Intervention; Morton College Violation and Fines.

Any Morton College student who has a drug or alcohol-related problem may call upon the College for assistance. Anyone needing help should contact the Associate Provost, Vice President of Student Services at extension 2439

Programs for Employee Assistance

Morton College Board Policy 8.4.2 has established an Employee Assistance Program (EAP) for employees. The EAP offers referral and assessment services for both employees and their family members who may be dealing with personal problems, including substance abuse (including alcohol) and/or addictions. The EAP is administered by Health Management Systems of America (HMSA). If you feel that you or a family member needs help, HSMA can be reached 24 hours a day, seven days a week at 1-(800) 767-5320. If you would like more information on HSMA, please feel free to contact Human Resources at (708) 656-8000, Ext. 2462.

Campus Smoke-Free Enforcement

Smoking in non-designated areas or campus vehicles is prohibited by the provisions of the “The Smoke-free Illinois Act” (410ILCS 82/15). No person may smoke any tobacco or simulated cigarette within 15 feet of any building owned or operated by Morton Community College. This prohibition also applies to all college-owned or leased vehicles. Violators of this policy will be referred to the appropriate administrative office for review and appropriate administrative action. Policy violations may also be subject to citations and/or fines from the Morton College Police Department.

1. Citations:

Violators may be issued citations by Morton College Campus Police.

2. Fines:

a. First citation - \$50.00

b. Second citation - \$100.00

c. A Subsequent citation may be issued in an amount up to \$250.00, depending on the nature of the violation.

3. Repeated Offences:

a. Students shall be reported to the Associate Provost, Vice President of Student Services Development, and Ombuds Services. Repeated offenses are in violation of the Code of Student Conduct and could lead to administrative actions.

b. For employees, all citations shall be reported to the facility or staff member's immediate supervisor and Human Resources. Repeated offenses are in violation of Board Policy and are punishable by disciplinary action.

Members of the public and/or visitors that use tobacco on Morton College Property will be asked by Morton College Campus Police to extinguish any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, Morton College Campus Police may direct the visitor to leave Morton College campus property.

Morton College recognizes that individuals may require help to quit smoking. Referrals for smoking sessions and educational materials are available through the Morton College Health and Wellness Program; Quitting Smoking Blue Cross and Blue Shield of Illinois "Fit Facts Brave the Crave" contact; If your craving for nicotine continues, call (800) QUIT-NOW ((800) 784-8669) for help.

Prohibition of Concealed Carry on Morton College Campus

Morton College expressly prohibits the carrying of concealed weapons in college-owned or controlled buildings and grounds, athletic fields, artistic or entertainment venues, officially recognized college-related organization property, whether owned or leased, and any real property, including sidewalks, and common areas under the control of Morton College, as pursuant to Illinois Public Act (430 ILCS 66) - the Firearm Concealed Carry Act.

Fire Safety (Fines & Discipline)

Fire Safety equipment such as fire alarms, extinguishers, crash bars, and smoke detectors are located in all College buildings for safety and should be used only in emergency situations. No items may be moved to or stored within 18 inches of the ceiling so as not to interfere with the functioning of the sprinkler system. Malfunctioning smoke alarms or issues with fire safety equipment should be reported at once to Campus Police (708) 656-8000 Ext. 2200.

Tampering with fire, a life safety system, or intentionally activating a fire alarm constitutes a Class 4 State Felony and may lead to incarceration (720 ILCS 5/17-11.5). The College will also pursue administrative disciplinary action and a fine of up to \$1000. Failure to comply in evacuating a building when a **Fire Alarm** is activated will be subject to disciplinary action and a \$50 fine. Intentionally seeking to burn items near College property will result in a fine of \$50 and possible disciplinary action.

Sexual Misconduct

Morton College is committed to preserving the human dignity of all college community members. The purpose of this policy and procedure guidelines is to: clearly, define sexual misconduct; state the reporting options available to victims; describe the college's response to any allegation of sexual misconduct. It serves as comprehensive guidelines for responding to allegations of Sexual Harassment, Sexual Abuse, Sexual Assault, Domestic Violence; Dating Violence; and Stalking.

Representatives of Campus Police, Student Activities, and Human Resources have a committee to ensure the full implementation of the policy and proper dissemination throughout the college community. College departments collaborate to provide information and educational seminars for students. The college also participates in October's Domestic Violence Awareness and in April's Sexual Assault Awareness month. The information within this document will be reviewed annually by the team to confirm continued full compliance.

Morton College Policies on Hostile Environment and Sexual Harassment

Policy Regarding Students

The Board shall not tolerate any behavior by Trustees or staff which constitutes sexual harassment of a student. For the purposes of this policy, sexual harassment of a student will be defined as:

1. Unwelcome sexual advances
2. Requests for sexual favors and/or
3. Other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature.

where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a course, program or activity;
2. Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student; or
3. Such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating an intimidating, hostile, or offensive academic environment.

Students will be provided with the use of a student grievance procedure. All trustees and staff will be held accountable for compliance with this policy. Violations by staff shall lead to disciplinary action up to and including termination. The grievance procedure for sexual harassment of a student appears in the [Morton College Student Handbook \(PDF\)](#).

Policy Regarding Employees

The Board shall not tolerate any behavior, verbal or physical conduct, by any trustee, staff member, or student that constitutes creating a hostile environment or sexual harassment as outline in the Equal Employment Opportunity Commission (EEOC) Discrimination Guidelines summarized as follows:

1. Submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment.
2. Submission to or rejection of such conduct, made either explicitly or implicitly, is used as the basis for employment decisions effecting such individuals.
3. Such Conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Violations of this policy should be reported immediately to the Human Resources Office and/or to the Office of the President of Morton College.

The President will assure that the reporting person will be protected against any form of retaliation from the perceived aggressor or Morton College.

The President will assign one or more individuals to conduct a prompt, thorough, and impartial investigation. This investigation will remain confidential to the extent possible.

Violation of this policy shall lead to disciplinary action up to and including termination.

Through the Human Resources department, they provide online working courses in accordance with Title IX, which are offered by Workplace Answers to staff and faculty members.

Terms and Definitions

Sexual Misconduct

Sexual Misconduct includes the range of behaviors that are sexual in nature. The list consists of: sexual harassment; gender-based harassment; stalking, dating and/or domestic violence; and sexual violence

Sexual Assault

In Illinois, a person commits “criminal sexual assault” if “that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relations to the victim, and the victim is at least 13 years of age but under 18 years of age.” 720 ILCS § 5/11-1.20.1

Consent

Under Illinois law, consent is defined as “a freely given agreement to the act of sexual penetration or sexual conduct in question. A person cannot give consent if they are underage (in Illinois, the age of consent is 17), incapacitated by drugs or alcohol, or temporarily or permanently mentally or physically unable.”

The following points are important aspects of affirmative consent:

- Consent must be ongoing throughout a sexual encounter and can be revoked at any time;
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be mutually understandable. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent;
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent;
- Silence alone (absent a non-verbal action clearly demonstrating consent) is not considered consent. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary;
- Affirmative consent can never be given by minors, mentally disabled individuals, or incapacitated persons. A person may be incapacitated as a result of alcohol or other drug use. Engaging in sexual activity with a person whom you know, or reasonably should know, to be incapacitated constitutes sexual assault;

- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Dating Violence

In Illinois, the Illinois Domestic Violence Act prohibits “physical abuse, harassment, interference with personal liberty or willful deprivation” directed toward “persons who have or have had a dating or engagement relationship.” 750 ILCS § 60/103. “[N]either a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.” *Id.*

Domestic Violence

The complete Illinois Domestic Violence Act can be found at 750 ILCS §60/101, et seq. Under that law, “domestic violence” is defined as “physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.” 750 ILCS § 60/103. Prohibited domestic violence directed at a “family or household member” includes “spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.” *Id.*

Stalking

In Illinois, a person commits the criminal offense of “talking when, he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:

- fear for his or her safety or the safety of a third person
- or suffer other emotional distress.

[Download the Morton College Sexual Assault, Domestic Relationship Violence and Stalking Policy \(PDF\)](#)

Gender Harassment

Adverse treatment is based on held gendered stereotypes. Adverse treatment can include: verbal; nonverbal; physical aggression; intimidation; or hostility based on gender or gender stereotypes.

Intoxication/Drug Protection

Morton College will not find a student responsible for violating the Morton College Rules of Conduct if they are sexually assaulted while under the influence of alcohol or other drugs. Morton College may provide referrals to counseling and may require educational options rather than pursue conduct proceedings in such cases. Excluded from this protection are all students accused of encouraging or voluntarily participating in the assault/sexual assault.

Reporting a Complaint

For purposes of this policy, all employees of Morton College have an obligation to immediately report to the Title IX Coordinator any and all alleged sexual misconduct that is reported to them or about which they otherwise learn. Employees should also report any alleged sexual misconduct which they experience. Students and third parties who experience or learn about an alleged violation of this policy are encouraged to immediately report the alleged violation to the Title IX Coordinator.

If You are a Victim

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect necessary evidence in the event you may later wish to take legal action.
- Contact the Morton College Police Department immediately at (708)-656-8000 extension 2200 on campus.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.

If You are a Witness

- Calling police when a potentially violent situation is unfolding
- Do not leave an unconscious person alone (alerting Campus Security or a staff member)
- Intervene when someone is being belittled, degraded, or emotionally abused (walk victim away from the abuser, contact Morton Campus Police Department or local police department)
- If you become aware that a Morton College student is the victim of Sexual Assault, Domestic Relationship Violence, or Stalking, contact the Cicero Police Department (911), Morton College Campus Police, or the Director of Human Resources/Title IX Coordinator.

Sexual Assault Resources

Downloadable documents and links to support websites are available on the Morton College website [here](#).

Process and Procedures

All handling of Sexual Misconduct violations will follow the appropriate disciplinary procedures depending upon the status of the alleged perpetrator. Students accused of sexual misconduct violations will be processed through the Student Code of Conduct procedures. Employees accused will be processed through the appropriate Human Resources discipline process.

Morton College has adopted this process for adjudicating Title IX/Section 504 complaints. Here is an explanation of our process:

1. The complaining party approaches a “responsible employee” with the matter.
2. The Title IX/Section 504 Coordinator – Carrisa Davis, (708) 656-8000 Ext. 2227, Carrisa.Davis@morton.edu – is notified.
3. A formal complaint is submitted to the Coordinator. The complaint has to be in writing.
4. The Coordinator reviews written complaint and determines if a possible Title IX/504 violation has occurred.
5. If it is deemed a possible violation, the Coordinator informs the President. If not, the Coordinator informs the complainant in writing.
6. The President assigns an investigator. The investigator should not be the Coordinator. The President can appoint more than one, if necessary.
7. The Investigator(s) meet with the Coordinator to discuss the process and evidence.

8. The Investigator(s) perform a preliminary investigation and report back to Coordinator.
9. The Coordinator determines if the preliminary investigation warrants questioning of the accused party.
10. If so warranted, the accused party is sent a notice of investigation and is scheduled for questioning.
11. After questioning the accused and any new witnesses brought forward by the accused, the Coordinator meets with the President.
12. The President will determine if a violation of Title IX or Section 504 was substantiated.
13. If necessary, charges will be levied, and a hearing will be convened. A Hearing Officer is assigned by the President.
14. The Hearing Officer assembles a hearing panel.
15. After the hearing, a determination is made by the hearing panel.
16. The determination is shared with all parties. The accused is notified of their appeal rights.
17. If necessary, an appeal is filed with the President's Office.
18. The President appoints a Hearing Officer.
19. An appeal hearing is conducted by the Hearing Officer.
20. A notice of Final Determination is made by the Hearing Officer. Any remedies or sanctions that are levied are implemented in accordance with the Final Determination

Timeline for processing

Action	Person responsible	*Timeline
Complaint received by Coordinator	Complaining Party	NA
Determination of possible Title IX or Section 504 violation	Coordinator	Within 2 days
Notification of College President	Coordinator	Within 2 days
Assignment of Investigator(s)	President	Within 2 days
Substantiation of charge(s)	Investigators/Coordinator	Within 15-15 days
Update of President and receive permission to proceed	Investigators/Coordinator	Within 2 days
Notice of investigation to the Accused party	Investigators	Within 2 days
Investigation	Investigators	Within 10 days
Notice of Charge sent to accused	President/Coordinator	Within 3 days
Notice of hearing sent to accused	Hearing officer	Within 5 days
Hearing	Hearing officer	Within 10 days
Shared Outcome of investigation/hearing	Hearing officer	Within 2 days
Official Notice of Outcome & Appeal process	President	Within 5 days
Notice of implementation of remedies/sanctions	President	With outcome
Request for Appeal	Accused	Within 7 days
Appeal hearing conducted	Hearing officer	Within 10 days
Notice of final determination	Hearing Officer	Within 5 days

****Timeline is based on College business days***

The timeline is designed to have a notice of outcome (a completed process) within 60 College business days. This timeline is a generally accepted practice for investigating and concluding Title IX/Section 504 investigations.

However, going beyond the prescribed deadlines does not constitute closure (automatically) to any case. Reasonable delays are expected and should be documented.

Appeal Rights

Any person who has received a Notice of Outcome that they believe is unfavorable to them has a right to file an appeal. The appeal must be in writing and must be received by the President's office or the Coordinator within seven (7) days of the date of the notice. The President will select a Hearing Officer to conduct the appeal. The Hearing Officer should not be any of the following: The President, The Coordinator, or any of the members who served on the initial hearing panel. The hearing should be conducted within 10 days of receiving a notice of appeal from the charged party. A notice of final determination shall be sent to the charged party within 5 days of the appeal hearing.

Any sanctions and/or penalties are meant to be served upon receipt of the Notice of Outcome from the President. The Hearing Officer shall have the authority to stay any remedies that are levied against the charged party if serving the punishment would make the appeal hearing moot. Nothing in this section shall supersede any employee's rights to due process under existing Board/Union Agreements or any other dispute resolution processes set by the College.

Rights (all parties)

Morton College recognizes that employees and students have fundamental rights in the entire adjudication process. Here are the rights that Morton College will recognize during this process:

1. Right to representation throughout the process. This representation can be a Union representative, lawyer, or peer witness. The parties can change representation at any time during the process by notifying the College and the other side in writing.
2. Right to a fair hearing. Fair means that any conflicts of interest should be avoided, and the hearing should be completed by the timeline set forth. Reasonable delays are allowed and should be documented. Both sides should be notified if a reasonable delay occurs. This right means sharing statements and/or notes with both sides so that each side can present a case.
3. Right to notice. All parties should receive written notices of the proceedings, any changes, final determinations, appeals, etc.
4. Right to appeal. Please review the section “Appeal Rights” for more information.
5. Right to confidentiality. This process should be carried out with information being disseminated to those who have a need to know.
6. Right to freedom from retaliation. Please review the section “No-Retaliation”.
7. Right to seek relief outside of this process. Employees are able to pursue this matter through their Board/Union Agreements and/or any dispute resolution process set by Morton College. Students and Employees may seek external remedies if deemed necessary.
8. Right to refuse to participate in any or all of the process. Please note that refusing to participate could result in a final determination being made with the information that is available.

No-Retaliation

Morton College takes the following stance on retaliation:

“Retaliation against anyone involved in the investigation is strictly prohibited. If you retaliate against anyone involved in this investigation, you will be subject to discipline. If you believe you have been mistreated or otherwise retaliated against because of your participation in this investigation, please inform the Coordinator immediately.”

Morton College views any retaliation, in any form, as a violation of this statement. All charges of retaliation will be pursued vigorously.

Hearing Panels

A Hearing Panel will be convened if the President of the College believes, based on the evidence presented, that a possible violation has occurred. The purpose of the hearing panel is to hear all of the evidence provided at the hearing and render a decision on each complaint submitted. The decision must either be sustained, unfounded, or not sustained for each complaint as submitted. The Hearing Panel does not have the authority to conduct investigations of any evidence not presented at the hearing. The panel will consist of five (3) College Community Members: Two (2) Administrators and one (1) Staff. The President of the College will select a Hearing Officer, and that Officer will impanel the rest of the members. The Hearing Officer is one of the three members listed above and is the acting Chairperson for this panel. The rules of evidence will be presented to both sides along with the notice of hearing. Each side can have an advocate present their case. However, attorneys can't be used unless Morton College plans to use an attorney. At this point, all parties are free to match that level of representation. Only in cases where the allegations are "not sustained" will the case be eligible for a second hearing. Cases that are ruled unfavorably towards either party can be appealed using the appeal process.

Penalties

Employees who have a charge sustained against them will be subject to the Morton College procedures on employee discipline. Violations, depending on the offense, could lead to discipline up to and including discharge. Employees will have the right to due process as it is outlined in the Union contracts, Morton College Policy, and/or the Employee Handbook. Student penalties will be handled through the Student Code of Conduct process, wherein potential penalties may include: Warning, Probation, Suspension, or Dismissal from the college for students.

Definitions

Responsible Employee: Anyone that a student or employee believes has the authority to act upon a complaint. This person is responsible for notifying the Title IX/Section 504 Coordinator.

Accused Party: The employee or student who is accused of committing an act that violates these statutes. Hearing Officer: There are two different hearing officers: The person who is in charge of the hearing panel and the person who appeals. They should not be the same person for the same investigation.

Charged party: This would constitute the person or group of people who were found to be liable by a hearing panel.

Charging party: This is the person or group of people who filed the complaint (also called

complainant).

Sustained: Facts of the case support the allegation

Unfounded: Facts of the case do not support the allegation.

Not Sustained: Facts can't determine whether the allegation is true or there is insufficient evidence. Benefit of the doubt goes to the accused party.

Proceeding: A lawsuit; all or some part of a cause heard and determined by a court, an **Administrative Agency, or other judicial authority. Any legal step or action taken at the direction of, or by the authority of, a court or agency; any measures necessary to prosecute or defend an action.**

In its general acceptance, this word means the form in which actions are to be brought and defended, the manner of intervening in suits, of conducting them, the mode of deciding them, of opposing judgments, and of executing.

Result: common lawyer lingo for the outcome of a lawsuit. A lawsuit is synonymous with a proceeding (see above).

Please refer to Police Department regulations for a complete definition of "unfounded".

Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act, Public Law 106-386 Section 1601 it is noted that the identity of "Registered Sex Offenders" known to Morton College and registered as students or employed by Morton College is available to interested persons at the MCPD, Building C - room 119 upon request.

Information is also available online at the Illinois Sex Offender Information website at <http://www.isp.state.il.us/sor/>.

Morton College Police department also recommends students, faculty and staff members to review the Sexual Assault and Prevention guide in **Appendix C** of this report.

Appendix A: Clery Geography

On-Campus – means all property, including on-campus facilities, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to institutional, educational purposes, including; any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person is used by students and supports institutional purposes (such as a food or other retail vendor).

Non-Campus – means any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by an institution that is being used in direct support of, or in relation to, the institution's educational purposes, is frequented by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property – means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Clery Act does not require disclosure of crime statistics for public property that surrounds non-campus buildings or property.

Appendix B Drug and Alcohol Risks

Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.¹¹

A. Drug Abuse

The following is a list of the most frequently used drugs and the risks associated with their use.

1. Cannabinoids (marijuana & hashish)

Known risks are “cough, frequent respiratory infections, possible mental health decline, and addiction.”

2. Opioids (heroin & opium)

Known risks are “constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose.”

3. Stimulants (cocaine, amphetamine & methamphetamine)

Known risks are “weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction.” Specific risks associated with cocaine use include “nasal damage from snorting.” Specific risks associated with methamphetamine use include “severe dental problems.”

4. Club Drugs (MDMA-methylene dioxy methamphetamine (also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers); Flunitrazepam (also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies); GHB (also known as: Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X)

Known risks are “sleep disturbances, depression, impaired memory, hyperthermia, addiction.” Risks specific to GHB are “unconsciousness, seizures, and coma.”

5. Dissociative Drugs (Ketamine also known as: Ketalar SV: cat Valium, K, Special K, vitamin K); PCP and analogs (also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill); Salvia Divinorum (also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D); Dextromethorphan (DXM) (also known as: cough and cold medications: Robotripping, Robo).

Known risks are “anxiety, tremors, numbness, memory loss, and nausea.”

6. Hallucinogens (LSD also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot, yellow sunshine, blue heaven); Mescaline (also known as: buttons, cactus, mesc, peyote); Psilocybin (also known as: Magic mushrooms, purple passion, shrooms, little smoke)

Known risks are “Flashbacks and Hallucinogen Persisting Perception Disorder.”

7. Other Compounds: Anabolic steroids (also known as: Anadrol, Oxandrin, Durabolin, Depo- Testosterone, Equipoise, roids, juice, gym candy, pumpers); Inhalants (also known as: Solvents/paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl), laughing gas, poppers, snappers, whippets.

Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics.” For inhalants, the known risks are “cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.”

Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart> (website last visited on 9/24/14)

Intervention:

Morton College has several options available for students and staff members who need to address alcohol and other drug abuse issues. Students and employees who seek or are to pursue counseling are referred to a local facility that can offer them the assistance they need. The following are the services for counseling:

Alcohol Anonymous
5026 West 14th Street
Cicero, IL 60804
708-652-7330
www.aa.org

The Way Back Inn & Grateful House
3821 N. Harlem Ave. Chicago, IL 60634
708-845-8422
www.waybackinn.org

Local Chicago Resources:
www.chicagoaa.org

Recovery.org
www.recovery.org
1-888-253-4664

Mental Health Services in the Greater Chicago
Area Substance Abuse Treatment
www.mentalhealthchicago.org
312-781-7780

Gateway Foundation Alcohol &
Drug Treatment recovergateway.org
877-321-7326
Rosecrance
www.rosecrance.org
877-321-7326

Choose Help - Cicero Rehab Hotline
www.choosehelp.com
844-906-0600

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

Consequences of Alcohol and Drug Violations for Students

All incidents involving drugs and alcohol will be processed through the College's Code of Student Conduct Process. Students found in violation of alcohol and/or drug policies may be subject to sanctions deemed appropriate by the College, such as counseling assessments, educational projects, community service, reprimand, restitution, suspension, probation, or dismissal. Standard sanctions include:

- A. Fines: Each student involved in an incident where the College's Alcohol or Drug Policy is violated will be assessed a \$100.00 fine for a first offense. All subsequent incidents in which alcohol and/or drug violations occur will carry with them a \$200.00 fine, per person found in violation. Fines must be paid in cash or by personal check to the cashier's Office within one month (31 days) of the administrative hearing or hearing panel date or the date on which the case is decided. Fine deadlines that fall on a weekend or holiday must be paid in advance of the deadline. Any fine outstanding after one month will be doubled and placed on the student's account. All money collected through fines will be used for alcohol and drug abuse programming or interventions.
-

- B. Parental Notification: After the first occurrence, parents will be notified when students who are under the age of 21 violate the alcohol policy at Morton College. The College informs parents of students under the age of 21 in all cases where a student violates the College's drug policies. For additional information on parental notification, please contact the Dean of Student Development and Ombuds Services.

Appendix C: Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault

The Morton College Police Department strongly encourages victims to report incidents of sexual assault promptly to any law enforcement agency. Time is a critical factor for evidence collection and preservation. Individuals are encouraged but not required to file a police report. A police report will not obligate the victim to pursue a complaint through the criminal process, nor will it subject the victim to scrutiny or judgmental opinions from officers. If you are a victim of sexual assault:

- The first priority is to get to a safe place as soon as possible and call 911.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact the Morton College Police Department immediately (708)-656-8000 extension 2200 on campus.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.

When a sexual assault victim contacts the Morton College Police Department, the Office of the Director of Human Resources/Title IX Coordinator will also be notified. The victim of a sexual assault may choose for an investigation to be pursued either through the criminal justice system, through a College disciplinary process (when an alleged perpetrator is a student,

faculty, or staff), or through both methods. Victims may also choose not to proceed as a complainant in a criminal or disciplinary process. A representative from the Morton College Police Department or a certified counselor will guide the victim through the available options and support the victim in their decision.

Morton College Officers will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally, a victim of sexual assault should not wash, douche, use the toilet, or change clothing before a medical/legal exam.)
- Make the victim aware of resources available for confidential counseling from counselors specifically trained in sexual assault crisis intervention.
- Contact the Cicero Police Department for assistance.
- After reporting the offense, Campus Police will be responsible for the victim, provide transportation, and follow up with the victim if their case is criminally charged. In addition, reporting enables the College to alert the campus community for their safety and possibly prevent further incidents through a Timely Warning.

Past Abuse

Many individuals experience sexual assault and never report the incident. If you were the victim of a sex act weeks or years ago, assistance and possible criminal prosecution are still available. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment. Speaking with an Officer will provide information on possible prosecution.

Counseling Options

Morton College has several options available for student victims and staff of sexual assault. A College Counselor or a referral to a local agency can offer the counseling resource needed.

Off-Campus Resources:

Chicago Rape Crisis Hotline
(888) 293-2080

Illinois Coalition Against Sexual Assault
(217) 753-753-4117

Illinois Attorney General, Victim Assistance
Services (800) 228-3368

Pillars 24-hour sexual assault hotline
(708) 482-9600

YWCA Hotline
(708) 748-5672

Pillars
(708) 745-5277

YWCA – Austin Community Satellite
(773) 287-6057

Appendix D: Sex Offenses Definitions

As per the National Incident-Based Reporting System Edition of the **Uniform Crime Reporting Program**

Sex Offenses—Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Rape/Criminal Sexual Assault

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Criminal Sexual Assault (720 ILCS 5/11-1.20 (2014):

A person commits criminal sexual assault if that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. 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, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses—Non-Forcible

Unlawful, non-forcible sexual intercourse.

A. Incest

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

B. Statutory Rape

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

Reporting

Victims of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking are encouraged to report these incidents to the police by dialing **911** or to seek immediate assistance by going to a local emergency room. Another non-school resource is the **Rape Crisis Hotline (888) 293-2080**. **(See “What to Do if you are the Victim of Sexual Assault” for more information).**

Victims are also encouraged to report these incidents to Morton College Campus Police Department or the Counselor. A Morton College staff member will offer to accompany a student to a medical facility or to speak to the police. Campus Police/Disability Specialist will provide appropriate referrals for survivors of crime.

Although Morton College encourages all members of its community to report any incidents of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking to the police, it is the victim's choice whether to make a report and victims can decline involvement with the police. Morton College does not publicize the name of crime victims nor does it include identifiable information in the Morton College Police Campus Daily Crime Log.

MC is in compliance with VAWA Act and the Cleary Act, which does not violate the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments.

Assistance in the Event of Sexual Assault, Domestic Violence, Dating Violence or Stalking
Regardless of whether the student chooses to make a report to the Morton College Police Department, Morton College will work with students to provide the assistance (if these measures are requested and are reasonably available), including, but not limited to:

- Change in the academic class schedule
- Change in on-campus working situation
- No-contact instruction if the alleged offender is a student, faculty or staff member at Morton College
- Additional security measures while on campus
- Additional security measures when arriving and leaving campus such as escort services
- Working with other institutions if the offender is an employee or student at another institution or organization these measures may be applied to one, both, or multiple parties involved.

- Students may request that directory information on file be removed from public sources by submitting a written request to Morton College Office of Admissions and Records.
- Packets of appropriate referral information are available in the following offices:
- Campus Police
- Counselor
- Human Resources

Information Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking

What to do if you are the Victim of Sexual Assault:

- **Get to a safe place as soon as possible.**
- **To get help, call the police at 911 or if you are on campus, contact Morton College Campus Police Department ((708) 656-8000 ext. 2200 or 2001 M-Fri 6 a.m. - 11 p.m. Sat-Sun 24 hour) or the Director of Human Resources/Title IX Coordinator (708) 656-8000 Ext. 2298 during office hours).**
- Seek immediate medical attention, preferably at an emergency room. Medical personnel are trained to perform a "rape kit" exam, where they are able to gather evidence while examining the victim to help police and prosecutors find and charge the perpetrator. If you might ever want to report the assault, it is important that you do not shower, change clothes, or clean up in any way before going to the hospital, in order not to disturb any evidence medical staff might be able to collect for the police. Sometimes this process can be easier if you have a trusted friend or victim advocate with you.
- Even if you don't want to report the assault to police right now, it is still important to have a medical exam to make sure you are all right. Sometimes people change their minds and want to report to the police later. Also, in addition to treating injuries, medical personnel can test for pregnancy and whether or not you may have been drugged. They can also give you drugs to reduce your chances of contracting sexually transmitted diseases (STDs) or getting pregnant.
- Try to preserve all evidence. Do not throw away clothes or wash, douche, or change. If you must change clothing, put all clothing you were wearing at the time of the attack in a paper (not a plastic) bag.
- Contact the Rape Crisis Hotline (888) 293-2080 or the National Sexual Assault Hotline ((800) 656-Hope) for more support. They can give you counseling, and help you understand your options, such as what medical staff will do during a "rape kit" exam or what might happen while going through the criminal justice system.
- Try to avoid being alone, especially with your attacker, and be alert to your surroundings.
- Get help making a safety plan to avoid or escape a dangerous situation, especially if you know

your attacker.

- Make sure you have a safe place to stay.

Adapted from the National Center for Victims of Crime

Domestic Violence - Warning Signs and How to Get Help

Domestic Violence can happen to anyone of any race, age, sexual orientation, religion or gender. It can happen to couples who are married, living together or who are dating. Domestic Violence affects people of all socioeconomic backgrounds and education levels. Abuse is a repetitive pattern of behaviors used to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation. Many of these different forms of abuse can be going on at any one time. You may be experiencing physical abuse if your partner has done or repeatedly does any of the following tactics of abuse:

- Pulling your hair, punching, slapping, kicking, biting or choking you
- Forbidding you from eating or sleeping
- Damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.)
- Using weapons to threaten to hurt you, or actually hurting you with weapons
- Trapping you in your home or keeps you from leaving
- Preventing you from calling the police or seeking medical attention
- Abandoning you in unfamiliar places
- Driving recklessly or dangerously when you are in the car with them
- Forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past) you may be in an emotionally abusive relationship if your partner exerts control through:
 - Calling you names, insulting you or continually criticizing you
 - Refusing to trust you and acting jealous or possessive
 - Trying to isolate you from family or friends
 - Monitoring where you go, who you call and who you spend time with
 - Demanding to know where you are every minute
 - Punishing you by withholding affection

- Threatening to hurt you, your family or your pets
- Humiliating you in any way
- Blaming you for the abuse
- Accusing you of cheating and being often jealous of your outside relationships
- Serially cheating on you and then blaming you for his or her behavior
- Cheating on you intentionally to hurt you and then threatening to cheat again
- Cheating to prove that they are more desired, worthy, etc. than you are
- Attempting to control your appearance: what you wear, how much/little makeup you wear, etc.
- Telling you that you will never find anyone better, or that you are lucky to be with a person like them

Adapted from the National Domestic Violence Hotline

How to get help:

- **Contact the Cicero Police Department (911), Campus Police (708) 656-8000 Ext. 2200 or 2001), or the Domestic Violence Hotlines (national: (800) 799-7233; Chicago/local: (877) 863-6338) to get information on campus and local resources as well as your legal options.**
- Identify your partner's use and level of force so that you can assess the risk of physical danger to you and others before it occurs.
- If possible, have a phone accessible at all times and know what numbers to call for help.
- Know the phone number to your local battered women's shelter. If your safety is at risk, call the Cicero Police Department (911).
- Let trusted friends and neighbors know of your situation and develop a plan and visual signal for when you need help.

Adapted from the National Domestic Violence Hotline

What to do if you are a victim of Dating Violence:

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Controlling behavior may include:

- Calling or texting you frequently to find out where you are, whom you're with, and what you're doing
- Telling you what to wear

- Having to be with you all the time

Verbal and emotional abuse may include:

- Calling you names
- Jealousy
- Belittling you (cutting you down)Threatening to hurt you, someone in your family, or himself or herself if you don't do what heor she wants.

Physical abuse may include:

- Shoving
- Punching
- Slapping
- Pinching
- Hitting
- Kicking
- Hair pulling
- Strangling

Sexual abuse may include:

- Unwanted touching and kissing
- Forcing you to have sex
- Not letting you use birth control
- Forcing you to do other sexual things

Anyone can be a victim of dating violence. Both boys and girls are victims, but boys and girls abuse their partners in different ways. Girls are more likely to yell, threaten to hurt themselves, pinch, slap, scratch, or kick. Boys injure girls more and are more likely to punch their partner and force them to participate in unwanted sexual activity. Some teen victims experience physical violence only occasionally; others, more often.

If You Are a Victim of Dating Violence, You Might...

- Think it's your fault.
- Feel angry, sad, lonely, depressed, or confused.
- Feel helpless to stop the abuse.
- Feel threatened or humiliated.
- Feel anxious.
- Not know what might happen next.
- Feel like you can't talk to family and friends.
- Be afraid of getting hurt more seriously.

- Feel protective of your boyfriend or girlfriend.

Get Help

Being a victim of dating violence is not your fault. Nothing you say, wear, or do gives anyone the right to hurt you.

- If you think you are in an abusive relationship, get help immediately. Don't keep your concerns to yourself.
-
- Talk to someone you trust like a parent, teacher, school principal, counselor, or nurse.
- If you choose to tell, you should know that some adults are mandated reporters. This means they are legally required to report neglect or abuse to someone else, such as the police or child protective services. You can ask people if they are mandated reporters and then decide what you want to do. Some examples of mandated reporters are teachers, counselors, doctors, social workers, and in some cases, coaches or activity leaders. If you want help deciding whom to talk to, call a crisis line in your area. You might also want to talk to a trusted family member, a friend's parent, an adult neighbor or friend, an older sibling or cousin, or other experienced person who you trust.

Help Yourself

Think about ways you can be safer. This means thinking about what to do, where to go for help, and who to call ahead of time.

- Where can you go for help?
- Who can you call?
- Who will help you?
- How will you escape a violent situation?

Here are other precautions you can take:

- Let friends or family know when you are afraid or need help.
- When you go out, say where you are going and when you'll be back.
- In an emergency, call 911 or your local police department.
- Memorize important phone numbers, such as the people to contact or places to go in an emergency.
- Keep spare change, calling cards, or a cell phone handy for immediate access to communication.
- Go out in a group or with other couples.
- Have money available for transportation if you need to take a taxi, bus, or subway to escape.

Help Someone Else

If you know someone who might be in an abusive relationship, you can help.

- Tell the person that you are worried.

- Be a good listener.
- Offer your friendship and support.
- Ask how you can help.
- Encourage your friend to seek help.
- Educate yourself about dating violence and healthy relationships.
- Avoid any confrontations with the abuser. This could be dangerous for you and your friend.

Adapted from the National Center for Victims of Crime

Stalking—Warning Signs and How to Get Help

Stalking is a crime. A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men.

Stalkers may:

- Repeatedly call you, including hang-ups or contact you repeatedly through electronic communication and social media.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or coworkers.
- Other actions that control, track, or frighten you.

How to get help if you are being stalked:

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

- If your safety is at risk call 911.
- Trust your instincts. Don't downplay the danger. If you feel you are unsafe, you probably are.
- Take threats seriously.
- Contact Campus Police, victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order. (See the resources section below for more info.)
- Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker

shows up at your home, work, school, or somewhere else. Tell people how they can help you.

- Don't communicate with the stalker or respond to attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep e-mails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.
- Contact the police, as Illinois has a stalking law (see applicable state laws).
- Consider getting a court order that tells the stalker to stay away from you.
- Tell a family, friends, roommates, co-workers, Morton College Campus Police Department, and the Office of Student Development about the stalking and seek their support.

Adapted from the National Center for Victims of Crime:

[Keeping Safe when Traveling Around Campus and surrounding areas;](#)

- Try to arrive at and leave social gatherings with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours
- Keep track of your drinking. Watch your drink as it is made and don't leave it unattended; avoid group drinks like punch bowls
- If you feel extremely tired or drunk for no apparent reason, find your friends and ask them to leave with you as soon as possible
- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are located throughout the Morton College campus
- Avoid dimly lit places; take major, public paths rather than less populated shortcuts
- Pay attention to your surroundings. Avoid putting music headphones in your ears and/or using your smartphone when walking alone
- If walking feels unsafe, especially after dark, try to walk with a friend or contact Campus Police to request an escort or utilize the local Taxi Cab Services
- Carry a noisemaker (like a whistle) and/or a small flashlight on your keychain

[What to do if Someone You Know is at Risk of Sexual Assault, Domestic Violence, Dating Violence or Stalking](#)

Morton College is a community and we all have a responsibility to support each other. A "bystander" is someone other than the victim who is present when an act of Sexual Assault, Domestic Violence, Dating Violence or Stalking is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent Sexual Assault, Domestic Violence, Dating Violence or Stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include:

- Not leaving an overly intoxicated person in a bar/party alone
- Calling police when a potentially violent situation is unfolding

- Not leaving an unconscious person alone (alerting Campus Police or a staff member)
- Intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting Morton Campus Police Department. (Or local police department)
- As a bystander or witness to violence at Morton College, the institution wishes to empower men and women to intervene with peers to prevent an assault from occurring.
- As a bystander or witness of a crime, you will be provided support from the institution and referrals to outside agencies should you require it.
- As a bystander or witness, you will suffer no consequences (academically/financially) for speaking out on behalf of a survivor.

If you become aware that a Morton College student is the victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking, contact the Cicero Police Department (911), Morton College Campus Police, or the Dean of Student Development and Ombuds Services.

Appendix E: Resources

Students who report Sexual Assault, Domestic Violence, Dating Violence, or Stalking have numerous options and support services available to them, including medical and psychological services as well as administrative, disciplinary, and legal options.

On-Campus Resources

Morton College Campus Police Department
Room 119 Building C

Available hours Mon-Fri 6-11 p.m.,
Sat-Sun 24 Hours; please ask to speak to a
supervisor or designee on duty
(708) 656-8000 ext. 2200 or 2201

Counselor

Jennifer Iniquez

1st FL Building B OSC (708) 656-8000 ext. 2297
jennifer.iniquez@morton.edu

Counselor

Sandra Salas

1st FL Building B OSC (708) 656-8000 ext. 2411
sandra.salas@morton.edu

Director of Operations & Facilities

Joseph Florio

Room 101 BuildingD

(708) 656-8000 ext. 2224

Joseph.Florio@morton.edu

Deputy Title IX Coordinator - Students

Carissa Davis

Room 227 Building B (708) 656-8000 Ext. 2439

Carissa.Davis@morton.edu

Attorney General Kwame Raoul

(312) 814-3000

illinoisattorneygeneral.gov

Off-Campus Resources Cicero Police

Department 911 for emergency calls

non-emergency calls

(708) 652-2130

Sarah's Inn

24 Crisis line

(708) 386-4225

sarahsinn.org

Chicago Metropolitan Battered Women's
Network

1 E. Wacker Dr., Suite 1630

Chicago, IL 60601

(312) 527-0730

batteredwomensnetwork.org

Pillars Center

6918 Windsor Avenue

Berwyn, IL 60402

(708) PILLARS (708.745.5277)

24 hour Crisis Line (708) 485-5254

pillarscommunity.org

YWCA Metropolitan Chicago Austin Community
Satellite (888) 293-2080

4909 W. Division Street Chicago, IL 60651

(773) 287-6057

ywcachicago.org

Rape Victim Advocates

180 N. Michigan Ave., suite 600

Chicago, IL 60601

(312) 443-9603

rapevictimagadvocates.org

Northwestern Memorial Hospital Emergency

Department

250 E Erie Street Chicago, IL 60611

(312) 926-5188

Mac Neal Hospital
3249 S Oak Park Ave.
Berwyn, IL 60402
(708) 783-9100 / ER: (708) 783-6000

John H. Stroger, Jr. Cook County Hospital
1901 W Harrison St. Chicago, IL
(312) 864-6000

PILLARS
Sexual Assault call (708) 482-9600
Substance Abuse (708) 995-3851
Domestic Violence (708) 482-5254

Domestic Violence
555 W Harrison Ave. Chicago, IL 60607 (312)
325-9000

The National Domestic Violence Hotline
(800) 799-7233

Rape Crisis Hotline
(888) 293-2080

Rape Abuse and Incest National Network
(RAINN)
(800) 656-HOPE (4673)

Legal Assistance Foundation of Chicago
(773) 321-7900

Crime Victims Compensation Program
1500 Maybrook Dr.
(708) 865-6080

Poison Control
1750 Congress Parkway
(800) 222-1222

Suicidal Thoughts and Addiction Recovery Center

[recovery.org/topics/choosing-the-best-inpatient-suicidal-thoughts-and-addiction-recovery-center](https://www.recovery.org/topics/choosing-the-best-inpatient-suicidal-thoughts-and-addiction-recovery-center)

988 Suicide Crisis LIFELINE- Call or Text 988 or chat 988lifeline.org

The college has a Health Crisis counselor on staff, or Please stop or call for police assistance.

Orders of Protection

Orders of protection (commonly referred to as restraining orders) are legal orders, put in place by a judge, that restrict or limit the amount of contact a person can have with another person.

Morton College takes all existing orders of protection seriously. If you have an order of protection, protecting you from someone else, we ask that you please inform Campus Police so that they have it on record. This will help Morton College Police in case there is an issue with the offender. To do so, please email Safety Training Officer Michael Wolff at michael.wolff@morton.edu or stop into the Campus Police office.

If you are having an issue with a person, Campus Police can help explain the legal process for obtaining an order of protection.

For more information on obtaining an order of protection, please visit WomensLaw.org

Morton College Education and Prevention Programs

Institutionally, Morton College seeks ways to reduce risk of all crimes on campus. Prevention education programs, referrals and information is available for students and community members on measures utilized by campus police and staff. Morton College employs police officers to patrol the grounds and to respond to all calls for assistance. The campus has “Emergency Buttons” placed across campus in well-lit areas so a student/community member may utilize in the event of an emergency.

Awareness programs are in person sessions or online assessments an individual can participate in to increase their awareness of sexual/domestic violence, support, advocacy and reporting a crime. Ongoing prevention and awareness campaigns that use a bystander framework to make community members aware of their role as active bystanders in preventing sexual and relationship violence and stalking offer thoughtful and effective methods to change cultural norms and attitudes in communities. The Illinois Coalition Against Sexual Assault and Illinois Coalition Against Domestic Violence both run prevention and awareness campaigns throughout the district serving Morton College. April is Sexual Assault Awareness Month and October is Domestic Violence Awareness Month. Primary prevention programs, “Approaches/interventions/programs that take place *before* sexual violence has occurred to prevent initial perpetration or victimization”.

(CDC: <http://www.cdc.gov/violenceprevention/pdf/svprevention-a.pdf>)

Morton College also has an annual educational campaign consisting of presentations that include: New Student Orientation, New Employee Orientation, New Faculty Orientation, Communication Program (to include signage, brochures, and email), Campus Police Authorities, Web-based Manager Training, and Campus Police Officer Training.

Appendix F: 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 or probably would result in a serious potential 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, etc.

Bias-related incidents: are defined as behavior which constitutes an expression of hostility against the person or property of another because of the targeted person's age, creed, disability, ethnic or national origin, gender, gender identity, gender expression, marital status, political or social affiliation, race, religion, or sexual orientation.

Even when offenders are not aware of bias or intend to offend, bias may be revealed which is worthy of a response and can serve as an opportunity for education.

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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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 derivations (morphine, heroin, codeine); marijuana, synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by 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.

Ethnic: Common and distinctive culture, religion, language, or the like.

Ethnicity: Identity with or membership in a particular racial, national, or cultural group and observance of that group's customs, beliefs, and language.

Gender: male and female

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

Manslaughter by Negligence: The killing of another person through gross negligence.

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 and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

National Origin: The ancestral race that an individual belongs to, as opposed to their current nationality. People derived from of a variety of ethnic origin types currently inhabit the United States, and which include white, black, American Indian, Asian, Pacific Islander and Eskimo.

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

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, concealed or openly; furnishing deadly weapons to minors, aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

On-Campus—Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

Non-Campus Building or Property—Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property—Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and assessable from the campus.

	On-Campus Property			Non-Campus Property				Public Property			GRAND TOTAL
	Reported to MCPD 1	Reported to Non-Police 2	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	Reported to Non-Police 3	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	SUB-TOTAL	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	0	2	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Rape	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Fondling	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses - Incest	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0

Appendix G: Morton College 2021 Crime Statistics

LOCATIONS	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability			TOTAL
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2021 Hate Crime Statistics

	On-Campus Property			Non-Campus Property				Public Property			GRAND TOTAL
	Reported to MCPD 1	Reported to Non-Police 2	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	Reported to Non-Police 3	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	SUB-TOTAL	
Domestic Violence	3	0	3	0	1	0	1	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	1	0	1
Stalking	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0

2021 Violence Against Women Act (VAWA) Offenses

	On-Campus Property			Non-Campus Property				Public Property			GRAND TOTAL
	Reported to MCPD 1	Reported to Non-Police 2	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	Reported to Non-Police 3	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	SUB-TOTAL	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Rape	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Fondling	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses - Incest	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0

Appendix G: Morton College 2020 Crime Statistics

LOCATIONS	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability			TOTAL
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2020 Hate Crime Statistics

	On-Campus Property			Non-Campus Property				Public Property			GRAND TOTAL
	Reported to MCPD 1	Reported to Non-Police 2	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	Reported to Non-Police 3	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	SUB-TOTAL	
Domestic Violence	4	0	4	0	0	0	0	0	0	0	4
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0

2020 Violence Against Women Act (VAWA) Offenses

	On-Campus Property			Non-Campus Property				Public Property			GRAND TOTAL
	Reported to MCPD 1	Reported to Non-Police 2	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	Reported to Non-Police 3	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	SUB-TOTAL	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	1	1	1
Aggravated Assault	0	0	0	0	0	0	0	0	1	1	1
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	3	3	3
Arson	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Rape	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Fondling	0	0	0	0	0	0	0	0	1	1	1
Non-Forcible Sex Offenses - Incest	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	1	0	1	0	0	0	0	0	0	0	1
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	1	0	1	0	0	0	0	0	0	0	1
Illegal Weapons Possession Violations Referred for Disciplinary Action	1	0	1	0	0	0	0	0	0	0	1
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0

Appendix G Morton College

2019 Crime Statistics

LOCATIONS	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability			TOTAL
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2019 Hate Crimes Statistics

	On-Campus Property			Non-Campus Property				Public Property			GRAND TOTAL
	Reported to MCPD 1	Reported to Non-Police 2	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	Reported to Non-Police 3	SUB-TOTAL	Reported to MCPD 1	Reported to other PD 2	SUB-TOTAL	
Domestic Violence	1	0	1	0	0	0	0	0	3	3	4
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0

2019 Violence Against Women Act (VAWA) Offenses

Appendix J: Morton College 2019 - 2022

Non-Campus Satellite/Locations Crime Statistics

***No non-campus satellite/locations were utilized by Morton College in 2021 due to the COVID-19 pandemic restrictions.**

Heritage Middle School 2020
6850 West 31st Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0		
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

Heritage Middle School 2019
6850 West 31st Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0		0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	2	2
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

Lincoln Middle School 2020
6432 West 16th Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

Lincoln Middle School 2019
6432 West 16th Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	1	1
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

St. Mary of Celle 2020
1500 BLK of Wesley AveBerwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

St. Mary of Celle 2019
1500 BLK of Wesley AveBerwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

Freedom Middle School
3016 South Ridgeland Avenue
Berwyn, IL

**This location was not utilized by Morton College in 2019,
2020, 2021 or 2022**

Cicero East School 2300 BLK of 49th Ave
Cicero, IL

**This location was not utilized by Morton College in 2019,
2020, 2021 or 2022**

Cicero Illinois Work Net Center
2100 BLK of 61ST Ct
Cicero, IL

**This location was not utilized by Morton College in 2019,
2020, 2021 or 2022**

Cicero Public Library 2020
5200 BLK of Cermak RdCicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	1	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	1	1
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

Cicero Public Library 2019
5200 BLK of Cermak RdCicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	1	1
Motor Vehicle Theft	0	1	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	2
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

Cicero Community Center 2020
2200 BLK of 49th Ave Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	2	2
Larceny/Theft	0	3	3
Robbery	0	0	0
Aggravated Assault	0	1	1
Arson	0	0	0
Burglary	0	3	3
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	1	1
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	3	3
Weapon Law Violations Referred for Disciplinary Actions	0	1	1
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

Cicero Community Center 2019
2200 BLK of 49th Ave Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	2	2
Larceny/Theft	0	0	0
Robbery	0	1	1
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	1	1
Motor Vehicle Theft	0	2	2
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	2
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

**Hawthorne Children's Center
2800 BLK of 49th Ave
Cicero, IL**

**This location was not utilized by Morton College in 2019,
2020, 2021, or 2022**

**Lincoln School
3500 BLK 60th Ct
Cicero, IL**

**This location was not utilized by Morton College in
2019, 2020, 2021 or 2022**

Morton East High School 2020
2423 South Austin BlvdCicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	2	2
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	2
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

**Morton East High School 2019
2423 South Austin BlvdCicero, IL**

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	1	1
Robbery	0	0	0
Aggravated Assault	0	1	1
Arson	0	0	0
Burglary	0	2	2
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0

Morton Freshman Center 2017
1801 South 55th Avenue
Cicero, IL

**This location was not utilized by
Morton College in 2019, 2020, 2021 or 2022**

New Life Community Church
3600 BLK of 61st Ave
Cicero, IL

**This location was not utilized by
Morton College in 2019, 2020, 2021 or 2022**

**Our Lady of the Mount
2400 BLK of 61st Ave
Cicero, IL**

**This location was not utilized by
Morton College in 2019, 2020, 2021 or 2022**



Appendix K: MC Police Domestic Violence Packet

Illinois Domestic Violence Act Victim Information from the Office of Illinois Attorney General Lisa Madigan

Domestic Violence Is a Crime

Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under Illinois law, **family or household members** are defined as:

- family members related by blood or marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or another dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same-sex couples; and
- people with disabilities and their personal assistants.

Orders of Protection

An order of protection is a court order which restricts someone who has abused a family or household member. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, etc.)
- order abuser out of a shared home or residence;
- order abuser out of that home while they are using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and keep abuser from your work, school, or other specific locations;
- prohibit abuser from taking or hiding children, give you temporary custody, or require the abuser to bring the child to court;
- require abuser to attend counseling;
- require abuser to turn weapons over to local law enforcement; and/or
- prohibit abuser from other actions.

To Obtain an Order of Protection, You Can:

- Contact a domestic violence program for help completing the forms
- Ask your attorney to file in civil court
- Request an order during a criminal prosecution
- Go to your local circuit court clerk's office and obtain papers to seek an order of protection for yourself

Law Enforcement Response

Law enforcement should try to prevent further abuse by:

- Arresting the abuser when appropriate and completing a police report;
- Driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- Accompanying you back to your home to get belongings; and
- Informing you about the importance of saving evidence, such as damaged clothing or property, and taking photographs of injuries or damage.

Criminal Prosecutions

If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number and this form to your local state's attorney. You may want to contact a local domestic violence program so they can help you through the system.

If Abuser Contacts You after an Arrest

If the abuser was charged with a crime and you or another victim is a family or household member, that abuser probably was ordered not to contact you for at least 72 hours. If the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional crime, violation of bail bond.

Violation of an Order of Protection

You should also call police if the abuser disregards a part of the order of protection, because that is another crime, violation of an order of protection.

Where You Can Get Help and Advice:

National Domestic Violence Hotline: 1-800-799-SAFE (1-800-799-7233) Chicagoland Domestic Violence Help Line: 1-877-863-6338 (Chicago area) Chicago Rape Crisis Hotline: 1-800-293-2080 (Chicago area)

Local Domestic Violence Programs:

Sarah's Inn 24 Hour Hotline: 708-386-4225 & Pillars 24 Hour Hotline: 708-485-5254

Appendix L: GUIDELINES FOR DOMESTIC VIOLENCE AND ORDERS OF PROTECTION

Applicable for the Circuit Court of Cook County

Domestic violence is a crime. No one should ever be hurt by someone they love. In order to become a survivor of domestic violence you need to get help from the court system, police, and community resources available to you.

This document can answer questions about domestic violence, how to obtain an Order of Protection, and the courthouses near you.

If you have any other questions, please do not hesitate to call Office of the Clerk of the Circuit Court of Cook County at (312) 325-9467, (312) 325-9468, or (312) 325-9500; they are here to help you.

WHAT IS DOMESTIC VIOLENCE? Domestic violence is any physical, emotional, or sexual abuse of a household or family member by another.

WHO CAN BE PROTECTED? The IDVA (Illinois Domestic Violence Act) defines household or family members who can be protected as follows: people who are married or formerly married to each other; people who are related, like parents, children, siblings; aunts, uncles, cousins, grandparents, stepchildren, and step parents; people who live together or formerly lived together; people who are dating or formerly dated; people who are engaged or formerly engaged; and people with disabilities.

WHAT IS AN ORDER OF PROTECTION? An Order of Protection is a court order signed by a judge. It is designed to protect a petitioner (the person who has been hurt) from the respondent (the person who hurt the petitioner.)

WHERE CAN I GET AN ORDER OF PROTECTION? There are several options.

Criminal Court: if the person who has been hurt (the petitioner) signs a criminal complaint against the person who hurt him or her (the respondent). The State's Attorney's Office then prosecutes the respondent and helps the petitioner get an Order of Protection. The petitioner can only keep the Order if she, or he, follows through with the criminal case.

Civil Court: If the petitioner chooses NOT to press charges the Order of Protection can be granted by a judge in an independent action. In **Civil Court**, the petitioner can have his or her own attorney or can represent him or herself; this is called pro se.

Child Support Court, Divorce Court, Juvenile Court and Probate Court: A petitioner can also request an

Order of Protection in other courts where they are parties to a pending action against the

respondent.

The Order of Protection is the same, no matter which court grants it.

HOW MUCH DOES THE ORDER OF PROTECTION COST? The Order of Protection is free. There are no fees for filing the Order. The Sheriff's office serves the Order on the respondent without charge.

HOW DOES THE RESPONDENT LEARN ABOUT THE ORDER OF PROTECTION? Once a judge grants the Order, it is filed in the Clerk's Office. A copy is sent to the Sheriff's Office and a Sheriff's deputy can then serve a copy of the Order to the respondent (the person who hurt the petitioner).

CAN A MINOR GET AN ORDER OF PROTECTION? Anyone who is a protected party under the Illinois Domestic Violence Act is eligible for an Order of Protection. Minors, under the age of 18, (and some people with disabilities) need an adult to ask for the Order on behalf of the petitioner.

WHAT ARE REMEDIES? Remedies are actions the respondent must do or stop doing to the petitioner. For instance, the Order could make the respondent stay out of the shared home for a period of time; or stop harassing or abusing the petitioner; or pay costs if the petitioner had to run away to a safe place. There are 18 different remedies. The Order of Protection forms list each of them.

DO I NEED A LAWYER TO GET AN ORDER OF PROTECTION? An Assistant State's Attorney is your attorney when you go to Criminal Court. In Civil Court, it is always a good idea to have an attorney in court with you. You may qualify for free legal assistance, depending on how much money you earn. If you need to hire an attorney, call the Chicago or Suburban Bar Associations for a referral. If you do not qualify for free legal assistance, and you cannot afford an attorney, you can act as your own attorney. You must bring the respondent's date of birth, social security number and address with you to complete the forms. The Clerk's Office in each court has the forms you need.

Domestic Violence Court for near west suburbs:

4th District Courthouse

1500 Maybrook Drive
Maywood, IL 60153
(708) 865-4937
TDD (708) 865-6056

Serving the residents of Bellwood, Berkeley, Berwyn, Broadview, Brookfield, Cicero, Elmwood Park, Forest Park, Franklin Park, Hillside, La Grange Park, Maywood, Melrose Park, Northlake, North Riverside, Oak Park, River Forest, River Grove, Riverside, Schiller Park, Stone Park, and Westchester.

Domestic Violence Court for Chicago Residents

Both criminal and civil domestic violence cases are heard in this courthouse.

555 West Harrison

Chicago, IL 60607-4313

(312)325-9500

If the petitioner presses charges against the respondent, the State's attorney's office assists the person in getting an order of protection. **(312) 325-9220**

If the petitioner does **not** press charges against the respondent, any attorney or a pro se petitioner can request an order of protection. (Pro se petitioners are individuals who act as their own attorneys.) **(312)325-9460 or (312)325-9467**

Appendix M: Information for Assistance with Civil Orders of Protection

Who Qualifies for Civil Orders of Protection

- The petitioner (victim) and the respondent (abuser) need to have either a dating relationship, roommates, have a child together, and/or related by blood or marriage.
- No criminal charges are pending.
- Need the respondent's (abuser's) address and date of birth. **(Order of Protection cannot be completed without this information.)**

Maybrook Courthouse Advocates are available: Monday through Friday from 8:30 a.m. to 4:00 p.m. The phone number is 708-865-6134 (you can leave a message at this phone number).

The Maybrook Courthouse Advocates do not help with Civil Orders of Protections on Thursdays.

The Civil Order of Protection Assistance Desk

The Civil Order of Protection Assistance Desk Attorney is to help with general situations involving orders of protection. Please make sure to speak with an Advocate to determine your eligibility. For any questions regarding this program, please call 708-865-6134.

The Legal Assistance Foundation

The Legal Assistance Foundation is helping with civil orders of protection where there are matters involving:

- Divorce
- Child Support/Paternity
- Child Custody Issues

To qualify, you must meet the following criteria:

- Female
- Reside in the Fourth District Branch
- Income less than 150% of poverty levels

The Legal Assistance Foundation (LAF) is located in the Maybrook Courthouse with in the Advocate's Office, Room #251. The LAF attorney can be reached at 708-345-6327.

The Civil Order of Protection Assistance Desk is a joint project of:

Pillars and Sarah's Inn

24 hour crisis line: 708-485-5254

24 hour crisis line: 708-386-4225

Appendix N: COURT ADVOCATES' INFORMATION DOMESTIC VIOLENCE PROGRAM

Morton College Police Department

Defendant's Name: _____

Court Date and Time: _____

Now that you have signed a complaint, you are eligible for an Order of Protection in the Criminal Court. Before you come to get your order, please **call the Advocates' Office** (708-865-6134) first to **make sure the paperwork you signed today will be in the Clerk's Office when you get here.**

Unless you are coming to court with an officer to get a warrant for the defendant's arrest, the paperwork you just signed must be in the building to get your Order of Protection. If you are uncertain of when the complaint paperwork is coming to the Maybrook Court Building, ask the Police Officer.

To obtain an **Emergency Order of Protection** any time before your regular court date, please come the Court Advocates Office in Room 251 in the Maybrook Court Building, 1500 Maybrook Drive, Maywood, Illinois, **at 8:30 am or 12:30 pm, Monday through Friday.** You can obtain an Order of Protection at the first court date.

Your court date will be on a Monday, in Courtroom 102. It is not necessary to come in early for an Order of Protection on the regular court date. Because of the nature of the court cases, advocates are available all day in court to provide the following:

- Order of Protection paperwork;
- An overview of what you can expect as your case proceeds in court;
- Information on domestic violence counseling and support groups;
- Referrals to other resources, including legal services;
- Emotional support through this difficult process

If you have any questions, call the Advocates' Office at 708-865-6134 between 8:30 am and 4:00p.m.

Any questions regarding the criminal case should be referred to the State's Attorney's Office at 708-865-6080.

In case of an emergency, contact your local Police Department For information on local domestic violence programs, call:

Pillars and
24 hour crisis line: 708-485-5254

Sarah's Inn
24 hour crisis line: 708-386-4225



MORTON COLLEGE

CAMPUS POLICE DEPARTMENT