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LIBERTYVILLE CAMPUS

ANNUAL CAMPUS SAFETY & CRIME STATISTICS REPORT

OCTOBER 1, 2026

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INTRODUCTION

First Institute is committed to providing a safe and secure educational environment for our students, staff, faculty and visitors. First Institute adheres to and supports federal statute "20 U.S.C. 1092(f) Disclosure of Campus Security Policy and Campus Crime Statistics Act" also known as the "Clery Act". This law requires all colleges and universities that participate in federal financial aid programs to disclose and report campus crimes on an annual basis. Furthermore, the law requires that this information be available to current and prospective students and employees.

Pursuant to the Clery Act, Violence Against Women Act ("VAWA") amendments to the Clery Act, and the Higher Education Opportunity Act ("HEOA"), First Institute has published this document to provide students, faculty and staff members with an overview of First Institute's resources, policies and procedures regarding safety and security at the campus, along with campus crime statistics.

First Institute maintains its crime reports for a period of seven years and is readily available to students, staff and faculty upon request. Additionally, the most current publication of the Annual Security Report and Crime Statistics is available on First Institute's website at **www.firstinstitute.edu/campus-safety-report.** Crime Statistics are also posted in break areas and in the front reception area of the campus buildings.

CAMPUS SECURITY & CRIME PREVENTION POLICY

First Institute's Annual Campus Safety Report and Campus Crimes Statistics is distributed to every student and employee on an annual basis and is readily available to prospective employees and students upon request. Current students and employees receive an electronic copy each year distributed via email, and paper copies are available upon request with student services. New students and employees are guided to where they can access the Annual Campus Safety & Crimes Statistics Report during orientation and can obtain a paper copy upon request. Staff and faculty can access these reports in FI—Moodle Online Employee Center. Students may access the report via First Institute's public website at: **www.firstinstitute.edu/campus-safety-report.**

POLICY ON REPORTING CRIMINAL OFFENSES

A safe environment is everyone's responsibility. Employees and students should report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports should be filed for inclusion in the annual disclosure of crime statistics by contacting the Director of Compliance, or any Campus Security Authority. Reports are kept in a secure location in Director of Compliance's office. Names of victims or witnesses will be withheld from the crime report if requested. It is the policy of First Institute that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

REPORTING A CRIME

Students and employees should promptly report all criminal actions and emergencies occurring on or around First Institute campus facilities to the Title IX Coordinator either in person or by calling 847-440-2000. If the Title IX Coordinator is not available you may contact the Campus Security Authorities below or dial 911 for the Libertyville Police.

In the event of fire or medical emergencies, staff and employees should contact the Libertyville Police Department by dialing 911 and then notify the Chief Executive Officer (CEO) at 847-440-2000.

CAMPUS SECURITY AUTHORITY

The Director of Compliance is the Campus Safety Officer (CSO) and is responsible for collecting all Campus Security Authority (CSA) reports and maintaining records and statistics for all reported crimes. Campus Security Authorities are individuals with significant responsibility for campus and student activities. First Institute include faculty and staff of the institution who have significant responsibility for students and campus activities. Any questions or concerns related to safety and security should be reported immediately to a designated Campus Security Authority.

A Campus Security Authority is equipped to address emergencies that occur on campus and notify the appropriate law enforcement or emergency services as required by the nature of the situation. The function of a Campus Security Authority is to report to the Campus Safety Officer designated to collect crime report information for all allegations of Clery Act crimes that he or she concludes were made in good faith. The Director of Compliance is designated to collect crime reports at First Institute.

In accordance with the Clery Act, a crime is reported when it is brought to the attention of a Campus Security Authority or local law enforcement personnel. Information regarding a crime reported in "good faith" to a Campus Security Authority should be documented in a Campus Security Authority Crime Report Form and submitted to the Director of Compliance.

To report any incident or crimes on campus call the main campus phone number 847-440-2000. If after normal school hours, call 911.

Designated Campus Security Authorities:

Eric Beier, Chief Executive Officer (CEO)/CSA	847-440-2000
Katie Postelnick, Director of Compliance/CSO/Title IX Coordinator	847-440-2000
Victoria Patterson, Director of Educational Programming/	847-440-2000
Safety Coordinator/CSA	
Tricia Maxim, Director of Career Services/CSA	847-440-2000
Sumana Banerjee, Administrative Assistant/CSA	847-440-2000

VOLUNTARY CONFIDENTIAL REPORTING OF CRIMES

If you are the victim of a crime and do not wish to pursue action with First Institute or the criminal justice system, you may still want to consider making a confidential report. Crimes can be reported on a voluntary, confidential basis. Campus Security Authorities can file a report on the details of an incident without revealing your identity. The purpose of a confidential report is to maintain anonymity; yet it allows the school to take steps to ensure future safety. With this information, the school can keep an accurate record of the number of incidents involving students, employees and visitors and alert the campus community to potential danger if necessary.

ACCURATE AND PROMPT REPORTING

Community members, students, faculty, staff and guests should promptly report all crimes and public safety related incidents in a timely manner. First Institute encourages anyone who witnessed or who has been a victim of crime to immediately report the incident by calling 911 or for a non-emergency contact the **Libertyville Police at (847) 362-8310** or the **Campus Safety Officer at 847-440-2000.**

Law Enforcement Authority of Security Personnel

First Institute does not employ campus security. Law enforcement is provided by the Libertyville Police Department. Campus staff with security responsibilities on the campus during regular business hours will promptly contact Libertyville Police by dialing 911 if any illegal activity occurs on campus.

Monthly Crime Log

First Institute does not maintain a campus police department or campus security department. Therefore, in accordance with Clery Act requirements, First Institute is not required to maintain a Daily Crime Log. However, there is a Monthly Crime Log that is maintained electronically by the Director of Compliance.

Reporting to Pastoral and Professional Counselors

First Institute does not have professional counselors on staff; however, in the event that a student presents or demonstrates behaviors/thoughts consistent with issues related to an emotional / psychological issue, physical or sexual abuse, or substance abuse, the student will be referred to the student services to further explore options for local counseling and/or abuse programs.

If a student is seeking assistance outside of school hours, he/she is advised to contact the **Zacharias Sexual Abuse Center at 847-872-7799**. The Zacharias Sexual Abuse Center's mission is to provide a place where survivors of sexual assault and abuse can heal, and to mobilize the community toward action to end sexual violence. They offer 24-hour crisis intervention services.

Missing Person Policy

The Higher Education Act requires institutions with on-campus student housing to comply with missing student notification regulations. First Institute does not maintain student housing facilities of any kind, and hence does not have a policy regarding the disappearance of students in-residence.

Off Campus Criminal Conduct

First Institute does not have any student organizations or off-campus locations. However, students sometimes attend off-campus events in locations within nearby communities. Students must abide by the same protocol and school policies at any off-campus events that they do when attending on-campus activities. If a violation of law occurs at an off-campus event, the faculty or staff member will immediately inform the Director of Compliance and involve local law enforcement officials at the site where the infraction occurred.

MOUs with Local Law Enforcement

First Institute does not have a formal MOU with the Libertyville Police Department; however, the institution has a good working relationship with them. Libertyville Police provide crime statistics to First Institute as requested for the Annual Security Report.

Weapons Policy

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited at First Institute.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, First Institute is providing a link to the Illinois State Police Sex Offender Registry. This act requires institutions of higher

education issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

Persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) and 730 ILCS 150/2(C) when such charge results in one of the following:

(a) A conviction for the commission of the offense or attempt to commit the offense,
(b) A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
(c) A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

The Sex Offender Registry was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about persons convicted of sex offenses. In Illinois convicted sex offenders must register in person in the jurisdiction of residence within 10 days of residency. If attending, employed, or carrying on a vocation at an institution of higher education located in a jurisdiction other than their residence, they are also required to register in person with the jurisdiction where the institution of higher education is located.

The Illinois State Police is responsible for maintaining this registry. By going to **https://sor.isp.illinois.gov/sorpublic/** you may enter searches on this web page by city, county, zip code or name.

The Libertyville Police Department offers access to the Illinois state police offender registry which can be accessed in the above link.

CRIME PREVENTION & SECURITY AWARENESS PROGRAMS

First Institute provides information to students, faculty and staff on crime awareness, prevention and campus security during orientation, and encourages them to be responsible for their own safety and the safety of others. During both the new student and employee orientation process, students and employees receive information on campus security policies and procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Zacharias Sexual Abuse Center (commonly known as the ZCenter), services Lake County, and provides specialized, free, and confidential services for survivors and their loved ones. The ZCenter offers additional helpful resources on their website.

CRIME PREVENTION SAFETY TIPS

Prevention efforts can be effective in reducing the opportunities for criminal activity. Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

On Campus:

- Do not prop open building doors on campus.
- Do not leave personal property unattended.
- Report suspicious individuals to campus security authorities.

- At night, always walk outside in groups of at least two.
- Remove valuables from your car and lock it.
- Be aware of your surroundings and what is going on around you.

At Home:

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.
- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes.
- NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use a chain bolt if possible when checking ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it is an actual emergency.
- Keep in touch with your neighbors. Watch each other's home or apartments and let each other know of anything suspicious.
- Don't give out personal information such as your address. Report threatening or harassing calls to the police or phone company.

When Walking:

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Know your neighborhood and the campus. Find out when local businesses are open and where you can go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing or "flash" cash.
- Have your car or house key in hand and ready as you approach your vehicle or home.
- Never hitchhike.

While Traveling:

- Keep doors locked and windows rolled up, especially at stop lights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well-lit when you return. Check the back seat and the area around the car before getting in.
- Car Trouble – Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help call the police or the nearest service station for you.
- On public transportation – Wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train.

Responding to an Attack

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately.

EMERGENCY RESPONSE & EVACUATION PLAN

First Institute places a high value on the individuals who study, teach, visit and work on its campus. Therefore the Administration has implemented the following policy for the protection of those individuals and the property of First Institute and those it serves. The emergency response and evacuation procedures are published on an annual basis to all students and faculty through

dissemination of this report, via email, with paper copies available in the Director of Compliance's Office.

PROCESS TO CONFIRM A SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Safety Coordinator, Chief Executive Officer (CEO) or Director of Compliance to report the situation, they will review the situation, and if appropriate confer with the Crystal Lake Police or other first responders to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of an Emergency Notification in order of priority:

Director of Educational Programming/Safety Coordinator – Victoria Patterson 847-440-2000

Chief Executive Officer (CEO) – Eric Beier 847-440-2000

Director of Compliance – Katie Postelnick 847-440-2000

PROCESS TO DETERMINE WHO IN THE CAMPUS COMMUNITY WILL RECEIVE NOTIFICATION

In the event of a confirmed emergency situation, the authorized personnel will determine the appropriate campus population to receive notification and determine the content of the notification, which will then be passed on to the staff members for immediate dissemination to the campus community via campus alarm systems, verbal announcements, email, text/alert systems, Teams, Moodle, telephone, or other available methods as long as providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

PROCEDURE TO NOTIFY THE CAMPUS

In the event of an actual emergency situation or dangerous situation involving an immediate threat to the health or safety of students or employees, the campus community will be notified through campus alarm systems, verbal announcements, email, text/alert systems, Teams, Moodle, telephone, or other available methods. The authorized personnel will make the determination that such an event is in fact deemed an emergency situation that poses an immediate threat to all or some of the First Institute community. The response to such an event will be appropriate to the nature of the event and the information that is readily available at the time the response is required. The authorized personnel will determine what, if any, information needs to be disseminated to the student body and the timeframe in which that information will be released. If such an event were to occur, emergency notifications would be sent to the students, faculty and staff via campus alarm systems, verbal announcements, email, text/alert systems, Teams, Moodle, telephone, or other available methods.

Once a decision is made that the communication of an emergency is in the best interest of those who would receive that information, First Institute will, without delay and taking into the account the safety of the community, determine the content of the notification and initiate the notification, unless issue of a notification could compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

EMERGENCY RESPONSE TESTING

The campus emergency notification protocols and procedure are reviewed with faculty and staff members at orientation and subsequently in annual emergency preparedness meetings.
Evacuation/shelter drills are conducted at least once annually to assure effectiveness of the plan. A

description of the practice drill exercise along with a record of the date and time will be documented for our records.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation. In the event of an evacuation, First Institute staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

TIMELY WARNING POLICY

Timely Warnings, also called "Public Safety Notices", are provided to give students, faculty and staff notification of crimes that are considered by First Institute to present a serious or continuing threat to the campus community and to heighten safety awareness.

The CEO or Director of Compliance is responsible for preparing a Timely Warning Notice when a crime is reported or brought to the attention of a Campus Security Authority that represents an ongoing threat to the safety of the members of the First Institute community. Information may also come from Libertyville Police or other law enforcement agencies. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represent a continuing threat to the campus community and is subject to the availability of accurate facts concerning the incident(s).

Information about criminal incidents is reviewed on a case-by case basis to determine whether those incidents represent a serious or continuing threat to the campus community. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the Campus Security Authority.

Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, CEO or Director of Compliance will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Timely Warnings also seek information that may lead to arrest and conviction of an offender when violent crimes against persons or major crimes against property have been reported to the police.

TIMELY WARNING AND NOTIFICATION PROCEDURES

First Institute will prepare a Timely Warning Notice when a report is received of a violent crime against a person or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty and staff. Timely Warning Notices are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and any safety tips related to the crime.

When a Campus Security Authority becomes aware of any off-campus crimes investigated by the Libertyville Police or other law enforcement agencies that may present a serious or continuing threat to the campus community, a Timely Warning may be issued. This will be determined by the CEO or Director of Compliance on a case-by-case basis depending on the facts of the situation, the possible impact to the campus community, and the information provided by the Libertyville Police or other law enforcement agencies.

Information included in a Timely Warning Notice:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the notice was released.
6. Any other relevant and important information.
7. Safety tips and precautions
8. Where to report any knowledge of the suspect or information regarding the crime.

First Institute may not include some known information in a Timely Warning Notice if providing that information could risk compromising law enforcement efforts. Additionally, Timely Warning Notices may be updated if new or more accurate information becomes available.

Timely Warning Notices are distributed by e-mail to all students, faculty, and staff. E-mails are drafted and distributed by the Director of Compliance. In some circumstances, Timely Warning Notice fliers may be posted in campus buildings, on the website **https://www.firstinstitute.edu/** and Facebook page **https://www.facebook.com/FirstInstitute/**.

All members of the First Institute community are notified on an annual basis that they are required to notify a Campus Security Authority or the Libertyville Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that is an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Security Authority has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation.

Please note that Timely Warning Notices are a separate and distinct process from the Emergency Notification email alerts. All students, faculty and staff are encouraged to regularly update their email address and cell phone number with First Institute in order to remain informed of any criminal activities that may affect the First Institute community.

CAMPUS FACILITIES ACCESS & SECURITY

POLICY ON SECURITY OF AND ACCESS TO FACILITIES

The institution's goal is to provide a campus environment that is as safe and secure as possible. A secure key system is utilized to secure buildings and keys are issued to a limited number of faculty and staff to open/close for entry into the building. Individuals who are assigned keys are responsible for reporting if they are missing, lost, or stolen.

First Institute establishes procedures to ensure the safety of its students and employees. Generally, facilities are not only accessible to members of the campus community but also to the public during normal business hours, Monday through Thursday, 8:00 am – 5:00 pm. Visitors are subject to the institution's policies and conduct codes. Main entrances to facilities will be open and auxiliary entrances shall remain secured unless otherwise accommodated for. During non-business hours classrooms and offices that are not in use will remain locked. Facilities that host after hour events or provide student instructional services may opt to have entrance times vary. The Chief Executive Officer (CEO) is responsible for variances in times. At night the facilities are locked.

PHYSICAL MAINTENANCE OF FACILITIES

Facilities and landscaping are maintained in a manner designed to minimize the potential for hazardous conditions. Oversight of building and facility maintenance at First Institute is done through the Chief Executive Officer (CEO) office located at 790 McHenry Ave. Crystal Lake, IL 60014. Deficiencies found at First Institute are to be reported to Eric Beier, Chief Executive Officer (CEO) at 815-459-3500 ext. 307. Periodic safety inspections are conducted by senior management and overall hazards are identified and corrected. Physical security, lighting and general safety items are identified and addressed in a timely manner.

DRUG & ALCOHOL POLICY & RESOURCES

First Institute recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drugs or alcohol on campus or at school sponsored functions poses serious risks to a person's health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs by students and employees on its property or as part of any of its activities. First Institute has been designated “drug free” and only under certain circumstances is the consumption of alcohol permitted. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21 and possession of alcohol by anyone under 21 years of age in a public place is illegal. It is also a violation of First Institute’s policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the Chief Executive Officer (CEO).

This policy certifies that as an employer who contracts and receives funding from federal agencies, First Institute meets the requirements of the law for providing a "drug-free workplace." First Institute recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the school community, including faculty, staff, administrators, students, and visitors to the campus, including contractors, sub-contractors, volunteers and service providers.

First Institute will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession, or use of illegal drugs, the abuse or improper use of prescribed drugs, and the unlawful use of alcohol on First Institute property is prohibited. Reporting to work or class under the influence of alcohol or illegal drugs is prohibited.

Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person's work ability, job performance, or the safety of others.

Any person who violates the policy shall be subject to disciplinary action. First Institute will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. School sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

For students, staff and faculty, assistance and information concerning substance abuse and its treatment may be obtained from the Student Services Office. Individuals may also refer to the resources below for substance abuse assistance:

211-United Way Lake County	211lakecounty.org/	211 OR 855-677-5253
Drug Treatment Centers	www.addicted.org/	800-304-2219
Lake County Health Department	Lake County Health	847-377-8000
Nicasa Behavioral Health Services	www.nicasa.org	847-546-6450
Alpharus Health	alpharushealth.org/locations/	877-505-4673

First Institute, in providing any resources for counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. First Institute does not accept liability for any services, treatment, or counseling provided by these agencies or their employees.

PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS POLICY

The Annual Security Report is compiled in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The report and statistics are updated by October 1st of each year.

ANNUAL SECURITY REPORT PREPARATION

Information for the report is gathered by the Compliance Administrator in cooperation with the Libertyville Police Department. In order to provide the most accurate statistics, First Institute encourages victims of, and witnesses to, the crimes and violations listed in the annual crime statistics, to report them to a Campus Security Authority promptly. The full text of this report can be viewed on our website at www.firstinstitute.edu/campus-safety-report.

Campus crime, arrest and referral statistics include those reported to the Libertyville Police, and designated campus officials. All campus crimes are reported and documented on the Crime Statistic Report Form, and maintained in a secure location by the Director of Compliance. Although the definitions of Sexual Assault include lack of consent as an element of the offense, for the purposes of including a reported Sexual Assault in the Clery Act statistics, no determination as to whether the element has been met is required. Therefore, all Sexual Assaults that are reported to a Campus Security Authority will be included in the Clery Act statistics regardless of the issue of consent.

Each year, students and employees receive notification of the Annual Security Report that includes the report's availability, a link/URL to the appropriate page on the website, an explanation of the content of the report, and instructions on how to request a paper copy of the report and campus crime statistics should they wish to obtain one. Notifications are distributed as follows:.

- New employees receive notification in the Employee Handbook.
- Active students receive an email by October 1st of each year. Notification is also posted on campus.
- Current employees receive an email by October 1st of each year.
- Prospective students and employees are guided to this information within the Catalog and/or website to review, and can request a copy be printed upon their behalf.

RECORDS / DOCUMENT RETENTION

First Institute is required to retain all documents related to compliance with the *Jeanne Clery Disclosure of Campus Security and Policy and Crime Statistics Act* for a period of seven (7) year's after publication of the annual crime report (which includes 3 years of data). This retention includes all documents pertaining to First Institute's preparation of the annual crime report, including but not limited to, all records and reports or reportable crimes, letters to and from law enforcement, and all copies of Timely Warnings and Emergency Notifications. The Director of Compliance is responsible for retention of the Annual Security Report records and documentation.

In preparation for disclosing annual crime statistics, the Director of Compliance compiles data from various sources. These sources include incident reports of Clery Act crimes reported to a Campus Security Authority and the Libertyville Police Department. First Institute requests information from the Libertyville Police regarding any crimes occurring on campus, and on public property contiguous to the campus. First Institute does not have residential housing to report. In compliance with the Clery Act, First Institute complies, reports and distributes these statistics for the last three years by October 1st of each year.

CLASSIFYING CRIME STATISTICS

The statistics on crime statistics are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook (UCR) and the Clery Act.

The number of victims involved in a particular incident is indicated for the following crime classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses and aggravated assault.

The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): robbery, burglary, larceny and arson.

In cases of motor vehicle theft, each vehicle stolen is counted.

In cases involving liquor law, drug law, and illegal weapons violations, each person who was arrested is indicated in the arrest statistics. If an arrest includes offenses for multiple liquor or drug law violations, it is only counted as a drug law violation since it is the more egregious offense.

Statistics for Disciplinary Referrals under liquor law, drug law, and illegal weapons violations, indicate the number of people who are referred for disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Statistics for hate crimes are counted in each specific Clery-reportable crime category and therefore are part of the overall statistics reported for each year. The only exception to this is the addition of a bias-motivated simple assault resulting in bodily injury; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the crime statistics.

CLERY ACT DEFINITIONS

CLERY GEOGRAPHIC AREA DEFINITIONS

ON-CAMPUS:

A. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls;

B. Any building or property that is within or reasonably contiguous to the area identified in paragraph (A), that is owned by the institution but is controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

NON-CAMPUS BUILDING OR PROPERTY:

A. Any building or property owned or controlled by a student organization that is officially recognized by the institution;

B. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

PUBLIC PROPERTY:

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

ON-CAMPUS STUDENT HOUSING FACILITY:

A. Any building or property owned or controlled by a student organization that is officially recognized by the institution;
First Institute does not have campus housing facilities.

DEFINITIONS OF CLERY ACT REPORTABLE CRIMES

Clery reportable crime statistics are defined and reported according to the following categories as defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Handbook (UCR). Sex offenses are defined per the FBI National Incident-Based Reporting System Handbook.

CRIMINAL HOMICIDE:

A. **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of a human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

B. **Manslaughter by Negligence:** the killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

SEXUAL ASSAULT (SEX OFFENSES): Any sexual act directed against another person, without 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.

B. **Fondling:** The touching of the 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:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Although the definitions of Sexual Assault include lack of consent as an element of the offense, for the purposes of including a reported Sexual Assault in Clery Act statistics, no determination as to whether the element has been met is required.

Illinois state law defines "Sexual Assault" as: A person commits criminal sexual assault if that person commits an act of sexual penetration and

1. Uses force or threat of force;
2. Knows the victim lacks capacity to give consent;
3. Is a family member of the victim and the victim is under 18 years old;
4. Is at least 17 years old, holds a position of authority or trust over the victim, and the victim is between 13 and 18 years old.
5. Sexual penetration by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. (720 ILCS 5/11-1.20)

ROBBERY: The taking or attempting to take anything of value from the care, custody, or control of a person 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 by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

MOTOR VEHICLE THEFT: the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

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.

HATE CRIMES: A crime involving one or more of the above listed crimes - the crimes of theft, simple assault, intimidation and/or vandalism 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 victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

Effective August 14, 2008 the list of hate crimes that must be reported was expanded to include:

a. **Larceny-Theft** (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

b. **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.

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

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

This definition follows direction from Jeanne Clery compliance guidelines:

HAZING: any intentional, reckless, or knowing act committed by a person (whether individually or together with other persons) against another person or persons, regardless of the willingness of the other person(s) to participate.

ARRESTS & DISCIPLINARY REFERRALS

For Weapons, Drug, and Liquor Law Violations, Clery reportable crimes are those incidents only where arrests or disciplinary referrals occur. Disciplinary Referrals are for persons not arrested for liquor law violations, drug law violations, or illegal weapons possession, but who were referred for campus disciplinary actions. A referral for campus disciplinary action for violation of school policies regarding alcohol, drugs or weapons does not necessarily mean that a violation of law has occurred.

ILLEGAL WEAPONS LAW VIOLATIONS: the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATIONS: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

DEFINITIONS OF VAWA AMENDMENTS TO CLERY ACT

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking. The VAWA proposed regulations require the inclusion of crime statistics and definitions for dating violence, domestic violence and stalking.

DATING VIOLENCE: (from 42 USC/13925)
The term "dating violence" means 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 the a consideration of the following factors:
    i. The length of the relationship
    ii. The type of the relationship
    iii. The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

DOMESTIC VIOLENCE: (from 42 USC/13925)
The term "domestic violence" includes felony or misdemeanor crimes of violence committed by:

A. A current or former spouse or intimate partner of the victim;
B. By a person with whom the victim shares a child in common;
C. By a person who is cohabitating with or has cohabitated with the victim as a spouse,
D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
E. 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.

STALKING: (from 42 USC/13925)
The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

A. Fear for the person's safety or the safety of others; or
B. Suffer substantial emotional distress.

Illinois state law defines "Stalking" as knowingly and without lawful justification follows or surveils another on at least 2 separate occasions and threatens or places in reasonable apprehension; Aggravated stalking is stalking in conjunction with causing bodily harm, confining or restraining victim or violating court order or injunction. (720 ILCS 5/12-7.3)

Stalking is intentionally engaging in a course of conduct, involving two or more independent actions, which threatens or endangers the health, safety, emotional welfare, or access to academic resources or employment of another person or which would cause a reasonable person to be fearful for his or her safety, health or emotional well-being and which does cause another person to be fearful for his or her health, safety or emotional well-being.

CONSENT:

Illinois state law defines "Consent" as a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent. A person who initially

consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. (720 ILCS 5/11-1.70)

Sexual activity requires consent, which is a voluntary, positive agreement between the participants to engage in specific sexual activity.

Communicating consent:

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.

Inability to Consent:

An individual who is incapacitated by alcohol or drugs is seen in the eyes of the law as being unable to consent to sexual acts because they cannot comprehend what is happening and they are unable to communicate their consent or resist unwanted acts. There is no clear legal standard for establishing how severe the incapacitation must be to render an individual incapable of consent.

It is not just a question of how much alcohol or drugs were consumed by a person as the same level of alcohol can affect people very differently. The effects depend on a wide range of factors, including the person's size and body fat, what the person ate recently, what their tolerance level is, and (for women) where they are in their menstrual cycle. The same type of variation can also be seen among different people consuming the same quantity of a particular drug.

Alcohol and drugs:

- A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.
- The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.

Consent is a clear, affirmative, unambiguous and freely given agreement to engage in a specific sexual activity. Consent is demonstrated verbally or through actions that clearly indicate a willingness to engage in the specific sexual activity. Consent for a specific activity does not imply consent for any other activity. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent.

Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship or participation in prior sexual activity. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.

SEXUAL MISCONDUCT

First Institute is committed to fostering and maintaining an educational environment which is safe, secure and free from all forms of sexual misconduct. Any act involving sexual harassment, violence, coercion, or intimidation will not be tolerated. Specifically, First Institute strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education. First Institute strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized. First Institute expects that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded upon mutual respect, open communication and clear consent.

First Institute will respond promptly, fairly, and decisively to all reports of sexual assault as detailed in First Institute's Sexual Misconduct Policy. Sexual assaults are serious violations of the school's student code of conduct, and faculty and employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

First Institute is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998, which requires all post-secondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to all current students, employees and to any applicant who so requests.

The policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking.

First Institute has adopted the following standards of conduct for all members of our community—students, faculty, administrators, staff, vendors, contractors, and third parties—with respect to sexual assault, dating violence, domestic violence, and stalking. These standards apply to all regardless of gender, sexual orientation, or gender identity of any of the individuals involved.

It is the policy of First Institute that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation. This includes working with State and local law enforcement to bring possible criminal charges, and disciplinary action through the school.

First Institute encourages that the reporting of sexual misconduct be prompt and accurate. This allows the institution to quickly respond to allegations and offer immediate support to the victim. First Institute is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. First Institute does not employ any on campus staff who are permitted by law to offer confidentiality; however staff members are expected to keep reports private to the extent permitted under the law and school policy. This means that they may have to report to school officials and law enforcement, but will not broadcast the information beyond what is required by law and school policy. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the First Institute community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual

misconduct from occurring, the school engages in ongoing prevention and awareness education programs.

All incoming students and employees are required to participate in these programs, and all members of the First Institute community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

EDUCATION PROGRAMS FOR VAWA CRIMES

First Institute provides education programs to promote the awareness of consent, healthy relationships, bystander intervention, as well as the realities of sexual assault, dating violences, domestic violence, and more. First Institute provides primary prevention education to new students through interactive, online trainings entitled "Sexual Violence Prevention for Non-Traditional Students", "Sexual Violence Awareness (Campus SaVE Act)" and "Alcohol and Other Drugs" by Vector Solutions. Sexual Violence Prevention for Non-Traditional Students and Sexual Violence Awareness (Campus SaVE Act) are comprehensive, sexual violence awareness and prevention program for students. The program balances between driving cultural change and mitigating compliance risk, and covers both sexual violence and alcohol and drug abuse prevention. These trainings cover important topics such as:

- Promotes awareness of sexual assault, dating violence, domestic violence, and stalking
- Explains consent, prevention strategies, and personal responsibility
- Empowers students to recognize concerns and take action to help prevent harm
- Teaches effective bystander intervention and response techniques
- Provides information on reporting options, victim resources, and supportive measures
- Educates students on the risks and consequences of alcohol and drug misuse
- Encourages healthy decision-making, risk reduction, and personal safety
- Supports student well-being, academic success, and a safe campus community

The online training includes: a statement that these crimes are prohibited at the school, definitions of consent, domestic violence, dating violence, sexual assault, and stalking; safe and positive bystander intervention when there's a risk of one of those incidents; information on risk reduction to recognize warning signs of abusive behavior and avoiding potential attacks; and information about the institutional disciplinary procedures.

All employees are required to complete online training on preventing discrimination and sexual violence entitled "Sexual Violence Awareness for Employees (Campus SaVE Act)" by Vector Solutions. The online training includes:

- Identification of and response to incidents of sexual violence against students
- Sexual violence awareness
- Risk reduction and bystander intervention
- Action to take after sexual violence has occurred
- Student disciplinary proceedings
- Victim protections and sanctions

RESOURCES AVAILABLE FOR SUPPORT

Any student, employee, or campus community member who has experienced sexual assault, dating violence, domestic violence, and/or stalking is encouraged to immediately notify law enforcement and/or seek immediate medical assistance. For local law enforcement emergency assistance, call 911. After an allegation that an act of sexual violence has occurred, including any act of dating

violence, domestic violence, sexual assault or stalking, the school offers students a range of protective measures.

COMMUNITY RESOURCES

Resources and contacts for trained off-campus advocates and counselors in the local community are available to provide immediate confidential response in a crisis situation and offer intervention services and counseling.

Survivors of Sexual Assault

Zacharias Sexual Abuse Center 24 Hr. Support Line **815-872-7799**
Office Phone: 847-244-1187
https://zcenter.org/

Lake County Council against Sexual Assault Crisis Line **847-872-7799**
Office Phone: 847-244-1187
Serving: Lake, Northeast Cook, McHenry Counties & Southern Wisconsin

National Sexual Assault Hotline **800-656-HOPE (4673)**

Survivors of Domestic Violence

National Domestic Violence Hotline **800-799- SAFE (7233)**

A Safe Place/Lake County Crisis Center Crisis Line **847-249-4450**
Office Phone: 847-731-7165
TTY: 847-249-6557
Serving: Lake, McHenry & North Cook Counties

Office of the Illinois Attorney General

Crime Victim Assistance Line **800-228-3368**

WEBSITE RESOURCES:

Dating Abuse loveisrespect.org

Stalking

Women's Law: womenslaw.org
National Stalking Resource Center: victimsofcrime.org

Sexual Assault

National Sexual Violence Resource Center: nsvrc.org
RAINN: rainn.org
Center for Changing our Campus Culture: changingourcampus.org/

Technology
Safety Net: techsafety.org/resources

BYSTANDER INTERVENTION

First Institute expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Educating and engaging bystanders are effective ways to help prevent acts of sexual misconduct. Bystanders can help in several different ways, including

direct intervention, seeking assistance from an authority figure, notifying campus security authorities, or calling state or local law enforcement.

If you see an act of sexual misconduct:
It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. If you make the decision to intervene, do so safely – violence does not stop violence, and if you cannot stop the act with your words, call law enforcement. Do not be afraid to ask staff, faculty or other students for help.

If a victim confides in you:
It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play "devil's advocate" even if parts of the story don't immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

INSTITUTIONAL RESPONSE TO REPORTS OF VIOLENCE AGAINST WOMEN ACT (VAWA) CRIMES

When an incident of domestic violence, dating violence, sexual assault or stalking is reported, First Institute will provide victims with written notice of available options, resources, remedies and services available such as counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community to victims of domestic violence, dating violence, sexual assault, and stalking. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence. After an incident of sexual assault, dating violence, domestic violence, and/or stalking the victim should consider seeking medical attention and/or law enforcement assistance as soon as possible. Although First Institute strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report.

SANCTIONS FOR VAWA CRIMES

Following a final determination of an institutional disciplinary procedure for cases of rape, acquaintance rape, dating violence, domestic violence, sexual assault or stalking, sanctions or protective measures may be imposed including SUSPENSION and/or EXPULSION from the school. Employees who violate this policy will be subject to discipline according to the applicable school policies and procedures, up to and including TERMINATION OF EMPLOYMENT.

WRITTEN NOTIFICATION TO STUDENTS, EMPLOYEES, AND VICTIMS OF VAWA CRIMES

First Institute will provide written notification to students and employees about existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community and on campus to victims of dating violence, domestic violence, sexual assault, and stalking.

CONFIDENTIALITY

First Institute recognizes that confidentiality may be particularly important to victims of sexual assault, dating violence, domestic violence, and stalking. If a victim chooses to make a disclosure to

First Institute personnel, the victim should have informed expectations concerning privacy and confidentiality.

First Institute does not employ professional or pastoral counselors and cannot guarantee confidentiality and must evaluate any request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment. When a victim makes a disclosure to "responsible employee", First Institute will treat the information with the utmost sensitivity and only report that information to the appropriate personnel where necessary to provide accommodations and protective measures to ensure the safety and security of the campus community. A "responsible employee" is any employee of First Institute who has the authority to redress sexual violence, and who has the duty to report incidents of sexual violence or other student misconduct. A responsible employee must report to the Title IX Coordinator all relevant details regarding the alleged sexual violence shared by the survivor. A responsible employee will not share information with law enforcement without the victim's consent.

First Institute is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. While First Institute encourages victims to report an incident of sexual misconduct, there are other options available for students to speak with someone about what happened while maintaining confidentiality. Survivors should be aware that there are resources available to them which they can use if they wish to maintain confidentiality.

ACADEMIC ACCOMMODATIONS

First Institute is committed to ensuring the safety and well-being of the victim. A student who has been a victim of sexual misconduct may request an academic accommodation after a report of sexual misconduct. Any individual who makes a request will receive an appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty and access to academic support such as tutoring services. Pursuant to Title IX, in most cases of sexual violence or sex discrimination, First Institute will endeavor, to the extent practicable, to change the schedule of the accused student prior to changing the schedule of the victim.

Interim Measures:

In situations where it is necessary, First Institute will take immediate steps to protect victims pending the final outcome of an investigation. These steps include the academic accommodations listed above in addition to issuing no contact orders. Pending resolution of the complaint, the accused may be prohibited from contacting the victim and may be placed on suspension or denied access to the school. Also, First Institute may change the course schedule of the accused.

PROCEDURES FOR DISCIPLINARY ACTION

The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability. Disciplinary policies for sexual misconduct and procedures for the institutions response, assessment, investigation and hearing procedures are detailed in First Institute's Sexual Misconduct Policy.

RETALIATION

No member of the First Institute community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Title IX Coordinator. First Institute prohibits any form of retaliation against

any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

ANTI-HAZING

The Stop Campus Hazing Act, *PL 118-173*, requires the adoption of an Anti-Hazing Policy and procedures, educational program, collection of statistics to be reported first for CY 2025, and the publication of biannual anti-hazing reports. First Institute has adopted the necessary policy and started tracking statistics for inclusion starting January 1, 2025.

First Institute has adopted an anti-hazing policy, and the policy and procedures are available on the school website, under consumer disclosures, and in the employee handbook.

First Institute will publish the anti-hazing report on the schools website, under consumer disclosures on a bi-annual schedule. First Institute trains its students and employees on hazing prevention and bystander intervention using the Vector Solutions Platform. During the new student orientation, students are navigated to where to find this policy on our website; students may request a copy to be printed out for them at any point during their enrollment. Employees are provided a copy of the Anti-Hazing Policy during on boarding orientation.

FIRST INSTITUTE CRIME STATISTICS REPORT

FIRST INSTITUTE – LIBERTYVILLE CAMPUS
Annual Jeanne Clery Crime Statistics Report
January 1 – December 31, 2025
Report Date: October 1, 2026

CRIMES	On-Campus Property			Non-Campus Property			Public Property		
CRIMINAL HOMICIDE	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
SEX OFFENSES	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
	2025	**2024**	**2023**	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
HATE CRIMES	**No Hate Crimes were reported for 2023, 2024 and 2025.**								
HAZING	**No Hazing was reported for 2025.**								
VAWA OFFENSES CAMPUS SEXUAL VIOLENCE INCIDENTS	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS VIOLATIONS	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0
DRUG VIOLATIONS	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**	**2025**	**2024**	**2023**
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0

These charts include offenses that were reported to First Institute school officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

First Institute does not have on-campus housing.