



THE JOHN MARSHALL LAW SCHOOL

Campus Safety & Security Department

1. Campus Safety & Security Department Authority

The JMLS Campus Safety & Security Department, is comprised of a Director of Campus Safety and Security, two security shift supervisors and over 15 non-sworn security officers, under the authority of the Dean of the John Marshall Law School. Security posts, staffed by a security officer, are located in all of our campus buildings and are supplemented by a roving officer conducting foot patrols.

Campus security officers, while enforcing The John Marshall Law School's regulations, are authorized to ask any person for identification to determine whether individuals have lawful business at the law school and can initiate a citizen's arrest when reasonable grounds, other than a City of Chicago ordinance violation, has occurred. Criminal incidents that occur on campus maybe referred to the Chicago Police Department or other local law enforcement authorities. The JMLS campus community is encouraged to promptly and accurately report all crimes to Campus Security and/ or the Chicago Police Department. The Department of Campus Safety & Security has an excellent working relationship with city law enforcement agencies and assists with investigative efforts and exchange of information on criminal matters, as deemed necessary.

The Director of the JMLS Campus Safety & Security Department regularly attends the Chicago Police Department sponsored business and community meetings and is a member of a security working group called the Security Council of Professional Educators (SCOPE). Membership includes representatives from campus security at higher educational institutions located in the Greater Chicago Business District, along with representatives from city and federal law enforcement agencies. Training opportunities, discussion of criminal activity and legislative updates affecting college campuses are presented at these forums.

2. Drug and Alcohol Abuse Policy

It is the policy of The John Marshall Law School to create a drug-free environment in keeping with the spirit and intent of the Drug-Free Schools and Communities Act. The unlawful manufacture, distribution, dispensation, possession, sale, or use of illicit drugs and alcohol on the law school premises

or while engaged in the law school's business off premises is strictly prohibited. The illegal use of drugs does not include the use of a drug taken under the supervision of a licensed health care professional or other uses authorized by law. The illegal use of drugs and alcohol is inconsistent with the behavior expected of employees and students, subjects all employees, students and visitors to unacceptable safety risks, and undermines the law school's ability to operate effectively and efficiently. Compliance with the standards of conduct described above is mandatory. The legal consequences of drug abuse and dealing are substantial. With respect to drug dealing, the penalties range from a Class B misdemeanor to a Class 2 felony for any person convicted of dealing cannabis, depending on the amount involved. Fines of up to \$100,000 may be imposed. Depending on the amount and type involved, the penalties for dealing controlled substances range from a Class 3 felony to a Class X felony. Fines of up to \$500,000 may be imposed. With respect to drug possession, possession of any substance containing cannabis can range from a Class C misdemeanor to a Class 3 felony. Depending on the amount or type of substance involved, the penalties for possessing a controlled or counterfeit substance range from a Class 4 felony to a Class 1 felony. The offenses carry a maximum prison sentence of 50 years and a fine of up to \$200,000 or the full street value of the substance, whichever is greater.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol consumption in even low doses causes a number of marked changes in behavior. Repeated use of alcohol can lead to dependence. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and liver.

To educate employees and students on the dangers of drug abuse, the law school has established a drug-awareness program. As part of the law school's program, materials are periodically made available to all employees and students, describing the dangers of drug and alcohol abuse, the law school's policy regarding drugs and alcohol, and the availability of counseling. The law school will impose disciplinary sanctions consistent with local, state and federal laws on students and employees who violate the standards of conduct outlined above. Students who violate rules prohibiting illicit drug and alcohol possession or distribution are subject to expulsion. Employees who violate any aspect of this policy are subject to dismissal. At its discretion, the law school may require employees or students who violate this policy as a condition of remaining employed by or enrolled in any law school program to successfully complete a drug-abuse assistance or rehabilitation program. Sanctions under the Act may also include referral to appropriate authorities for prosecution. The Associate Dean for Academic Affairs is responsible for enforcement of the law school's Drug and Alcohol abuse policy.

3. Campus Crime and Security Policy

Pursuant to 20 United States Code section 1092(f), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," and the Code of Federal Regulations (CFR) and the Higher Education Opportunity Act of 2008 each institution of higher education in the United States which participates in federal student aid programs must produce and distribute an annual security report containing crime statistics and statements of security policy.

The John Marshall Law School (JMLS) Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by JMLS; and on public property within, or immediately adjacent to and accessible from, the campus. This report is made available to all students, faculty, staff and guest of JMLS

The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault, evacuation in the event of building emergencies and other matters. You can obtain a copy of this report by contacting the JMLS Campus Safety and Security Director, Ali Haleem at ahaleem@jmls.edu, (312)427-2737 ext. 339 or by visiting the Campus Security webpage at <http://www.jmls.edu/security/clery-disclosure-act.php> and downloading the report.

During the hours that the law school is open, each one of the three (3) security desks are staffed with highly experienced and trained security professionals. Any individual who witnesses a crime or suspects that a crime has been committed should report the matter to the JMLS Campus Safety and Security Department by dialing extension 501 from any on campus house phone or dial (312) 427-2737 ext. 501 from any cell phone. The JMLS Campus Safety and Security Department will contact the proper authorities should such an action be deemed necessary by the administration.

An important aspect of the law school's security program is the strict enforcement of the local and federal laws regarding the possession, use, or sale of illegal drugs on the law school premises. In that regard, the law school will pursue disciplinary or other legal measures where an individual has been found to have possessed, used or sold illegal drugs or to have engaged in the unauthorized consumption of alcohol on the school premises. Please refer to the law school's posted policy on Drug and Alcohol Abuse. The law school has been reporting statistics related to the occurrence on campus of the crimes of murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft since July 1, 1993.

4. Categories of Crime

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

The definitions for *murder; robbery; aggravated assault; burglary; motor vehicle theft; weapons: carrying, possessing, etc.; law violations; drug abuse violations; and liquor law violations* are excerpted from the Uniform Crime Reporting Handbook.

The definitions of *dating violence, domestic violence, sexual assault and stalking* are excerpted from section 40002(a) of the Violence Against Women Act of 1994.

The definitions of *larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property* are excerpted from the Hate Crime Data Collection Guidelines of the Uniform Crime Reporting Handbook.

- a. **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 and probably would result in serious personal injury if the crime were successfully completed.)
- b. **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.
- c. **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- d. **Criminal Homicide (Murder):** The willful (non-negligent) killing of one human being by another.
- e. **Criminal Homicide (Manslaughter):** The killing of another person through gross negligence.
- f. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition:
 - 1. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - 2. Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- g. **Domestic Violence:** A Felony or misdemeanor crime of violence committed:
 - i. By a current or former spouse or intimate partner of the victim;
 - ii. By a person with whom the victim shares a child in common;
 - iii. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - iv. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - v. 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 in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- h. **Drug Law Violations (Arrests or Disciplinary Referrals):** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or

importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

- i. **Liquor Law Violations (Arrests or Disciplinary Referrals):** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- j. **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 joyriding.).
- k. **Robbery/Armed Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- l. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
 - i. **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.
 - ii. **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.
 - iii. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - iv. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

- m. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.

For the purposes of this definition:

- i. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- n. Weapons: Carrying, Possessing, Etc. (Arrests or Disciplinary Referrals):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- o. Hate Crimes:** With regard to (a) each of the crimes listed above, (b) each of the four crimes listed below, and (c) any other crime involving bodily injury, e.g. simple assault, reported to local police agencies or to a campus security authority, we must report, by category of prejudice, each such crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. The determination of whether the hate standard is met is based upon an evidence of the motivation of the perpetrator to select the victim or the crime, not the victim's perception.

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

It is the policy of The John Marshall Law School that neither JMLS, its officers, its employees, nor its agents participating in any program under United States Code Title 20 (Education), Chapter 28 (Higher Education Resources and Student Assistance), Subchapter IV (Student Assistance), Part F (General Provisions Relating to Student Assistance Programs), and United States Code Title 42 (The Public Health and Welfare), Chapter 34 (Economic Opportunity Program), Subchapter I (Research and Demonstrations), Part C (Federal Work Study Programs) may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- 5. **Campus Security Authorities (CSA):** The federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires "Campus Security Authorities" to report campus crime statistics to the Department of Education on an annual basis. At JMLS, Campus Security gathers and compiles the statistical information from Campus Security Authorities.

"Campus Security Authorities," as specified by the Clery Act, include security officers; deans (or other senior student administrative personnel); and advisors to student clubs and organizations; and other campus officials who

have "significant responsibility for student and campus activities," such as, but not limited to, student housing, student conduct procedures. *Professional counselors are exempt from the reporting requirement while working within the scope of a license or certification.*

For purposes of collecting statistical information for JMLS's Annual Security Report, the Campus Security Authorities at JMLS include, but are not limited to, the following positions.

- a. Dean of The John Marshall Law School**
- b. Associate Dean for Academic Affairs**
 - i. Director of Community Legal Clinics
 - ii. Director of Administrative Support for Community Legal Clinics
- c. Associate Dean for Faculty Affairs**
 - i. Assistant Dean for Administration
 - ii. Registrar
- d. Associate Dean for Advanced Studies and Research**
 - i. Assistant Director for Advanced Studies
- e. Assistant Dean for Student Life and Leadership**
 - i. Director of Admissions
 - ii. Student Financial Services Manager
- f. Assistant Dean for Admissions**
- g. Associate Dean for Professionalism and Career Strategy**
 - i. Assistant Dean for Career Services
- h. Chief Financial Officer**
 - i. Director of Financial Aid
 - ii. Comptroller
 - iii. Payroll Manager
- i. Chief Diversity & Inclusion Officer/Title IX Coordinator**

- j. **Director of Campus Safety and Security/Title IX Investigator**
 - i. Campus Safety and Security Supervisors
 - ii. Campus Safety and Security Officers
- 6. **School Closings / Emergency Notification Policy:** Closings will be announced on CBS, NBC, WGN and Fox television station.

The John Marshall Law School has also adopted a **MANDATORY REGISTRATION** of all students, faculty and staff into our Emergency Notification System [ENS]. The ENS system gives you emergency notification of urgent John Marshall community notices in real time. Once a student signs up for ENS, the school can text the student's cell phone with timely information about emergencies. Students can also receive urgent voicemails to their cell phone through ENS. Additionally students can opt to receive these alerts via email. These alerts would be of a critical nature only. The nature of the alerts is listed below:

- a. Emergency Broadcasts
- b. Terrorist Alerts
- c. Weather Advisories
- d. School Closings
- e. All-Points-Bulletin (APB)
- f. Building Evacuations
- g. Shelter-in-Place crisis situations such as an Active Shooter on campus
- h. Campus Lockdown
- i. Critical Timely Warnings

7. Safety Policy

- a. **Emergency Evacuation Guide:** The purpose of this document is to describe the procedure for the safe evacuation of The John Marshall Law School facility in the case of an emergency. This is accomplished by everyone learning how to exit the building quickly and calmly, ensuring unobstructed exit paths, appropriate emergency lighting, prompt evacuation, allowing immediate access for emergency response personnel and identifying designated personnel to assist in the evacuation.

- i. **Background:** It is the policy of the law school to take reasonable steps to protect the safety and health of every student, faculty, staff, contractor, guest, and visitor. Evacuation of the building may be required for a number of reasons including fire or smoke, utility failure, chemical spill, explosion, bomb threat, or gas leak. This plan describes the evacuation procedures for the John Marshall buildings and the responsibilities of all personnel involved in the evacuation.

The John Marshall Law School has a Fire Safety Plan, smoke detectors, fire extinguishers, alarm pull stations, and evacuation routes. Scheduled building evacuation drills will be held twice per year.

- ii. **Evacuation Guide: Fire**

In case of fire on campus, dial 9-911, then security at ext. 501. Stay calm, keep others calm.

1. Learn the location of fire extinguishers, fire exits, and alarm pull stations in your area and know how to use them. Fire extinguishers are usually near the elevators or stairwells.
2. If a minor fire appears controllable, IMMEDIATELY contact the fire department (9-911) and security (ext. 501). Then pull the fire extinguisher from the wall and promptly direct its discharge at the base of the flame, sweeping back and forth. Begin at a safe distance (6-8 feet), and never let a fire get between you and your exit. Even if you are able to completely extinguish a fire, the fire department still needs to be notified for an inspection.
3. If an emergency exists, activate the building alarm.
4. For large fires that do not appear controllable, IMMEDIATELY notify the fire department by calling 9-911. Give the address of the building you are in on campus which could be as follows: (State Street building is 304 South State Street, Plymouth Court building is 315 South Plymouth Court, the Veterans Legal Clinic is 19 West Jackson Boulevard and the Chicago Bar Association building is 321 South Plymouth Court), the floor you are on and nature of the emergency. Do not enter a room with fire; close all doors to confine the fire and reduce oxygen.

DO NOT LOCK DOORS. Pull the fire alarm if the alarm is not already going off.

5. If you hear the building alarm, or are instructed to evacuate, walk quickly to the nearest marked exit and alert others to do the same.
6. In-class faculty members are responsible for directing students to the nearest exit and confirming that all students have exited. If you are not in a classroom when an alarm sounds, evacuate the building via the nearest interior staircase. Fire drills will be conducted semiannually; to help building occupants learn their escape routes. Evacuation maps are posted near the elevator lobbies on each floor.
7. **ONLY USE THE EXTERIOR FIRE ESCAPE IF ALL INTERIOR ESCAPE ROUTES ARE BLOCKED BY SMOKE OR FLAME.**
8. Remember that elevators are reserved for disabled persons. **DO NOT USE AN ELEVATOR IN CASE OF FIRE. STAY CALM. KEEP OTHERS CALM.** Many building occupants do not recognize their own need for assistance. Encourage your friends and colleagues to identify themselves, if you think they may need specific assistance during an emergency. Let people know that while self-identification is voluntary, you can ask that the information be kept confidential and that it only be shared with those who have responsibilities for emergency response.
9. Once outside, move to the designated meeting area, which is Pritzker Park located south of the school.
10. Follow the directions of faculty and Campus Safety and Security Emergency Response Team members until you are outside and at the meeting point.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized school official.

**Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor*

where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

- iii. **Utility Failure:** In the event of any building-wide loss of power or water, all students, faculty, and staff are to evacuate the law school immediately and efficiently.

Use the interior stairs to evacuate the building. If you hear someone trapped in an elevator, please inform security as soon as possible. Ask persons who are disabled how you can best assist them in the evacuation.

In the event of a power loss, emergency lighting will provide sufficient illumination in corridors and stairs for safe exiting for a short time, though elevators will not function. Everyone must evacuate the law school if a power loss occurs.

Once outside, move south to the alley area between the parking garage and the park (the designated area). Keep the walkways, fire lanes, and hydrants clear for emergency crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an authorized school official. Information about the evacuation and possibility of reentering the building will be announced in the designated area.

- iv. **Shelter-In-Place: Active Shooter:** An active shooter is defined as an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.

1. **If you are involved in a situation where someone has entered the law school and started shooting**, the following is a list of actions that can be taken. Please note that an active shooter is very unpredictable. The below guidelines are merely recommendations that are based on past encounters of this kind. You may have to alter some of these suggestions, depending on the given situation.

- a. Exit the building immediately.
- b. On your way out of the building, inform anyone along your path to exit the building.
- c. Notify John Marshall Security.

- d. **DO NOT** gather near the buildings, but walk to a location out of the shooter's range.
- e. Call **911** and be prepared to give them the following information to the best of your ability:
 - i. Your name
 - ii. Location of the incident (address, organization, floor, etc.)
 - iii. Number of shooters
 - iv. Identification of shooters (name, description, gender, weapon type)
 - v. Building population
 - vi. Your present location
 - vii. Number of victims

2. **If you are directly involved in the incident and exiting the building is not possible**, the following actions are recommended:

- a. Go to the nearest room or office that can be locked from the inside
- b. Close and lock the door
- c. Turn off the lights
- d. Cover the door windows
- e. Keep quiet, remain out of sight, and act as if no one is in the room
- f. **DO NOT** answer the door until you are sure the situation is safe
- g. Notify Law Enforcement by dialing **911** and or The John Marshall Law School Security at **(312) 427-2737 ext. 501**

v. **Shelter-In-Place: Environmental:** An environmental shelter-in-place is a procedure where the entire building population is

moved to a single or multiple location(s) in a building. This is most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere.

1. Procedures

- a. Stay inside your building, or immediately go into the nearest building
- b. Close all windows
- c. Immediately go to an area inside the building, away from exterior walls and windows
- d. Await further instructions from emergency personnel
- e. **DO NOT** evacuate the building until you receive an "all clear" from emergency personnel

vi. **Medical Emergency:** In the event of an emergency medical incident or illness to faculty, staff, student, or visitor in your office area, try to ascertain as much information about the injury and injured person as possible.

- 1. Do not attempt to move the person if they have fallen.
- 2. Keep the victim warm and comfortable.
- 3. **Call 911** to request an ambulance.
- 4. Give this information to dispatcher:
 - a. Building address: 304 S, State Street (State Street Building), 315 S. Plymouth Ct (Plymouth Building), 19 W. Jackson (Veterans Clinic), or 321 S Plymouth (CBA Building)
 - b. Floor of building and location of emergency on floor
 - c. Any details about the medical emergency or illness
 - d. Injured person's name, Date of Birth or Age, Conscious and Coherent (yes or no)
- 5. Notify **Security at ext. 501.**

6. Comfort the victim and reassure them that medical assistance is on the way.
 7. Be aware of hazards associated with Blood borne Pathogens. Do not come into contact with bodily fluids.
 8. After the victim's immediate needs have been taken care of, remain to assist security/medical services with pertinent information about the incident.
 9. Notify victim's supervisor.
- vii. **First Aid/CPR/AED:** The security desks located at 304 S State, 315 S Plymouth Ct and 19 W Jackson have all been recently equipped with level one (1) first responder medical bags and ReviveR AED's. Each desk is set to administer first aid at the desk or security personnel can respond to your location if needed by dialing extensions 501 or 507. Please give the security personnel your location, nature of the injury, your name, if emergency medical attention is required, or what type of first aid is needed. Each security member has undergone training and is certified as first aid responders/CPR/AED administrators.
- b. **Safety Tips For The Jmls Community:** JMLS is committed to providing a safe and secure learning, working, and living environment to its community. Because JMLS is an urban campus, it is important for students, faculty, and staff to keep the following safety tips in mind when traveling through the city of Chicago.
- i. When you are alone, avoid wearing headphones, try not to be engrossed in reading, and avoid talking on your cellular telephone for long periods of time.
 - ii. Carry wallets in a coat or front pants pocket.
 - iii. If someone tries to rob you, give up your property—don't give up yourself. Don't struggle with an offender unless it's absolutely necessary.
 - iv. Report crime immediately. If a crime goes unreported:
 1. The assailant cannot be caught.
 2. Criminals are allowed to operate without interference.

Not reporting a crime allows the criminals to commit more crimes against other people. Whether you are a victim or a witness, call the police at 911. Give as complete a description as possible, as soon as possible. Write it down! You may not remember it when you need it. Make notes about the offender's height, weight, sex, age, race, distinguishing marks and clothing. Get witnesses if you can.

- c. **To Report a Crime or an Emergency on Campus:** Find the nearest house phone throughout the campus property and dial extension 501 this will take you directly to the State Street Security Desk. From your cell phone dial (312) 427-2737 then enter extension 501.

7. Weapons Policy

- a. **Statement of Purpose:** The John Marshall Law School (“JMLS”) hereby establishes the JMLS Weapons Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations. JMLS is committed to providing a safe and secure environment for the JMLS community and its visitors by prohibiting the possession of firearms and other weapons on the JMLS Campus.
- b. **Persons Covered by this Policy:** This Policy applies to all faculty, staff, students, vendors, and visitors to the JMLS Campus as defined in this Policy. Visitors include prospective and former students, family members, visiting students and faculty and attendees at JMLS sponsored or hosted ceremonies, seminars, competitions and conferences.
- c. **Prohibited Activities**
 - i. **Weapons or Firearms**
 - 1. “Campus” includes the JMLS 304 South State Street building, the JMLS 315 South Plymouth Court building, the JMLS 19 West Jackson building, 55 East Jackson 10th floor premises, the 321 South Plymouth Court Chicago Bar Association Building floors 8, 9, 10, 11, 14, 15, 16, 17 and any other real property owned, leased or controlled by JMLS, where JMLS provides, sponsors or hosts programs, meetings, activities or classes. “Campus” includes motor vehicles owned, leased or controlled by JMLS.
 - 2. JMLS maintains a Weapons Free Campus. It is the policy of JMLS to prohibit any person:
 - a. From possessing a weapon or firearm (concealed or otherwise) on Campus unless the individual is

specifically authorized by federal or state law or receives advance written consent of the Manager of Campus Security for JMLS.

- b. From displaying, brandishing, discharging or otherwise using any weapon or firearm on Campus.

3. **Exceptions:** This Policy does not apply to (i) law enforcement officers who are required to carry a weapon or firearm as a condition of his or her employment, (ii) external government agency officers required to carry a weapon or firearm while conducting official business at JMLS, (iii) and retired law enforcement personnel with valid Retired Officer Carry Cards.

4. **Enforcement**

- a. Any person (including students and employees) who violates this Policy will be required to leave Campus and may be permanently banned from Campus and/or referred to law enforcement for arrest and prosecution.
- b. Any student who violates this Policy is subject to discipline including expulsion.
- c. Any employee who violates this Policy is subject to discipline including termination.

5. **Distribution of Information Regarding Policy:** The Administration and the Manager of Campus Security are responsible for the development and distribution of information regarding this Policy to the JMLS community, media and public.

6. **Definitions**

- a. A “firearm” is defined as a loaded or unloaded handgun and a “handgun” is defined as any device designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas and to be held and fired by the use of a single hand.
- b. A “weapon” is defined as (i) any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO₂

including but not limited to machine or other automatic weapons, guns, rifles, shotguns, BB/pellet gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device, (ii) any replica of the foregoing, (iii) any explosive device including but not limited to firecrackers and black powder, and (iv) any device that is designed or traditionally used to inflict harm including but not limited to a bow and arrow, a knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knife, dagger, razor or other cutting instrument in which the blade is exposed.

7. Campus Safety and Security Department

- a. The Campus Safety and Security Department will be responsible for the development of procedures and protocols for confiscation of weapons and firearms.
- b. The Manager of Campus Security will post and maintain signs at all building entrances indicating that concealed firearms are prohibited. Signs shall comport with the design approved by the Illinois State Police.
- c. The approved 2013 Illinois State Police sign to be posted in compliance with the Illinois Firearm Concealed Carry Act 430 ILCS 66/65:



8. Visitor Policy

- a. Student and employee ID cards permit the holder to bring visitors or guests into the School. Campus Security reserves the right to limit the number of guests permitted at one time. For large groups, a guest list is needed and should be submitted to Campus Security within 24-hours' notice.
 - i. Visitors to students may only be granted access if
 - 1. The student is present at the security desk to sign them in, and
 - 2. **The student escorts the visitor at all times**
 - ii. Visitors to employees may be granted access without an escort if
 - 1. The visitor is expected, or
 - 2. The visitor is announced and approved for access by the appropriate person or office

Visitors over the age of 18 will verify their identity by showing a state photo identification card. Visitors under the age of 18 and without a state photo identification card must be identified by their host. The Visitors are expected to abide by ALL JMLS policies while on campus. Temporary ID cards can be issued to visitors upon request by the visitor, once verified by their host and a valid government issued state photo identification card is surrendered as collateral for the temporary ID card.

- b. **Hours of Access:** All School academic facilities are open for visitor access 7:00 a.m.–11:00 p.m. Monday through Friday and 8:00 a.m.-10:00 p.m. Saturday through Sunday. The Library is open to visitor access 8:00 a.m.-11:00 p.m. Monday through Thursday, 8:00 a.m.-8:00 p.m. on Fridays, 9:00 a.m.-8:00 p.m. on Saturdays, and 9:00 a.m.-10:00 p.m. on Sundays.

As a rule, persons authorized for overnight access are not permitted to have visitors with them after closing (11:00 p.m.). Those wishing to have visitors after closing should obtain written authorization that includes details concerning the access for the person and their visitor. This written authorization must come from (1) their Department Head or Administrative Director. It should be directed to (2) the Director of Campus Safety and Security.