

THE UNIVERSITY OF ILLINOIS AT CHICAGO



Open Expressions Policy and Procedures

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I. UIC Policy on Open Expression

Policy Number: DOS-8100-002

Effective Date: 5/21/2018

The University of Illinois at Chicago, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The existence of the free exchange of ideas and the expression of dissent within the university community are indications of intellectual vitality and social awareness. Freedom of speech in this context will include all forms of communication and artistic expression as well as the freedom to listen, watch, protest, or otherwise participate in such communication (“open expression”).

Implicit in these freedoms is the right to demonstrate in a peaceful and non-disruptive manner. The university affirms the right of members of the university community to assemble and demonstrate peaceably and expects that those who enjoy these freedoms must also accept responsibility for their open expression activities. To promote the free exchange of ideas, the University of Illinois at Chicago acknowledges the right of members of the university community to distribute visual communications and to speak publicly on campus, subject to the reasonable time, place and manner restrictions set forth in this policy.

The university affirms that the substance or the nature of the views expressed is not an appropriate basis for any restriction of an assembly or a demonstration. As such, the content neutral rules set forth in this policy are intended to protect the rights of those involved in these activities, others in the university community, and the institution from unreasonable disruption. The policy is not intended, nor shall it be used by the university, for prior review of any communication. The use of the university grounds and/or facilities does not imply acceptance or endorsement by the university of the views expressed as part of any open expression activity. The university reserves the right to amend this policy as appropriate.

Conduct during an Open Expression Activity

In exercising its responsibility to provide and maintain an atmosphere of free inquiry and expression, the university may establish time, place, and manner restrictions for the purpose of avoiding activity that may significantly interfere with the lawful rights of others and/or substantially impede university operations, including activity which:

- * Denies or infringes upon the lawful rights of students, faculty, officers, staff, guests, or patients of the university community.
- * Substantially interferes with instruction, research, administration, health care services, and other activities of the university community.
- * Obstructs or restricts free movement of persons on the campus, in campus buildings, and in off campus locations where university activities take place.
- * Restricts access and the use of offices, classrooms or other facilities to students, faculty, officers, staff, guests, or patients of the university community.

* Endangers or threatens the safety of any person in the university community, including use of force and/or violence.

* Destroys, defaces, or causes the loss of property.

* Violates the law and/or university policies.

Policy Application

This policy applies to all members of the university community.

Individuals/groups that are not members of the university community may only participate in an open expression activity on campus if they are sponsored by a university department or organization. The university sponsor of an outside individual or group is responsible and may be held accountable for any non-compliance by those they sponsor.

This policy does not apply to the rental of university facilities by individuals or groups that are not members of the university community as such rentals are considered private events and are governed by the university's facility use policies.

Visual communications used in connection with university programs and services are the responsibility of the appropriate university colleges, departments, or originating units and are not covered by this policy. Other visual communications used or circulated at the university are subject to this policy.

All members of the university community are expected to know and follow the Policy on Open Expression. The university reserves the right to withdraw the permission granted to any person who violates this policy, and any member of the university community who violates this policy may be subject to disciplinary and/or criminal action.

Reason for Policy:

The Policy on Open Expression informs the university community regarding the free exchange of ideas and the expression of dissent within the University of Illinois at Chicago. Freedom of speech in this context will include all forms of communication and artistic expression as well as the freedom to listen, watch, protest, demonstrate, or otherwise participate in such communication ("open expression").

Minority Impact Statement:

The policy has no disproportionate or unique effect on UIC's minority students, faculty, or staff.

Who Should Read the Policy:

All faculty, staff, students, and visitors to UIC.

Definitions:

1. "Centers" shall mean Student Center East (SCE) at 750 S. Halsted Street in Chicago, Illinois and Student Center West (SCW) at 828 S. Wolcott Avenue in Chicago, Illinois.
2. "Center for Student Involvement staff" shall mean the Executive Director and/or their designees.
3. "Dean" shall mean the Associate Vice Chancellor for Student Affairs/Dean of Students and/or their designees.
4. "Demonstration" shall mean a form of organized public speech related to issues of interest to the organizers and participants.
5. "Director" shall mean Directors of Campus Auxiliary Services and/or their designees.
6. "Policy" shall mean "UIC Policy on Open Expression."
7. "Organized Public Speech" shall mean the organized effort of two or more individuals or a group to convey a specific message(s) and shall not encompass general conversation between or among individuals or groups.
8. "Registered Student Organization" shall mean UIC student groups officially registered with the Center for Student Involvement Office.
9. "Staff" shall mean currently employed university personnel: academic and support staff, student employees, volunteers, and the university officers, and Trustees.
10. "Student" shall mean students currently enrolled at UIC.
11. "University" shall mean the University of Illinois at Chicago.
12. "University Community" shall mean persons who are students, employees (e.g., faculty, staff, and administration), and Trustees of the University.
13. "Visual Communication" shall mean communicative or expressive material, whether written, typed or printed, or displayed in an electronic format.

Procedures: www.dos.uic.edu

Related Laws, Regulations, Statutes, and Policies:

UIC Nondiscrimination Statement

Human Resource Employment Guidelines

Use of University Facilities at the University of Illinois at Chicago

Student Disciplinary Policy

Document History

Approved by: Committee on Policy

Approved date: 5/21/2018

Approved as: New policy

II. Overview

Clear Communication of Rights & Responsibilities

The university will strive to ensure the rights of individuals to express themselves and to assemble lawfully for that purpose. However, expression must not violate laws or university policies. Voluntary compliance with laws or university policies is the primary objective. The university will respond to the violation of such laws or policies as indicated in this Open Expression Policy and may also employ a range of measures up to and including employee and student discipline and/or arrest.

Campus and Community Engagement

The university endeavors to increase trust and understanding among university stakeholders and encourages demonstrators to engage in open lines of communication to increase ongoing opportunities for discourse and the raising of substantive concerns.

Transparent Decision Making Processes

To ensure an effective university response to demonstrations, coordination between university representatives is essential. For any unknown situation or unassigned role it is expected that the Dean of Students, or designee, will be the point of contact. The university will evaluate open expression activities in a content neutral manner.

Administrative Review

The Dean of Students and the Chief of Police are responsible for an ongoing review of the guidelines set forth in this plan and assessment of the university's response to open expression activities.

Emergency Operations Policy Group (EOPG)

The EOPG is comprised of senior university administration who may direct planning related to open expressions activities, evaluate and make decisions regarding scheduled or active events, and provide guidance to university staff facilitating specific events. The team will consist of the standing members (or designees) listed below. The EOPG may include additional members as needed.

Chancellor

Provost

Vice Chancellor for Student Affairs

Executive Director of ACCC

Vice Chancellor for Health Affairs

Vice Chancellor for Administrative Services

Chief of Police

Vice Chancellor for Public and Government Affairs

University Counsel

III. Open Expression Guidelines

The university is committed to providing a safe environment for public discourse by dedicating reasonably necessary resources when demonstrations occur and by routinely assessing its event registration and review process, its decision-making mechanisms, and its communication and coordination with outside agencies.

Open Expression Response Objectives

- The objectives when responding to a demonstration are as follows:
- Attend to the physical safety of the campus community and those involved in events and demonstrations;
- Minimize disruptions to university operations and damage to university property;
- Constructively engage with demonstrators as appropriate about their issues of concern;
- Work with event organizers and demonstrators to safely facilitate events and freedom of expression: and
- Ensure that demonstrations do not infringe on or prevent the exercise of freedom or the expression of others.

Time and Location Guidelines

1. Time - Distribution of visual communication and/or organized public speech within university buildings and on university grounds are subject to the normal schedule (days/hours of operation) for each location. Copies of the building schedules are posted in the Student Centers and are available upon request from the building director.

2. Location - Distribution of visual communications and/or organized public speech on campus are scheduled in:
a. *Student Center East* - In the first floor concourse just to the west of the north bookstore entrance doors. Areas in front of the entrance/exit doors and at the base and top of the first to second floor escalator/stairs are to remain clear.

b. *Student Center West* - In the first floor lobby except in areas in front of entrance/exit doors, the bookstore, or the coffee shop.

Note: Except where the distribution of visual communication and/or organized public speech is part of a university function or activity, open expression activities may not occur in the following locations:

Reserved meeting rooms and/or ancillary space within areas where university-administered functions or activities occur (e.g. cafeterias/dining rooms, athletic facilities, sales offices, lounges and reception areas, etc.);

On or in stairways, classrooms, hallways, corridors, doorways, ramps, elevators, escalators or general use areas or any other location that would block lawful entry or exit to any campus location.

3. Reserving Space - Reservations for space in the Centers and outdoor space are made through the Office of Meetings and Conferences. Space should be reserved at least 48 hours in advance of the event. Requests for activities (i.e. Take Back the Night) which may occur during evening hours are reserved through the Office of Meetings and Conferences.

Individuals who have not reserved space for their activity must register at the information desks at the Student Center Building Management Office for the side of campus where their activity will take place. The Student Center East (SCE) office is on the north side of the east entrance to the building. The Student Center West (SCW) office is in the center of the lobby just off the south entrance to the building. The registration must be completed prior to engaging in the activity.

4. Outdoor Space - There are several outdoor locations that can be utilized for open expression activities and must be reserved in advance in order to ensure that the space is available, such as the Lecture Center Plaza, University

Hall Plaza, Harrison Field, and Arthington Mall in front of Student Center West. Reservations for outdoor space should be made at least one week in advance of the event if it is anticipated that the University will need to prepare for the activity.

5. Outside Individuals/Organizations - Outside entities must be sponsored by a University department or organization. The University sponsor of an outside individual or group will be responsible for the open expression activity and may be held accountable for non-compliance with university policies. The University sponsor will make reservations for space if needed and serve as a University contact for the activity. The University sponsor should be present for the activity.

General Conduct Guidelines

Individuals who distribute visual communications and/ or engage in organized public speech on the University's campus must not:

1. Attempt, by repeated demands, threats, or otherwise, to coerce individuals into accepting or paying for materials;
2. Interfere with, impede, or cause blockage of the normal flow of traffic;
3. Commit any act likely to create an imminent safety or health hazard;
4. Accompany their distribution or speech with loud or raucous sounds and/or sound amplification, which is likely to disturb others solely because of the decibel level;
5. Interfere with or disrupt any other lawful activity by anyone else lawfully in the same general location at the same time.
6. Display visual communication on any type of stick or other material that might cause injury, harm to a person, or destroy University property.
7. Possess or use weapons, ammunition, fireworks, explosives, or dangerous chemicals.

The University reserves the right to restrict open expression activities if the activities significantly disrupt university operations.

Interference with Open Expression Activities

Within the confines of a physical facility or in the vicinity of the place in which a member of the University community, invited speaker, or invited artist is addressing an assembled audience, protesters must not interfere unduly with communication between a speaker or artist and members of the audience. This prohibition against undue interference does not include suppression of the usual range of human reactions commonly displayed by an audience during heated discussions of controversial topics. Nor does this prohibition include various expressions of protest, including heckling and the display of signs (without sticks or poles), so long as such activities are consistent with the continuation of a speech or performance and the communication of its content to the audience.

The University reserves the right to impose a minimum of 50 feet separation distance between those individuals and/or organizations expressing opposing views.

IV. Open Expression Activities

Open Expression activities include four areas: Visual Communications, Postings/Displays, Organized Public Speech, and Guest Speakers/Performers/Artistic Expression.

Visual Communication

Visual communication may be distributed by individuals and organizations, including outside organizations if it is

sponsored by a university department or organization, as long as the distribution is in accordance with the provisions of the Open Expressions Policy. All visual communications, in whatever manner distributed, must identify the issuing person(s) or organization(s). Visual communications may be distributed by handout only at the times and places and in the manner prescribed by these procedures.

1. Sales/Monetary Requests - The sale of general interest publications sold for commercial purposes (including, e.g., newspapers, periodicals, magazines and other similar matter) is restricted to University general merchandise sales locations operated by the University. The Director is responsible for these merchandise areas. Only University entities can request voluntary contributions for university sponsored activities.

2. Distribution from Bins - The University provides bins for distribution of printed materials. The Director is responsible for the use of the bins. University-originated materials have priority. Use of the bins in the student centers for distribution of non-university originated visual communications is subject to written approval by the Director or their designee. Approval is determined subject to availability on a first come, first served basis.

3. Distribution from Tables - Tables and other University furnishings and fixtures provided by the university are limited for use by university departments and organizations and university sponsored groups/individuals.

4. Prohibited Materials - Distribution of the following materials is prohibited: material that is either libelous or, under current legal standards, obscene or violates the Student Disciplinary Policy; and/or material that is likely to incite or produce imminent lawless action. The University reserves the right to confiscate materials that are prohibited by this policy.

Posting/Displays

1. Location of Postings - Posting (including personal postings) must be displayed on designated bulletin boards and kiosks unless written permission was issued by the Office of Meetings and Conferences. Any materials posted on walls, doors, windows, pillars, garbage cans, or any other unauthorized area will be removed unless there was prior consent by the Director.

2. Departmental Boards - Boards assigned to a particular University department are maintained by the department and any postings will be done with the approval of the appropriate University department. These boards should be clearly marked to identify the responsible department.

3. Required Content - All postings must visibly bear the name of the university department or registered student organization posting the material and must include an expiration date. Postings not bearing the name of a university department or registered student organization and an expiration date may be removed.

4. Chalking - Chalking of outdoor sidewalks exposed to the weather is permitted. Only water soluble chalk may be used. Chalking is not permitted indoors, on sidewalks protected by overhangs, overhead walkways, balconies, or other structures. Chalking is prohibited on all other surfaces including, but not limited to walls, outdoor furniture, posts, columns, seating walls, and trash containers.

Organized Public Speech

In planning an organized public speech activity, the organizers and participants must:

1. Observe regulations pertaining to the use of campus facilities as well as this policy. The Use of University Facilities Policy is available from the Office of Meetings and Conferences.

2. Reserve a location with the Office of Meetings and Conferences for the event. The reservation for space will be

tentative until the organizers have met with the Dean of Students. Reservations will be granted on a viewpoint neutral basis subject to availability of the space and the individual(s) with the tentative reservation shall have priority over others who attempt to use the space at the same time to the extent the events cannot be conducted simultaneously.

3. Schedule a meeting with the Dean of Students to ensure the requested space is suitable for the proposed open expression activity.. At the meeting, the organizers of the event will discuss details such as the time, location, security needs, media coverage, and any equipment that may be required for the event. After reviewing the specific needs of the proposed open expression activity, the Dean of Student will either approve the use of the requested location or suggest an alternative location that is more suitable for the proposed open expression activity. After this meeting has occurred, the Dean of Students will notify the Office of Meetings and Conferences to finalize the reservation.

In order for the university to take measures to prepare for the open expression activity and ensure public safety, the Dean may notify UIC Police to request coverage for the event. The Dean may also notify the UIC Police, Facilities Management, Public Affairs, and the Center for Student Involvement as deemed necessary.

Guest Speakers/Performers/Artistic Expression

University departments and Registered Student Organizations are encouraged to sponsor speakers, artists, and performers who will contribute to the university environment by presenting ideas, intellectual discussion, artistic expression, and/or debate. The use of university space as a forum for the expression of a variety of views and/or opinions does not imply university endorsement or approval of the views expressed by a sponsored guest. University procedures regarding guest speakers, artists, and performers are intended only to maintain order and public safety and should not be interpreted as review of any content.

1. Departments and registered student organizations must complete a scheduling process and secure any required approvals for the space chosen for the event prior to extending a formal invitation to a speaker. A meeting will occur with the scheduling office to discuss event details and develop an event management plan.

2. For University departments, the Office of Meetings and Conferences serves as the scheduling office. The Center for Student Involvement serves as the scheduling office for student organizations.

3. The scheduling office will determine the costs of the management plan as well as all other event related costs. The organization planning the event will be responsible for paying for all event related costs on the payment timetable determined by the scheduling office.

IV. Planning and Communication

Event Information and Reservations

For general information and reservation requests, please visit:

The Office of the Dean of Students

<https://dos.uic.edu/student-assistance/campus-life/>

The Center for Student Involvement

<https://involvement.uic.edu/student-organizations/>

Meetings and Conferences

<https://meetings.uic.edu/>

UIC Facility Use Policy

<https://meetings.uic.edu/policies/>

Responsibilities for University Sponsors

1. Individuals/organizations sponsoring open expression events may be responsible for reasonable costs associated with the event.
2. The university sponsors of the organized public speech activity should be present for the duration of the event. During the event, individuals engaging in organized public speech should identify themselves and, if applicable, the organization they represent, to University officials upon request.
3. The sponsoring individuals/organizations should inform the university if the media will be invited to the activity.

Notification of Potential Demonstrations

Various university officials and stakeholders may become aware of a planned demonstration. Those officials and stakeholders include, but are not limited to Designated Officials, and event organizers, the Office of the Dean of Students, the UIC Police, members of the Special Events Advisory Committee, the Center for Student Involvement, the Student or Faculty Response Team, and the Office of Intergovernmental and Public Affairs. These individuals should make initial and ongoing assessments to determine whether a scheduled event may result in a demonstration. Factors that may indicate a demonstration will occur may include, but are not limited to, a public announcement or promotion of a planned demonstration or an event or speaker that previously has prompted demonstrations on the UIC campus or elsewhere.

Pre-Event Planning

The goal of pre-event planning is to share information so that all parties are informed of the plans for the event or demonstration, explore options to improve safety for all parties, review university expectations, and explain any possible consequences for violations of law or policy. Groups consulting with the university should not expect confidentiality about their plans. Throughout pre-event planning, the university can clarify what additional resources are necessary.

With effective communication among event organizers, demonstration organizers, and university administration, disruptions may be avoided and events and demonstrations can take place peacefully without any police intervention. The UICPD and Student Affairs staff are eager to meet in advance with groups organizing events or demonstrators with the intent to learn more about the issues at hand and suggest routes for resolution. University administration may also ask questions or propose adjustments that can facilitate the event or demonstration while maintaining safety.

UICPD may work with the demonstration organizers, event organizers, and the Designated Official to conduct a viewpoint -neutral security assessment. A security assessment may be warranted for any event (without regard to size) where there is a possibility or likelihood that behaviors will become disruptive.

Security assessment triggers may include, but are not limited to:

- Time, location, and type of activities planned.
- Expected crowd estimations for the location planned.
- Analysis of expected transportation routes, including arrival and departure times.
- Expected or known demonstrations, including counter-demonstrations.
- Request from event organizers or demonstration organizers.
- Publicly available information.
- Law enforcement information.

UICPD may contact event organizers and demonstration organizers if the security assessment reveals specific security or disruption issues. During the ongoing assessment, it will be the responsibility of the event organizers and demonstration organizers to work with the university to remedy the concerns. The security assessment may include a walk-through of the potential site to assess location feasibility. The walk-through may reveal changes necessary for the safety of participants. If the security assessment process indicates that the venue is not suitable for the expected activities or reveal other safety concerns, alternate sites may be utilized, additional safety conditions may be imposed, the event may be modified or postponed, or the event may be referred to the appropriate University official for other actions.

Coordination with Outside Agencies

To facilitate coordination and ensure a consistent police response UICPD will coordinate pre-event planning with any outside law enforcement agencies that may provide assistance. Pre-event planning will include establishing an Incident Action Plan (IAP) outlining police operations for the event. UICPD will conduct all event briefings and determine if and how the IAP will be distributed. In its communications with all involved agencies, UICPD will emphasize the importance of respecting the freedom of expression of all those involved in demonstrations.

Communication with Campus Community

University administration will communicate with affected members of the community about potential disruptions and safety concerns prior to the demonstration or event. This communication may occur through university online website announcements, university email messages, audible announcements at the event or demonstration or other methods as necessary.

V. Policy Violations and University Response

This section is intended to guide the university community about prohibited conduct and set expectations for acceptable behavior.

Types of Violations

Violations of this policy include, but are not limited to the following:

1. Conduct that threatens the health or safety of any person:
 - a. Causing bodily harm to an individual
 - b. Reckless disregard for the health or safety of any person
 - c. Any threat or physically threatening behavior that creates a reasonable fear for a person's safety

d. Engaging in behavior, which is so persistent, pervasive, or severe as to deny a person's ability to participate in the university community.

2. The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair, or interfere with any of the following: the freedom of movement of any person, including entering or leaving property or facilities and the performance of institutional duties by a member of the university.

3. Knowingly occupying or remaining in or at any property or facility owned or controlled by the university after receiving due notice to depart.

4. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the university. Without excluding other situations, examples include shouting, noise making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine university operations or activities.

5. Participation in a disruptive or coercive demonstration. A demonstration is disruptive or coercive if it substantially impedes university operations, substantially interferes with the rights of others, or takes place at unauthorized times or in unauthorized locations.

6. Continuing to engage in misconduct after notification has been made that the conduct violates these guidelines

Determination of a Policy Violation

Upon determining that a violation is occurring, and except in those cases where the violation causes an immediate threat to the health or safety of persons or property, the individual(s) responsible for the alleged violation(s) will be informed of the following:

- a. An explanation of the nature of the violation(s) and what activities may constitute the violation(s);
- b. Individual (s) must immediately discontinue activities that are considered a policy violation;
- c. Refusal to comply with a University's official's request may result in arrest and prosecution (where applicable) and/or disciplinary action under the appropriate University policy/procedure;

If the event or activity poses an immediate threat to the health or safety of persons or property, appropriate action will be taken to remove/address the threat.

University Response

Students who violate university policy, including this Policy, or the law may be subject to disciplinary and/or criminal action. Students should refer to the Student Disciplinary Policy for specific information regarding the student conduct process. Disciplinary action can range from a warning to expulsion from the university.

Faculty and staff who violate university policy, including this Policy, or the law may be subject to disciplinary and/or criminal action. Faculty and staff should refer to the University of Illinois Board of Trustees Statutes, the UIC Faculty/Staff Handbook, and civil service policies.

University Policies and Laws

The following is a list of policies and laws for individuals to use as a reference for open expression activities.

UIC Student Disciplinary Policy

<https://dos.uic.edu/wp-content/uploads/sites/262/2018/10/DOS-Student-Disciplinary-Policy-2018-2019-FINAL.pdf>

UICHR Policies and Procedures

<https://www.hr.uic.edu/policies/>

UIC Faculty Handbook

<https://facultyhandbook.uic.edu/>

University of Illinois Statutes

<https://www.bot.uillinois.edu/governance/statutes>

State University Civil Service System Statutes and Rules

<https://www.sucss.illinois.gov/sar.aspx?osm=c43>

Illinois Criminal Code, Interference with a Public Institution of Education (720 ILCS 5/21.2-2)

<http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=072000050K21.2-2>

National Fire Protection Association (NFPA), Life Safety Code, 2000 Edition

<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=101>

Illinois Criminal Code, Interference with a Public Institution (720 ILCS 5/21.2-2) A person commits interference with a public institution of education when he or she, on the campus of a public institution of education, or at or in any building or other facility owned, operated or controlled by the institution, without authority from the institution he or she, through force or violence, actual or threatened:

- (1) Knowingly denies to a trustee, school board member, superintendent, principal, employee, student, or invitee of the institution: freedom of movement at that place; or use of the property or facilities of the institution; or the right of ingress or egress to the property or facilities of the institution; or
- (2) Knowingly impedes, obstructs, interferes with or disrupts: the performance of institutional duties by a trustee, school board member, superintendent, principal, or employee of the institution; or the pursuit of educational activities, as determined or prescribed by the institution, by a trustee, school board member, superintendent, principal, employee, student, or invitee of the institution; or
- (3) Knowingly occupies or remains in or at any building, property or other facility owned, operated or controlled by the institution after due notice to depart.

III. Demonstration Response Roles

	Before	During	After
Dean of Students Administrative Review		<ul style="list-style-type: none"> Assist the EOPG in determining that a demonstration has become a disruption. Oversee, review, and authorize the Incident Action Plan, if needed. 	<ul style="list-style-type: none"> Provide annual, or as needed, review of the guidelines set forth in this plan and assessment of university response to demonstrations. Provide to the Chancellor and Vice Chancellor of Student Affairs feedback and recommendations on university response to demonstrations.
EOPG	<ul style="list-style-type: none"> Assist UICPD in evaluating the results of the security assessment. Recommend modifications to the event or IAP that will promote safety. 	<ul style="list-style-type: none"> Provide policy guidance or other direction to UICPD and Student Affairs staff on-site. Coordinate immediate communications to the university, parents, alumni, state and local officials, stakeholders, media, and social media through Public Affairs. 	<ul style="list-style-type: none"> Establish long-term communication plan for the university and stakeholders and implement, if needed. Determine process for reviewing After Action Reports and implementing suggestions, if needed.

	Before	During	After
Demonstrators	<ul style="list-style-type: none"> • Work in advance with UICPD and Student Affairs staff to describe the plans for demonstration. • Cooperate with the UICPD security assessment. • Develop a collaborative plan with the university to help protect the safety of others and to ensure the demonstration does not violate laws or university policy. • Meet in advance with any individuals who will participate in the demonstration to explain university expectations and the potential consequences for violating laws or policies. 	<ul style="list-style-type: none"> • Demonstrate in such a way that does not disrupt the academic or administrative functions of the university or disrupt the free expression of others or threaten public safety. • Address demonstrators who violate shared expectations for the demonstration. 	<ul style="list-style-type: none"> • Cooperate with the After-Action Review.
Designated Official	<ul style="list-style-type: none"> • Notify UICPD of the event and potential demonstrations. • Gather information on the event and potential demonstrators. • Work with event organizers to develop clear parameters for the event (e.g. ticketed event, signs, assigned moderator, audience participation, etc.). • Cooperate with the UICPD security assessment. 	<ul style="list-style-type: none"> • Assist event organizers in responding to disruptive behavior that occurs at an event. • Pursue tactics designed to diffuse tensions and promote safety. • Involve UICPD if disruptive behavior during an event cannot be resolved. 	<ul style="list-style-type: none"> • Review event with event organizers and event staff • Participate in developing the After-Action Review

	Before	During	After
Event Organizer	<ul style="list-style-type: none"> • Notify UICPD of the event and potential demonstrations. • Meet with university staff to understand responsibilities. • In conjunction with the Designated Official, develop clear parameters for the event (e.g. ticketed entry, signs, assigned moderator, audience participation, etc.). • Cooperate with the UICPD security assessment. 	<ul style="list-style-type: none"> • If disruptive behavior occurs at an event the event organizer should ask the person to cease. To prevent escalation, issuing a warning before action is taken can be useful but is not a required step. • If the disruptive behavior continues, the Designated Official may be called upon to assist. If the Designated Official is not available, the event organizer may contact the UICPD. • If a Designated Official is not available to assist, the event organizers should document the disruptive behavior with pictures, videos, and witnesses and submit to UICPD and the Office of the Dean of Student Affairs for evaluation. 	<ul style="list-style-type: none"> • Cooperate with the After-Action Review.
Public Affairs	<ul style="list-style-type: none"> • Develop and assign responsibility for communications with university and community stakeholders. • Work with UICPD before the event. • Monitor social media and news coverage for more information related to the event or demonstrations. 	<ul style="list-style-type: none"> • Monitor and observe the demonstration. Document any actions taken by university and the reasons for those actions. • Monitor social media during the demonstration for any activity related to the event or demonstrations. • Respond to any media requests and provide any official statements or responses on behalf of the university. 	<ul style="list-style-type: none"> • Monitor social media and news coverage to understand how the event and any demonstrations are being talked about. • If necessary, create and distribute official statements or responses on behalf of the university. • Coordinate and respond to media requests for comment or information.

	Before	During	After
Student Affairs	<ul style="list-style-type: none"> • Notify UICPD of the event and potential demonstrations. • Gather information on the potential demonstration or event. • Identify the organizer and gather information to aid in the assessment of a potential disruption. • Assign additional appropriately trained staffing resources to the demonstration and/or event in conjunction with the Designated Official. • Work with UICPD and the Designated Official to meet with event and/or demonstration organizers before the event. • Maintain open lines of communication with organizers and demonstrators to provide important updates. 	<ul style="list-style-type: none"> • Monitor and observe ongoing demonstration at a safe distance. • Communicate information, problems and concerns with the on-scene UICPD Incident Commander and Dean of Students or designee. • Support the Incident Action Plan, as needed. • In some cases, the Dean of Students or designee, in consultation with the EOPG, will determine when a demonstration has become a disruption. • In some cases, the Dean of Students will inform the demonstrators that they must discontinue their disruptive behaviors, explaining which behaviors violate university policy, and will advise them how to continue their demonstration in a manner that is not disruptive. 	<ul style="list-style-type: none"> • Review event, demonstration, and response with Dean of Students or designee. • Share information about possible Student Code violations with Office for Student Conflict Resolution(OSCR). • Participate in the After-Action Report development.

	Before	During	After
UICPD	<ul style="list-style-type: none"> ▪ Gather information on the potential demonstration or event. ▪ Research previous demonstrations or events by organizers at other locations. ▪ Conduct a security assessment and assess ways to mitigate safety concerns. ▪ Activate the EOPG. ▪ Develop an Incident Action Plan. ▪ Assign staffing resources to the demonstration or event. ▪ Work with Student Affairs staff and the Designated Official to meet with demonstration and/or event organizers. Follow-up meetings may be warranted leading up to the demonstration or event. ▪ Coordinate with outside agencies as needed. 	<ul style="list-style-type: none"> ▪ Monitor and observe the demonstration. Assess potential for violence and harm. ▪ When necessary, engage with demonstrators to explain and mitigate violations of law, policy, or university expectations. ▪ Establish separate areas for demonstrators, counter-demonstrators, and access to the venue for event participants. ▪ Identify and communicate information, problems, and concerns to the Chief of Police. ▪ Intervene and enforce law, policy, and university expectations as necessary. ▪ Create an accurate record of the actions of everyone during demonstrations. This may include use of neutral observers, videotaping activity at the demonstration, or creation of after-action reports following any police response to a demonstration. In particular, police should record all dispersal orders, all arrests, and any use of physical force, to the greatest extent possible. 	<ul style="list-style-type: none"> ▪ Address any injuries or ongoing safety issues ▪ Communicate with the Chief of Police or designee. ▪ Prepare the After-Action Report.

Glossary of Terms

After-Action Report — a detailed critical summary of a recent incident made for the purposes of reassessing decisions and considering possible alternatives for future reference.

Designated Official — the individual authorized by the Chancellor or his/her designee to determine whether units or organizations may use university premises and facilities and who specializes in event management for a particular facility.

Demonstration — a public meeting, rally, or march for the purpose of protesting against or expressing views on something.

Disruption (or Disturbance) — a breakdown of peaceful and law-abiding behavior.

Disruptive Behavior — conduct that causes or is intended to cause disruption on the campus or at or in any building or facility owned, operated, or controlled by the university. Disruptive behavior may include but is not limited to:

- (1) knowingly denying an individual: (a) freedom of movement; (b) use of the property or facilities; (c) right of ingress or egress to the property or facilities; or
- (2) knowingly impeding, obstructing, interfering with, or disrupting: (a) the performance of university duties by a university trustee, officer, employee, students, or agents; or (b) the pursuit of educational activities by the university, its trustees, officers, employees, students, agents, or invitees; or
- (3) knowingly occupying or remaining in or at any building, property, or facility owned, operated, or controlled by the university after receiving due notice to depart.

Due Notice — the individual or group of which they are a part has been given oral or written notice from the university in a manner reasonably designated to inform the individual or group that they should cease such action or depart from the premises. The notice may be given by a printed notice forbidding entry conspicuously posted at the main entrance of the building, property, or facility or the forbidden part of the same.

EOPG – Emergency Operations Policy Group.

Incident Action Plan — an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include additional information providing direction and important information for management of the incident during one or more operational periods.

Invited Speaker/Performer/Artist – An individual(s) invited by a university sponsor to speak, make a presentation, or perform in University facilities or on University grounds/property.

Outside Entity – An individual(s) or group(s) that are external to the university and require a university sponsor in order to engage in open expression activities at the University.

