Annual Security Report
Calendar Year 2012

PURPOSE:

A. John Wood Community College and the Campus Police Department are committed to providing the highest level of quality campus law enforcement services to the JWCC campus community. JWCC and Campus Police recognize the extreme value in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and have developed these procedures to maintain compliance.

B. Campus Police, by October 1st of each year, prepares, publishes, and distributes to current students and employees, and to applicants for enrollment and employment, via the Campus Police web site and, in writing upon request, the Annual Security Report which contains information with respect to Campus Police policies and procedures and campus crime statistics.

1. A link to the Annual Security Report is mailed to all current students and employees along with other required compliance consumer information.

2. JWCC has several other college facilities other than the college’s main campus, but these are not considered separate campuses.

REPORTING OF CRIMES AND EMERGENCIES:

A. To ensure a safe and secure campus environment, students, staff, faculty, and visitors are encouraged and expected to report any and all suspected criminal activity and/or emergencies.

B. To report suspected criminal activity and/or emergencies, call Campus Police (dial 4949 or 641-4949). Non-emergencies should also be reported by using the above listed phone numbers.

1. If the report requires an emergency response from local police, fire, EMS, or other emergency services, reporting persons should also call 911.

2. Reporting persons have the option of making an anonymous report of a crime.

3. John Wood Community College does not employee pastoral or professional counselors and therefore does not have a means for making confidential reports to these parties.

C. Campus Police is scheduled on duty 6:00am – 10:00pm Monday – Thursday, 6:00am – 7:00pm Friday, and 11:30am – 4:30pm Saturday (when the Library is open). Campus Police will respond to any and all reports of criminal activity and emergencies. Actual response time may be affected by factors including the number of Campus Police Officers on duty and their needed involvement in other criminal activities or emergencies at the time of the report. Campus Police Officers are trained to prioritize reports based on emergency potential. Campus Police will investigate all reported incidents, even in those cases when no criminal activity is detected and criminal prosecution is not anticipated.

CRIME PREVENTION PROGRAMS:

A. JWCC students, staff, faculty, and visitors are primarily responsible for their own safety and should make every effort to make their surroundings as safe and secure as possible. Several links relating to crime prevention are available on the Campus Police website.
B. Campus Police offers selected crime prevention informational meetings to both students and employees. Crime Prevention information is provided to new employees at the time they are hired and to new students during orientation.

C. For specific information on crime prevention programs, contact Campus Police.

D. In conjunction with Campus Police crime prevention programming, Campus Police also provides new students and employees with information regarding Campus Police practices and procedures.

**TIMELY WARNINGS OF REPORTS:**

A. In an effort to keep the campus community well informed of necessary information regarding criminal activity and emergencies, Campus Police will issue timely warnings. The issuance of timely warnings is primarily the responsibility of the Chief of Police.

B. Timely warnings consist of reports made to the campus community related to crimes reported to Campus Police or other local authorities that are considered to be a threat to other students, staff, faculty, or visitors. These reports to the campus community will be provided in a manner that is timely and that will aid in the prevention of similar occurrences.

C. Timely warnings may be sent via campus e-mail, posted on the Campus Police website, posted in the form of a flyer on campus bulletin boards, and/or posted using the college’s web portal emergency messaging system.

D. The Chief of Police is the primary point of contact for all reports made for the purpose of timely warnings and the annual statistical disclosure.

E. Campus Police maintains a close working relationship with local law enforcement agencies with which John Wood Community College has concurrent jurisdiction. These local authorities notify Campus Police when any crimes or incidents occur that might warrant the issuance of a timely warning to the campus community.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES:**

A. The John Wood Community College main campus is equipped with an Emergency Audio Evacuation System (EAES) which Campus Police utilizes to broadcast emergency messages immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff, faculty, or campus visitors.

B. Campus Police will, without delay, taking into account the safety of the campus community, determine the content of the notification and initiate the emergency notification, unless the notification will, in the professional judgment of Campus Police, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

C. Campus Police, depending upon the type of emergency, will confer with college administration to confirm that there is a significant emergency, will then make a determination of the content of the emergency notification and who should be notified, and will then initiate the appropriate notification.

D. All members of the Campus Police Department and all upper level administrators of the college, when available, are responsible for conferring during an emergency situation to determine the appropriate emergency notification and response.

E. The college also utilizes campus-wide email and the college web portal to deliver emergency information to students, staff, faculty, and any others that may be inquiring as to the status of an emergency situation at the college. In addition, the college maintains a Twitter account (JWCCAlert) that is used to deliver emergency information.

F. Emergency Response Procedures, which is located in the Employee Safety Manual and the Campus Emergency Operations Plan (CEOP) are included on the Campus Police website.
response procedure posters are displayed in all classrooms near the classroom emergency telephone.

G. The college’s emergency notification mechanisms are tested at least annually and the college conducts a campus-wide fire and tornado drill at least annually. These tests are documented to include a description of the exercise/drill, date and time, and whether it was announced or unannounced.

DAILY LOG:

A. Campus Police maintains a daily log whereby incidents reported to Campus Police or other local authorities are recorded.

B. The daily log includes the date, time, nature, general location, and disposition, if known, of the reported incident.

C. Daily log entries are, except where disclosure of the information is prohibited by law or disclosure would jeopardize the confidentiality of the victim, open to public inspection within two business days of the initial report.

D. New information relating to a daily log entry is recorded not later than two business days after the new information becomes available.

E. Release of information may be delayed, if there is clear and convincing evidence that the release of information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

ROLE OF CAMPUS POLICE:

A. Campus Police provides campus law enforcement services to the campus community 6:00am – 10:00pm Monday – Thursday, 6:00am – 7:00pm Friday, and 12:00pm – 4:00pm Saturday. Campus Police will be closed on Sunday, unless special circumstances arise to warrant an officer on duty.

B. Campus Police officers are responsible for the enforcement of local, state, and federal laws, as well as Board of Trustees policies.

1. Campus Police Officers are fully commissioned police officers with all powers provided to police officers by the State of Illinois.

2. Campus Police Auxiliary Officers are certified auxiliary police officers and shall have all powers provided under 65 ILCS 5/3.1-30-20.

C. Campus Police maintains a close working relationship with local law enforcement agencies with which JWCC has concurrent jurisdiction. These local law enforcement agencies respond promptly when their presence is requested on JWCC campus property.

1. The Chief of Police and the Campus Police Sergeant maintain liaison with these local agencies and meet formally and informally with administrators from these agencies to discuss issues relating to Campus Police.

2. JWCC does not have on-campus or off-campus housing and therefore does not require the monitoring and recording of student off-campus criminal activity.

D. In accordance with Campus Police policies and procedures, Campus Police officers will effectively handle all situations on campus within the scope of their duties, responsibilities, and authority. Campus Police officers will call for and assist local law enforcement agencies when situations reach outside of that scope.
E. Campus Police Department Mission Statement: “To promote a college campus atmosphere whereby all students, staff, faculty, and guests are free from fear for personal safety, property loss, and accidents, thereby contributing to John Wood Community College quality standards of academic excellence”.

MAINTENANCE AND ACCESS TO CAMPUS FACILITIES:

A. JWCC campus facilities exist to support the college’s principal functions of education, research, and community service. In addition to classrooms, laboratories, and offices, JWCC has food service, recreation, athletics, administrative support, maintenance, and utility facilities.

B. JWCC generally seeks to maintain open access to its facilities, but also exercises the right to restrict access to facilities (e.g. access to security, laboratory, maintenance, and utility facilities is restricted for safety and operational purposes).
   1. After hours, during holidays or breaks, and during other college closings, campus facilities will be locked and alarmed and access is limited to those with proper authorization.
   2. Campus Police is responsible for the Campus Key Program and will regulate campus facilities access authorization. The Main Campus and the Workforce Development Center utilize an electronic card access control system to grant access to campus facilities to authorized employees.
   3. Access to campus facilities, other than those facilities for which an employee is authorized, can only be obtained with permission from the employee’s supervisor and Campus Police.

C. Maintenance of campus facilities continues to play a vital role in the overall safety and security of the campus in general. Campus Police, in conjunction with the Physical Plant, work diligently to ensure campus facilities are safe and secure for all staff, faculty, students, and visitors.
   1. Parking lots, sidewalks, crosswalks, and building exteriors are appropriately lighted after dark. Campus Police regularly surveys the exterior campus lighting and report any malfunctions as part of their daily duties.
   2. Campus Police and other key employees conduct regular Hazard Recognition Self Inspections which include inspections of campus building exterior doors, windows, access control systems, alarms, and life safety equipment and report any hazards per reporting requirements.
   3. Exterior plants, shrubbery, and trees are maintained in such a way as to prevent security breaches and potential perpetrator hiding places.
   4. The Main Campus, Workforce Development Center, Kinscherff Adult Education Center, and Mt. Sterling Learning Center utilize CCTV surveillance video camera equipment. The CCTV system is not routinely monitored.
   5. Members of the campus community are encouraged and expected to assist the Physical Plant and Campus Police in continuing their efforts to maintain safe and secure campus facilities, by reporting any potential hazards as soon as they are discovered.

CRIME STATISTICS:

A. In accordance with federal law, Campus Police takes several steps to ensure that required crime statistics are compiled accurately and completely for the most recent calendar year as well as the three preceding calendar years. The Chief of Police is primarily responsible for compiling annual crime statistics.
   1. The Chief of Police communicates annually with records personnel from the local law enforcement agencies which have concurrent jurisdiction with the college and the Office of the Vice President for Student Services, to collect required crime statistics data.
2. The Chief of Police sends an annual campus-wide e-mail notice asking for all employees who are considered a Campus Security Authority to report any information on campus crime statistics that were reported to them during the year.

   a. Definition of Campus Security Authority:

   i. A campus police department or a campus security department of an institution.

   ii. Individuals who have responsibility for campus security but do not constitute a campus police department or a campus security department, such as individuals who are responsible for monitoring entrance into institutional property.

   iii. Individuals or organizations specified in the institution's statement of campus security policy as individuals or organizations to which students and employees should report criminal offenses.

   iv. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a Campus Security Authority when acting as a pastoral or professional counselor. JWCC does not employee pastoral or professional counselors.

3. At the present time, John Wood Community College does not employee pastoral or professional counselors and does not have a means for making confidential reports.

4. Once data has been collected, the Chief of Police organizes and reports the information on the Annual Security Report and files a copy of this report with the U.S. Department of Education, as required by law.

B. Crime statistics are compiled in accordance with the crime definitions used in the Uniform Crime Reporting (UCR) system of the Department of Justice and Federal Bureau of Investigation and the National Incident-Based Reporting System (NIBRS) edition of the UCR handbook. Modifications in these definitions are used as implemented in the Hate Crimes Statistics Act. Crime statistics do not identify victims of crimes or persons accused of crimes.

C. Crime statistics are collected as required by law for the following crimes and violations:

1. Murder/ Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

2. Negligent Manslaughter: The killing of another person through gross negligence.

3. 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.

4. 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.)

5. 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.

6. 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.)
7. **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.

8. **Hate Crimes:** Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

9. **Weapon Law Violations:** Violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

10. **Drug Law Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

11. **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

12. **Sex Offenses/Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
   
   a. **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
   
   b. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
   
   c. **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
   
   d. **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

13. **Sex Offenses/Non-forcible:** Unlawful, non-forcible sexual intercourse.
   
   a. **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   
   b. **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

14. **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in
common, by a person who is cohabitating with as has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

15. **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, and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

16. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

D. For purposes of reporting crime statistics with respect to the above listed crimes, Campus Police distinguishes, by means of separate categories, criminal offenses that occur on campus property, in or on a non-campus building or property, and on public property.

1. **On-Campus:** Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

2. **Non-Campus Building or Property:** Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

3. **Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

E. Campus Police will monitor, with assistance from the local law enforcement agencies with which JWCC has concurrent jurisdiction, any criminal activities occurring at off-campus locations recognized by JWCC as student organizations or off-campus locations where students regularly engage in educational activities.

**DRUGS AND ALCOHOL:**

A. The use, sale, delivery, possession, and consumption of alcoholic beverages in or on JWCC property is strictly prohibited except as specifically stated in Board of Trustees policies and procedures. Campus Police enforces local, state, and federal laws pertaining to the illegal use of alcoholic beverages, especially those laws that prohibit the sale to and possession and consumption of alcoholic beverages by persons under the age of 21.

B. The possession, use, and sale of illegal drugs are violations of local, state, and federal laws and will be strictly enforced by Campus Police.

C. Drug and alcohol abuse education.

1. JWCC participates in the BACCHUS and GAMMA Peer Education Network. Through this program, JWCC students, supervised by JWCC counselors and advisors, educate fellow students on the dangers of drug, alcohol, and other substance abuse.
2. Annually the college mails all current students and employees the compliance material required by the Department of Education regarding Drug-Free Schools and Campuses.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING:

A. Prohibition:

1. JWCC expressly prohibits sexual assault, domestic violence, dating violence, and stalking and strongly encourages anyone with knowledge of any of these crimes to report this information to Campus Police immediately. JWCC complies fully with the Campus Sexual Violence Elimination Act (SaVE) and the Violence Against Women Act (VAWA).

B. Prevention:

1. While it is important to understand that sexual assault, domestic violence, dating violence, and stalking is never the victim’s fault, it can be empowering to take steps to attempt to reduce one’s vulnerability.

2. Programs and Information:

   a. JWCC and Campus Police offer sexual assault, domestic violence, dating violence, and stalking awareness and prevention information to JWCC staff, faculty, and students.

   b. In conjunction with Quanada and other local service agencies, JWCC attempts to keep the campus community up-to-date on safety issues, including, sexual assault, sexual abuse, domestic violence, dating violence, stalking, and date rape drugs.

   c. Campus Police maintains a certified instructor in Rape Aggression Defense (RAD) and offers classes to employees, students, and community members.

   d. Campus Police requests that victims provide Campus Police with copies of Orders of Protection and continually update this information as appropriate.

C. Procedures to Follow if a Sexual Assault Occurs:

1. Medical Care:

   a. Emergency Room Exam:

      i. Seeking medical care is important, whether or not the victim chooses to report the sexual assault to the police. A local hospital emergency room can provide immediate medical attention.

      ii. After a sexual assault, the primary medical concerns are physical injuries, sexually transmitted diseases, and pregnancy. At the time of the examination, testing will also be done in a systematic way to collect evidence that can be used to prosecute the person accused of committing the sexual assault.

      iii. It is important that the victim not bathe, douche, or change clothing before the exam. These actions could destroy potential evidence.

      iv. Quincy’s Blessing Hospital has a networking agreement with the Quanada Sexual Assault Program whereby an on-call rape crisis counselor will respond at any time to support the victim through the emergency room medical exam.

   b. Evidence Collection:
i. The medical exam is also designed for thorough and complete evidence collection. Evidence may be collected, whether or not the victim chooses to report the assault to the police, so that it is available at a later date, if needed.

c. Cost:
   i. The Sexual Assault Survivor’s Emergency Treatment Act (SASETA) may cover the emergency room costs if the victim does not have public or private medical insurance. SASETA may also provide a six-week follow up exam at Blessing Hospital.
   ii. Under the Illinois Crime Victim’s Compensation Program, victims of violent crimes can be reimbursed for out-of-pocket medical expenses, loss of earnings, psychological counseling, and loss of support income due to the crime.

2. Criminal Justice Procedures:
   a. Police:
      i. Sexual assault, sexual abuse, domestic violence, and dating violence are violent crimes. Like all other violent crimes, it is the responsibility of the State to prosecute the accused offender on the victim’s behalf. The victim of sexual assault, domestic violence, or dating violence is encouraged to immediately report the incident to Campus Police. Campus Police will initiate the investigation and assist the victim in exercising the option to inform the appropriate law enforcement authorities.
      ii. Seeking police assistance and court action can reduce the chance that the same accused offender will assault the victim, or someone else.
      iii. Campus Police will provide victims with a copy of the Illinois Domestic Violence Act Victim Information sheet.

b. Prosecution by the Courts:
   i. Whenever sexual assault, sexual abuse, domestic violence, or dating violence is committed, the State considers the crime an act against the people of the State. Therefore, criminal cases are tried by the State’s Attorney’s Office. The victim is considered a witness to the crime and does not have to pay fees for assistance from the State’s Attorney’s Office.
   ii. The victim’s report of the crime, medical report, and evidence will be used to help prosecute the case and the victim may be called to testify in court.

c. Campus Disciplinary Action:
   i. The Office of the Vice President for Student Services will entitle both the accuser and the accused to the same opportunities to have others present during any campus disciplinary proceeding.
   ii. The Office of the Vice President for Student Services will provide both the accuser and the accused with information regarding the outcome of any campus disciplinary proceeding brought alleging a sex offense, domestic violence, or dating violence.
   iii. Campus disciplinary sanctions for cases involving alleged sex offenses, domestic violence, or dating violence may include, but are not limited to, suspension, expulsion, and criminal prosecution.

3. Emotional Recovery:
a. Sexual assault, domestic violence, dating violence, and stalking are a crisis and victims all handle crisis in different ways. The emotional reaction to sexual assault, domestic violence, dating violence, and stalking is complex and often confusing.

b. Talking with someone who understands can help a victim sort out the emotional aftermath of sexual assault, domestic violence, dating violence, or stalking. A counselor who has knowledge of the trauma related to sexual assault, domestic violence, dating violence, and stalking can help a victim gain perspective on the situation. Campus Police will notify appropriate counseling services and assist the victim in accessing these services.

c. JWCC will assist the victim of a sexual assault, domestic violence, dating violence, or stalking in making changes to their academic schedule, when these changes are requested by the victim and are reasonably available. JWCC does not have on-campus housing.

d. Counseling Services.
   i. Quanada Sexual Assault Program: (217)223-2030 or (800)369-2287.
   ii. Illinois Coalition Against Sexual Assault (ICASA): (217)753-4117.
   iii. HELP LINE Information and Referral Service: (217)224-1223 or (800)747-4636.

CAMPUS SEX CRIMES PREVENTION ACT:

A. Information provided by the State of Illinois concerning registered sex offenders, especially registered sex offenders who are or may be enrolled at or employed by John Wood Community College, may be obtained:

   1. By contacting Campus Police (217)641-4949;
   2. By accessing the Campus Police website;
   3. Or by accessing the Illinois State Police Sex Offender Registration web site at http://www.isp.state.il.us/sor/.