



## **COLLEGE OF LAKE COUNTY'S NOTICE OF COMPLAINANT'S/VICTIM'S RIGHTS**

College of Lake County does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, stalking, and gender discrimination. The College issues this Notice of Complainant's/Victim's Rights to inform the community of the College's comprehensive plan addressing sex-based misconduct, whether the incident occurs on or off campus and when it is reported to a college official. CLC prohibits sex-based misconduct and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

It is the policy of College of Lake County that no member of the campus community – students, faculty, administrators, staff, vendors, contractors, or third parties – may conduct sexual violence or harassment against any other member of our community.

For a complete copy of College of Lake County's policy governing sex-based misconduct visit: <https://www.clcillinois.edu/aboutclc/policies---legal-notice/title-ix-services>

### **What to do if you have been the victim of sexual violence, dating violence, domestic violence or stalking:**

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at a local emergency room to have a rape kit completed to preserve evidence in case the victim decides to file a police report. Local locations with Sexual Assault Evidence Collection Services (SANE) are noted below:

- Advocate Condell Medical Center 801 South Milwaukee Avenue, Libertyville, IL 60048, 847-362-2900 (SANE direct number 847-990-2070)
- Northwestern Medicine Grayslake ER w/SANE Services, 1475 East Belvidere Road, Grayslake, IL, 60030, 847-535-8000
- Vista Medical Center Emergency Room, 1324 North Sheridan Road, Waukegan, IL 60085, 847-360-3000

Campus Police retain the rape kit in their evidence and it is kept until the disposition of the case is met and a destruction order is issued by the circuit court judge. No law enforcement charges are required in order to have a rape kit collected; however, the victim must use their legal name.

### **If you have been sexually assaulted:**

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof that criminal activity is occurring or has occurred may be preserved.

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually-transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, 2 logs or other copies of documents, if any exists that would be useful to college hearing boards/investigators or police.

The college strongly encourages all members of its community to report violations of this policy to law enforcement. However, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College Chief of Police will assist any victim with notifying local police if they so desire. Campus Police can be reached at 847-543-2081. If the victim would like to contact campus police and/or local authorities either of the following may be completed:

***File a complaint but not have charges brought against the accused** (charges may be brought at a later time if desired and the prosecuting attorney's office agrees, however, evidence may be lost. Victims of sexual assault are encouraged to get a rape kit done and cooperate fully with an investigation so the possibility of filing criminal charges may be an option when they are ready to pursue, if ever).*

***File a complaint and ask that the investigation and charges be pursued immediately.** While the prosecuting attorney is still the decision-maker in whether the perpetrator is charged criminally, the victim can cooperate and provide as much timely cooperation and information as may be possible.*

**IMPORTANT:** A victim under the age of 18 who files a report with campus police will be deemed a child in need and the appropriate authorities will make a decision of whether to pursue charges.

If a student or employee has been the victim of domestic violence, dating violence, sexual assault, or stalking, **the victim should report the incident promptly to the Title IX and Compliance Coordinator, Kristin Jones at (847) 543- 2464 or the Executive Director of Human Resources, Sue Fay, at (847) 543-2218.** The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and the College will apply appropriate disciplinary procedures to those who violate this policy.

### **Assistance for Complainants: Rights & Options**

Regardless of whether a Complainant elects to pursue a criminal complaint, the College will assist parties who report alleged incidents of sexual assault, domestic violence, dating violence, and stalking and will provide each Complainant with a written explanation of his/her rights.

The College complies with Illinois's law in recognizing Orders of Protection. Any person who obtains an Order of Protection from Illinois should provide a copy to Campus Police and the Office of the Title IX Coordinator. A Complainant may then meet with Campus Police to develop

a Safety Action Plan, which is a plan for campus police and the Complainant to reduce risk of harm while on campus or coming and going from campus. The Complainant may request protective measures and accommodations including, but not limited to: escorts, special parking or transportation arrangements, changing classroom, living, dining, and/or working location, a campus-issued order of protection or no-contact order, etc. A Petition for an Order of Protection may be available through the court nearest your campus, after which a judge may grant you an Emergency Order of Protection. If your petition is not an emergency, a hearing will be scheduled after the receipt of your petition. The College cannot apply for a legal Order of Protection, No-Contact order, or restraining order for a Complainant or on their behalf. The reporting is required to apply directly for these services in conjunction with the court. The College can issue an institutional No-Contact directive if deemed appropriate and at the request of the Complainant or if deemed needed. 3

To the extent of the Complainant's cooperation and consent, College offices, including Office of the Dean of Student Affairs and Campus Police, work cooperatively to ensure that the Complainant's health, physical safety, work and academic status are protected pending the outcome of a formal College investigation of the complaint. The College can provide assistance, upon the Complainant's request, in accessing and navigating campus and local health and mental health services, counseling, and advocacy services.

Additionally, personal identifiable information about the Complainant will be treated as private and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services. Further, the institution will maintain as private any accommodations or supportive measures provided to the extent that maintaining such privacy would not impair the ability of the institution to provide the accommodations or protective measures. The College does not publish the names of crime victims nor house identifiable information regarding victims in the campus police department's Daily Crime Log or online.

Reporting parties may request that *directory information* on file be removed from public sources by request by contacting the Title IX and Compliance Coordinator by calling (847) 543-2464 or emailing the Coordinator at [kjones24@clcollinois.edu](mailto:kjones24@clcollinois.edu). Enrollment status, dates of attendance, and degree information are considered *directory information*. For more information, see <https://studentprivacy.ed.gov/content/directory-information>.

## Resources

### On-Campus

\*Unless otherwise indicated as **PRIVATE** or **CONFIDENTIAL**, all of the on-campus resources below are **NON-CONFIDENTIAL** and are required to share information about your complaint (including your name) with the Title IX Coordinator who will have a duty to respond to your complaint.

Office/Facility	Location	Contact
Counseling and Psychological Services (CAPS) * CAPS is a <b>CONFIDENTIAL</b> resource. Professional counselors working in the CAPS office are not obligated to share any information about your complaint to the College or Title IX Coordinator.	Grayslake Campus: Room A151  Lakeshore Campus: 33 N. Genesee St. Building, Suite 110  Southlake Campus: Room V130	847-543-2032  <i>*For all three locations</i>
Health Services  *Health Service employees are <b>PRIVATE</b> resources. They cannot share personal identifiable information about your complaint (including your name) unless 1) you allow them to; or 2) you are at risk of self-harm or 3) you have threatened to harm another.	Health Center, Grayslake Campus, Room C176	847-543-2064
Legal Assistance: See Off-Campus Legal Assistance		
Victim Advocacy  *Zacharias Sexual Abuse Center is a <b>CONFIDENTIAL</b> resource. They are not obligated to share any information about your complaint to the College or Title IX Coordinator.	<b>CLC's Confidential Advisor Off Campus:</b> Zacharias Sexual Abuse Center, 4275 Old Grand Avenue, Gurnee, IL 60031	847-543-2771  24-hr Support Line: 847-872-7799
Financial Aid Office	Grayslake Campus, B114 Lakeshore Campus, Room N209	Phone: (847) 543-2062 Fax: (847) 543-3062 <a href="mailto:finaid@clcollinois.edu">finaid@clcollinois.edu</a>
Campus Police	Grayslake Campus, Building E	847-543-2081 Non-Emergency 5555 (on campus) or 911 Emergency

	Lakeshore Campus, Room S126a, South Bldg.  Southlake Campus, Room V132	
Office of the Title IX and Compliance Coordinator	Grayslake Campus, Room B242	847-543-2464 kjones24@clcollinois.edu
Student Activities and Inclusion	Grayslake Campus, Room B105-B106	847-543-2045
Dean of Student Affairs	Grayslake Campus, Room B242	847-543-2288

**Off-Campus**

<b>Office/Facility</b>	<b>Location</b>	<b>Contact</b>
Hospitals/Emergency Rooms  Advocate Condell Medical Center w/ SANE Services (sexual assault evidence collection services)	801 South Milwaukee Avenue, Libertyville, IL 60048	847-362-2900 SANE direct number 847-990-2070
Northwestern Medicine Grayslake Outpatient Center w/SANE Services	1475 East Belvidere Road, Grayslake, IL 60030	847-535-8000
Northwestern Medicine Lake Forest Hospital w/SANE Services	1000 North Westmoreland Road, Lake Forest, IL 60045	847-234-5600
Lake County Mental Health Department	18698 West Peterson Road, Libertyville, IL 60048	847-377-8855
Lake County Health Department: Behavior Health and Crisis	Behavioral Health Services, 3010 Grand Avenue, Waukegan, IL 60085	847-377-8180  Crisis Care Program: 847-377-8088
Local Law Enforcement: Police Departments	Grayslake Police Dept. 10 S. Seymour Avenue Grayslake, IL 60030  Waukegan Police Dept.	847-223-2341  847-360-9000

	<p>420 Robert V. Sabonjian Pl. Waukegan, IL 60085</p> <p>Vernon Hills Police Dept 754 Lakeview Parkway Vernon Hills, IL 60061</p> <p>Gurnee Police Dept 100 O'Plaine Rd Gurnee, IL 60031</p>	<p>847-362-4449</p> <p>(847) 599-7000</p>
Family Crisis Support Services	<p>Zacharias Sexual Abuse Center, 4275 Old Grand Avenue, Gurnee, IL 60031</p> <p>A Safe Place for Help Center, 2710 17th Street, Zion, IL 60099</p>	<p>24-hr Support Line: 847-872-7799</p> <p>847-731-7165 or 24-hr Crisis Line: 847-249-4450</p>
Family Violence and Sexual Assault Hotline	See info for Zacharias Center and A Safe Place above	<p>Family Violence: 24-hr Crisis Line: 847- 249-4450</p> <p>Sexual Assault: 24-hr Support Line: 847-872-7799</p> <p>1-800-838-8238 (national)</p>
Victim Advocacy: Victim Witness Program	Lake County State's Attorney's Office, 18 North Street, Waukegan, IL 60085	847-377-3000
To Obtain an Arrest Warrant: Court	<p>See info for Lake County State's Attorney's Office above</p> <p>Warrant Section: 25 S. Martin Luther King Jr. Ave, Waukegan, IL 60085</p>	<p>847-377-2000</p> <p>847-377-4300</p>
Services	<p>Health Department 18698 West Peterson Road, Libertyville, IL 60048</p> <p>Lake County Health Department: Behavioral Health Services, 3010 Grand Avenue, Waukegan, IL 60085</p>	<p>(847) 377-8855</p> <p>847-377-8180</p> <p>Crisis Care Program: 847-377-8088</p>
Legal Assistance	Prairie State Legal Services: 325 West	847-662-6925 and 800-942-3940

	Washington Street, Suite 100, Waukegan, IL 60085	
Visa and Immigration Assistance	<p>Catholic Charities - Immigration and Naturalization Services, Waukegan Office: 671 South Lewis, Waukegan, IL 60085</p> <p>Mano a Mano: 6 E. Main Street, Round Lake Park, IL 60073</p> <p>HACES: 820 W Greenwood Ave, Waukegan, IL 60087</p> <p>U.S. Department of State: Bureau of Consular Affairs</p>	<p>847-782-4225</p> <p>English: 847-201-1521 Spanish: 847-201-1522</p> <p>847-244-0300</p> <p>Immigrant visa inquiries: 603-334-0700 Nonimmigrant visa cases: 202-485-7600</p>

**Online State and National Resources:**

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Illinois Coalition Against Domestic Violence: <http://www.ilcadv.org/>

Illinois Coalition Against Sexual Assault: <https://icasa.org/>

Rape, Abuse, and Incest National Network: <http://www.rainn.org>

National Human Trafficking Hotline: <https://humantraffickinghotline.org/>

The Polaris Project (Human Trafficking): <https://polarisproject.org/>

Department of Justice: <http://www.ovw.usdoj.gov/sexassault.htm>

Department of Education, Office of Civil Rights:  
<http://www2.ed.gov/about/offices/list/ocr/index.html>

## **Investigation Procedures Following a Complaint**

Whether or not criminal charges are filed, the College or a person may file a complaint under the Student Conduct Code or the Sex-Based Misconduct Policy and Procedures alleging that a student or employee violated the College's policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police, Clery Campus Security Authorities or Title IX Responsible Employees, will **automatically be referred to the Title IX Coordinator for investigation, regardless of whether the Complainant chooses to pursue criminal charges.**

The Title IX and Compliance Coordinator responsibilities include overseeing all Title IX complaints, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. All sex-based misconduct complaints will be processed the same regardless of the Respondent's status.

### **Confidentiality**

The College has appointed confidential advisors to provide emergency and ongoing support to student survivors of sexual violence. The College's confidential advisors are:

Zacharias Sexual Abuse Center  
4275 Old Grand Avenue Gurnee, IL 60031  
Office: (847) 244-1187  
24-hour support line: (847) 872-7799  
Website: <http://zcenter.org/>  
Email: [info@ZCenter.org](mailto:info@ZCenter.org)

Students and employees who wish to speak with someone confidentially regarding a complaint of sex-based misconduct should utilize the confidential advisor above. They may also utilize the professional counselors who work in the Counseling and Psychological Services (CAPS) Office.

The College will make every effort possible to ensure that the identity of a Complainant who reports having been the victim of sex-based misconduct, sexual assault, domestic violence, dating violence, or stalking is protected.

However, when a Complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited.

Any proceeding or meeting held to resolve complaints of alleged student violations of the Sex-Based Misconduct Policy and Procedures shall protect the privacy of the participating parties and witnesses.

For more information on Confidentiality with the Sex-Based Misconduct process please see the College of Lake County's Sex-Based Misconduct Policy and Procedures at:  
<http://www.clcillinois.edu/student-services/student-behavior/titleixservices>



## **Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks**

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

### *Warning Signs of Abusive Behavior*

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- 1) Being afraid of your partner.
- 2) Constantly watching what you say to avoid a “blow up.”
- 3) Feelings of low self-worth and helplessness about your relationship.
- 4) Feeling isolated from family or friends because of your relationship.
- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- 7) Being monitored by your partner at home, work or school.
- 8) Being forced to do things you don’t want to do.

### *Help Reduce Your Risk and Avoid Potential Attacks*

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- A. Get help by contacting the Counseling Center or Health Center for support services.
- B. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- C. Consider making a report with Campus Police and/or the Title IX Coordinator and ask for a “no contact” directive from the college to prevent future contact.
- D. Consider getting a protective order.
- E. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- F. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

### *Sexual Assault Prevention (From RAINN)*

- Be aware of rape drugs.
- Try not to leave your drink unattended.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested. → Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust.

- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

#### *Traveling around campus (walking)*

- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed on the campus.
- Be aware of open buildings where you can use a phone.
- Keep some change accessible just in case you need to use a pay phone.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- If walking feels unsafe, contact campus police.

### **Complainant's and Respondent's Joint Rights**

Both the Complainant and Respondent have the right to be treated fairly and equitably by the College throughout the investigation and resolution. They also have the right to the following:

1. The Complainant and the Respondent each have the opportunity to meet with a properly trained investigator(s), and provide supporting evidence and/or attend a hearing before a properly trained hearing panel;
2. The Complainant and the Respondent each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing. A party's advisor may not speak on behalf of the party during any meeting, interview or hearing;
3. A decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the Respondent violated the Sex-Based Misconduct Policy?"
4. The Complainant and the Respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
5. The Complainant and the Respondent each have the right to appeal the outcome of the investigation and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

For more information on the investigation and complaint resolution process please see the College of Lake County's Sex-Based Misconduct and Title IX Policy and Procedures at:

<http://www.clcillinois.edu/student-services/student-behavior/titleixservices>

For further information contact:

Kristin Jones  
Title IX and Compliance Coordinator  
Office: Room C179, Grayslake Campus  
Email: [kjones24@clcollinois.edu](mailto:kjones24@clcollinois.edu)  
Phone: 847-543-2464

To contact the Department of Education's Office for Civil Rights:

U.S. Department of Education Office for Civil Rights  
**Chicago Office**  
Citigroup Center 500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: (312) 730-1560  
Facsimile: (312) 730-1576  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

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