

Harold Washington College

City Colleges of Chicago

District No. 508

2016 Annual Security Report

Policies, Procedures and Crime Statistics

This Harold Washington College (HWC) 2016 Annual Security Report is available and distributed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act), the State of Illinois Campus Security Enhancement Act and Violence Against Women Act (VAWA).

The Jeanne Clery Act is a consumer protection law passed in 1990, requiring all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety. The Harold Washington College Annual Security Report informs the public of three years of crime on campus property, on public property surrounding the campus and at non-campus property.

Under the Act, higher education institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, living or working situations, and assistance in notifying local law enforcement if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

This information is made publicly accessible through HWC's Annual Security Report available on-line at the below listed web site.

<http://www.ccc.edu/colleges/washington/departments/Pages/Safety-Security.aspx>

A paper copy of the HWC Annual Security Report is available at the HWC Safety and Security Office.

Harold Washington College Safety and Security Office
30 E. Lake Street , Room 206
Chicago, Illinois 60601
Phone # 312-553-5643/ 5644

WELCOME

Message from Dr. Margaret Martyn, President of Harold Washington College

Harold Washington College is a business-focused urban community college in the Loop area of downtown Chicago and is part of the City Colleges of Chicago (CCC). City Colleges of Chicago is the largest community college system in Illinois and one of the largest in the nation. CCC is in the midst of a Reinvention, a collaborative effort to review and revise programs and practices to ensure students leave CCC college- and career-ready. It's internationally-renowned College to Careers (C2C) initiative partners with industry-leading companies to prepare Chicagoans for careers in growing fields. Through C2C, each of the City Colleges focuses to prepare students for jobs in specified growth industries. Harold Washington College's C2C focus is to prepare students for careers in Business, Professional Services and Entrepreneurship; the college offers many business-focused degrees and certificates with more on the way. Located in Chicago's Loop, students receive real-world experience through internships and interactions with business leaders. Additionally, Harold Washington College is home to exceptional Liberal, Studio and Performing Arts programs; many creatives and performers begin their careers at Harold Washington College and go on to transfer to bachelor's and master's programs. Overall, the College serves about 14,000 credit students, both on-campus and online. Over 60 percent of Harold Washington College alumni transfer to a four-year college, and transferring is made easy through multiple articulation agreements. By attending one of the City Colleges of Chicago prior to transferring to a four-year college, students can save up to \$40,000.

Message from Beatrice ODonnell, Vice Chancellor of Safety and Security

As Vice Chancellor of Safety and Security, I believe that academic excellence can be nurtured through a safe environment where everyone on campus is treated with respect and courtesy. CCC Safety and Security is an important piece of higher education and we are committed to maintaining a safe learning environment free from disruptive behavior or dangerous and threatening conditions. We are accountable to the college community and open to the ideas and concerns of its members as we are determined to seek new ways to make our campuses safer, and to provide a friendly and open environment that fosters learning on our campuses.

The success of City Colleges of Chicago Safety and Security team depends upon a true partnership between our Safety and Security personnel and the diverse population of students, faculty, and staff that comprise the entire City Colleges of Chicago community -- a partnership built upon mutual respect, responsibility and participation. Our main objective is to provide safe campuses through diligence, reliability and professionalism, and this is possible by fostering harmony with local law enforcement, and by increasing awareness of safety issues and concern for everyone's well-being within the City Colleges of Chicago community.

The members of our Safety and Security team pledge respect for the needs and rights of the college community by addressing the most important safety and security issues on our campuses today. Our commitment and core values are dedication, pride, and professionalism. The Safety and Security team takes pride in working with the community and is committed to protecting the lives, property, and rights of all people, to maintaining order, and to enforcing CCC policies impartially on every campus.

Campus Safety and Security: A Shared Responsibility

Safety and security at Harold Washington College is a shared responsibility. Clearly, the best protection against campus crime is an aware, informed and alert campus community; students, faculty and staff who use reason and caution-along with a strong security presence.

Harold Washington College Safety and Security's relationship with the CCC community is vital to a safe and secure campus. All members of the CCC community should expect to be treated in a courteous and professional manner by members of our Safety and Security team. CCC Safety and Security will not tolerate unprofessional behavior by an employee.

Policies for Preparing the Annual Security Report

City Colleges of Chicago prepares an Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found on our website at:

<http://www.ccc.edu/colleges/washington/departments/Pages/Safety-Security.aspx>

This report is prepared in cooperation with the local law enforcement agency surrounding our main campus and satellite location, to include but not limited to our EEO/Title IX Director and Student Services. Each Department provides updated information on their educational efforts to comply with the Act. Campus crime, arrest and referral statistics including those reported to HWC Safety and Security, designated campus officials (including but not limited to the Dean of Students, Wellness Center staff, department heads, advisors and athletic coaches), and local law enforcement agencies are included in the report. There are no off campus student organizations or on/off campus student housing. Wellness Center staff inform their clients of the procedures to report crime to HWC Safety and Security on a voluntary or confidential basis. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session either by submitting a CSA Incident Report Form or doing so directly to HWC Safety and Security. Each semester, an email notification in way of a Special Announcement is made to all enrolled students, faculty and staff providing the website link to access this report. Copies of the report may also be obtained from the HWC Safety and Security Office in Room 206 or by calling (312) 553-5643 or (312) 553-5644. The report is made available for incoming students every semester and for new employees through the CCC HR employment orientation packet. The report is made available for prospective students on the HWC website under the "Future Students" tab and for prospective employees on our CCC Human Resources, Employment website. The HWC Annual Security Report informs the public of three years of crime on campus property, on public property surrounding the campus and at non-campus property. The report outlines specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

About HWC Safety and Security

As of July 2016, Harold Washington College Safety and Security consists of approximately 47 security personnel that patrol the facilities. All security personnel are either active or retired Illinois Law Enforcement Officers from state, county or municipal police agencies.

Many members of CCC Safety and Security are currently active or retired law enforcement officers. CCC Safety and Security personnel, who are currently active law enforcement officers have the authority to effect an arrest and are permitted to carry firearms. CCC Safety and Security personnel who are retired law enforcement officers are permitted to carry firearms if they are certified under the Illinois Retired Officers Concealed Carry Program (IROCC). When an arrest does occur by Safety and Security, the appropriate law enforcement agency is contacted. There are no memoranda of understanding (MOU) between CCC and law enforcement agencies. All security personnel are required to complete a criminal background and drug test through CCC Human Resources.

Law Enforcement and College Community Relationships

Harold Washington College Safety and Security has a close working relationship with the Chicago Police Department, Federal Bureau of Investigation and the Department of Homeland Security. HWC Safety and Security maintains a positive and professional working relationship with local law enforcement and collaborates in several different ways, such as training exercises and special events. Through its membership in the Security Counsel of Professional Educators (SCOPE), Safety and Security collaborates with other Chicago area colleges and universities. SCOPE meets quarterly and provides the latest information from the member sources. When CCC Safety and Security is informed of a serious incident by SCOPE or one is reported to them by a member of the campus community or the law enforcement community a Campus Crime Alert Bulletin will be created and distributed by Safety and Security. These bulletins will be posted throughout the campus; offices, cafeteria, lounges and available bulletin boards. If the threat is of an immediate nature a CCC Alert would be generated. HWC Safety and Security strives to stay aware of crime conditions around the Harold Washington College in an effort to provide the safest possible environment for our community. A well informed community is better able to protect itself and it creates conditions that are likely to have the criminal element look elsewhere for potential victims.

Firearms, Explosives or Any Other Dangerous or Deadly Weapons

No person, while on campus property, shall possess or have in their control, destructive/incendiary devices or any dangerous or deadly instruments or weapons.

No person, while on campus property, shall possess or have in their control firearms except sworn law enforcement officers in the performance of their duty and CCC Safety and Security personnel who are approved under Board Policies and Procedures, Article 9.2.D.

Campus Safety and Security Investigatory Role

On receiving a report of an alleged crime, Safety and Security will perform a preliminary investigation by gathering and documenting all information pertaining to the alleged transgression/crime. This information will be documented on a Safety and Security Incident Report (IR). If the investigation determines that criminal law was violated—Safety and Security will notify the proper authorities. If elements of probable cause exist, active law enforcement will affect the arrest of the alleged offender if he/she is still on campus. Safety and Security will assist law enforcement during the course of the investigation.

A security investigation will not be closed until one of the following occurs:

- The alleged offender is arrested and sufficient supportive evidence is recovered;
- The missing or stolen property is recovered;
- The incident is resolved to the satisfaction of the complainant;
- All possible leads have been exhausted or the investigation cannot move forward due to lack of information, evidence, or cooperation by the complainant or witnesses;
- The CCC Inspector General assumes responsibility for the investigation;
- A state, county or municipal law enforcement agency assumes responsibility for the investigation.

Campus Security Access

It is the policy of Harold Washington College that during business hours when the college is open to students and faculty, there may public access to some of the campus facilities. HWC Safety and Security personnel have the authority to ask persons for identification and determine whether individuals have lawful business at Harold Washington College. The offices of the college are open to the public, provided that the individual produces a valid form of government identification. Visitors must have prior written permission to attend or be present at class meetings. Except as otherwise ordered, campus facilities will be closed after normal college hours. Campus facilities will also be closed to the public in emergency situations and at other such times as may be necessary. During those times, entry will be limited to authorized persons only after they are properly identified and the entry recorded. College employees and students are issued identification cards that must be worn at all times while on campus. Harold Washington College does not have any non-campus housing facilities.

Operating hours for Harold Washington College are as follows:

Monday thru Friday: 7:30am-10pm

Saturday: 7:30am-10pm

Sunday: Closed

Maintenance and Security of Campus Grounds and Facilities

The campus maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Pedestrian walkways and building exteriors are well lighted. Surveys of exterior lighting on campus are conducted regularly by Safety and Security personnel and high priority is given to maintenance of exterior lights.

Members of the campus community are encouraged to report any exterior lighting deficiencies to the Safety and Security Office. All entry doors at HWC are staffed by uniformed Safety and Security personnel. The exterior doors of the campus office and academic building are locked following the last class each evening. Door and locking hardware deficiencies are reported to the Safety and Security Office immediately upon discovery. The HWC building is patrolled or monitored 24 hours a day every day of the year by Safety and Security.

Patrols include the perimeter as well as lobbies, cafeterias and basements. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Safety and Security personnel regularly patrol the campuses and report malfunctioning lights and other unsafe physical conditions to the Administrative Director for correction. Other members of the campus community are helpful when they report equipment problems to Safety and Security or to the Administrative Director.

Emergency Response and Evacuation Procedures Statement

The Harold Washington College Emergency Response Manual can be accessed at:
<http://www.ccc.edu/colleges/washington/departments/Pages/Safety-Security.aspx>

The manual includes information about emergency staff, HWC emergency operations; levels of emergencies and general responsibilities; shelter-in-place and evacuation guidelines. HWC Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. HWC Safety and Security conducts numerous emergency response exercises each year, such as shelter-in-place and evacuation exercises, and tests CCC Emergency Alert Notification and other emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

HWC Safety and Security personnel and supervisors receive ongoing training in Incident Command and Responding to critical incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the HWC Safety and Security, CPD or CFD, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other HWC departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for HWC is publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the HWC Safety and Security website. All members of the CCC Community are advised to notify HWC Safety and Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. HWC Safety and Security responds to, and summons the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, HWC Safety and Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Notification to the Harold Washington College Community about an Immediate Threat

If Harold Washington College Safety and Security confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the HWC Community, HWC Safety and Security and HWC Communications Director will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the HWC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. HWC Safety and Security and HWC Communications Director will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system.

In the event of a serious incident that poses an immediate threat to members of the HWC Community, HWC has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the HWC Community. These methods of communication include the HWC PA System, HWC Safety and Security personnel and the HWC/ CCC Alert Notification System which sends emails, text messages and voice alerts. Students and staff can sign up for this service on the HWC web page. The Director of Safety and Security urges all students, faculty and staff to be aware of the locations of emergency telephones and call stations located on each floor. Emergency telephones and call stations are intended to immediately contact security and summon assistance.

Activating the Emergency Response Plan

Initial Notification

Any campus community member who witnesses or receives information regarding an emergency is instructed to contact the HWC Safety and Security Office immediately at (312) 533-5643/ 5644.

Confirmation of a Significant Emergency or Dangerous Situation

The HWC Safety and Security Director or their designee will confirm and determine that a significant emergency or dangerous situation exists based on an examination of the relevant information received. This information may be obtained from witnesses or any type of verified public information and media. When it is determined that a significant emergency or dangerous situation exists, the activation of a CCC Emergency Notification Alert will be initiated.

Declaring an Emergency

The Harold Washington College President and/or the Director of Safety and Security or their designee will determine the level of emergency and whether to initiate an emergency alert and activate the Emergency Response Plan. The decision to declare an emergency will rest with the College President and/or the Director of Safety and Security or their designee. Any other appropriate members of the community deemed necessary will be contacted to respond.

Policies for Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Harold Washington College Director of Safety and Security or their designee, 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 and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the campus and individuals, the Harold Washington College Director of Safety and Security or their may also send out a warning notice using the CCC Alert Emergency Notification System to students, faculty and staff.

Anyone with information warranting a timely warning should report the circumstances to the HWC Safety and Security Office, 30 E. Lake Street, Room 206 Chicago, Illinois 60601, Phone # 312-553-5643/5644.

Persons authorized to activate and ensure that a timely warning notification is sent are:

- The Vice Chancellor, Safety and Security
- District Director, Safety and Security
- Director/ Assistant Director, Safety and Security
- College President or their designee

Timely Warning information will be received by the following means:

- Recorded message on home, work and cell phones

- Text messages
- Emails
- CCC Website

CCC Alert (Emergency Alert Notification System)

The CCC Emergency Notification Alert System allows college administrators to send time-sensitive notifications from one input source out to the CCC College community. The campus emergency notification system helps us provide a safer environment, enhanced emergency communication and keeps our students, staff and faculty better informed.

Harold Washington College Safety and Security will coordinate with the HWC Communications Director to assist as needed in providing initial and ongoing notification to students, faculty and staff. Any visitors that are present will be alerted via the PA system throughout the campus emergency.

The HWC Director of Safety and Security and/or the HWC President or their designee will authorize the appropriate emergency alert notification (CCC Alert) and determine the content of the notification. After this determination, the CCC Alert will be activated. CCC Alert uses email, text, voice recording, TTY and social media to alert all student, faculty and staff. Except for those students, faculty and staff who have opted out of CCC Alert, they will still receive an emergency notification through their CCC email.

The HWC Director of Safety and Security and/or the HWC President or their designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Persons authorized to activate and ensure that an Emergency Alert Notification is sent are:

- The Vice Chancellor, Safety and Security
- District Director, Safety and Security
- Director/ Asst. Director, Safety and Security
- College President or their designee

Please visit <http://my.ccc.edu> and provide your contact sources. Emergency Alert Notification will be received by the following means:

- Recorded message on home, work and mobile phones
- Text messages

- Emails
- CCC Website

Harold Washington College is committed to preparing students and employees in the event of natural or man-made disasters. Effective planning is essential to minimizing casualties and major damage. Students, faculty and staff are instructed to visit the following for additional information:

<http://www.ccc.edu/colleges/washington/departments/Pages/Safety-Security.aspx>

For information, instructions and emergency procedures:

- **Harold Washington College Emergency Response Plan**
- **Instructional video on “Active Shooter” survival**

Emergency Drills, Testing and Evacuation Procedures

CCC assesses its emergency response drills, testing and procedures each year through scheduled exercises and appropriate follow through activities designed for assessment and evaluation of emergency plans and capabilities. These exercises are conducted both at the college campus and District Office level. The CCC Alert System, outdoor siren system, text message and email system are tested three times annually; emergency procedures and evacuation plans are publicized in conjunction with this test. CCC Safety and Security conducts announced and unannounced building evacuation drills each year. A ‘Drill Evaluation’ form is completed by the Director of Safety and Security after each exercise is completed. The forms are reviewed for corrective action and filed at the Office of Safety and Security. Emergency evacuation plans and maps are posted in every building on campus. The Director, Emergency Preparedness, Safety and Security oversees CCC’s preparation and planning for emergency drills and testing.

Elevators will not be used during fire drills or evacuations at any time and will be brought down to the 1st floor when the Chicago Fire Department arrives.

Crime Prevention and Security Awareness Programs

CCC provides crime prevention and security awareness programs at various times throughout the school year to include orientation and registration of each semester. These policies and procedures are administered and updated on a continuous basis. A common theme of all awareness and prevention programs is to encourage students, faculty and staff to be aware of their shared responsibilities for their own security and the security of others.

Harold Washington College Safety and Security continually strive to communicate our security awareness policies and procedures, and programs to students, faculty and staff. These programs include the following:

- Security Awareness/Crime Prevention and Tips – Every semester during student orientation, Safety and Security reviews security policies and function of security, crime tips, how to report a crime, sexual assault awareness flyers, and emphasizes “See something, say something.”
- HWC Safety and Security website provides information via the Annual Safety and Security Report, the Emergency Response Plan, crime prevention tips, and the “Run, Hide Fight” video for Active Shooter Awareness.
- Yearly safety presentations at the All Campus Meeting for current and new staff providing an overview of the safety and security department, emergency evacuation.
- Emergency evacuation presentations of the HWC Emergency Evacuation procedures to make faculty and staff aware of protocol and evacuation procedures, areas of rescue, areas of assembly and procedures to keep everyone safe and secure. Completed at the New Faculty Orientation, Floor Leader Training and Awareness at Administrative Meeting. Bi-annually.

In addition to these presentation, HWC Safety and Security will post crime alerts for awareness when there is a notable crime trend. Safety and Security also provides escorts to parking lots and bus stop locations in the evenings for those who feel apprehensive about walking alone. You may contact security for an escort by calling (312) 553-5643/ 5644 or by visiting the Lobby Security Desk. Throughout the year, people lose personal items on campus. In some cases these items are turned over to the Harold Washington College Safety and Security’s Lost and Found. If you believe you lost an item on campus contact the Lost and Found at (312) 553-5643/ 5644.

Safety Tips

Both students and the general public are welcome during normal hours of operation. Although college campuses are among the safest places in our society, like any other public place, there is a need to remain aware and alert. Suggestions for staying safe while on campus include the following:

- Be aware of your surroundings.
- Walk in groups after dark.
- Turn head phones off/down to listen to your surroundings.
- Know where emergency call boxes are located on campus.
- Program the HWC Safety and Security phone number (312) 553-5643/ 5644 on speed dial of your cell phone or 911.
- Download the Phone Locator App on your mobile devices.
- Download the “CCC Mobile App” for up to date news, events and important information for iPhone and Android users.

- Register your mobile/ home phone, and email with CCC Emergency Notification @ <http://my.ccc.edu>
- Do not leave electronic devices unattended.
- Do not leave valuables in your vehicle. Lock them in a secure compartment or take them with you.
- Do not leave personal belongings unattended on campus.
- Report suspicious activities or individuals.
- If you feel threatened by someone on campus, notify Safety and Security immediately and do not initiate contact with the person.
- Do not prop open locked doors.
- Do not carry large sums of money.

Crime Reduction Tips

Personal Safety

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.
- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use a help phone or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

Protection from Date Rape Drugs

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be inserted into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Secure your bicycle with a lock to the bicycle rack on campus and register the bicycle with the Chicago Police Department.
- Do not leave textbooks, purses, or book bags unattended
- Do not leave laptop computers and mobile devices unattended.

Reporting Lost or Stolen CCC ID Cards

- Lost or stolen CCC ID Cards should be reported to the HWC Safety and Security Office at (312) 553-5643/5644 or **any** CCC Safety and Security Office.

<http://www.ccc.edu/menu/Pages/Security-Contact-Information.aspx>

Monitoring and Recording of Criminal Activity

Harold Washington College Safety and Security monitors crime and crime trends at campus and non-campus locations with federal, state and local law enforcement agencies in an effort to reduce the number of criminal acts and maintain the highest level of safety to our students, faculty and staff. Crime statistics are examined through the Chicago Police Departments Database (CPD) in an effort to develop methods of crime prevention. Harold Washington College does not have any non-campus housing facilities.

Reporting of Crimes

The faculty, staff, students and guests of Harold Washington College are encouraged to promptly report all criminal activity, suspicious persons or emergencies they encounter. A report can be made to any CCC Safety and Security personnel, staff, or faculty member, including the Dean of Students and Wellness Center staff for the purpose of making timely warnings, emergency alert notifications and the annual statistical disclosure.

CCC Policy also encourages accurate and prompt reporting of all crimes to Safety and Security and the CPD when the victim of a crime elects to or is unable to make such a report. Safety and Security is staffed twenty-four hours a day.

Crimes are reported from a variety of sources, such as faculty, staff, students and visitors. They are encouraged to accurately and immediately report any criminal offense, suspected criminal activity, or other emergency directly to the HWC Safety and Security and or law enforcement agencies. Reporting methods vary. Some of the methods of reporting used are emails, phone calls, interviews, anonymous tips and hand written correspondence.

Any person can report criminal offenses or potential criminal offenses to the Director, Assistant Director, Lead Officer and Security Officer of HWC Safety and Security at (312) 553-5643/ 5644 as well as faculty and staff.

Dialing 9-9-1-1 will reach the Chicago Police Department from any CCC telephone exchange to reach the Chicago Police Communications Center. For non-emergency calls to the Chicago Police Department, dial 9-3-1-1 from any CCC telephone exchange. Crimes should be reported to any CCC Safety and Security Office for the purpose of making timely warning reports and the annual statistical disclosure.

Harold Washington College Safety and Security deploys personnel to security posts and walking patrols in a strategic manner to optimize our security presence, in order to enhance the safety of our students, faculty, staff and visitors. In addition to physical patrols, HWC Safety and Security is aided by video surveillance located throughout the facilities. Video surveillance is monitored from the CCC Safety and Security Emergency Operations Center (EOC), located at the CCC District Office and HWC Safety and Security.

Who to Report Crimes To

Harold Washington College
Safety and Security, 30 E. Lake St., Chicago, IL, 60601—(312) 553-5643/ 5644
Dean of Students, 30 E. Lake St., Chicago, IL, 60601—(312) 553-5663/5664
Wellness Center, 30 E. Lake St., Chicago, IL, 60601—(312) 553-6072
Chicago Police Department 911
EEO/Title IX District Director, 226 W. Jackson Blvd., Chicago, IL 60606—(312) 553-2865

HWC Safety and Security personnel will be dispatched to the scene and notify the Chicago Police Department and/or Fire Department as needed. Each reported incident will be thoroughly investigated and documented by HWC Safety and Security using the City Colleges of Chicago’s incident reporting system. Based on the results of Safety and Security’s investigation, the

Chicago Police Department may be notified and prepare a written report when required. The Chicago Police Department's emergency number is 911 and the non-emergency number is 311. HWC Safety and Security maintains a Daily Crime Log in the HWC Safety and Security Office as mandated by the Clery Act. The Daily Crime Log contains information regarding criminal incidents or alleged criminal incidents reported to Safety and Security during the past 60 days. The Daily Crime Log is updated daily and is available for inspection by students, faculty, staff and visitors any time during normal campus operating hours. The information memorialized in the Daily Crime Log includes the following:

- Incident report number
- Type of crime reported
- Date/time the incident was reported
- Date/time the incident occurred
- General location of the incident
- Disposition of the case

Prohibition Against Retaliation and Intimidation for Reporting Crime

Retaliation against and/or intimidation of employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited. Anyone who feels he or she is the victim of retaliation or intimidation should contact the EEO Officer to report such incidents immediately.

HWC has procedures to ensure that the school, security personnel, employee, or agent of the school, does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities.

HWC prepares an annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (The Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Voluntary Confidential and Anonymous Reporting

CCC will protect the identity of persons who report any crime. Reports made to any CCC Safety and Security Office are treated with the utmost confidentiality. A reporting party has the right to make an anonymous report to any CCC Safety and Security Office. To make a confidential or anonymous report, a person can call the HWC Safety and Security Office at (312) 553-5643/5644 or visit any CCC Safety and Security Office. For anonymous reporting, the reporting person MUST state from the beginning that they want to remain anonymous. Safety and Security will respond and handle all complaints however; an anonymous report severely limits the outcomes

of a complaint. Reports made to professional and pastoral counselors, in the performance of their duties, are confidential and are not revealed to anyone unless the complainant consents.

If you are the victim of a crime and do not wish to pursue action within the College System or the Criminal Justice System, you may still want to consider making a confidential report. HWC Safety and Security will honor your request and file a report on the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep your identity and 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, faculty, staff and visitors; determine where there is a pattern of crime with regard to a particular location on campus, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are tracked, counted and disclosed in the annual crime statistics for the institution by HWC Safety and Security. No confidential information is released.

Confidential reports can also be made with Campus Security Authorities (CSA). CSA primary responsibility is “to report allegations made in good faith to the reporting structure established by the institution.” Individuals may be designated as CSAs based on whether they perform the following functions:

- Their official job responsibilities involve significant interaction with students and or campus activities.
- They serve as informal or unofficial mentors to students.
- They serve as a member in an office or of a committee to whom students are instructed and informed to report or discuss crimes, allegations of crimes, and other troubling situations, and or,
- They have oversight for disciplinary procedures.

Campus Security Authorities may obtain a CSA Incident Report Form from the Safety and Security Office or on the CCC Safety and Security website:

<http://www.ccc.edu/departments/Pages/Safety-Security.aspx>

Once the form has been completed it will be returned to the HWC Safety and Security for inclusion in the annual crime report.

Examples of CSAs are below:

- Dean of Students
- Athletic Director
- Security Personnel

Title IX Rights

Title IX represents the federal law designed to prevent sexual assault and harassment of students on college campuses and promote gender equity in education. Title IX protects you from **sexual assault, sexual harassment, and stalking on campus grounds**. This includes protection from gender-based violence between any of the following groups: men, women, transgender people, and gender non-conforming persons. By filing a Title IX complaint, you have the right to ask for an Equal Opportunity (EEO) Office internal investigation and reasonable academic accommodations. To learn more about Federal Campus Sexual Assault Victim Bill of Rights, [click here](#). For additional information go to:

<http://www.ccc.edu/services/Pages/TitleIX-And-You.aspx>

The CCC Interim Title IX District Director: Aaron Allen # (312) 553-2865 eeofficer@ccc.edu

Harold Washington College and the CCC Office of Equal Opportunity Employment (EEO)/Title IX District Director maintain as confidential any accommodations and protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations and protective measures.

Harold Washington College and the CCC EEO/Title IX District Director may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: reasonable academic accommodations, a "no contact" order between the accused and the victim, transportation and working conditions, if reasonably available. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the offender to criminal and civil penalties under federal and state law.

Policy on Sexual Assault, Domestic Violence, Dating Violence and Stalking

Harold Washington College values the health and safety of every individual on campus and expects students and employees to treat other persons with respect and dignity. Any behavior which causes the sexual assault or abuse of another person will not be tolerated, is a violation of the college's policy and may result in sanctions ranging from probation to expulsion or dismissal. Disciplinary action on the part of the college does not preclude the possibility of criminal charges against the individual. In order for the college to deal more effectively with sex offenses, it is essential that these incidents be reported.

Definitions:

The following definitions are helpful in understanding prohibited sex-based discrimination:

Consent is defined in Illinois as:

“a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance 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 offense shall not constitute consent.” 720ILCS 5/11-1.70 (a).

Sexual Assault: an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

The law also states:

“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 or she withdraws consent during the course of that sexual penetration or sexual conduct.” 720 ILCS 5/11-1.70 (c)

In Illinois:

“a person commits criminal sexual assault if that person commits an act of sexual penetration and:

- (1) uses force or threat of force;
- (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent;
- (3) is a family member of the victim, and the victim is under 18 years of age; or
- (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age. (720 ILCS 5/12-13)

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, 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.

In Illinois, domestic violence is defined as:

"physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.” (750 ILCS 60/103)

Dating Violence means violence committed by a person:

- (a) who is or has been in a social relationship of a romantic or intimate nature with the victim;
- and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

In Illinois, dating violence is included under the Illinois Domestic Violence Act.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
a) fear for his or her safety or the safety of others; or
b) suffer substantial emotional distress.

In Illinois:

(a) A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:

- (1) fear for his or her safety or the safety of a third person; or
- (2) suffer other emotional distress.

(a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 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.

(a-5) A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion:

- (1) follows that same person or places that same person under surveillance; and
- (2) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person. (720 ILCS 5/12-7.3.

Campaigns and Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking

Harold Washington College is committed to ongoing prevention and awareness campaigns for students and employees. Safety and Security distributes and posts flyers about sexual assault

and instructions for,” What to Do if You Experience a Sexual Assault”, throughout campus. “Know Your Title IX Rights” Posters were disseminated and posted throughout the campus.

Programming Conducted

CCC is committed to ongoing prevention and awareness campaigns for students and employees. In addition, information on how to report dating violence, domestic violence, sexual assault and stalking is included in employee orientation. The Harold Washington College Wellness Center hosted two education and prevention programs specifically addressing issues of sexual/relationship safety/healthy relationships and 42 table and classroom presentations on general wellness issues which included information about obtaining confidential counseling and the availability of counselors to provide support for personal issues and crises, including sexual assault, sexual harassment, and domestic violence. These presentations generated 899 contacts and involved about 70 staff hours.

Title IX Training Programs

Title IX Training Programs were conducted for both students and employees throughout 2015. These programs included What are Your Title IX Rights, How to Report Information, Who is a Responsible Employee, Where to find a Confidential Resource and the Investigation Process.

Bystander Training Programs

Bystander Training Programs were conducted for both students and employees empowering students and employees to be proactive in helping one another. The training included the 3 (D)’s of how to respond to situations and practiced Bystander Intervention through role-play and scenarios.

Bystander Intervention

A bystander is someone other than the victim who is present when an act of sexual assault, domestic violence, dating violence or stalking is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent physical violence, sexual assault, domestic violence, dating violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting CPD, EMS, Office of Safety and Security, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like Safety and Security or the CCC Wellness Center).

What to Do If You Have Been the Victim of Sexual Assault, Domestic Violence, Dating Violence or Stalking

After an incident of sexual assault, domestic violence, dating violence or stalking, the victim should consider seeking medical attention as soon as possible. In Illinois, 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, 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, dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, and other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to an investigation. Although the college strongly encourages all members of its community to report violations of this policy 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. To report an incident involving a sexual assault, domestic violence, dating violence, or stalking, contact HWC Safety and Security at (312) 553-5643/ 5644. HWC Safety and Security will assist any victim by notifying local police if that is the victim's decision. The Chicago Police Department may also be reached by dialing 911 for emergencies or 311 for non-emergencies. Additional information about the Chicago Police Department may be found online at: <http://www.chicagopolice.org>

The Federal Campus Sexual Assault Victims' Bill of Rights:

- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.

In Illinois, a victim of crime has the following rights:

- The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
- The right to notification of court proceedings.
- The right to confer with the prosecution.

- The right to make a statement to the court at sentencing.
- The right to information about the conviction, sentence, imprisonment, and release of the accused.
- The right to timely disposition of the case following the arrest of the accused;
- The right to be reasonably protected from the accused throughout the criminal justice process.
- The right 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.
- The right to have present at all court proceedings, subject to the rules of evidence, an advocate or other support person of the victim's choice.
- The right to restitution.

Moreover, Harold Washington College Safety and Security complies with Illinois law in recognizing Orders of Protection. Any person who obtains an Order of Protection from Illinois or any reciprocal state should provide a copy to the HWC Safety and Security Office. A complainant may then meet with HWC Safety and Security to develop a Safety Action Plan, if needed, which is a plan for Safety and Security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, or changing classroom location, etc. An Order of Protection may be obtained through Domestic Violence Court located at 555 W. Harrison Street, Chicago, Illinois.

Procedures to follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence, or Stalking has occurred

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, CCC will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

A victim of domestic violence, dating violence, sexual assault or stalking has the following rights as prescribed by law:

- to be informed of and to be present at court proceedings of the accused,
- to be heard at sentencing of the accused in the manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court,
- to receive restitution,
- to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims,

- to receive information about the conviction or final disposition and sentence of the accused,
- to receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence,
- to present their views and concerns to the Governor or agency considering any action that could result in the release of the accused, prior to such action becoming effective,
- to confer with the prosecution.

In any instance of a reported sex offense, the security personnel gathering information will at all times protect the privacy, dignity, and general well-being of the victim, as well as the rights of any accused offender.

- Officers will treat a victim with courtesy, sensitivity, dignity and understanding
- Officers will act thoughtfully without prejudging or blaming a victim
- A victim’s request to speak to an officer of the same gender will be accommodated, if available
- Officers will meet privately with the victim in a suitable location
- Officers will inform the victim of services and resources available
- Officers will facilitate contacts with law enforcement officials to initiate an investigation
- Provide the Victim’s Bill of Rights

Many sexual assault cases go unreported because the victim fears retaliation or humiliation by reporting the incident. Victims are urged to seek help through professional counseling and victim advocate groups to begin the process of healing and transforming from victim to survivor. If assistance is needed, individuals can contact the following:

Chicago Rape Crisis Hotline	888-293-2080
Chicago Domestic Violence Help Line	877-863-6338
Rape Victim Advocates	312-443-9603
YWCA of Metropolitan Chicago Laura Parks and Mildred Francis	773-769-0205
Community Counseling Centers of Chicago (South)	773-303-3000
Mujeres Latinas En Accion	773-890-7676

Sexual Assault Prevention (From Rape, Abuse, Incest National Network)

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA), a federal law that was enacted on October 28, 2000, provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required, under State Law, of each institution of high education in that State at which a person is employed, carries on a vocation, volunteer services or is a student. Faculty, staff and students seeking information concerning registered sex offenders, can go to the Illinois State Police website for an online listing of registered sex offenders at: <http://isp.state.il.us/sor>

Visit the following site for CCC Policy:

<http://www.ccc.edu/departments/Pages/Sex-Offender-Registration-Policy.aspx>

Hate Crimes

A “Hate Crime” is a criminal act that is committed based on the offender’s hatred of an individual or group that is based on race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, age and disability. This component of the crime increases the penalties that are imposed because society cannot tolerate the affects that these types of

incidents have on the community. The crimes that are covered in this grouping, as per The Clery Act, are:

Murder and Non-negligent manslaughter, Forcible sex offenses, Non-forcible sex offenses, Robbery, Aggravated assault, Burglary, Motor vehicle theft, Arson, Larceny-theft, Simple assault, Intimidation, Destruction/damage/vandalism of property.

CCC Harassment/Discrimination Policy

The Board of Trustees of the City Colleges of Chicago prohibits discrimination, except as allowed by law, by any person with respect to hire, terms and conditions of employment, continued employment, admissions, or participation in Board Programs, services, or activities. "Discrimination" includes harassment or the creation of a hostile working or learning environment based upon race, color, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation including gender identity, marital status, pregnancy, order of protection status, disability, genetic information, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state, or federal law.

Prohibited harassment under this policy includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service, or activity. Prohibited harassment also includes where submission to or rejection of such conduct is the basis for employment or educational decision, or where such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

If you would like more information regarding any process or procedure, or if you'd like to make a report, ask questions about the policy, or need to request an accommodation to your school or working arrangements regardless of whether or not you chose to report the crime to law enforcement or Campus Safety and Security, contact the City Colleges of Chicago EEO Office at 312-553-2865 or online at: [http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx) Whether or not criminal charges are filed, the college or a person may file a complaint under the Title IX Policy alleging that a student or employee violated the college's policy on Title IX. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety and Security will automatically be referred to the EEO Office for investigation regardless of if the complainant chooses to pursue criminal charges. A Title IX complaint can be filed on line at: <http://www.ccc.edu/services/Pages/TitleIX-And-You.aspx>

Employee Complaints of Discrimination

Employee complaints of discrimination may include issues concerning hiring, wages, salary, benefits, promotions, transfers, work environment, or any other term or condition of

employment.

Student or Other Persons' Complaints of Discrimination

Student or other persons' complaints of discrimination may include issues concerning admissions, participations in Board programs, services, or activities, application of academic policies, educational or learning environment, or any other term or condition of participation in Board programs, services, or activities.

Any employee, student, or other person who believes he or she has been the victim of prohibited discrimination must file a complaint within 180 days of the occurrence of the discrimination.

Complaints must be in writing. All complaints must be directed to the EEO Officer in the Office of Human Resources and Staff Development at the District Office. The EEO Officer will also accept complaints at eeoofficer@ccc.edu or via telephone at 312-553-2865.

After a Complaint is Filed

(Including for cases of sexual assault, domestic violence, dating violence, and stalking)

The EEO Officer will conduct an investigation of the complaint and bring the complaint resolution process to a conclusion within forty-five (45) calendar days of its receipt, if feasible. The EEO Officer will transmit a copy of the complaint to the employee or student alleged to have engaged in prohibited conduct, allow the responding employee or student an opportunity to respond to the complaint either through interviews or in writing and allow both the complainant and the responding employee or student a full and fair opportunity to present evidence to the EEO Officer in support of or in mitigation of their respective positions.

Interim Measures

To the extent of the victim's cooperation and consent, the college offices, including Campus Safety and Security, CCC Wellness Center and the EEO Office will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. CCC will provide written notifications to victims about available options and assistance in how to change academic situations, transportation situations, working situations, and additional protective measures and that these accommodations and protective measures are available if victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Resolution of a Complaint

Complaints and reports shall be held in confidence to the extent that such confidence is consistent with the policy of eliminating and correcting incidents of discrimination, harassment,

retaliation, or intimidation, and bringing the Board and its facilities into compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Complaints and reports will be held in confidence. Information in any complaint will only be revealed to individuals with who it is necessary to facilitate resolution of the complaint. All individuals filing complaints must provide their full cooperation to the EEO Officer during the complaint resolution process.

When a Complaint is Unfounded

Where a complaint is found to be untimely or without substantive merit, a determination to the complaining individual will be issued. That determination will advise the individual that no further EEO action will be taken on the complaint. When applicable, the individual will be referred to other processes or services which may address the issue which is the subject of the complaint.

When a Complaint is Upheld

Where discriminatory conduct or a violation of a statutory or regulatory mandate is found to exist, the EEO Officer will consult with the individual filing the complaint and where appropriate, the Chancellor, College President, or Vice Chancellor regarding a corrective action recommendation. This recommendation may include discipline up to and including termination of employment, transfer or any other remedy deemed feasible and appropriate to correct the discrimination and insure it does not recur. After consultation, the EEO Office will issue a corrective action determination to the Chancellor, College President, or Vice Chancellor through the Vice Chancellor of Human Resources and Staff Development. The corrective action determination is the plan of action to be implemented to correct the discrimination. The due process and “just cause” provisions of any applicable collective bargaining agreements will be followed when implementing any corrective action determinations against union employees.

Follow-Up Investigations

The EEO Officer will conduct follow-up investigations within 30 days of issuing a corrective action determination. The purpose of the follow-up investigation is to determine that the corrective action recommendation is being followed. In the event the investigation has not been followed-up, the EEO Office will issue a report to the Vice Chancellor of Human Resources and Staff Development and the Chancellor to request assistance in enforcement of the corrective action determination.

To the extent of the victim’s cooperation and consent, the college offices, including Campus Safety and Security, CCC Wellness Center and the Office of EEO will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations,

assistance in notifying appropriate local law enforcement, or referrals to counseling and health services.

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/adjudicating the complaint or delivering resources or support services to the complainant. The college does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Safety and Security Daily Crime Log.

Disciplinary Proceedings

All proceedings will be prompt, fair and impartial from the initial investigation to the final result. The proceedings will be conducted by officials who, at a minimum receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. Both parties will have the same opportunities to have others present during any institutional disciplinary proceeding including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

Employees

For employees, the disciplinary proceeding depends on whether the employee is union or non-union. If non-union, the employee is an at-will employee who can be disciplined without the benefit of a pre-disciplinary hearing. If union, the employee is covered by a collective bargaining agreement which affords the employee the right to a hearing in many cases before being disciplined.

For Non-Union Employees, management determines the appropriate level of discipline for violations and meets with the employee to inform employee of the violation and the discipline.

For Union Employees, the College schedules a pre-disciplinary hearing pursuant to the relevant collective bargaining agreement, as close in time as possible to the policy violation or rule infraction. Management and the employee/union make their cases before a hearing officer, and the hearing officer then prepares a disciplinary or corrective action recommendation within ten (10) days of the hearing. The College President or functional area Vice Chancellor submits the recommendation to the Vice Chancellor of Human Resources for final approval.

Disciplinary action can result in several ways. Supervisors or managers who become aware of policy violations or conduct issues can contact Human Resources to initiate disciplinary proceedings. Disciplinary action can result based on the findings of formal investigations conducted by the Office of the Inspector General, the Equal Opportunity Office, or any other CCC office. Also, CCC can initiate disciplinary action based on Security Incident Reports of employee misconduct.

For employees, the disciplinary proceeding depends on whether the employee is union or non-union. If non-union, the employee is an at-will employee who can be disciplined without the benefit of a pre-disciplinary hearing. In these cases, Management determines the appropriate level of discipline based on the nature and egregiousness of the offense. If union, the employee is covered by a collective bargaining agreement which affords the employee the right to a hearing in many cases before being disciplined. CCC complies with the contractual provisions related to discipline contained in each union's collective bargaining agreement.

Management and the employee/union make their cases before a hearing officer. The hearing officer listens to all of the evidence and defenses presented during the hearing, and then makes a decision based on his/her analysis of the evidence. Management has the burden of proof, and the burden is met if management presents evidence showing that the charges of violation are more likely true than not and that there is just cause for discipline.

Possible sanctions include: training, verbal warning, written warning, suspension, demotion, and termination.

Whenever the safety and security of an employee or student is compromised, CCC works with the College Safety and Security Office to develop a safety plan for the victim while at work or school. If the allegation involves violence or sexual offenses, CCC will work with the employee or student to request Orders of Protection, file police reports, or obtain other resources through College Wellness Centers. Other measures may be offered as circumstances dictate.

CCC will simultaneously notify in writing both the accuser and the accused of the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking. Appeal process is not available to non-union employees. Union employees follow the appeal process outlined in their respective Collective Bargaining Agreement.

Students

For reports of alleged dating violence, domestic violence, sexual assault or staking, the incident is documented with the College Safety and Security Office. Safety and Security determines if police and/or medical attention is needed for all parties involved. The President is notified immediately. All cases of this nature are sent to CCC's EEO Office for review. CCC's EEO Office will first investigate any sexual misconduct complaint pursuant to its Equal Opportunity Policy and Complaint Procedures ("Equal Opportunity Policy"). Both the accused student and the complaining party will have an opportunity to present evidence and witnesses to the EEO Office during its investigation in accordance with the Equal Opportunity Policy. The EEO Office coordinates with the College to put interim measure in place while the investigation proceeds. Interim measures include changes to academic situations, working situations, transportation situations and additional protective measures. While the EEO Office proceeds with the investigation, the disciplinary proceeding may be stayed until the conclusion of the

investigation. At the completion of its investigation, the EEO Office will make a recommendation of appropriate disciplinary or corrective action to the College's Dean of Student Services. Depending on the EEO Office's recommended disciplinary or corrective action, the accused student will be entitled to an informal or formal disciplinary hearing as outlined below.

Informal Hearing: If, based upon existing evidence, the College President or designee determines that the alleged student misconduct warrants proactive intervention, college representatives are authorized to conduct an informal hearing with a student to address the infraction. The college representative may recommend that the student be disciplined by suspension up to five (5) scholastic or academic days. The student will be given a written statement of the charges against him/her and provided an opportunity to present his/her version of the facts in writing no later than two (2) scholastic or academic days after receipt of the statement of charges. The College President or designee will make a final decision based upon the evidence in support of the charge and the student's response, if any. The College President or designee may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order, but in no event may such a suspension endure for more than five (5) scholastic or academic days without convening a formal disciplinary hearing.

The College President's or designee's decision will be communicated to the student in writing. The College President or designee may decide that:

- No discipline should be issued.
- The student should be disciplined by suspension of up to five (5) scholastic or academic days
- the student should be deprived of some privilege(s) afforded other students
- or a combination of both.

Formal Hearing: If a disciplinary hearing may result in the expulsion of a student or a suspension for a period of six (6) scholastic or academic days or more, the student will be afforded a formal hearing on the charges upon which such disciplinary action could be based. A representative of the student government, and such other persons as the College President designates, will be entitled to attend the hearing. Formal disciplinary hearings will be conducted as follows: The hearing will be conducted by a hearing committee designated as follows: two (2) administrators will be appointed by the College President or designee, two (2) faculty members will be appointed by the college Faculty Council, and two (2) student representatives (at least one of which must be an elected officer) will be appointed by the college Student Government Association. The College President will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly

conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. The accused student may waive the technical composition of the hearing committee if it is impractical to make the necessary appointments. At least twenty-four (24) hours prior to such hearing, the student will be advised in writing of the charges against him or her. The hearing will be scheduled to reasonably accommodate the student's schedule within the time frame for due process to occur.

The student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn. If an accused student fails to attend a formal disciplinary hearing after notice of the hearing in accordance with this rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student's participation. The hearing committee's written recommendation to the College President will be based solely upon evidence submitted at the hearing and be based on the preponderance of the evidence standard of review.

After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) scholastic or academic days. The recommendation will include a summary of the evidence on which that recommendation is based. The College President may accept or reject the committee's recommendation. The College President will advise both parties, in writing, of his/her decision within five (5) scholastic or academic days of the receipt of the written recommendation of the committee.

The College President's written decision to suspend the student in excess of five (5) days or expel the student shall be forwarded to the Chief Academic Officer for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision is effective immediately.

In the event the student charged disagrees with the decision of the College President, the student may appeal the decision in writing to the Chief Academic Officer within ten (10) scholastic or academic days of the student's receipt of the College President's decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Provost shall decide the appeal in writing within ten (10) scholastic or academic days after receipt of the student's appeal. The Provost may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another college in the system or make such other disposition as the Provost deems just and proper in the circumstances. The Chief Academic Officer's decision on the appeal shall be final and shall be effective immediately upon issuance.

Sanctions CCC May Impose Following Final Determination

Possible sanctions include:

Disciplinary Warning: A written reprimand stating that further misconduct will bring more serious action.

Disciplinary Probation: A written statement disqualifying a student for a specific period of time up to one (1) calendar year from participating in extra/co-curricular activities at any college. Additionally, written sanctions may be detailed describing more serious action if further violations occur.

Restitution: A written requirement that the student provide reimbursement for misappropriation of funds or damage to City Colleges' property, or that of an individual. Reimbursement may take the form of appropriate service to repair or compensate for damages.

Community Service: A written requirement that a student perform a certain number of community service hours either at the college or at a partnering community based agency prior to end of term at the City Colleges of Chicago. Completion will afford students full reinstatement of privileges.

College Suspension: A written notice of exclusion from the college, and/or class(es), privileges, and all college activities for a specified period of time of up to one (1) calendar year after which the student may be eligible to return. Conditions for readmission may be specified.

College Dismissal: Privileges to attend a certain college are permanently revoked. Attendance at another City College are contingent on the other college's approval.

Expulsion: Student indefinitely restricted from enrolling or attending classes, or accessing any extra or co-curricular activities or privileges offered at any of the City Colleges of Chicago. A permanent notation of expulsion will be placed on the student's transcript.

Revocation of a Previously Awarded Degree or Certificate: The revocation of a previously awarded degree or certificate. Note: both the student's previously awarded degree or certificate and the revocation of such award will be included in the student's permanent academic record and will appear on the student's official transcript.

Upon written request, the College will disclose the results of any disciplinary proceeding conducted by the College against a student who is alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or the next of kin, if the victim is deceased.

Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No victim is ever to blame for being assaulted or abused. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner
- Constantly watching what you say to avoid a “blow up”
- Feelings of low self-worth and helplessness about your relationship
- Feeling isolated from family or friends because of your relationship
- Hiding bruises or other injuries from family or friends
- Being prevented from working, studying, going home, and/or using technology (including your cell phone)
- Being monitored by your partner at home, work or school
- Being forced to do things you don’t want to do

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Consider seeking counseling and other services by contacting the CCC Wellness Center.
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with the Safety and Security Office and/or the Title IX Coordinator
4. Consider getting an Order of Protection from Domestic Violence Court, 555 W. Harrison Street, Chicago, Illinois
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported
6. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it

Drug and Alcohol Policies

City Colleges of Chicago has standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

These include the City Colleges of Chicago District-wide Employee Manual, Board Rules, and Student Policy Manual.

City Colleges of Chicago District-wide Employee Manual

All employees receive notice of and acknowledge receipt of the City Colleges of Chicago District-wide Employee Manual upon hire.

Section III of the Employee Manual contains three policies concerning drugs and alcohol: (1) Alcohol Free Workplace, (2) Drug-Free Workplace Policy, and (3) Drug and Alcohol Testing.

Alcohol Free Workplace

Except for District celebrations and with the express written permission of the Chancellor, the possession, use or distribution of alcohol at the workplace is prohibited. Employees are prohibited from working or conducting the business of City Colleges while under the influence of alcohol. Employees who violate this prohibition will be terminated.

Drug-Free Workplace

City Colleges of Chicago is a drug-free workplace with a zero tolerance for use of illegal controlled substances. Employees who report to work under the influence of illegal drugs will be terminated. Employees who are in possession of illegal controlled substances or drug paraphernalia, regardless of whether the paraphernalia is prohibited by law, will be terminated. Employees who are convicted of a violation of a criminal drug statute will be terminated.

Drug and Alcohol Testing

In an effort to maintain a drug and alcohol free workplace, applicants for employment may be required to submit to post-offer, pre-employment drug screening. Employees whom supervisors reasonably suspect are working under the influence of drugs or alcohol or who are involved in a motor vehicle accident while on City Colleges' business may be required to submit to post-employment drug and alcohol screening. Certain employees in safety and security positions may be required to submit to random drug testing. Applicants whose drug screens indicate the presence of illegal drugs shall be ineligible for employment. Employees whose drug or alcohol screens indicate the presence of drugs or alcohol will be terminated.

Section IV of the Employee Manual contains Work Rules that prohibit specific misconduct pertaining to drugs and alcohol:

Work Rule #14

Involvement in the illegal sale, delivery, receipt, possession or use of any controlled substance whether on or off the job site, during the hours of employment or non-working time.

Work Rule #15

Engaging in any act or conduct prohibited by the Municipal Code of the City of Chicago, the Illinois Compiled Statutes, applicable laws of other states or federal statutes.

Work Rule #23

Reporting for work or engaging in work for the CCC while under the influence of alcohol or drugs; drinking alcoholic beverages or using drugs not prescribed or in a manner not proscribed by a physician during working hours; possession of alcohol or illegal drugs while on duty or while conducting CCC business.

Work Rule #51

Violation of the CCC's Drug Free Workplace Policy.

City Colleges of Chicago Board Rules

The CCC Board Policy regarding drug and alcohol testing for employees is below:

4.7 POST-EMPLOYMENT DRUG AND ALCOHOL TESTING

Consistent with the Board's Drug Free Work Place Policy (Board Resolution 14088, adopted July 6, 1989), the Chancellor shall develop and implement a program for drug and alcohol testing of employees under the following circumstances:

- (a) Employees for whom there is a reasonable suspicion, as defined by law, that they have reported to work or are conducting the business of the District while under the influence of non-prescribed drugs or alcohol.
- (b) Employees for whom District Administration has reasonable and credible evidence that they have participated in the unlawful: manufacture, distribution, dispensation, possession or use of cannabis, a controlled substance, or alcohol while on City College premises or while participating in any function sponsored by or held at any City Colleges' facility.
- (c) Employees who occupy critical safety positions.
- (d) Employees who have been involved in a motor vehicle accident while operating a vehicle on District business.
- (e) Employees promoted or demoted who have never been drug tested.
- (f) Employees moving from part-time employment to full-time employment who have not previously submitted to a drug screen, including employees who are being promoted.
- (g) Employees moving from one full-time position to another full-time position, who have not previously submitted to a drug screen.
- (h) Employees in positions that are being reclassified, who have not previously submitted to a drug screen.
- (i) Any employee that has had any break in service, including a break in service due to a pending grievance or arbitration or has been suspended for over thirty (30) days, is subject to drug and alcohol testing prior to reinstatement of employment.

City Colleges of Chicago Student Policy Manual

Section 8.26 of the Student Policy Manual provides a Drug and Alcohol Free Campus policy.

Drug and Alcohol Free Campus

Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action:

- Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
- Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.

Drug and Alcohol Free Campuses Annual Notification

Statement of Policy

The Board of Trustees is committed to providing a drug-free workplace for its employees and students in accordance with the Drug Free Workplace Act of 1988 and the Safe and Drug Free Schools and Communities Act of 1994.

Disciplinary Sanctions

Consistent with federal, state and local law, City Colleges of Chicago will impose disciplinary sanctions upon students and employees who violate this policy. Violations of the federal, state and local laws and ordinances governing drug and alcohol abuse by employees or students may result in referral for criminal prosecution. Legal sanctions, including fines and/or imprisonment, may be imposed by the courts. Students in violation of the policy may be required by the City Colleges of Chicago to receive treatment, or to be suspended or expelled. The City Colleges of Chicago will exercise disciplinary action, specifically termination, against faculty and staff in violation of the policy.

Legal Sanctions

Some drug/alcohol offenses are misdemeanors while others are felonies. In either case, the sentence may include imprisonment. Convictions for the unauthorized manufacture, delivery, trafficking and possession of a controlled substance range from a Class I felony to a Class X felony. The penalties depend on the type of substance, amount, and number of previous offenses and the age of the person. Penalties range from probation or imprisonment and up to \$500,000 in fines.

Convictions for the manufacture, possession or delivery of cannabis range from a Class III misdemeanor to a Class III felony. The penalties associated with cannabis depend on the amount, number of previous offenses, and the age of the person and range from probation or imprisonment with fines up to \$100,000.

The Illinois Revised Statutes – Chapter 625 Article V; and Chapter 720 Sections 550, 570, 600 and 690 specifically identify each crime and the corresponding penalty. Copies are available from area law enforcement agencies and online at:

<http://www.ilga.gov/legislation/ilcs/ilcs.asp>

The Illinois statutes are consistent with federal law, and local law is subject to state law.

Educational Impact

Certain academic programs require regular drug and alcohol screenings. For academic programs that require clinical or practicum field work, and/or that require a student’s eligibility to sit for a licensure exam, regular and random drug and alcohol screening is required. In addition, the use, sale, or distribution of drugs and alcohol including the conviction of certain criminal offenses related to illicit drug and alcohol intoxication, may limit or adversely affect a student’s ability to enter into and/or to continue in an academic program at any of the City Colleges. Such limitation could be a further detriment to a student’s future pursuit of advanced academic credentials at external colleges, universities, and professional programs.

Health Risks Associated with Illicit Drugs and Alcohol Abuse

It is important to understand the extent of the health risks associated with alcohol and drug abuse. To assist our students and staff in regard to substance abuse, we provide the accompanying chart identifying selected substances with companion information about physical effects and dangers.

Illegal substances,	Physical effects/symptoms	Dangers
Alcohol	Absorbed directly into bloodstream, enters every organ of the body and depresses the central nervous system; results in intoxication, dizziness, slurred speech, unsteady walk, relaxation, relaxed inhibitions, impaired coordination and slowed reflexes.	Addiction: accidents, impaired ability, coordination and judgment; memory loss; vision disturbance; reduced ability to concentrate; heart and liver damage; nausea; vomiting; other physical damage; and death.
Cocaine (AKA: Crack)	Decreased appetite, increased heart rate/temperature/blood pressure, slowed breathing, brief intense euphoria, restlessness, excitement, and a feeling of well-being followed by depression.	Addiction: heart failure, ulcers in nose, seizures, lung damage, severe depression and sudden death.

Marijuana/Cannabis	Altered perceptions, increased heart rate, high blood pressure, reduced fertility, red eyes, dry mouth, reduced concentration and coordination, euphoria, laughing and hunger.	Panic reaction, impaired short-term memory, addiction, lack of motivation, anxiety/panic, impaired coordination and lung damage.
Hallucinogens (AKA: Acid, angel dust, buttons, cactus, hog, killer weed, magic mushrooms, microdot, PCP, LSD, red dragon, sugar cubes, white lightning)	Altered mood and perception, focus on details, anxiety, panic, nausea, synesthesia (ex. smell colors, see sounds), illusions, hallucinations, dilated pupils, elevated body temperature, and sleeplessness; repeated heavy use can lead to increased heart rate/blood pressure.	Unpredictable behavior, emotional instability, convulsions, coma, heart/lung failure, inability to feel pain, disorientation, flashbacks, ruptured blood vessels in the brain, tremors, violent behavior (with PCP), can cause the appearance of schizophrenic-like psychosis.
Inhalants (AKA: Aerosol sprays, bolt, climax, huff, laughing gas, locker room, poppers, snappers, solvents, whippets)	Nausea, dizziness, headache, lack of coordination and control, rapid pulse, loss of appetite and involuntary passing of urine or feces.	Unconscious, suffocation, nausea and vomiting, permanent damage to brain and central nervous system, hepatitis or brain damage, electrolyte imbalance and muscle fatigue, violent behavior, suffocation and sudden death.
Narcotics (AKA: Big H, codeine, darvon, demerol, dolophine, heroin, horse, junk, lomotil, methadone, morphine, mud, opium, pectoral syrup, smack)	Euphoria, drowsiness, insensitivity to pain, nausea, vomiting, watery eyes, runny nose, slow shallow breathing, clammy skin and convulsions.	Addiction, lethargy, weight loss, contamination from utensils (hepatitis, AIDS), accidental overdose, coma, death, premature or stillborn infants and severe withdrawal.

Stimulants other than cocaine (AKA: Black beauties, crank, crystal meth, diet pills, ice, pep pills, speed, uppers)	Alertness, talkativeness, wakefulness, increased heart rate/blood pressure, loss of appetite, rapid breathing, headache, dizziness, dilated pupils, heavy sweating and shaky hands; repeated use can lead to brain damage/ulcers/malnutrition.	Fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possibly hallucinations, anxiety/panic and violent behavior.
Depressants (AKA: Amytal, barbs, blue devils, downers, librium, ludes, miltown, nembital, quaaludes, red devils, seconal, serax, valium, yellow jackets)	Depressed breathing, slow heartbeat, intoxication, drowsiness and uncoordinated movements	Possible overdose (combination with alcohol can multiply the effect), muscle rigidity and addiction; withdrawal and overdose require medical treatment; high doses can result in coma and death.

Treatment and Rehabilitative Services

Students or employees who are having difficulty with drug or alcohol use are urged to seek a confidential assessment from the City Colleges of Chicago Wellness Centers. Based upon the assessment, a Wellness Center counselor can provide referrals and linkage to treatment services at community-based agencies or within certain health insurance networks. Anyone who is aware of others (either students, faculty or staff) with possible drug or alcohol abuse problems should also seek guidance from the Wellness Centers to facilitate a referral to the Wellness Centers or an off-campus provider. Additional information regarding the Wellness Centers at each College can be found online at:

<http://www.ccc.edu/departments/Pages/Wellness-Centers.aspx>

Prevention and Education

City Colleges of Chicago will institute and maintain a drug awareness program to inform employees and students about:

- the dangers of drug and alcohol abuse
- the college’s policy of maintaining a drug and alcohol-free learning and working environment
- any available drug counseling rehabilitation, student wellness resources through our Wellness Centers at each College which can be found online at:
<http://www.ccc.edu/departments/Pages/Wellness-Centers.aspx>
- employee assistance programs which can be found online at:
<http://www.ccc.edu/departments/Pages/Employee-Assistance-Program-2015.aspx>

- the penalties that might be imposed on employees and students for drug abuse and alcohol violations.

Drug and Alcohol Free Abuse Prevention Program

Biennial Review

City Colleges of Chicago will work to comply with the Biennial Review requirement by ensuring effective and timely distribution of City Colleges of Chicago zero tolerance Drug Free and Alcohol Free policies to students and employees, and comprehensive enforcement and sanction reporting.

City Colleges of Chicago will annually distribute the Drug and Alcohol Free Campuses Notification via District-wide emails to all student and employees. The Notification will include:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation programs that are available to employees or student; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion for student, and termination for employees or termination of employment and referral for prosecution, for violations of the standards of conduct.

City Colleges of Chicago most recently distributed the Drug and Alcohol Free Campuses Notification to all students and employees via a District-wide email on November 24, 2015.

City Colleges of Chicago will also ensure distribution of the Drug and Alcohol Free policies to students during registration, and to new employees during New Employee Orientation.

To determine the effectiveness of its drug and alcohol prevention program, as well as implement necessary changes and ensure that disciplinary sanctions are enforced, City Colleges of Chicago will do the following:

- Conduct a student drug and alcohol use survey to gauge perceptions and usage statistics of City Colleges of Chicago students
- Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Illinois Controlled Substance Act, 720 ILCS 570/102/

The use, or possession of alcoholic beverages in or on college property is prohibited except as approved by state law. Additionally, the use or possession of controlled substances, as defined by the Illinois Controlled Substance Act, 720 ILCS 570/102 in or on college property is prohibited.

It is illegal for anyone less than 21 years of age to:

- **Possess or consume any alcoholic beverage**
Penalty: If convicted, this offense is a misdemeanor, which will become a matter of public record and subject one to court costs and/or fines and/or community service.
- **Purchase or attempt to purchase any alcoholic beverage**
Penalty: If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and/or community service; also, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one (1) year.
- **Use or attempt to use, in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other than a driver's license; or a driver's license issued to another person; or an identification document other than a driver's license issued to another person.**
Penalty: If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV may revoke the defendant's driver's license for one (1) year.
- **Permit (aid or abet) the use of one's driver's license or any other identification-document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol**
Penalty: If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV may revoke the defendant's driver's license for one (1) year.

Illinois state law prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Illinois Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under Illinois state law and university policy. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Illinois Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through CCC disciplinary procedure.

CCC policies forbid the unlawful use, sale or possession of illicit drugs or alcohol on college property. Violation of this policy will subject students to disciplinary action up to and including arrest and expulsion from school. CCC maintains excellent working relationships with all area law enforcement agencies including state and federal agencies in regards to federal and state drug laws. These working relationships are maintained through periodic communication among agency administrators and by frequent contact between line officers and investigators

cooperating on specific cases.

Drug-Free Schools and Communities Act (DFSCA) of 1989

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program.

A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from CCC, students, faculty and staff may contact the Wellness Centers located on campus. They can be reached at (312) 553-6072.

Individual assessment and counseling for CCC students

- Early intervention, assessment, education, and referral
- Educational sessions for those concerned about alcohol or other drug use
- Judicial (Mandatory) referrals
- State mandated offender programs
- Personalized screen for alcohol use
- Harm reduction training
- Support Groups

Educational Programs

- Speakers on a wide variety of topics related to drug and alcohol use
- Training for Intervention Procedures (TIPS)
- Choices
- Alcohol, drug, and marijuana use programs available by appointment

Events

- Alcohol and drug free events
- Safer Spring Break

Drug and Alcohol Abuse Prevention

The American Society is harmed in many ways by the use of alcohol and other forms of drug abuse. Because education and learning are especially impaired by substance abuse, City Colleges of Chicago maintains a proactive stand on alcohol and drug abuse. Online, CCC has the

following (see links below). Educational information and assistance accessing drug and alcohol treatment services are provided by the CCC Wellness Center.

The Drug and Alcohol Communities Notice is found online at the following locations:

HWC Consumer Information

Page: <http://www.ccc.edu/colleges/washington/menu/Pages/Consumer-Information.aspx>

Counseling and Other Assistance

The Harold Washington College Wellness Center maintains a list of agencies that provide substance abuse counseling and/or treatment, as well as counseling sources for victims of sex crimes. The college will provide a referral list upon request. However, the college does not assume financial responsibility for costs related to treatment or counseling obtained from the agency. A copy of the referral list may be obtained from any CCC Wellness Center. Staff members can also obtain treatment or counseling referrals from their health care provider.

Exemption for Pastoral and Professional Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may have learned about. This is similar to the privilege provided under certain circumstances to doctors, counselors and attorneys when they may learn of crimes from patients or clients. This exemption is intended to protect the counselor-client role. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors. An individual who is not yet licensed or certified as a counselor, but is acting in that role under the supervision of an individual who meets the definition of a pastoral or professional counselor, is considered to be one for the

purposes of the Clery Act. An example is a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the institution. However, a dean of students who has a professional counselor's license, but is employed by the institution only as a dean and not as a counselor, is not exempt from reporting. If that same dean is employed by the institution as both a professional counselor and an academic counselor, and she learns of a criminal incident while she is engaged in academic counseling, she is not exempt from reporting that incident. Note also, an individual with dual roles, one as a professional or pastoral counselor and the other as an official who qualifies as a CSA, and the roles cannot be separated, that individual is considered a campus security authority and is obligated to report Clery crimes of which they are aware.

An individual who is counseling students and/or employees, but who does not meet the Clery definition of a pastoral or professional counselor, is not exempt from being a campus security authority if they otherwise have significant responsibility for student and campus activities. This may include the director of the student health center or the director of a counseling or rape crisis clinic at your institution.

CCC Supportive Intervention Teams (SIT)

Harold Washington College SIT conducts behavioral threat assessments for persons who might pose a safety risk to themselves or others. Each college's SIT is a collaboration among key college departments and engages the college's resources to:

- Investigate concerning behavior and assess the level of threat
- Develop and implement an intervention plan for the safety of all
- Identify sources of support for the person of concern
- Provide ongoing support and monitoring

CCC also provides a link to the CCC Supportive Intervention Team's (SIT) Person of Concern Form if you are concerned about the behavior or demeanor of any student or employee and feel an intervention by the college would be appropriate. You can access the Person of Concern Form through the following link:

<https://apps.ccc.edu/PersonofConcern/>

DO NOT USE THIS FORM TO REPORT AN EMERGENCY--REPORT AN EMERGENCY TO SAFETY AND SECURITY or CALL 911 IMMEDIATELY.

Harold Washington College Crime Statistics

Crime statistics are reported for the following areas:

- **Contiguous to Harold Washington College (ON CAMPUS)**
- **Areas used by students along city streets and bus stops adjacent to the campus (PUBLIC PROPERTY)**
- **Buildings or properties controlled or owned by the college and used by student and staff that are not in a contiguous geographical area of the campus (NON CAMPUS BUILDING OR PROPERTY) Note: HWC does not have Non-Campus Buildings or Properties.**
- **Crimes of Murder, Sexual Offenses and Aggravated Assault are counted by the number of victims.**
- **Crimes of Robbery, Burglary and Arson are counted by the number of incidents.**

The most recent information contained in this report covers the 2015 calendar year. The information contained below was obtained from the Campus Safety and Security, CCC's Equal Opportunity (EEO) Office and the Chicago Police Department. The City of Chicago Police Department's Community Alternative Policing Strategy (CAPS) can provide information relative to crime on Beat 111 where Harold Washington College is located. The Chicago Police Department Clearmap Website can be accessed at <http://gis.chicagopolice.org/>

CRIME STATISTICS: Harold Washington College Criminal Offense

Offense	Year	On Campus-Property	Non-Campus Property	Public Property
Murder/Non-negligent manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex offenses, Forcible Rape	2013	0	0	0
	2014	1	0	0
	2015	0	0	0
Sex offenses, Forcible Fondling	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex offenses, Non-forcible Incest	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex offenses, Non-forcible Statutory rape.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	1
	2014	2	0	1
	2015	0	0	3
Aggravated assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	1	0	0
	2015	0	0	0
Motor vehicle theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Note: There were no unfounded crimes during the 2013-2015 statistical period.

Harold Washington College Arrest/Disciplinary Action

Offense	Year	On Campus-Campus Property	Non-campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, ETC.	2013	0	0	1
	2014	2	0	1
	2015	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, ETC.	2013	0	0	0
	2014	0	0	0
	2015	2	0	0
Arrests: Drug abuse violation	2013	0	0	1
	2014	1	0	1
	2015	0	0	0
Disciplinary Referrals: Drug abuse violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Liquor law violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Liquor law violations	2013	1	0	0
	2014	0	0	0
	2015	0	0	0

Note: There were no unfounded crimes during the 2013-2015 statistical period.

Harold Washington College Violence Against Women Act (VAWA) Offenses

VAWA CRIME	Year	On Campus-Property	Non-Campus Property	Public Property
Domestic violence	2013	3	0	1
	2014	1	0	0
	2015	0	0	0
Dating violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	3	0	0
	2015	2	0	1

Note: There were no unfounded crimes during the 2013-2015 statistical period.

Harold Washington College Hate Crimes OC = On campus NC = Non-Campus PP = Public property

Criminal Offense	Year	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin					
		OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	NC			
Murder/Non-negligent manslaughter	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses, Forcible Rape	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses, Forcible Fondling	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses, Non-forcible Incest	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses, Non-forcible Statutory rape	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Harold Washington College Hate Crimes continued.....																									
Criminal Offense Continued...	Year	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin		
		O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	N C
Larceny	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/ damage/ vandalism of property	2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Note: There were no unfounded crimes during the 2013-2015 statistical period.