



“...love thy neighbor as thyself” (Matt22:39)

## Annual Security and Fire Safety Report

January, 2019

This report summarizes Campus Security and fire safety policies, measures, and statistics for Principia College.

The primary purpose of The Principia to serve the Cause of Christian Science (*Education at The Principia*, 1965, p. 227). As such, our approach to security and safety is founded upon our understanding, as Christian Scientists, that “in Science, divine Love alone governs man; and a Christian Scientist reflects the sweet amenities of Love, in rebuking sin, in true brotherliness, charitableness and forgiveness” (*Manual of the Mother Church*, p.40: 7-11). While loving and supporting our fellows, we also recognize the need to set, maintain, and enforce standards of behavior that are conducive to a safe learning and working environment on campus. These standards are consistent with Principia’s twenty-three Policies, as outlined in *Education at The Principia*, and applicable Federal and local laws and regulations. As a law-abiding community, criminal activity will not be tolerated at Principia.

### I. SECURITY POLICIES

#### LAW ENFORCEMENT ON CAMPUS

Uniformed Campus Security Officers patrol the campus and man a gatehouse, at the main entrance to campus, twenty-four hours a day, seven days a week. These Officers are trained as first responders and to work cooperatively with local fire and police agencies. Campus Security officers are trained observers and have no law enforcement powers.

Principia College is in the jurisdiction of the Jersey County, Illinois, Sheriff’s Department. In addition to the Campus Security Department, Principia College contracts with Jersey County, through the Village of Elsah, to have a uniformed Sherriff’s Officer on campus forty hours a month. This contract provides the framework for a strong working relationship between county law enforcement, the Village of Elsah, and Principia, and helps promote a safe environment on our campus.

## INFORMATION ABOUT CAMPUS SAFETY AND SECURITY

Students receive information concerning campus safety and security policies and procedures through the “Blue Pages,” which is available on Principia’s internal community website for review. This information is updated annually by the Student Life department. In addition, Campus Security liaises with Student Life through Security Officer periodic attendance at student residence house meetings in order to meet with students and answer any questions or concerns they may have.

Employees of The Principia receive information concerning campus safety and security policies and procedures through new employee orientation and via the Employee Handbook, which is also available for review on Principia’s internal website. The employee handbook is maintain by the Human Resources Department and also has links to the sexual harassment and bias polices as well as links on how to report any possible incidents.

Information on Campus Security policies and procedures is also available to students and community members on the department’s internal website:

<http://www.principiacollege.edu/current-students/college-campus-security>.

## SAFETY ON CAMPUS

Responding to emergencies and taking precautions to prevent emergencies are important elements contributing to overall safety at Principia College.

Emergency response guideline booklets are posted throughout campus, including in student housing, classroom buildings, administrative buildings, the library and the student activity center (Howard Center). These booklets summarize the procedures for how to respond to: earthquakes, fires/explosions, hazardous spills/releases, health or injury emergencies, hostile intruder situations, suspicious package/bomb/hazardous material threats, and tornado/weather emergencies. These booklets also contain a list of important phones numbers for use during given emergency situations.

Campus Security conducts campus rounds twice daily to ensure the security of the campus. All windows, doors, locks, and campus lighting are checked during these rounds, and any repair issues are addressed through a campus TMA or service request. These requests address any and all safety concerns regarding the physical condition of the campus.

All student houses (dormitories) are secured with electronic key locks and are in a secured condition at all times. Access to student housing is given to students, Student Life personnel, approved administrative personnel and Campus Security staff. Student access to their own student house is allowed 24 hours a day, seven days a week; access to other student housing can be made only during house hours: 7am-10pm daily. It is against Principia College policy to prop open any doors leading to student housing. Guest access to campus is facilitated by students and employees notifying Campus Security of an impending guest visit so the guest is allowed access to the campus upon their arrival. The Principia College campus is a semi-closed campus, with access provided to valid pass holders, alumni, and registered guests.

#### REPORTING CRIMINAL ACTS AND OTHER EMERGENCIES

Any emergency situation or criminal activity should be reported to Campus Security by dialing 5111 from on-campus, or 618-374-5111 from off-campus. If no one can be reached at 5111, dial 911 for police, fire or medical emergencies.

#### EMERGENCY NOTIFICATIONS

When a report is received about an incident that affects the safety, well-being, or life of people or property on campus, Campus Security will utilize the School Messenger system to alert members of the college community. School Messenger utilizes voice, text and/or email messaging to notify members of the community about incidents and about how to respond. Campus Security also has access to an in-house (student dormitory) PA system to also notify students of an occurring incident and how to respond. The School Messenger system is utilized when there is an emergency situation on or near campus that poses an immediate threat to life and safety of community members on campus. Campus Security will verify the situation and then make the appropriate notification to the community.

As of 2017, Principia College installed an Outdoor Emergency Notification System to replace the previous tornado siren. This new system allows Principia College to communicate any emergency situation on campus to the entire Campus via a voice and tone announcement. The tones are used to alert the campus of an incident, which is immediately followed by a voice announcement of what the actual emergency is on campus. This system is tested each month on the first Tuesday of the month. This new system is located on top of Howard Center. It has a four way directional array of

speakers, which announce preprogrammed emergency messages to the entire campus. This system is used in conjunction with the in house Notifier system and has the same or similar messages used to announce an emergency.

The lightning alert system or Weather Bug system is a lightning detection and alert system used to notify Principia College athletes or athletic events that lightning is in the area (a 10 mile circumference around the campus) and stays active until lightning has not been detected for 30 minutes. This system also alerts the Principia College community members of lightning being in the area, if they are out on walks or using the outdoor athletic facilities. The alert horns for this system are located near all the outdoor athletic facilities, one on the loop plant and one on the observatory. This system is also tested on the second Tuesday of the month, each month of the year.

#### WEATHER-RELATED CLOSING NOTIFICATIONS

When inclement weather threatens school operations, the decision to close the campus due to weather rests with the campus administration, who will utilize School Messenger to notify the community of any school closing or delayed start due to weather.

## **II. FIRE SAFETY REPORT**

### REPORTING FIRES

All fire emergencies must be reported to Campus Security by dialing 5111. If no one is contacted at 5111 and police, fire or an ambulance is needed, please dial 911.

### FIRE SAFETY SYSTEMS

Each building on campus is equipped with a fire system, Notifier, which is monitored 24 hours a day by Campus Security as well as an offsite monitoring/dispatch location. The Notifier system monitors the fire suppression/sprinkler system, as well as smoke detectors, heat detectors and pull stations.

### BUILDING EVACUATION

House (Dormitory) Evacuation Procedure:

- Before the fire alarm sounds:
  - If there is a situation in a house that seems likely to activate the fire alarm the person present should:

- Determine if the situation is safe or not.
      - If the situation is safe (i.e. a toaster fire that has been put out, a smoke machine, etc.) let the RC know as soon as possible. If they are not present call the Gatehouse to warn them an alarm may be triggered (618-374-5111).
      - If the situation is not safe the person present should find the nearest pull station and pull it.
    - If the situation is considered safe the Resident Counselor must go to assess the situation personally.
    - If the RC confirms the situation is safe he/she must call the Gatehouse to let them know.
- When the fire alarm sounds:
  - All occupants must evacuate the building using the closest and/or safest exit to the designated evacuation location.
  - All occupants, if in their rooms, shall make sure their roommates are awake and exiting the building.
  - All occupants must be wearing clothing (for hot, cold, or wet weather) including shoes, as they may not be allowed back into the building immediately, if at all.
  - If there is enough time to do so safely, occupants shall close their windows and turn on the overhead light.
  - Before leaving, occupants should check their door for heat, then, if safe, open it carefully to check the hallway for smoke and fire before they exit, closing the door behind them.
    - If door is hot or it is unsafe to exit your room the following steps should be taken: seal the bottom of the door with damp towels, open window to ventilate room of smoke, exit through window if safe to do so or call 5111 to notify Campus Security that you are trapped in your room.
  - All occupants shall exit the building in a calm, quiet manner.
  - A roll call will be made by the RC/RA/House Board member to determine who is and who is not present.
  - No one will reenter the building until Campus Security or Fire Department personnel have informed the RC/RA/House Board member it is safe for the occupants to reenter the building.

**THERE ARE NO FALSE ALARMS.  
THE FIRE ALARM ALWAYS ACTIVATES FOR A REASON.**

#### HOUSE EVACUATION LOCATIONS

Because weather conditions cannot be accounted for in the event of a fire alarm all evacuation locations are to other indoor locations.

Anderson – evacuate to Howard Center  
Beeman - evacuate to Williams’s living room  
Brooks – evacuate to Buck living room  
Buck – evacuate to Brooks living room  
Clara McNabb – evacuate to Lowrey living room  
Ferguson – evacuate to Gehner living room  
Gehner – evacuate to Ferguson living room  
Howard – evacuate to Clara living room  
Joe McNabb – evacuate to Ferguson living room  
Lowrey – evacuate to Clara living room  
Rackham – evacuate to Gehner living room  
Sylvester – evacuate to Howard living room  
Williams – evacuate to Beeman living room

Note: Campus Security will unlock the evacuation destination doors, remotely from the gate house, to allow for access during non-house hours.

#### FIRE SAFETY RELATED PROCEDURES AND RULES

Principia’s fire safety program is designed to reduce dangers associated with fire to people and property. The following rules relating to fire safety on the Principia College campus are set by the Office of the Illinois State Fire Marshal. Campus Security is responsible for ensuring compliance with these rules and works closely with the Fire Marshal’s office and other local authorities in their effort to ensure a safe working and living environment. It is everyone’s responsibility to support these rules and report any deficiencies immediately. Because of the number of Fire Safety rules and updates, the Campus Security Website lists some of the main Fire Policies for Principia. If a rule has changed since the previous Fire Safety Inspection, or is not specifically listed on the Website, students/tenants not in compliance will receive a warning and be required to bring their space into compliance. If a student/tenant space is not up to code after a warning has been issued, a \$25 per day fine may be levied until compliance. Repeated non-compliance will result in increased fines and possible other disciplinary action. Please direct any questions to Campus Security at extension 5470.

#### Fire Alarms

At the sound of a fire alarm, it is mandatory to evacuate the building immediately via the safest fire exit. If in a house (dormitory), gather outside in your designated assembly area. Do not reenter the building until the alarm is shut off and authorized by the Fire Department or Campus Security official.

Throughout the academic year, fire drills are conducted in student housing and are to be responded to as bona fide fire alarms. Failure to comply will result in a fine.

When cooking in a house kitchen, close the kitchen door where possible and engage ventilation (kitchen fan, open window) to avoid setting off the alarm. If your cooking

activity sets off the alarm, fines will be assessed. See the Fines and Fees section on the Campus Security website for information on fines.

#### Hallways, Doorways, and Stairways

All hallways and stairways must remain lit 24 hours a day. Notify your house manager or the Facilities Department if lights are not working. To reduce the risk of fire and smoke spreading in a building, hallway and stairway doors (including student room doors) equipped with automatic door closers must remain engaged and not be blocked open or their automatic closing and latching feature be compromised in any way. All exit routes must remain free from any kind of obstruction or impediment at all times.

#### Blocking Entry, Egress, or View

Egress must be free of all obstructions or impediments to full instant use (and view) in the case of fire or other emergency. No furnishings, decorations, or other objects shall obstruct (the view of or use of) exits. Clear view should ensure that it take no more than 3 seconds to determine if someone is in a room. In houses where upholstered chairs and ottomans have not yet been furnished, each room is allowed one love seat-sized sofa or recliner depending on the size and occupancy of the room.

#### Appliances/Extension Cords/Multiple Outlet Adapters

The following electrical appliances may be used in student rooms as long as they are 1100 watts or less: televisions, stereos, lamps, microwaves, hot pots, coffee makers, and hot air popcorn poppers. All other cooking should take place in the house kitchens. The following are examples of electrical appliances that may *not* be used in student rooms: toasters, rice cookers, crock pots, hot plates, warming trays, and popcorn poppers that use oil. Electrical appliances should be directly plugged into wall outlets. If extensions or multiple outlets are necessary, they must be UL-listed for 1875 watts or greater with a fuse. Multiple extension cords may not be connected to each other. Curling and clothing irons must always be unplugged when not in use. Flammable liquids and gases, space heaters, and halogen torchiere lamps are not permitted.

#### Candles, Flames, and Incense

Use of incense, candles, lighters, matches, or other objects which utilize an open flame is prohibited. Exceptions for house activities need Workplace Safety approval.

#### Tapestries, Lights, and Posters

Tapestries are very flammable and not recommended, but if you choose to use one it must:

- be certified as “fire resistant treated.”
- be at least 18 inches from the floor, lamps, electrical outlets, built-in heaters, or electrical appliances.
- not cover windows, doors, bulletin boards, an entire wall, or other non-wall surfaces.

Unframed posters must not cover more than 35% of a single wall and must not be attached to ceilings. Tapestries, Indian blankets, posters, sheets, etc., are not to be used as a canopy or attached to the ceilings in rooms or be placed over or obscure exits in any way, and they are not to be used as room dividers. This aids in preventing fire from spreading across a room or falling on occupants. Lights or strings of lights are not to be hung touching curtains or any fabrics or hung from the ceiling or over a door or over thresholds.

### Beds

The side of the bed nearest the door should be clear of obstructions and clutter. Only beds supplied by the college may be used in student residences.

### Academic and Administrative Buildings

For fire safety reasons, sleeping in academic or administrative buildings is not permitted.

### Fire Detection and Suppression Equipment

Tampering with fire protection equipment including “pull and runs,” automatic door closing devices and fire suppression equipment (sprinkler systems, portable extinguishers, any firehouse equipment, including emergency vehicles) is prohibited and will result in an automatic fine. Do not attempt to hang anything from sprinkler heads, cages, or pipes.

### Fireworks

The sale, use, or possession of fireworks, including firecrackers and rockets, etc., is illegal in Illinois. A fine will be charged to any individual possessing or using fireworks. If no individual is found responsible, the fine may be charged to the house. Further legal action is possible.

### Fire Training and Drills

Currently training related to fire safety and prevention is conducted semi-annually on campus or once a semester, for all student houses. This includes one announced drill and one unannounced drill for all student housing on campus. Future plans include semi-annual fire drills and training for all other campus buildings.

### Fire Reports

Principia College Campus Security Department documents all fire related incidents, including fire alarms where no fire has occurred. These fire reports are filed in the Campus Security office and distributed to the Life Safety Manager and to Student Life for annual review and assessment. The fire report will document the date, time, location, persons present, violations observed and action taken for any fire or fire alarm.

## TWO-YEAR FIRE-RELATED INCIDENT SUMMARY

The chart below shows data on on-campus fire-related incidents. Data for the most recent two years is shown, by year, in each of the following categories: false alarms, unwarranted alarms, fires, injuries/deaths. Definitions of these categories are as follows:

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

Unwarranted Alarm = the fire alarm system was activated as it was designed to do, though the ultimate cause of the alarm was false. Examples include smoke detectors activated by dust, or nuisance alarms caused by careless cooking which did not result in a fire. Accidental pull station alarms are also included in this category.

Fire = actual fire occurred.

Injuries/Deaths = number of individuals who sustained injury or died as a result of a fire incident.

Two-Year On-Campus Fire-Related Incident Summary

**2017**

**2018**

<b>Building</b>	<b>False Alarms</b>	<b>Unwarranted Alarms</b>	<b>Fire</b>	<b>Injuries/Deaths</b>	<b>False Alarms</b>	<b>Unwarranted Alarms</b>	<b>Fire</b>	<b>Injuries/Deaths</b>
<b>Anderson</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rackham</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sylvester</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Howard</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Clara McNabb</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Buck</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Brooks</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Ferguson</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Lowery</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Joe McNabb</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Williams</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Beeman</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gehner</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>School of Govt</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>School of Nations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cox Aud.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Library</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Science Center</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Voney</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Merrick Davis</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Crafton Center</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hay Field House</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hexberg</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Guest House</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Cox Cottage</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

### III. Harassment, Hazing, Bullying, Bias, and Discrimination

#### STUDENT POLICY OVERVIEW

Principia College recognizes that each individual, “as the child of God reflects the intelligence and strength of his Maker, and that all men have equal opportunity and equal ability in the sight of God” (Principia Policy 3). As a result, harassment, hazing, bullying, bias, and discrimination are prohibited, will not be tolerated, and may result in disciplinary action, including suspension and dismissal. Violations include, but are not limited to, harassment, hazing, bullying, bias, or discrimination on the basis of race, color, gender, sexual orientation, national origin, or age, or religion or disabilities in accordance with the Policy statements of the College.

#### DEFINITIONS

**Harassment** is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed or uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassment may include threats, physical assault, verbal abuse such as name-calling, racial or other epithets, slurs, graphic or written statements, or other physically threatening, harmful or humiliating conduct, including non-verbal conduct and gestures and may include the use of cell phones or the internet.

In Illinois harassment can be a crime and is defined in P.A. 97-1108, eff. 1-1-13.

**Sexual harassment** may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment includes sexual assault, which is defined as:

Sexual Assault I: Sexual Assault I must be committed either by force, threat, intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware. Sexual Assault I includes, by stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person’s anal or genital opening with any object.

Sexual Assault II: Sexual Assault II must be committed by either by force, threat, intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware. Sexual Assault II includes the intentional touch, by stranger or acquaintance, of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks,

or clothing covering them) or forcing an unwilling person to touch another's intimate parts.

**Hazing** is defined as willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion, or membership in any team or organization. Hazing has no place at Principia, and all reports of it will be promptly and thoroughly investigated with consequences up to and including dismissal. Students directly or indirectly involved in hazing incidents, either on or off school grounds, could be considered ineligible for participation in sports by the school administration under athletic association standards. Willingness to participate on the part of the student subject to the hazing is not a mitigating factor. Consent is not a defense to hazing.

**Bullying** is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying may overlap with harassment.

**Bias** is action based on prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered unfair.

**Discrimination** is the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, sex, sexual orientation, ethnicity, national origin, disability, military status or pregnancy.

#### STUDENT GRIEVANCE PROCESS

**Note:** If minors are involved with any claim of harassment, hazing, bullying, bias, or discrimination the following procedures will be subject to additional considerations including notification of parents and legal authorities.

All complaints of harassment, hazing, bullying, bias, or discrimination will be promptly and professionally investigated. If a student believes s/he has been subjected to harassment, hazing, bullying, bias, or discrimination by a Principia employee or student, s/he should promptly contact the Dean of Students or any staff member in the office of the Dean of Students who will promptly inform the Dean of Students. Students may, at any point during a grievance process, elect to take their claim to local law enforcement authorities.

Retaliation against members of the community who make good faith reports regarding potential violations of laws, regulations or policies is prohibited. Retaliation includes but is not limited to slander, harassment, misrepresentation, bullying.

The Dean of Students will interface with Principia's Legal Department (Legal) and, if an employee is involved, the HR Department. If an employee is involved, HR will assume responsibility for the grievance process. If a Principia employee is not involved the Dean of Students, in consultation with Legal, will serve as or appoint a Grievance Process Administrator. Legal will appoint an independent fact-finder to conduct the investigation.

Principia has both an *Informal Grievance Resolution Process* and *Formal Grievance Process* which are designed to eliminate the offending behavior. The complaint can be initiated by the complainant, an administrator, or by a third party (e.g. Resident Counselor, coach, faculty/staff member, friend). In cases where a violation of Principia's harassment, hazing, bullying, bias, or discrimination policy has been alleged, but the person subjected to it is unwilling to take action, legal standards may require Principia to bring the concern forward by initiating the *Formal Grievance Process*. The *Informal Grievance Resolution Process* is administered only at the request of the student. Grievances related to sexual assault will be addressed by the *Formal Grievance Process*.

#### **A. Informal Grievance Resolution Process**

The Dean of Students or designate administers the *Informal Grievance Resolution Process* only at the request of the student. Grievances are resolved via the Formal Grievance process unless the student requests the *Informal Grievance Resolution Process*. While complaints may be handled informally, students should be reminded that the *Informal Grievance Resolution Process* is strictly optional. Students can choose to bypass or discontinue the *Informal Grievance Resolution Process* or initiate a *Formal Grievance Process* at any point during the informal process. The *Informal Grievance Resolution Process* will not be used to address complaints of sexual assault.

Students should know that Principia will not generally take disciplinary action against the person complained of while a complainant is using informal procedures. Disciplinary action requires resort to the *Formal Grievance Process* addressed under Section B below.

During the *Informal Grievance Resolution Process* the Dean of Students may suggest a variety of strategies depending on the specific situation.

#### **B. Formal Grievance Process**

The *Formal Grievance Process* is administered by the Dean of Students and is designed to stop the complained of offending behavior and leads to disciplinary action in cases where it is found that Principia's harassment, hazing, bullying, bias, or discrimination policies have been violated while affording due process to all parties.

It is important for students to know that the standard of proof used by Principia is called "preponderance of evidence". This means that it is more likely than not that the behavior complained of did occur. This is the standard used in civil courts and is best practice in many colleges. The process includes the following steps:

### **Step 1 – Initiating the grievance process**

The *Formal Grievance Process* may be initiated by the aggrieved student or an administrator. The Dean of Students receives information from a complainant concerning allegations which would constitute harassment, hazing, bullying, bias, or discrimination. In cases where harassment, hazing, bullying, bias, or discrimination has been alleged but the person subjected to it is unwilling to take action, legal standards may require Principia to bring the concern forward by initiating the *Formal Grievance Process*. The Dean of Students will advise the complainant of his or her right to make a complaint to law enforcement and the option to be assisted by campus personnel in notifying such authorities.

Once a complaint has been brought forward the Dean of Students, in consultation with Legal, will act as or appoint a Grievance Process Administrator (GPA).

### **Step 2 – Provide written notice of the charge to the person complained of.**

### **Step 3 – Independent fact finding**

Allegations of harassment, hazing, bullying, bias, or discrimination will be promptly and compassionately processed to determine what occurred. Confidentiality and anonymity will be preserved throughout the process to the extent feasible, necessary, and consistent with a thorough determination of what happened.

The GPA, in consultation with Principia's Legal Counsel, will appoint an Independent Fact Finder (IFF; internal or external). Based on the findings, Legal will make a determination whether there was harassment, hazing, bullying, bias, or discrimination.

Hearsay evidence will be heard, although it may not be determinative.

### **Step 4 – The opportunity to be heard**

#### **A. Interview of the Complainant**

The *Formal Grievance Process* provides for any appropriate individual to provide silent support to the complainant throughout the process (e.g. a

friend, professor, staff or service employee, Resident Counselor, Houseparent).

The GPA will answer the complainant's questions and explain Principia's grievance policy and procedures.

The Independent Fact Finder (IFF) will conduct fact finding interviews with the complainant.

The IFF will conduct fact finding interviews with any witness who has information pertinent to the issue in dispute that the complainant identifies in order to determine the relevant facts. Witnesses are permitted to have a silent support person during their interview.

**B. Interview of the Person Complained of**

The *Formal Grievance Process* provides for any appropriate individual to provide silent support throughout the process to the person complained of.

The GPA will answer the complained of person's questions and explain Principia's grievance policy and procedures, including:

1. The fact-finding process is not disciplinary in nature but rather is a finding of what occurred that does not involve pre-judgment. It is designed to be as confidential as practical to protect the interests of:
  - a. the person being complained of
  - b. the person making the allegations
  - c. Witnesses who participate.
2. Principia has a notice-and-opportunity-to-be-heard process that includes a prompt and thorough fact-finding standard for these matters.
3. Notice shall be given of Principia's policy regarding the alleged harassment, hazing, bullying, bias, or discrimination that is the concern and the potential consequences of a violation of the policy up to and including expulsion.
4. Identification of pertinent witnesses may be kept confidential and the complainant and the person being complained of may be instructed to have no further communication or relations with each other or certain witnesses pending the outcome of the grievance process.
5. Joint meetings of the parties may be requested by the investigator in appropriate circumstances.
6. Findings of fact will be reported by the IFF to Principia's Legal Counsel for a determination concerning whether or not Principia's policy has been violated.
7. In cases where a policy violation is determined, the Dean of Students or VP of External Relations, as appropriate, will make a recommendation to the President concerning appropriate consequences up to and including expulsion.

8. Any dishonesty found to have occurred within the fact-finding process is subject to consequences up to and including expulsion. Any infraction of process requirements for confidentiality and suspended communications is a separate and potentially serious offence.

The IFF will conduct an interview with the person complained of.

The IFF will conduct fact finding interviews with any witness who has information pertinent to the issue in dispute that the complained of person identifies in order to determine the relevant facts. Witnesses may be permitted to have a silent support person during their interview.

Note: if the person complained of leaves seeks to withdraw before the process is complete, Principia may reject the petition for withdrawal pending the outcome of this process. If the person complained of simply leaves, their status would be changed to “Discipline case pending” and may not be allowed to return.

#### **Step 5 – Subsequent Interviews of those above as needed**

#### **Step 6 – Presentation of facts**

The IFF will provide Legal with all fact finding materials. Based on the findings, Legal will make a determination whether it is more likely than not that the person complained of knew or should have known that his or her behavior was harassment, hazing, bullying, bias, or discrimination. Legal will report finding to the Dean of Students or the VP of External Relations. If the person complained of is a student, the Dean of Students will determine the appropriate steps with approval from the President. If the person complained of is a Principia alum or other outside party, appropriate steps will be determined by the Vice President of External Relations.

If the fact finding determines that the complainant, the person complained of, or witnesses involved in the process are in violation of Principia’s conduct policies, they will be issued in person a written warning by the Dean of Students or VP of External Relations as appropriate. In the event of subsequent violations, appropriate consequences will be imposed and the prior warning may be a factor in determining them.

#### **Step 7 - Discipline and Consequences**

##### **A. No Policy Violation Determined**

If the determination is that no policy violation occurred:

- the grievance process will be closed
- student records will contain no reference to the complaint

- Principia's policy will be reemphasized to all involved in the process
- in appropriate situations a confidential written finding of no culpable conduct will be directed to the person complained of

**B. Violation Determined**

If the determination of the investigation is that there has been a violation of Principia's harassment, hazing, bullying, bias, or discrimination policy, the investigation is closed and:

- the determination is added to the personnel/student file
- the Dean of Students or VP of External Relations, as appropriate, will impose whatever consequence or discipline is appropriate to resolve the complaint and prevent future occurrence.
- the respective parties will then be informed in writing of the results of the determination and the actions to be taken.
- appropriate consequences will be imposed up to and including expulsion for a student or being banned from campus for an alum or outside party, as required by the strength of the evidence, the severity of the incident, and the prior record of the policy violator.

**C. Appeal Procedure**

Each party has the right to submit a written appeal to the President of Principia within 7 days of being notified of the decision and sanction. Appeals may be filed on grounds of relevant, substantive and new information not available at the time of the investigation, alleged bias of the fact finder, the GPA, the Dean of Students, or VP of External Relations, significant and material procedural error. The appeal process has two steps:

1. Within 7 days of receiving the appeal (from Person A), the President of Principia or designee will determine whether the grounds for appeal have been satisfied and notify the parties. The party that did not initiate the appeal (Person B) will then have 7 days to submit a written response for the appeal (either agreeing or disagreeing with the need for an appeal; their response is optional).
2. Within 7 days after the initial appeal:
  - (a) the appeal will be reviewed by a three person Appeal Panel consisting of the President of Principia and/or designee, Principia's Legal Counsel, and either the VP of External Relations or VP of Administration, as appropriate.
  - (b) the parties will be notified simultaneously in writing of the outcome of the appeal.

The Appeal Panel may deny the appeal or recommend a number of remedies, including remanding the case to the Legal Counsel and Dean of Students or VP of External Relations, as appropriate, for reconsideration or convening an entirely new process. Appeal decisions by the Appeal Panel are final.

#### EMPLOYEE GRIEVANCE PROCESS

The above process focuses on grievances involving students when employees are *not* involved. The Human Resource department administers the process when employees are involved. Principia's employment policies regarding harassment, hazing, bullying, bias, and discrimination are published in the *Employee Handbook* and harmonize with and are consistent with the student grievance process. While the *Employee Handbook* governs employee grievances, students who are involved in grievances with employees are still governed by the student process noted above.

### **IV. Crime on Campus**

#### Compiling Crime Statistics

All reports of criminal activity are made to the Campus Security Department, who will then make any appropriate notifications to local law enforcement. Notifications are then made to the Vice-President of Administration, the Dean of Students, in cases where student safety is threatened or involved, and to Workplace Safety when there is damage to Principia property and/or there is any potential liability.

Principia College encourages every community member to report all criminal activity occurring on campus that they witness or of which they are credibly aware. Employees are required to report such criminal activity. Campus Security responds to all reported incidents and investigates each incident to the fullest extent possible. When appropriate these investigations are coordinated with other Principia officials and/or the Jersey County Sheriff's Department.

#### Daily Activity Log and Reports

Campus Security Officers prepare daily watch logs, which are completed and turned in at the end of their assigned shift. These logs contain information on the incidents or situations an Officer encountered on their assigned shift. These logs are reviewed by Campus Security supervision and filed by month in the Campus Security office. Any incidents deemed more involved or are criminal in nature are documented on

watchman incident report and/or a crime report. These reports are assigned an individual incident number for that year and are filed in chronological order in the Campus Security Office. Any crime reports documented by the Jersey County Sheriff's Office are filed and maintained at the Jersey County Sheriff's Records Division.

### Annual Crime Statistics

Crime statistics provided in this report are based on crimes reported to and investigated by local, state or federal law enforcement. Crime statistics for the following offences, as defined by the F.B.I.'s Uniform Crime Reporting System, were compiled for this report:

**Murder and Non-negligent Manslaughter:** the willful killing of one human being by another.

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

**Robbery:** the taking, or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Aggravated Assault:** an unlawful attack by one person upon another wherein the offender(s) uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**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.

**Non-forcible Sex Offenses:** unlawful, non-forcible sexual intercourse.

**Burglary:** the unlawful entry into a structure with the intent to commit a felony or theft.

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

**Hate Crimes:** a criminal act where the offender's actions is motivated, in whole or in part, by his/her bias against the victim's race, gender, religion, ethnic/national origin, disability or gender identity. Data for hate crimes is also compiled for larceny-theft, simple assault, intimidation, and the destruction, damage or vandalism of property.

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

**Liquor Law Violations:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (excludes “driving under the influence” and “drunkenness”).

**Drug Abuse Violations:** violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

**Weapons Possession:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety, or the safety of others; or
- suffer substantial emotional distress.

**Domestic Violence:** felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... 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.

**Dating Violence:** violence committed by a person: a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and b) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship;
- the type of relationship;
- the frequency of interaction between the persons involved in the relationship.

## Crime Statistics for the Principia College Campus

	Principia College		
	2018	2017	2016
	Total	Total	Total
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Hate Crimes	0	0	0
Motor Vehicle Theft	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests: Liquor Law Violations	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Arrests: Weapons Possessions	0	0	0

**Notes:**

- During 2018 there were 13 incidents of theft reported to Campus Security, involving the taking of money or property, where no suspect was known or identified by the victim. These incidents do not fall under the FBI definitions of robbery or burglary and so are not reported in the above chart.
- During 2017 there were 22 incidents of theft reported to Campus Security, involving the taking of money or property where no suspect was known or identified by the victim. These incidents do not fall under the FBI definitions of robbery or burglary and so are not reported in the above chart.
- During 2016 there were 26 incidents of theft reported to Campus Security, involving the taking of money or property where no suspect was known or identified by the victim. These incidents do not fall under the FBI definitions of robbery or burglary and so are not reported in the above chart