



YOUR CAMPUS YOUR SAFETY

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Your Safety

The Governors State University community offers numerous advantages to faculty, staff, students and visitors. The GSU community is a great place to live, work, and study. However, it is not immune to the kinds of problems that beset the rest of the nation. Unfortunately, one of these problems — crime — is a reality at Governors State University.

The University attempts to provide a safe and secure environment for students, staff, and visitors. However, it is only possible to maintain safety and security when every student, faculty and staff member takes an active part in the effort.

The purpose of this publication is to:

- Provide the Governors State community with an overview of Governors State University Police Department's services.
- Share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
- Inform current and prospective students, staff, and visitors about the University's policies and programs designed to help keep them safe.
- Share information regarding emergency preparedness and planning.

No matter how effective the University's programs may be the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals exercise reasonable care and prudence. Safety and security is everyone's responsibility.

Governors State University Police Department

The University maintains its own professional police agency. The law enforcement officers of the Governors State University Department of Public Safety (DPS) receive their police authority from the provisions of 110 ILCS 670/15-45(11). They are empowered with full law enforcement authority on all property owned or controlled by Governors State University. DPS officers may make arrests on review of warrants of violations of state statutes, as well as city and county ordinances. The department works closely with the University Park Police and Fire Departments, the Will County Sheriff's Office, and the Illinois State Police. Requests for assistance from those agencies are made as needed.

Currently, a director, assistant director, seven full time police officers, two police

telecommunicators, a community service officer and an office manager staff the Department of Public Safety; along with permanent part-time and extra help police officers and telecommunication personnel. They are:

Debra K. Boyd
Chief of Police/Director of Public Safety
d-boyd@govst.edu

James McGee
Lieutenant/Assistant Director
j-mcgee@govst.edu

Crystal Richards
Police Officer
c-richards@govst.edu

Maurice Hill
Police Officer
m-hill@govst.edu

Derrick Hopson
Police Officer
d-hopson@govst.edu

Herbert J. Turner III
Police Officer
h-turner@govst.edu

Lee Taylor
Police Officer
l-taylor1@govst.edu

Michael Kane
Police Officer
m-kane1@govst.edu

Christine Leluga
Police Officer
c-leluga@govst.edu

Colleen Buche
Police Telecommunicator
c-buche@govst.edu

Jennifer Gould
Police Telecommunicator
j-gould@govst.edu

Al Berry
Community Service Officer
a-berry@govst.edu

Adrienne Gray
Office Manager
a-gray@govst.edu

Reporting of Criminal Offenses

Campus crimes and emergencies should be reported to a Governors State University Department of Public Safety Police Officer, either in person or by calling DPS or the Associate Vice President for Student Affairs and Dean of Students.

The Associate Vice President for Student Affairs and Dean of Students, Dr. Sherilyn Poole, may be reached from campus phones by dialing extension 7594 or by dialing 708.235.7594.

From a campus phone, DPS can be reached in an emergency by calling 911. DPS may also be reached by campus or off-campus phones by calling non-emergency 708.534.4900. Red phones on campus provide a direct line to DPS and may be used in an emergency or to report a crime.

Confidential Reporting of Crimes

Crimes may be reported anonymously and/or confidentially. In an emergency, crimes should be reported by calling 911. In non-emergency situations, crimes may be reported to the Department of Public Safety in person at room C1375, by calling the non-emergency number, extension 4900 on-campus or 708.534.4900 from an off-campus phone, or through the following web address: www.govst.edu/cleryact.

Crimes reported anonymously should include as many facts as possible, so that DPS officers may investigate the crime fully.

How to Report Criminal Actions or other Emergencies Occurring on Campus

The University also maintains 16 yellow emergency phones. These emergency phones are located at building entrances and can be activated by pressing the red button on the yellow phone. They provide a direct line to DPS. The black button on the yellow phones is used to dial campus extensions using the keypad. The Department may also be reached at 708.534.4900.

Red Campus Phones: Direct line to DPS

Yellow Campus Phones: Red button provides a direct line to DPS

Campus Phones: Dial 911

Other Phones: 708.534.4900

Associate Vice President for Student Affairs and Dean of Students: Off-campus: 708.235.7594; on campus: ext. 7594.

Accurate and Prompt Reporting of all Crimes

Community members, students, faculty, staff, and guests are encouraged to report all on campus crimes to the Governors State University Department of Public Safety in a timely manner.

Counseling staff members in the Division of Student Services encourage their clients to report crimes to DPS or other appropriate law enforcement agencies whenever they feel it is in the best interest of the client. These reports, if made, are included in the Annual Disclosure of Crime Statistics.

Campus crimes or public safety incidents are best reported to Department of Public Safety because the university's law enforcement officers are primarily responsible for patrolling the Governors State University campus buildings and grounds.

To report a crime or an on-campus emergency, call DPS from a campus phone by dialing 911, or use a red campus phone for a direct line to DPS. To report a non-emergency security or public safety related matter, call DPS at extension 4900 on a campus phone, or dial 708.534.4900 from a non-campus phone. In response to a call, DPS will take the required action, dispatching an officer or asking the victim to report to DPS to file an incident report. DPS will investigate the incident whenever appropriate. If assistance is required from the University Park Police or Fire Departments, DPS will contact the appropriate unit. If a sexual assault is reported, DPS will refer the victim to the appropriate on-campus counseling services.

Personal Safety and Security

Establishing and maintaining a safe and secure environment for our staff, students and visitors are of primary importance to Governors State University. As part of this commitment and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, this annual Campus Security Report is made available for review on the web: www.govst.edu/cleryact and in printed form at the Department of Public Safety (DPS), located on the university's main campus, room C1375.

Access to Campus Facilities

Dormitories

Governors State University does not have dormitories or other residences on campus.

Main Campus Building

Governors State University is located at One University Parkway, University Park, IL 60484

The main campus building is accessible to students, faculty, staff, and visitors during

regular hours of business.

The University's hours of operation during the fall and spring semesters and during summer session are:

Monday through Friday: 6 a.m. to 10:30 p.m.

Saturday: 7 a.m. to 5 p.m.

Sunday: 12 noon to 9 p.m.

The following is the University's holiday closing schedule for 2010-2011:

2010

Monday, September 6 Labor Day

Thursday, November 25 Thanksgiving Day

Friday, November 26 Thanksgiving Day Holiday

Friday, December 24 Winter Holiday

Monday, December 27 Winter Holiday

Tuesday, December 28 Winter Closure

Wednesday, December 29 Winter Closure

Thursday, December 30 Winter Closure

Friday, December 31 New Year's Day Holiday

2011

Monday, January 3 New Year's Day Holiday

Monday, January 17 Martin Luther King, Jr. Holiday

Friday, February 11 Lincoln's Birthday

Monday, May 30 Memorial Day

Monday, July 4 Independence Day

Admission to Campus After Business Hours

Admission to the main campus building after normal business hours is restricted to administrators, faculty, and staff only.

Students, who require access to the university outside of normal business hours, may gain access only when a written request has been submitted to DPS by the students' department chair, director, or dean. DPS must approve this request before access will be granted. Students admitted outside of normal business hours must be under the direct supervision of a faculty or staff member, and must show a picture ID.

Access to the main campus outside of normal business hours is limited to the "C" Main Entrance. Visitors seeking entry should use the yellow campus phone outside of the "C" Main Entrance to call DPS at extension 4900.

The Center for Performing Arts

The Center for Performing Arts is open and accessible to invited or ticket-holding patrons during show times for scheduled productions. Employees of the Center have access during regular business hours.

Center for Performing Arts hours of operation:

Box Office: Monday to Saturday: 10 a.m. to 4 p.m.
Business Office: Monday to Friday: 8 a.m. to 5 p.m.

The Family Development Center

The Family Development Center (FDC), located on the main campus grounds, is a childcare and educational facility that houses childcare and preschool programs. It is a secure building, and access is limited to FDC employees, parents of children enrolled in child care and preschool programs, GSU students, and authorized visitors. FDC employees are issued access cards that must be used to gain access to the building. Parents, GSU students, and authorized visitors may gain access through the front entrance, where they are visually identified by FDC employees and buzzed into the building. Parents must sign their children in and out in their respective classrooms. All other guest must sign in and out at the main reception desk.

Family Development Center hours of operation:
Monday through Thursday: 7 a.m. to 8:00 p.m.
Friday: 7 a.m. to 6 p.m.
Saturday and Sunday: Closed

Outreach and Technology Services Building

The Outreach and Technology Services (OTS) building is located on the main campus grounds. It is a secure building. Access is limited to authorized employees who have been issued access cards that must be used to gain access to the building after hours. Guests may gain access by using the yellow campus phone located at the building's front entrance to dial the phone number of the faculty/staff member he or she wishes to see. The faculty/staff member must then escort the visitor into the building and to appropriate areas. The OTS building is accessible Monday through Friday from 8:30 a.m. to 8:00 p.m.

Other Facilities

Various facilities on campus, such as the Conference Center and Environmental Field Station, are open at varying times, depending on when they are in use.

Identification Cards

All students, faculty, and staff must possess and carry a valid current Governors State University identification card while on campus.

Events Scheduled Outside Normal Business Hours

Events scheduled outside of normal business hours must be approved by Facilities Development and Management (ext. 4515).

Rape and Sexual Assault

Rape, armed robbery, battery, and active shooter situations are examples of crimes directed against persons. Law enforcement officials have developed techniques to minimize the danger of falling victim to such crimes. The common thread running through all of their advice is simple: remain alert and attentive to potential danger; don't put yourself at risk; and report suspicious incidents to the police.

Rape is sexual intercourse without consent. More often than not, the victim and the attacker know each other. Sexual assault is the touching of another person in a sexual manner without consent. It may or may not involve actual injury. Acquaintance rape is a serious crime. The lack of verbal or physical resistance because of force, or threat of force, does not mean consent.

The best defenses against rape and sexual assault are alertness and awareness. At all times, including dating situations, you should:

- Let a friend or roommate know with whom you will be, where you will be, and when you expect to return. Leave an address and phone number.
- Do not let peer pressure influence the amount of alcohol you consume. A study at another Big Ten university showed that 80 percent of men and 70 percent of women involved in sexual assaults had been drinking.
- Trust your feelings and instincts. If you feel threatened, there's probably a good reason. Get away fast.
- Report any assault or threat of assault to the Office of the Dean of Students and/or to the police department having jurisdiction, as soon as possible.
- In selecting dating partners, beware of a person who:
 - Ignores your wishes.
 - Becomes angry or hostile when you say "no."
 - Tries to make you feel guilty when you say "no."
 - Ignores your personal space boundaries.
 - Is quick to show anger or aggression.
 - Is excessively jealous or possessive.
 - Doesn't listen to what you say.
 - Forces you to constantly ward off advances.
 - Expresses hostile feelings.

Your first few dates with any individual should be in public places. Always have an alternate way home.

Rape and Sexual Assault Victims

If you are the victim of a rape or sexual assault, get to a safe place as soon as you can.

Then you should:

- Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
- Notify the police — even if you are unsure about filing charges.
- Get medical attention as soon as possible.
- Call a close friend, or other trusted person who can be with you during your interview with the police.
- Use the victim-assistance services offered by campus and/or community agencies including the Office of the Dean of Students and Counseling and Psychological Services.
- The University will change a victim's academic situation after an alleged sex offense if that change is requested and reasonably available.

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA), section 1601 of Public Law 106-386, is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act's intent is to extend the protection of the sex offender registries and Megan's Law to college campuses. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders.

Megan's Law can be found online at www.klaaskids.org/st-ind.htm.

- <http://www.nsopr.gov/>
-National
- <http://www.insor.org/insasoweb/>
-State

The campus community can also access law enforcement information provided by the state concerning registered sex offenders through links on the Illinois State Police website on the Governors State University Campus Police Department website, www.govst.edu/cleryact.

Additional important information required by this legislation can be found in the GSU Student Handbook, which can be accessed at http://www.govst.edu/sas/t_hb.aspx?id=2949.

Sexual Assault

Disciplinary Procedure Disclosure

- In cases of alleged sexual assault, the student and the student's accuser are entitled to the same opportunities to have others present during the hearings.
- Both the student and the student's accuser shall be informed of the outcome of any hearing brought alleging a sexual assault.

On-and Off Campus Counseling for Victims of Sexual Assault

Counseling services are available to GSU students in the Division of Student Affairs and Services. Students who are victims of sexual assault may contact the office at 708.534.4090.

GSU employees may seek counseling services through the Employee Assistance Program (EAP). The toll-free, 24 hour number is 1.866.659.3848, and the web address is www.magellanassist.com.

Persons who are neither GSU students nor employees may receive free counseling services through the university's Counseling Lab, which can be reached at 708.534.4545. Depending on the severity of the issues confronting an individual, the Counseling Lab may refer him or her elsewhere for more appropriate counseling.

Change of Academic Situations

In cases of an alleged sex offense, the university will change a victim's academic situation if requested and if changes are reasonably available. For assistance in changing academic situations, students should contact the Division of Student Life Counseling Services.

Procedures for Disciplinary Action for Alleged Sex Offenses

Students accused of sexual abuse or assault, whether or not legal charges are filed, are subject to disciplinary actions from the university as deemed appropriate. The accuser and the accused are entitled to the same opportunities to have others present during disciplinary hearings. Both the accuser and the accused must be informed of the outcome of any university disciplinary proceeding alleging a sex offense.

The university will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates its sexual harassment policy. Violations of the university's sexual harassment policy should be reported immediately to the University Diversity Officer or to a University Administrator. Disciplinary action may include, but is not limited to, oral or written reprimands, warnings, counseling, demotion, transfer, modification of duties, suspension without pay, or termination of employment.

With respect to incidents where the accused is a student, the university will follow the procedures specified in the Student Conduct Code.

Options to Notify Appropriate Law Enforcement Authorities

No one should be a silent victim of sexual assault. Students always have the option to notify law enforcement authorities, including on-campus and off-campus police. Governors State University fully encourages such reporting and will assist any student in notifying authorities whenever a student requests such assistance.

For assistance, students may contact the Division of Student Affairs and Services Personal Counseling Staff, the Associate Vice President for Student Affairs and Dean of Students, or the Department of Public Safety.

Crime of any sort, including sexual assault, should be reported to DPS to facilitate timely response to the community and to ensure inclusion in the annual crime statistics.

Programs to Prevent Sex Offenses

The Department of Public Safety actively patrols the University campus and grounds to respond to and prevent crimes, including sex offenses. Patrols on foot and in vehicles are continuous, 24 hours a day, 365 days a year.

DPS also provides on campus escort services for students and employees on request. Officers will be dispatched to escort requesting students and employees through campus parking lots and to their vehicles. For escort service, contact the Department of Public Safety at extension 4900 on campus phones, or call 708.534.4900 from non-campus phones.

Students wishing to participate in educational programs to promote awareness of rape, acquaintance rape and other forcible or non-forcible sex offenses should contact the Personal Counseling Unit at 708.534.4090. Counselors will direct students to off campus agencies that offer education programs.

Other Sex Crimes

Sex crimes are not limited to rape and sexual assault. Other types of offensive and unacceptable behaviors are crimes and should be dealt with accordingly. Exhibitionists, voyeurs, and

persons who make obscene or harassing phone calls could be subject to criminal charges. While such persons often do not carry out physical attacks; you have no assurance that they will not. Don't take chances. Report all incidents to the police.

Assaults

Muggings, robberies, and other violent crimes may occur at any time. As with sex crimes, your best defense is to remain alert at all times and aware of the possibility that a crime could occur. If you are attacked, notify the police at once.

Here are some suggestions that can minimize your chances of being a victim:

- Never walk or jog alone, especially during the evening or early morning hours. Even if you are just walking a short distance, call a friend to accompany you.
- When you walk at night, select well-lit areas where other people are present. Don't walk next to dense shrubbery or in other places where an attacker could hide.
- Never hitchhike.
- Always have your keys in hand as you approach your front door or car. You will be less vulnerable because you can get inside quicker.
- Carry a whistle to summon help.
- Before you go anywhere, let your friends and family know when you will return. Work out a system so that friends will notify the police if you do not return within a specified time.
- Stay with your group at parties. Many attacks have occurred after friends were persuaded to leave because the victim said, "Go on without me. I'll be fine."
- Keep windows, screens, and doors locked at all times. Keep drapes closed so that persons outside cannot see into rooms.
- Report any suspicious persons to the police.

Exhibitionism and Voyeurism

If you are the victim of an exhibitionist, try not to panic. Stay calm and show no reaction. Call the police, reporting the time and location of the incident. If any witnesses are present, get their names and phone numbers. Details of the exhibitionist's appearance will help the police identify the individual, so try to get a good look at the offender. If a car is involved, try to remember the color, make, license plate number, and direction of travel.

You should follow the same guidelines if you observe a voyeur. Also, be sure to lock all doors and windows immediately.

Obscene and Harassing Phone Calls

Always use the telephone on your terms, not the terms of the caller. Don't talk to anyone unless you want to and never volunteer your name to an unknown caller. Hang up at once if a caller makes obscene or harassing remarks or does not respond to your "hello."

You should always be wary of callers who say they are conducting a survey. Criminals often use this as a ruse to get confidential information such as credit card numbers or bank account locations. If you suspect that a call is not legitimate, get the caller's name, company affiliation, and phone number. You can call back after you have verified the authenticity of the call.

Crank phone callers often obtain numbers from classified ads. If you place an ad, use a box number or list your phone number without your address. You should also be careful about recording unusual messages on your phone answering machine. Police report that many crank calls originate after the word spreads about a unique message on an answering machine.

Some other suggestions for dealing with obscene or crank callers:

- Don't play detective, counselor, or comedian. This is just what the caller wants.
- Report all obscene or harassing calls to the police immediately.
- Keep a log of repeated calls. Record the date, time, and content of the call. Try to describe the caller's voice and note any background noises.

Safety Guidelines for Armed Subjects, Active Shooter Situations

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This section provides guidance to persons who may be caught in an active shooter situation, and describes what to expect from responding police officers.

What should you do?

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- **If an active shooter is outside your building**, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- **If an active shooter is in the same building** you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- **If an active shooter enters your office or classroom**, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

Response to Reports of Crimes or Emergencies

When a crime or emergency is reported, the Department of Public Safety (DPS) will respond as first responders. Upon report of a crime or emergency, DPS will notify emergency services for rescue, ambulance, or fire. DPS will investigate reported crimes and keep records of crimes or emergencies from the time of the initial report until the crime or emergency is resolved. DPS will also forward documents related to any crime or emergency to university administration officials, local and state police, and federal agencies as required.

What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even when you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Timely Warning Reports

If at any time the Chief of Police of the University's Department of Public Safety believes that a possible threat exists to Governors State University students, faculty, and staff because of an incident occurring on or off campus, or because of any other circumstance, the Chief will issue a timely warning of that threat through GSU's e-mail systems. This timely report will be sent to all enrolled students, faculty, and staff.

Theft

Campuses and surrounding areas are frequent targets of thieves, largely because so many students and employees carelessly leave doors unlocked and valuables unprotected. As with a crime against the person, your best defense against thieves is vigilance. Recognize that danger exists and take precautions. Here are a few suggestions:

- Keep your doors and windows locked.
- Don't lend your office key to anyone.

- Don't keep your ID card on your key ring.
- Don't keep large amounts of money in your office.
- Don't leave valuables unattended.
- Keep your checkbook, jewelry, and cash in a locked drawer.
- Engrave your student identification number on valuable possessions.
- Make a list of your valuable possessions including make, model, serial number, and description. Keep one copy in a safe place and another with your insurance papers.
- Ask service or repair persons to show their identification before admitting them to your office.
- Never reveal your calling card number or automatic teller machine (ATM) number to anyone.
- Lock your bicycle with a sturdy lock, weaving it through frame, spokes, and rack.
- Always lock your car. Don't leave valuables inside or visible.
- Don't lend your credit cards to anyone. Keep a list of your cards and their numbers with your insurance papers.
- Maintain adequate insurance coverage.
- Report thefts to the police at once.

Alcoholic Beverages

Use, possession, or distribution of alcoholic beverages is strictly regulated. State law prohibits consumption or possession of alcoholic beverages by persons younger than 21 years old. The law also prohibits persons 21 or older from providing alcoholic beverages to minors. A person misrepresenting his or her age to obtain alcoholic beverages is in violation of the law.

No one may consume, sell, or serve alcoholic beverages on University property without authorization from the Chief of Police of the Department of Public Safety, in accordance with the policies of Governors State University and its Board of Trustees. Persons under 21 years of age may not consume alcoholic beverages on University property or at approved university events. Alcoholic beverages may only be consumed in designated areas at functions that have been approved by the Chief of Police in the Department of Public Safety. It is the responsibility of the person or persons sponsoring functions to ensure that appropriate measures are taken to avoid violations of University policy and Illinois State Statutes. The possession or consumption of alcoholic beverages by students on University property or at University-sponsored events is prohibited except in accordance with the University Alcohol Consumption Policy and with prior approval.

Policy on Illegal Drugs

Governors State University policy is in compliance with the requirements of the Federal Drug-Free Act of 1988. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees in the workplace is prohibited. The University Student Code of Conduct also prohibits the manufacture, delivery, sale, use, possession or distribution of either narcotic or dangerous drugs.

Alcohol and Substance Abuse Information

Governors State University provides information and services related to drug use and abuse through the counseling services made available to students by the Division of Student Affairs and Services. Employees of the university may obtain assistance with drug and alcohol issues through the Employee Assistance Program.

Campus Threat Assessment Team (CTAT)

The Campus Threat Assessment Team consists of police, counselors, staff and faculty from various areas of the University. Officers are provided training to help them recognize when a person's actions may be the result of a mental health issue, and they are encouraged to involve CTAT members to bring the situation to a successful resolution for the person in distress and the community. The program helps people by both focusing on the root of the problem causing their behavior and seeking to get them professional help. <http://www.govst.edu/ctat>

GSU Xpress

GSU Xpress offers free rides for Governors State students, faculty, and staff. This service includes all the Campus regular routes (Metra Station, Brittany Woods, and White Oak Lane). These routes run at scheduled times from 8:00 a.m. until 10:25 p.m. Monday thru Friday including two Saturday runs at 8:35 a.m. and 4:20 p.m.

Maps and schedules for the regular routes are available on the Department of Public Safety website and at the GSU Information Center and the GSU website: www.govst.edu.

Crime Prevention Programs and Security Awareness

Information Booths

DPS sets up information booths at University open houses and during "Welcome Days." Incoming and continuing students are apprised of security procedures and practices and are encouraged to be responsible for their safety and security, as well as the safety and security of others.

Presentations

DPS will present information on campus safety and security upon request from any university department, college, instructor, or student group. Presentations can be on a variety of topics, ranging from general safety to the prevention of sexual assault.

Informal Communications

Officers of the Department of Public Safety may offer advice and information about personal safety and crime prevention/reporting whenever the opportunity presents itself in the normal course of their duties. These informal information sessions may be one-on-one or given to small groups whenever the opportunity arises to convey the information. The information and advice is given to students, faculty/staff, and community members.

Policy for Reporting the Annual Disclosure of Crime Statistics

Governors State University's Department of Public Safety prepares an Annual Disclosure of Crime Statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report can be accessed through the University's website: www.govst.edu/cleryact or in printed form from the Department of Public Safety.

The report is prepared with the assistance of the University Park Police Department, the Will County Sheriff's Office, and the Illinois State Police. Campus crime, arrest, and referral

statistics include those reported to Governors State University's Department of Public Safety, campus officials, and local law enforcement agencies.

The counseling staff members in the Division of Student Affairs and Services encourage their clients to report crimes to DPS or other appropriate law enforcement agencies whenever they feel it is in the best interest of the client. These reports, if made, are included in the Annual Disclosure of Crime Statistics.

Every year, enrolled students, faculty, and staff are notified by e-mail that this report is available. The proper URL is provided in that e-mail, or the report may be obtained from the Department of Public Safety, located in Room C1375.

Emergency Preparedness

The Campus Emergency Response Team (ERT) and Campus Threat Assessment Team (CTAT) are new to Governors State University. However, the concept of emergency preparedness has long been ingrained in the GSU environment. These teams strive to:

- Ensure the "Governors State family" is prepared for emergencies.
- Provide strong and dedicated leadership to all areas of emergency preparedness.
- Establish communication channels that promote emergency preparedness.
- Establish an environment of continuous improvement.

REMEMBER, WHEN YOU HEAR:

- **ALL HAZARDS SIRENS:** immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility. Listen* (w.wav)
- **FIRE ALARMS:** immediately **evacuate** the building and move to a safe location. Listen* (w.wav)

In both cases, you should solicit additional clarifying information by all possible means: GSU Homepage, TV, radio, e-mail, etc.

*Sound files are examples only. There are different types of fire alarms (bells, horns, voice messages, etc.) and sounds may vary.