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| John Wood Community College | Effective Date: 10/1/19 |
| Campus Police Department | Approved by: Chief of Police |
| Annual Security Report – 2018 | Compliance: Jeanne Clery Act |



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 College community. The College 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. The College maintains Regional Centers other than the main campus, but these are all a part of the overall College.

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. The College does employ one full time professional counselors and therefore does have a means for making confidential reports as needed.
- C. Campus Police is regularly scheduled on duty 6:00am – 10:00pm Monday – Thursday and 6:00am – 7:00pm Friday and at all other times when special events are held on campus. 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. College 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.

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- 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 Dean of Operations/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 Regroup emergency messaging system.
- D. The Dean of Operations/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 the 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 College’s 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.

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- D. All members of the Campus Police Department and all 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 Regroup 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 and Risk Management Manual* and the *Campus Emergency Operations Plan (CEOP)* are included on the College's Campus Police intranet page. Emergency 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, severe weather, and shelter-in-place 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, made known to Campus Police, 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 is regularly scheduled on duty 6:00am – 10:00pm Monday – Thursday and 6:00am – 7:00pm Friday and at all other times when special events are held on campus.
- 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.

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- C. Campus Police maintains a close working relationship with local law enforcement agencies with which the College has concurrent jurisdiction. These local law enforcement agencies respond promptly when their presence is requested on College property.
 - 1. The Dean of Operations/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. The College 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. College facilities exist to support the principal functions of education and community service. In addition to classrooms, laboratories, and offices, the College has recreation, athletics, administrative support, maintenance, and utility facilities.
- B. The College 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/or 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.

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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. All College facilities and centers 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 Dean of Operations/Chief of Police is primarily responsible for compiling annual crime statistics.
 1. The Dean of Operations/Chief of Police communicates annually with records personnel from the local law enforcement agencies which have concurrent jurisdiction with the College and the Dean of Students, to collect required crime statistics data.
 2. The Dean of Operations/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 employ pastoral or professional counselors.
 3. The College does employ one full time professional counselor and therefore does have a means for making confidential reports.

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4. Once data has been collected, the Dean of Operations/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

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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 or 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

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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 the College has concurrent jurisdiction, any criminal activities occurring at off-campus locations recognized by the College 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 College 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. Annually the College mails all current students and employees the compliance material required by the Department of Education regarding *Drug-Free Schools and Campuses*.

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

A. Prohibition:

1. The College 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. The College 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. The College and Campus Police offer sexual assault, domestic violence, dating violence, and stalking awareness and prevention information to College staff, faculty, and students.
 - b. In conjunction with Quanada and other local service agencies, the College 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 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:

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- 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. Campus Police maintains a Memorandum of Understanding (MOU) with the Quincy Police Department whereby the QPD agrees to assist with investigations of major crimes on campus (e.g. sexual assault).
 - 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 (Title IX):
 In accordance with the College’s *Equal Opportunity, Harassment, and Nondiscrimination* procedure and *Equity Resolution Process*:

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- i. The Dean of Students will entitle both the accuser and the accused to the same opportunities to have others present during any campus disciplinary proceeding.
 - ii. The Dean of Students 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, including the College’s Coordinator of Counseling Services, and assist the victim in accessing these services.
 - c. The College 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. The College does not have on-campus housing.
 - d. Counseling Services.
 - i. Quanada Sexual Assault Program: (217)223-2030 or (800)369-2287. The College and Quanada have entered into a Memorandum of Understanding (MOU) which formally names Quanada as the confidential advisor entity for the College in compliance with Illinois PA 99-426III (Preventing Sexual Violence in Higher Education Act).
 - ii. John Wood Community College Coordinator of Counseling Services: (217)641-4360.
 - iii. Illinois Coalition Against Sexual Assault (ICASA): (217)753-4117.
 - iv. 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 the College, may be obtained:
 - 1. By contacting Campus Police (217)641-4291;
 - 2. By accessing the Campus Police website;

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3. Or by accessing the Illinois State Police Sex Offender Registration web site at <http://www.isp.state.il.us/sor/>.

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JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

PURPOSE:

- A. The College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, the College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the campus community.
- B. The College has established a Crisis Management Team. A segment of this team meets as needed, and in addition to other violence prevention activities, the team is responsible for developing, reviewing, and revising protocols, policies and procedures for addressing violence against women on campus.

DEFINITIONS:

- A. Consent: A freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he/she withdraws consent during the course of that sexual penetration or sexual conduct.
- B. Sexual Assault: Sexual penetration by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent.
- C. Domestic Violence: Physical abuse, threatening, harassing, or interfering with the personal liberty of another family or household member. Family or household members are (1) family members related by blood (2) people who are married or used to be married (3) people who share or used to share a home, apartment, or other common dwelling (4) people who have or allegedly have child in common or a blood relationship through a child in common (5) people who are dating or engaged or used to date, including same sex couples; and (6) people with disabilities and their personal assistants.
- D. Dating Violence: A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person.
- E. Stalking: Knowingly engaging in a course of conduct directed at a specific person when that course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress. Stalking occurs when a person knowingly and without lawful justification, on at least 2

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separate occasions, follows another person or places the person under surveillance or any combination thereof and (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person or (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

PREVENTION and EDUCATION:

- A. The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault, and stalking. Educational programming consists of online training (Campus Clarity and Lawroom) and awareness materials for all students and employees and ongoing awareness and prevention information for students and employees that:
 - 1. Identifies domestic violence, dating violence, sexual assault, and stalking as prohibited conduct
 - 2. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking
 - 3. Defines what behavior and actions constitute consent to sexual activity
 - 4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander
 - 5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks, and
 - 6. Provides an overview of information contained in the *Annual Security Report* in compliance with the Clery Act.

REPORTING:

- A. The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as academic and working accommodations, if reasonably available. Students should contact the Dean of Students (Title IX Coordinator) and employees should contact the Director of Human Resources (Deputy Title IX Coordinator).
- B. After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible as evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, which would be useful to the police. Although the College strongly encourages all

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members of its community to report violations to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire.

- C. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you are strongly encouraged to report the incident promptly to Campus Police. The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.
- D. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he/she nevertheless should consider speaking with Campus Police or other law enforcement to preserve evidence in the event that the victim changes his/her decision at a later date.
- E. If a report of domestic violence, dating violence, sexual assault, or stalking is reported to a College official, the following procedures will be followed as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report.

| Incident: | Procedure: | Evidentiary Standard: |
|------------------------|---|---|
| Sexual Assault | <ol style="list-style-type: none"> 1. Provide complainant with information on access to medical care 2. Assess immediate safety needs of complainant 3. Assist complainant with contacting police 4. Provide complainant with referrals to mental health providers 5. Assess need to implement protective measures (change in class schedule, No Contact directives, etc.) 6. Provide information on applying for Order of Protection 7. Inform the complainant regarding timeframes for inquiry, investigation and resolution 8. Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and outcome of any hearings | Preponderance of the evidence standard |
| Stalking | <ol style="list-style-type: none"> 1. Assess immediate safety needs of complainant 2. Assist complainant with contacting police 3. Provide information on applying for Order of Protection 4. Provide information to complainant on how to preserve evidence 5. Assess need to protective measures to protect the complainant | Clear and convincing evidentiary standard |
| Dating Violence | <ol style="list-style-type: none"> 1. Assess immediate safety needs of complainant 2. Assist complainant with contacting police | Clear and convincing evidentiary standard |

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|--------------------------|--|---|
| | <ol style="list-style-type: none"> 3. Provide information on applying for Order of Protection 4. Provide information to complainant on how to preserve evidence 5. Assess need to implement protective measures to protect the complainant | |
| Domestic Violence | <ol style="list-style-type: none"> 1. Assess immediate safety needs of complainant 2. Assist complainant with contacting police 3. Provide information on applying for Order of Protection 4. Provide information to complainant on how to preserve evidence 5. Assess need to implement protective measures to protect the complainant | Clear and convincing evidentiary standard |

ASSISTANCE FOR VICTIMS:

- A. Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with information about their rights. In Illinois, crime victims have the following rights:
1. To be treated with fairness and respect for their dignity and privacy throughout the criminal justice process
 2. To notification of court proceedings
 3. To communicate with the prosecution
 4. To make a statement to the court at sentencing
 5. To information about the conviction, sentence, imprisonment and release of the accused
 6. To the timely disposition of the case following the arrest of the accused
 7. To be reasonably protected from the accused through the criminal justice process
 8. To be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim’s testimony would be materially affected if the victim hears other testimony at the trial
 9. To have present at all court proceedings, subject to the admonition of the rules of confidentiality and subject to the rules of evidence, a victim-witness specialist, an advocate or other support person of the victim’s choice, and
 10. To restitution.
- B. Further, the College complies with Illinois law in recognizing orders of protection. Any person who obtains an order of protection should provide a copy to Campus Police. Campus Police will meet with the victim to develop a plan to reduce risk of harm while on campus or coming and going from campus. Campus Police will provide victims with information on how to obtain an order of protection.

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- C. To the extent of the victim’s cooperation and consent, the College will work cooperatively to ensure that the victim’s health, physical safety, work, and academic status are protected, pending the outcome of a formal investigation of the complaint. If reasonably available, a victim may be offered changes to academic or working situations in addition to information on counseling, health services and assistance in notifying local law enforcement.
- D. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating the complaint or delivering resources or support services to the victim. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Police daily crime log or online. Victims may request that directory information on file be removed from public sources by request.

RESOURCES FOR VICTIMS:

A. On-Campus:

| | | |
|---------------------|-------------------|--------------|
| Campus Police | Main Campus, B044 | 217-641-4291 |
| Human Resources | Main Campus, C227 | 217-641-4242 |
| Student Services | Main Campus, C114 | 217-641-4301 |
| Support Services | Main Campus, C122 | 217-641-4343 |
| Disability Services | Main Campus, C142 | 217-641-4356 |
| Counseling Services | Main Campus, D030 | 217-641-4360 |

B. Off Campus:

| | | |
|--------------------------|---------------------------------|--------------|
| Quincy Police Department | 110 S. 8 th , Quincy | 217-228-4470 |
| Adams County Sheriff | 521 Vermont, Quincy | 217-277-2200 |
| Illinois State Police | 210 W. Crane, Pittsfield | 217-285-9542 |
| Pike County Sheriff | 204 E. Adams, Pittsfield | 217-285-4471 |
| Brown County Sheriff | 200 Court St., Mt. Sterling | 217-773-2011 |
| Quanada – Shelter | 2707 Maine, Quincy | 217-222-0069 |
| Quanada – Sexual Assault | 1900 Harrison, Quincy | 217-223-2030 |
| Victim Witness Office | 521 Vermont, Quincy | 217-277-2225 |

C. Online:

- | | |
|--|--|
| Illinois Coalition Against Domestic Violence | www.ilcadv.org |
| Sexual Assault | www.icasa.org |
| Illinois Rape and Sexual Assault Resources | www.aardvarc.org |
| Rape, Abuse, and Incest National Network | www.rainn.org |
| Illinois Attorney General | www.illinoisattorneygeneral.gov |
| The National Center for Victims of Crime | www.ncvc.org |
| Stalking Resource Center | www.ncvc.org/src |
| Illinois Department of Human Services | www.dhs.state.il.us |

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ADJUDICATION OF VIOLATIONS:

- A. Whether or not criminal charges are filed, a person may file a complaint alleging that a student or employee violated a College policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police will automatically be investigated regardless of if the complainant chooses to pursue criminal charges.

- B. The College disciplinary process includes a prompt, fair, and impartial investigation and resolution process. Investigators are trained on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation that protects the safety of the victim and promotes accountability. The policy provides that:
 - 1. Accuser and accused each have the opportunity to attend a hearing before a properly trained hearing board
 - 2. Accuser and accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing (advisor may only consult and advise, but not speak for the advisee at any meeting or hearing)
 - 3. Student conduct decision is based on the preponderance of evidence standard
 - 4. Accuser and accused are notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final, and
 - 5. Accuser and accused each have right to appeal the outcome of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

- C. A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures in the College's *Equal Opportunity, Harassment, and Nondiscrimination* procedure and *Equity Resolution Process* in order to remedy any hostile environment.

CONFIDENTIALITY:

- A. The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

DISCIPLINE and PROTECTIVE MEASURES:

- A. In all cases, investigations that result in a policy violation, as proved by a preponderance of the evidence, will lead to the initiation of disciplinary procedures against the accused. The College may also implement protective measures following the report of domestic violence, dating violence, sexual assault, or stalking which may include changing academic or work schedule, escorts, etc. Student violators are subject to the *Student Conduct Code*. Employee violators are subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law. The College will determine whether protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible.

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SEX OFFENDER REGISTRATION:

- A. The federal Campus Sex Crimes Prevention Act requires the College to issue a statement advising the campus community where Illinois law enforcement agency information concerning registered sex offenders may be obtained. It also requires registered sex offenders to provide notice of each institution of higher education at which the person is employed, carries on a vocation, volunteer's services, or is a student.

- B. In Illinois, sex offenders must register with the local law enforcement agency with jurisdiction in the area in which they live. To access Illinois sex offender registry information, go to www.isp.state.il.us/sor.