

How to Report an Incident

Loyola University Chicago

What to do if you have been sexually assaulted

If you contact Campus Safety to report a sexual assault an officer will be dispatched to your location. Campus Safety Officers have received training on how to handle sexual assault cases in a way that accommodates the victim in every way. When an officer arrives, they will ask if you want medical assistance. From there they will ask you very basic questions about the assault. They will ask you if you want to sign complaints. Signing a complaint is what is commonly referred to as "pressing charges." Signing a complaint means that you want the case to be investigated by the Police.

If you agree to sign a complaint, the Chicago Police Department will be contacted and an officer will respond to take a report.

Campus Safety's role is to ensure that you have someone with you that understands the legal process and is able to help you better understand what to expect from a legal perspective.

What to Expect from a Legal Perspective

If you have been raped and you decide to report it by calling Campus Safety, an officer will respond. If you request to make a police report, the Chicago Police will respond to take a report. (Note: if you go the hospital, the hospital is required by law to call the Police. You do NOT have to talk to them, but the hospital is required to contact the police and inform them of the assault).

If you choose to speak to the Chicago Police officer, they will give you a report number to be used as reference. Within days of reporting a sexual assault, a Detective from the Chicago Police Department will contact you to

ask you follow-up questions. These questions are designed to help either identify the offender, or, obtain the necessary information or evidence to arrest an offender.

If an arrest is made there is a very good chance that you will have to appear in court to possibly testify against the offender. This can be an incredibly stressful and emotional experience but there are many resources in place for people to help you cope with the pressure and make it as easy on you as possible.

Reporting to Maxient

Loyola is responsible for holding students who use violence accountable. If you or someone you know has recently been the target of gender-based misconduct, please submit a claim to Maxient, the University's automated reporting system for misconduct. To fill out a report, please click here: <https://www.luc.edu/osccr/studentconduct/incidentreport/>. Ultimately, all reports of these incidents get sent to the Deputy Title IX Coordinator who is knowledgeable about the rights and resources available to survivors.

Anonymous Reporting

Anonymous reporting is available at Loyola through the Maxient website. When you make an anonymous report here, your case will be assigned a number. This is all that will be shared with the Deputy Title IX Coordinator. Your name will not be included, but the University will be able to follow-up with you through the case number attached to your report.

Reporting to a Title IX Coordinator Directly

To report an incident of gender-based misconduct:

Lester Manzano

Associate Dean of Students and Interim Title IX Deputy Coordinator

Contact: lmanzan@luc.edu , 773-508-8840

Reporting to Campus Safety

Campus Safety's goal is to ensure the safety of the students and hold offenders accountable to Illinois State laws. There are two ways to file a Campus Safety Report:

Report in person to the Campus Safety office at 6427 N. Sheridan Rd.

Call the Campus Safety Dispatch Center at 773.508.7233

Visit Campus Safety to learn more about reporting violence to this department.

Campus Safety will help you report violence to the Chicago Police Department.