



## **2023 Annual Security Report**

Lake Forest Graduate School of Management  
1905 West Field Court  
Lake Forest, Illinois 60045

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# A Message from President Anderson



Dear LFGSM Community,

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law requiring higher education institutions to disclose their campus crime statistics and share information about their security policies.

All U.S. colleges and universities receiving federal financial aid must make this information readily available to all current students, prospective students, and faculty. The annual report also highlights how we address campus safety and how to report an incident and to whom.

I am pleased to share a copy of the 2023 Annual Security Report. This report outlines the statistics about any crimes committed over the past three years at the Lake Forest campus. In 2020, 2021 and 2022, zero crimes were committed.

Thank you for your help in keeping our campus safe. If you have any questions about the details found in this report, please contact Currie Augustine, Director, Career & Student Services at [studentservices@lfgsm.edu](mailto:studentservices@lfgsm.edu).

Sincerely,

A handwritten signature in black ink that reads "Jeff Anderson". The signature is written in a cursive, flowing style.

Jeff Anderson  
President & CEO

# Introduction

Campus Safety is highly valued at Lake Forest Graduate School of Management. Keeping the campus community informed about safety practices and procedures is one of our top priorities. To increase awareness and maintain transparency, LFGSM prepares the Annual Security and Fire Safety Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Illinois Campus Security Enhancement Act.

The Clery Act requires colleges and universities to:

1. Publish an annual security report every year by October 1 containing three years of campus crime statistics and certain campus security policy statements that are distributed to the campus community and submitted to the U.S. Department of Education.
2. Disclose crime statistics for the campus public areas immediately adjacent to or running through the campus and certain non-campus facilities. Statistics also include liquor, drug, and weapon law violations if they result in a disciplinary referral or arrest.
3. Provide emergency notifications to the campus community when a significant threat or dangerous situation involving an immediate threat to the health and safety of the community occurs.
4. Provide timely warning notices of those crimes that have occurred and pose an ongoing threat to students and employees.
5. Disclose in a crime log any crime that occurred on campus or on its Clery geography and is reported to the Campus Security Coordinator.
6. Disclose data on all fires that occur in on campus student housing. (*Lake Forest Graduate School does not provide any student housing.*)

In accordance with the provisions of the Jeanne Clery Act (Crime Awareness & Campus Security Act of 1990), Lake Forest Graduate School of Management is publishing for all employees (including our part-time faculty) and students this Annual Security Report for the Lake Forest Campus. This report is published annually and will be distributed to all community members via <https://my.lfgsm.edu/ICS/Help/Security/> A hard copy is available upon request.

The Annual Report includes statistics for the previous three calendar years concerning reported crimes that occurred on the Lake Forest campus and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security issues, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other relevant matters.

Any questions about these regulations and/or procedures that the School follows should be directed to the Lake Forest Campus Security Authority Coordinator at (847) 574-5158.

If students have concerns about LFGSM's compliance with the Jeanne Clery Campus Security Act, they should contact the U.S. Department of Education, Office of Postsecondary Education Regional Office for Region V, 111 N. Canal Street, Suite 1094, Chicago, IL 60606-7204, Telephone: (312) 353-8192 or FAX: (312) 353-5147.

When a complaint is filed against an institution alleging noncompliance with the campus security regulations, the Department will assess the complaint and determine the appropriate response.

# Clery Act Reporting Descriptions

For the purposes of reporting statistics, LFGSM must distinguish criminal offenses according to where they occur. Geographical locations are defined as follows:

**ON-CAMPUS** 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.

**NON-CAMPUS** 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution. 2) Any building or property owned or controlled by the institution that is used in direct support of or in relation to the institution's educational purposes is frequently used by the students and is not within the same reasonably contiguous geographic area of the institution.

**PUBLIC PROPERTY** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

# Crime Definitions

The following definitions are to be used for reporting crimes in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program.

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violation, drug abuse violations and liquor law violations are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

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

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

**Sexual Violence:** Any sexual act directed against another person without the consent of the victim including instances where the victim is incapable of giving consent.

- a. **Rape:** The 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 this offense includes the rape of both males and females.
- b. **Fondling:** the touching of private body parts of another person for the purpose of sexual gratification without the consent of the victim including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

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

**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 using a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft for reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony breaking and entering with intent to commit a larceny house breaking safe cracking and all attempts to commit any of the aforementioned.

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

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

**Liquor Law Violation:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Abuse Violation:** Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Weapon Law Violation:** The violation 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. This classification encompasses weapons offenses that are regulatory in nature.

An institution must report statistics for the three most recent calendar years on arrests and separately for instances in which persons were not arrested but were referred for campus disciplinary action for the following offenses:

1. Illegal weapons carrying, possessing, etc.
2. Drug abuse violations
3. Liquor law violations

Definition of a referred for campus disciplinary action includes the referral of any student to any campus official who is empowered to initiate a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

### **Violence Against Women Act Offenses**

**Domestic Violence:** Felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Illinois and in the case of victim services includes the use or attempted use of physical abuse or sexual abuse or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior by a person who:

- is a current or former spouse or intimate partner of the victim or person similarly situated to a spouse of the victim.
- is cohabitating or has cohabitated with the victim as a spouse or intimate partner.
- shares a child in common with the victim or
- commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of Illinois.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim the existence of such a relationship shall be determined based on the reporting party statement and with consideration of the length of the relationship the type of relationship and the frequency of interaction between the persons involved in the relationship for the purposes of this definition, (i) dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse, (ii) dating violence does not include acts covered under the definition of domestic violence.

Stalking: 1. Engaging in a course of contact directed the specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others or (2) suffer substantial emotional distress. 2. For the purposes of this definition a course of contact means two or more acts including but not limited to acts which the stalker directly, indirectly or through third parties by any action method device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property:

a. reasonable person means a reasonable person under similar circumstances and with a similar identity to the victim and

b. substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Hate Crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim the categories of bias include the victims actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Hate crimes include any of the following offenses that are motivated by bias murder and non-negligent manslaughter, manslaughter by negligence, sexual assault, robbery, aggravated assault, burglary, motor vehicle, theft, arson, larceny, theft, simple assault, intimidation, and destruction damage, vandalism of property.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is able to exercise dominion or control over a thing.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destructive/Damage/Vandalism of Property: To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.



# Lake Forest Campus Security

Lake Forest Graduate School of Management is committed to maintaining a safe educational and work environment that is conducive to academic learning and work productivity. To implement this commitment and to be in accordance with provisions of the Jeanne Clery Act (Crime Awareness & Campus Security Act of 1990), this policy covering Campus Security has been developed. All employees (including part-time faculty) and students are subject to this policy and its supporting procedures.

Lake Forest Graduate School of Management is concerned with the welfare and safety of all members of the campus and non-campus locations communities and their guests. The activities of Lake Forest Campus are enhanced by strong collegial relationships with the Lake Forest Police Department.

The Lake Forest Campus is located at 1905 West Field Court in Lake Forest, IL. All students, faculty, and guests must enter and exit through the Lake Forest Campus main entrance. Employees may enter through either of two entrances, using their photo Access Badge. When the Lake Forest Campus is open to students and faculty, there is a staff member at the front desk. Students and faculty must use their Photo Access Badge to enter the building or sign-in with a staff member.

The Campus Security Authority Coordinator and Office Manager oversee security at the Lake Forest Campus. They should be notified of any crimes or any other emergencies. They will not have the authority to arrest individuals but will work with local police, by notifying the proper authorities immediately of these crimes and emergencies.

Currie Augustine  
Campus Security Coordinator  
847-574-5158  
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# Reporting a Crime

If an employee, faculty member or student is a witness to or victim of a crime on campus, he/she should immediately dial 9-1-1.

As soon as possible, inform the receptionist (847) 574-5218 of your situation so they can contact the appropriate LFGSM Campus Security Authority. The LFGSM Chief Academic Officer, VP of Finance & CFO, and Director of Career & Student Services will handle all reports of these crimes following our School procedures.

## **What is a 911 Emergency?**

It is any situation that requires an immediate police, fire, or medical response to preserve life or property. These include:

- An assault or immediate danger of assault.
- A chemical spill.
- Someone choking.
- A crime in progress.
- A fight.
- A fire.
- A serious injury or illness.
- A situation involving weapons.

## **How can I call 911 on campus?**

- On LFGSM-system phones, lift the receiver, wait for a dial tone, and dial 9-1-1

## **How can I reach out to local police to report a non-emergency on-campus incident?**

- Call the Lake Forest Police Department's non-emergency number at (847) 234-2601.

# Lake Forest Campus Evacuation Plan

In most cases, the trigger to evacuate the building is the sounding of the fire alarm. When you hear the fire alarm the following procedures should be followed immediately:

1. Exit the building immediately; do not return to your office or classroom. NOTE: if you have a guest in the building, you are responsible for escorting your guest to the staff gathering spot.
2. Exit via the nearest stairwell and/or entrance. It is your responsibility to be familiar with the general layout of the building and the nearest exit point.
3. After exiting the building, proceed to the North Lot.
  - a. Lake Forest Center for Leadership – North-West Corner of North Lot
  - b. All other staff – North-East Corner of North Lot
4. In the event of inclement weather, proceed across the drive to the entrance of 1955 West Field Court.
5. The Floor Wardens will be responsible for alerting the Lead Fire Warden (LFW) of any distressed or unaccounted-for staff/guests. Lead Fire Warden will be stationed on the grass area North- West of Main Entrance.
6. Do not return to the building until directed to do so by Police/Fire Department.

# Evacuation During Classes

When alarm sounds:

1. The Front Desk Receptionist will:
  - a. Put on the fire vest (at front desk – also in cloak room).
  - b. Take smart phone, Police/Fire Emergency Handbook, rosters, or sign-in sheets.
  - c. Check restrooms, computer room, and break out rooms.
  - d. Go to appropriate place outside to await the Fire Department.
  - e. **IMPORTANT:** Alert the firefighters that someone could be on second floor.
  
2. Faculty members will:
  - a. Instruct students to meet at North Lot.
  - c. Assure that the classroom is empty.
  - d. Leave and close door.
  
3. In the North Lot – students, faculty will wait for instruction
  - a. Faculty takes attendance
  - b. If anyone missing, faculty member alerts receptionist who alerts firefighters.

# Policy Statements

Points of information for the Lake Forest Graduate School of Management (LFGSM) Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Report.

- LFGSM does not have any campus residences.
- LFGSM does not have any officially recognized student organizations with off-campus locations.

The types of students that are served by the Lake Forest Graduate School of Management are working adults, approximately 27 to 49 years of age. Our Lake Forest Campus is in a low-crime corporate park, as evidenced by our crime report showing no crimes for the past three years.

- LFGSM does not employ or contract for any law enforcement or security personnel except during large School events.
- LFGSM does not have any written memorandum of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses.
- LFGSM does not have procedures in place for pastoral and professional counselors to assist the students in reporting crimes.
- LFGSM does not have formal programs to prevent dating violence, domestic violence, sexual assault, and stalking. The procedures the institution will follow if one of these crimes is reported can be found in the student handbook and in this report.

## **Emergency Notification and Timely Warnings:**

Lake Forest Graduate School of Management will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Office Manager, Academic Operations Manager, and Director of Career & Student Services in cooperation with LFGSM Leadership Team will issue the warning through the most appropriate means available to reach the affected campus population.

Types of communication vehicles available to LFGSM:

- a. Internal e-mail through Outlook, LFGSM Gmail
- b. HTML e-mail via Salesforce
- c. Texting via RAVE Alert System
- d. Direct mail (letters, etc.) to home addresses or work addresses
- e. Telephone
- f. Posting to school websites.
- g. Instant messaging (for staff)
- h. Posting on Canvas-LMS (for students and faculty)
- i. Posting on my.lfgsm.edu portal (for student, faculty)
- j. Posting on SharePoint (for staff)
- k. Press release (for limited distribution or via Business Wire)
- l. Social Media Channels

### **Preparation of the Annual Disclosure of Crime Statistics:**

Lake Forest Graduate School of Management prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Authority Coordinator (847-574-5158) prepares the report, collecting statistics from the Lake Forest Police Department. Each year, an e-mail notification is sent to all employees (including part-time faculty) and students that provides a link to access this report. All prospective employees (including part-time faculty) may obtain a copy through LFGSM HR Manager (847-574-5244), and prospective students may obtain a copy through the LFGSM Director of Admissions (847-574- 5167).

### **Policy Regarding Reporting a Crime Confidentially:**

Persons wanting to report a crime or incident can do so confidentially by contacting the Campus Security Authority. The reporting person's name will be kept confidential, but the incident may be included in the annual crime statistic report without divulging the person's name or any other information that would infringe on his/her confidentiality. The Campus Security Authority will complete a written report of any incidents that occur. The report is kept on file and copies are distributed to the CAO, the CFO, and the Dean of Faculty and Degree Programs. Follow-up investigations are conducted, and local law enforcement agencies are notified when appropriate.

### **Policy Regarding Informing All Employees (Including Part-Time Faculty) and Students about the Prevention of Crimes:**

LFGSM exercises vigilance during special events by taking precautionary measures for the security of our constituents. If it comes to the attention of LFGSM that there are criminal activities in the area surrounding our Lake Forest campus, our employees are contacted via email, alerted to the situation, and advised to take preventive measures against becoming a victim.

All employees (including part-time faculty) complete training annually addressing precautions to be taken in the event of an active threat. Every new employee is informed on the security procedures during new-employee orientation, which occurs when an individual is hired. Students are asked to review all campus policies and campus security procedures at the time of orientation.

### **Policy Regarding the Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Enforcement of Federal and State Drug Laws:**

Lake Forest Graduate School of Management is committed to maintain an educational and work environment that is conducive to academic learning and work productivity. It is against local, state, and federal law to possess or distribute illicit drugs and/or to use alcohol irresponsibly. Violation of these laws may be punishable by fines and/or imprisonment. Therefore, LFGSM has a standard of conduct as a condition of student and faculty participation, which prohibits the unlawful possession, use, or distribution of illicit drugs and/or use of alcohol by employees (including part-time faculty) and students on its property.

LFGSM will impose disciplinary measures (sanctioned by local, state, and federal statutes) on employees (including part-time faculty) and students for violations of the standard of conduct, up to and including expulsion or termination and referral for prosecution.

Following are guidelines to identify some unacceptable behaviors; it is impossible to list every circumstance or situation that might warrant corrective action. Students should discuss suspicious behavior with the Chief Academic Officer, Vice President, and CFO, and/or Dean of Faculty and Degree Programs if fellow students, staff, or faculty behavior is in question. The School Administration reserves the right to discipline, suspend, or immediately discharge a faculty member, staff member, or student for any conduct that is not in the best interests of the School.

#### Questionable Behavior

- “Loss of control” (inability to control the amount of alcohol or drug use)
- Noticeable increase in alcohol or drug use
- A pattern of excessive alcohol or drug use
- Personal or family embarrassment because of alcohol or drug use
- Arguments because of alcohol or drug use
- Occasional memory lapses following alcohol or drug use
- Sneaking alcohol or drug
- Feeling guilty because of alcohol or drug use
- Loss of interest in school, work, or family activities
- Avoiding situations where alcohol or other drugs are not available
- Decline in work, school, or social relationships

A list of substance abuse counseling services can be found at Illinois Department of Human Services at <https://www.dhs.state.il.us>. IDHS supports and offers services for substance abuse through a large provider network. You may contact the Illinois Helpline online at <https://helplineil.org/app/home> or by phone at 1-833-234-6343 or text “Help” to 833234.

# Sexual Misconduct Policies & Procedures

Lake Forest Graduate School is committed to providing a safe, inclusive, and respectful learning and working environment. Sexual and related misconduct will not be tolerated. LFGSM recognizes the serious physical and psychological impact of sexual harassment, sexual assault, domestic violence, dating violence, and stalking and prohibits these offenses. Through LFGSM policy and the procedures for students and employees, the school provides a means to address discrimination, bias, and misconduct. In an ongoing effort to prevent sexual and related misconduct, the school provides annual training for all employees and part-time faculty. The school's compliance efforts are led by a team of Title IX coordinators who address reports, including any complaints of misconduct. The contact information for the Title IX coordinator is available at <https://lfgsm.edu/title-ix/>.

If you feel, you are the victim of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, report the incident immediately to the Campus Security Authority.

If you are sexually assaulted:

1. Report the incident immediately to a LFGSM Campus Security Authority, other building security, and/or local Police.
2. Do not wash, shower, change clothes or douche before calling or going for help.
3. All efforts should be made to preserve evidence. Do not touch any evidence of an attack.

The formal responsibility for conducting the investigation and disciplining action has been delegated to the CFO and the Dean of Faculty and Degree Programs (for LFGSM Faculty and Students only). These officers will be considered the Judicial Administrator.

The responsibilities of the Judicial Administrators will include:

1. Administering the regulations of LFGSM.
2. Helping students and stakeholders involved in matters regarding sexual harassment and sexual violence.
3. Coordinating any necessary proceedings, including assembling a Judicial Board.
4. Processing communication and maintaining a confidential, central file of actions taken.



# Complaint Process

## **Upon receiving a complaint:**

1. An incident report will be completed by the Campus Security Authority.
2. Police will be contacted and engaged, if necessary.
3. The CAO, CFO, and/or Dean of Faculty and Degree Programs will be notified.
4. A Graduate School officer and the Dean of Faculty and Degree Programs will meet with accuser privately to take an incident report. The accuser will be treated with sensitivity and professionalism.
5. The School will not release your name to the public or the press.

LFGSM will determine if action is necessary on the part of the school. If so, they will begin the investigation process.

LFGSM will assemble a Judicial Board, comprised of appropriate School leaders and possible peers of the accused and accuser, who will assist the LFGSM Judicial Administrator. This body (no more than six members, including the lead Judicial Administrator) will be assembled within seven business days of the determination that action needs to be taken on the complaint. The Judicial Board will be present for the interviews and the discipline hearings. The accused may challenge the participation of any member of the Judicial Board for good and substantial reasons, but the member's continuation is at the discretion of the Judicial Administrator conducting the hearing.

If it is determined that action is appropriate, LFGSM will initiate a prompt, complete investigation lasting no more than 15 business days. The investigation will include interviews with the person making the complaint, with any individual alleged to have committed the offense, and possibly witnesses.

The accused will be sent written notice by registered mail, certified mail, and/or hand-delivery specifically citing the alleged offense(s). The notice will inform the accused of his/her rights and of the judicial process in place at LFGSM.

Both the accuser and the accused are entitled to the same opportunities and to have an advisor of their choice during the interviews and disciplinary proceedings.

The accused and accuser may appear in person and present evidence in defense and ask witnesses to attend on his or her behalf. Each witness must submit a written statement no less than 48 hours prior to the date of the interview.

If the accused is NOT a LFGSM student, staff member, or faculty member, the CFO, and the Dean of Faculty and Degree Programs (LFGSM Faculty and Students only) will complete the investigation to the best of their ability and take necessary action to protect the LFGSM community member as necessary.

If requested by a victim, Lake Forest Graduate School of Management will change a victim's academic situation after an alleged sex offense and will advise on options that are reasonable available.

If the accused is a LFGSM student, staff member, or faculty member, both the accuser and the accused will be advised within ten business days after the completion of the investigation, in writing, of Lake Forest Graduate School's final determination of any disciplinary proceeding with respect to the alleged sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Along with the decision will be the rationale for that decision.

If it is determined based on any evidence and the interviews that inappropriate conduct has occurred, LFGSM will act promptly to eliminate the offending conduct and ensure that it does not occur again. The type of sanction will depend upon the severity of the violation. Where it is appropriate, we will also impose disciplinary action, discharge, or other sanctions as deemed necessary. Such actions may range from recommendation to counseling to termination of employment or expulsion from the MBA program and may include other forms of discipline that we deem appropriate under the circumstances.

Supervisors who fail to report known violations may also be subject to disciplinary action.

In situations where the accused or accuser feels that a decision has been unfair or a sanction unduly harsh, an appeal may be made by submitting a written request within ten business days of the notification of the decision. This appeal is made to the Judicial Administrator (state formal name), 1905 West Field Court, Lake Forest, IL 60045, who will review the request and decide whether a further hearing will occur and communicate the decision in writing to the individual who made the appeal.

# Crime Prevention Programs

While LFGSM does not offer on-campus counseling, mental health, or other formal services for victims of sexual violence, there are a host of local and state services available in Lake and Cook County in Illinois.

**The National Center on Domestic Violence, Trauma & Mental Health** website provides a list of domestic violence organizations in Chicago and Illinois. To locate local resources for survivors of domestic violence, call the 24-hour National Domestic Violence Hotline at 1-800-787-3224. A list of agencies in your area may be found by searching NCADV's Online Database at <https://www.domesticshelters.org>

**Zacharias Sexual Abuse Center/ZCenter** provides quality, comprehensive and client services to survivors of sexual assault and abuse. Services are provided free of charge. ZCenter offers a 24-hour Support Line, 24-hour Medical and Police Advocacy, Legal Advocacy and Counseling. All Services are free of charge and confidential. For Immediate Help, Call 847-872-7799. More information about their services may be found at <https://zcenter.org/>

**RAINN** is the nation's largest anti-sexual violence organization. RAINN operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault providers across the country. The Telephone Hotline is 800-656-HOPE (4673). Additional information is available at <https://www.rainn.org>

**The Chicago Police Department Preventive Programs Section** offers programs designed to encourage citizen involvement in crime prevention and to recommend various methods and techniques to guard against becoming a victim of crime. A range of workshops, lectures, seminars, security surveys, and crime prevention and safety tips are offered free of charge. For more information, contact the <https://home.chicagopolice.org/community/crime-prevention>.

**Illinois State Police Sex Offender Information:** The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois. The following database is updated daily and allows searching by city, county, and zip code: <https://isp.illinois.gov/Sor/Disclaimer>

# Sexual Assault Prevention

Anyone can be the target of a sexual assault regardless of age, gender, race, ethnicity, or sexual orientation. Over 80% of all victims of sexual assault knew the person who assaulted them. Below are some general guidelines to protect yourself and others.

- Avoid dangerous situations.
- Communicate your limits clearly.
- Trust your instincts.
- Be direct and respond physically, if needed.
- Avoid working, studying, or being alone in buildings or isolated areas.
- Avoid excessive use of alcohol and do not use illicit drugs; they interfere with clear thinking.

Be familiar with the signs of abusive behavior:

- Past Abuse
- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Jealousy
- Controlling behavior
- Unrealistic expectations
- Isolation
- Blames others for problems
- Hypersensitivity
- Cruelty to animals or children
- “Playful” use of force during sex
- Rigid sex roles
- Jekyll-and-Hyde personality

If attacked or confronted by an assailant, try to attract attention. Assess the situation. Your options are to fight, run, or to try and reason with the assailant. If you find yourself in an unwanted sexual situation, be assertive and say no. And, if you are told no when you make sexual advances, accept it. No means no.

## **General Safety Tips:**

- Always be alert and aware of your surroundings and project a confident attitude.
- All suspicious activity should be reported to the appropriate security official.
- Timely and accurate reporting of information makes it easier to gather critical evidence and increases the odds of successfully apprehending and prosecuting the accused.
- Avoid walking at night alone; walk with a group. If you must walk alone, make sure to use well-lit paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return times.
- Keep your doors locked in your vehicle.
- Use designated crosswalks and pedestrian crossings to safely cross roadways.
- Carry only necessary cash and credit cards. However, always carry enough money for an emergency phone call or ride home.

# Crime Data

Offense	Year	On Campus	Non-Campus	Public Property	Total
Murder and Non-negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

<b>Robbery</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Aggravated Assault</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Burglary</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Motor Vehicle Theft</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Arson</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Liquor Law Arrests</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Drug Law Arrests</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

**Hate Crime Statistics** are crimes where the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

2022: Zero Hate Crimes

2021: Zero Hate Crimes

2020: Zero Hate Crimes

**Unfounded Crime Statistics:** A crime is considered unfounded for Clery Act purposes if a sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

2022: Zero Unfounded Crimes

2021: Zero Unfounded Crimes

2020: Zero Unfounded Crimes



*Our Mission is to bring the Real World to Business Education and Leadership Development.*