

## **Jeanne Clery Disclosure of Campus Security and Policy and Campus Crime Statistics Act**

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This Act requires colleges and universities across the United States to disclose information about crime on and around their campuses.

They must provide information to the public regarding campus safety and security policies, procedures, and statistics. Below, you will find a series of Shawnee Community College statements and information required by the Clery Act:

### **Requirements:**

- ❖ **Timely Warning**
- ❖ **Disclosure of Crime Statistics**
- ❖ **Confidential Reporting**
- ❖ **Security and Access**
- ❖ **Campus Law Enforcement**
- ❖ **Prompt Crime/Emergency Reporting**
- ❖ **Counselors**
- ❖ **Security Awareness Programs**
- ❖ **Crime Prevention Programs**
- ❖ **Criminal Activity Off Campus**
- ❖ **Alcohol and Substance Abuse Information**
- ❖ **Sexual Assault Prevention and Response**
- ❖ **Annual Security Report Notice of Availability**
- ❖ **Sex Offender Notification Law**

## Statement Addressing Timely Warning

### Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Student Services or the Chief Financial Officer, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff, the campus' text messaging, and the social media system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus-wide T.V.'s or on the College web site at: [www.shawneec.edu](http://www.shawneec.edu), providing the College community with more immediate notification.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security office, by phone (618-634-3232) or in person at I2034.

## Statement Addressing Preparation of Disclosure of Crime Statistics

### Annual Disclosure of Crime Statistics

Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report can be located on our web site at [www.shawneec.edu](http://www.shawneec.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SCC Campus Security, designated campus officials (including but not limited to directors, deans, division chairs, designated SCC staff, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained in the office of the Vice President of Student Services located in H2109 or by calling (618) 634-3364. All prospective employees may obtain a copy from Human Resources.

### Crime Statistics for 2011-2013

To report a crime:

Contact Campus Security at 618-634-3232 or the front desk at 618-634-3399 for non-emergencies. Dial 9-1-1 for emergencies only. Any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside buildings should be reported to the security department. In addition you may report a crime to the following areas.

| Title   | Location | Number   |
|---|----------|----------|
| Vice President of Student and Administrative Services | H2109    | 634-3364 |
| Chief Financial Officer                               | H2110    | 634-3242 |
| Vice President of Instructional Services              | H2105    | 634-3219 |
| Dean of Students                                      | H2120    | 634-3247 |

## **Statement Addressing Voluntary Confidential Reporting**

### **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report.

With your permission, Campus Security or a designee of SCC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **Statement Addressing Limited Voluntary Confidential Reporting**

### **Crime Reporting**

Shawnee Community College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other SCC campus security authorities, as identified below

## **Statement Addressing Security and Access**

### **Access Requirements**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Campus Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. The Vice President of Student Services and Chief Financial Officer review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Any issues can be reported to the Campus Safety Committee or a campus official.

## **Statement Addressing Law Enforcement**

### **For Institutions Whose Police Do Not Have Arrest Authority**

Shawnee Community College Campus Security has the authority to ask persons for identification and to determine whether individuals have lawful business at Shawnee Community College. Shawnee Community College Campus Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power.

Criminal incidents are referred to the local police who have jurisdiction on the campus. The Shawnee Community College Campus Security maintains a highly professional working relationship with the Pulaski County Sheriff's Office and Illinois State Police. When extension centers are involved, personnel will contact local law enforcement.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting**

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Shawnee Community College Campus Security in a timely manner. This publication focuses on Shawnee Community College Campus Security because it patrols the main campus. However, appropriate law enforcement should be contacted when incidents, emergencies, or crimes occur in the off main campus locations.

To report a crime or an emergency on the main campus, call Shawnee Community College Campus Security at (618) 634-3232 or the front desk at (618) 634-3200.

All Shawnee Community College Campus Security incident reports are forwarded to the Vice President of Student Services office for review and potential action by the Student Code of Conduct. Shawnee Community College Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Vice President of Student Services.

If assistance is required from the Pulaski County Sheriff's Department or the Fire Department, Shawnee Community College Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Shawnee Community College Campus Security, will offer the victim assistance and contact the Pulaski County Sheriff's Office.

This publication contains information about on-campus and off campus resources. That information is made available to provide SCC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for SCC.

Crimes should be reported to the Shawnee Community College Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## **Statement Addressing Counselors**

### **For Institutions without Confidential Reporting Procedures**

All reports will be investigated. Violations of the law will be referred to law enforcement agencies and when appropriate, sent to the Threat Assessment for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through e-mail announcements, social media, text messaging, or other appropriate means.

## **Statement Addressing Security Awareness Programs**

### **Security Awareness Programs**

During new student orientation students are informed of services offered by the Shawnee Community College Campus Security and ways to maintain personal safety. Students are told about crime on-campus. Similar information is presented to new employees.

Periodically during the academic year the Campus Safety Committee, in cooperation with other College organizations and departments, present crime prevention awareness sessions on sexual assault, rape and acquaintance rape, theft, and vandalism, as well as educational sessions on personal safety and security.

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

In addition to seminars, information is disseminated to students and employees through crime prevention awareness brochures, security alert posters, displays, videos, and articles and advertisements in College and student publications.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's email system, text messaging, and broadcasting system.

## **Statement Addressing Crime Prevention Programs**

### **Crime Prevention Programs**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Shawnee Community College Vice President of Student Services and Dean of Students facilitate programs for student, parent, faculty, and new employee orientations, student organizations, community organizations and a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

## **Statement Addressing Criminal Activity Off Campus**

### **For Institutions Whose Police Do Not Monitor Off-Campus Activity**

The Student Services office maintains contact with recognized student organizations and competitive teams. Shawnee Community College Campus Security does not provide law enforcement service to off-campus residences or activities off-campus recognized by College authority. Student Services and Campus Security members enjoy a close working relationship with the Pulaski County Sheriff's Office and the Illinois State Police when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

## **Statement Addressing Substance Abuse Education**

### **ALCOHOL AND SUBSTANCE ABUSE INFORMATION**

#### **PREVENTION EDUCATION**

The College annually schedules programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

## **Local, State, and Federal Legal Sanctions**

### **Legal Sanctions - Laws Governing Alcohol**

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage as well as specific ordinances regarding violations of alcohol laws, including driving while intoxicated.

A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.

## **Statement Addressing Sexual Assault Prevention and Response**

### **Sexual Assault Prevention and Response**

The Student Services office offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Student Services office.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Shawnee Community College Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College officer and law enforcement. Filing a police report will not obligate the victim to prosecute; nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ❖ Ensure that a victim of sexual assault is allowed an opportunity to seek the necessary medical treatment and testing
- ❖ Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- ❖ Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Shawnee Community College Campus Security, the Pulaski County Sheriff's Office will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Disciplinary Hearing Committee, or only the latter. The Pulaski County Sheriff's Office, or other law enforcement agency assigned to the investigation, will assist the victim through available options.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook.

## **Statement Addressing Notice of Availability of Annual Security Report**

### **Notice of Availability of Annual Security Report**

A copy of Shawnee Community College's 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 Shawnee Community College ; and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes information and institutional statements concerning campus security, such as information concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Vice President of Student and Administrative Services office or by accessing the following web site: [http://www.shawneecc.edu/right\\_to\\_know/annual\\_security\\_report.asp](http://www.shawneecc.edu/right_to_know/annual_security_report.asp).

## **Statement Addressing the State Sex Offender Registry**

### **Sex Offender Community Notification Law**

The Sex Offender Community Notification Law, 735 ILCS 152/120 requires that all sex offenders and predators employed or attending an Illinois college must register with the college's campus safety security director and provide the same information that they had previously provided law enforcement.