

HAROLD WASHINGTON COLLEGE
ONE OF THE CITY COLLEGES OF CHICAGO

Security Policies
and
Crime Statistics Report
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CITY COLLEGES of CHICAGO
Harold Washington
Education that Works

SECURITY POLICIES AND CRIME STATISTICS REPORT

I. MESSAGE FROM THE PRESIDENT

Harold Washington College is a great college, named after a great man, the former Mayor of the City of Chicago, Harold Washington. As such, we open our arms to the City of Chicago residents who seek knowledge for the improvement of the quality of their lives. Harold Washington College provides an environment in which students can learn, professors can teach, and staff can provide the highest quality service to assist the students to get to where they want to go.

The Harold Washington College's (hereinafter referred to as "College" or "HWC") Security Staff is made up of some of the finest men and women, who are off-duty Chicago police. Their responsibility is to maintain a highly visible profile so that persons thinking of committing crimes or conducting themselves in a disruptive manner will remove that consideration from their mind. The Harold Washington College Security Staff identifies problems quickly and moves to solve problems that could result in harm to our students or staff.

We are proud of our college and feel that we are the safest college because of our pride. We had very few incidents of crime and zero serious crimes. Additionally, we think our location puts us in a strategic position to remove any fear that one might have of going to school or going to work. We thank our staff, our students, and the citizens of Chicago for making Harold Washington College a safe and great place to learn and pursue one's goals.

II. HAROLD WASHINGTON COLLEGE ACCESS SECURITY POLICY

Harold Washington College students, faculty and employees access the college campus through the front doors of the building on Lake Street. Disabled persons access the building through two disabled accessible doors, also on Lake Street. Two (2) Security Officers are assigned at the Information/Security desk which is located in the lobby in front of the Colleges' entrances to ensure that no unauthorized person enters the campus and that no unauthorized equipment leaves the campus.

- A. All faculty, staff, and students are required to obtain a current college identification card and have this card in their possession while on HWC's premises. As a security precaution, Security Staff may ask anyone on HWC's premises to show their identification card. Anyone requested by Security to show an Identification Card but who does not have one and believes they have a legitimate reason for being on HWC's premises, will be asked by Security to explain these reasons. If Security determines that any such explanations are insufficient, Security may ask the person to leave the premises. In addition, the Security Department is responsible for issuing the college identification card. Identification cards must be updated each semester with a current semester sticker. Student identification cards are issued and updated by the Security Department during early, open and late registration of each semester, and during the semester on Monday and Thursday, 10:00 a.m. to 7:00 p.m.
- B. The College Campus is open on Monday - Friday, from 7:30 a.m. to 10:30 p.m. and on Saturday from 7:30 a.m. to 5:30 p.m. The College is closed on Sunday. HWC Security Officers are responsible for admitting staff and delivery personnel into the college when the building is closed. The procedure for access to HWC when the building is closed is as follows:
 1. Present current identification card
 2. Complete the sign in and sign out logbook located at the Information Desk in the lobby. Everyone is required to sign in and sign out each time they leave and return to the building.
- C. HWC Security Staff are responsible for admitting only staff and delivery personnel into the college through

the dock entrance from Monday-Saturday, 6:00 A.M. to 10:00 P.M. The dock entrance is closed on Sunday. The HWC dock area is used for the delivery of materials, supplies, equipment and by the Housekeeping Department Staff.

- D. Any person, removing from HWC's premises equipment, bulk material or items that are not their personal property must have a City Colleges of Chicago Property Pass. The College President, Vice President or the Business Manager issues the Property Pass.
- E. Security Staff will open classrooms and offices only upon the request of authorized faculty and staff. Before instructors leave their classrooms, either temporarily or at the end of their business day, they should ask the security officer to lock the classroom door when valuables will be left unattended. Security can be reached by an emergency phone or by calling the Information Desk.

III. REPORTING OF CRIMES AND OTHER EMERGENCIES

Harold Washington College students, faculty, and staff members are required to report all violations of the law including non-criminal incidents (such as disagreements between two people, loud or boisterous persons, or unauthorized persons on campus) that occur to the Security Department. The Security Department has a full-time Director and 40 part-time staff. Security officers, who are also off-duty police officers, have the authority to make arrests when they have evidence that a crime has been committed. They are on call 24 hours a day, seven days a week. The Security Department Office is located on the Second floor in Room 206. Security Department staff are stationed at the college's Information Desk in the main lobby and assigned specific areas to patrol on a 24-hour basis. Telephone extensions for the Security Department are (312) 553-5643, 5644, or 5698.

Procedures have been developed and are included in the College's Procedures Manual, which is available to the HWC community. These procedures include how to report crimes and other emergencies and are as follows:

- A. Report crime incidents either in person to the Security Officer on duty or by contacting the front desk at extensions 5643, 5644, or telephone number (312) 553-5643/5644.
- B. Provide a security officer with all the information regarding the incident. The Security Department will investigate the incident and record all information on an incident report form. If the security officer determines that a crime has been committed, the security officer will:
 - 1. Apprehend the alleged offender (if possible).
 - 2. Notify the Chicago Police Department.
 - 3. Identify and interview any witnesses.
 - 4. Secure the crime scene and safeguard any evidence.
 - 5. Accompany the Chicago Police Officers to the police station if necessary.
 - 6. Complete and file the incident report form. Incident report forms are kept on file in the security department indefinitely.

IV. COLLEGE LAW ENFORCEMENT

A. Enforcement of Criminal Laws

1. Policy

It is the Security Department's responsibility to protect City Colleges of Chicago (CCC) students, faculty, staff, and property from violations of criminal statutes. Security officers who are off-duty

police officers have the authority to make arrests. They may do so when they have probable cause to believe that a crime has been committed. Security officers who are not off-duty police officers may not make arrests. They should, however, notify CCC off-duty police officers and the Chicago Police Department of any criminal activities. CCC students, faculty, and staff members must report all violations of the law that occur at the City Colleges to the Security Department.

2. Responding to a Report of a Crime Incident

Once the Security Department has received a report of a crime, it will investigate the incident. All information obtained shall be recorded on an Incident-Report Form. If it is determined that any law has been broken, the following procedures must be followed:

- a. Immediately notify the Chicago Police Department.
- b. If possible, security officers should apprehend the alleged offender.
- c. Identify and interview any witnesses.
- d. Secure the crime scene, and safeguard any evidence.
- e. Notify the Security Director or Security Supervisor and accompany Chicago Police Officers to the police station.

3. Cooperation in Criminal Prosecutions

- a. College Personnel, Students, Faculty, and Staff members are expected to assist the police in preparing charges, and to appear as witnesses in any criminal prosecution that results from an incident committed on college grounds.
- b. The Security Director is responsible for assisting the police and the state's attorney in working with all victims or witnesses.
- c. College Security Personnel are required to attend any court hearing related to crimes committed on campus particularly when any of the following conditions apply:
 - 1.) The security officer has signed a court complaint.
 - 2.) The security officer is the arresting officer.
 - 3.) The security officer is required as a witness by the prosecutor.
 - 4.) The security officer is served with a subpoena.
- d. College security staffers who are required to attend any court hearing for the reasons listed in item IV.A.3. should do the following:
 - 1.) Obtain prior approval from the security director.
 - 2.) Complete a court-appearance report and send a copy of it to the security director.

4. Security Investigations

- a. Investigations of criminal incidents on the college campus shall not be closed until one or more of the following occurs:
 - 1.) An arrest is made and sufficient supportive evidence is recovered.
 - 2.) Missing or Stolen property is recovered.
 - 3.) The incident is resolved to the satisfaction of the complainant.
 - 4.) All possible leads have been exhausted, or the investigation cannot move forward because of a lack of information, evidence, or cooperation by the complainant or the witnesses.
 - 5.) The Chicago Police Department assumes responsibility for the investigation.

- b. Only the Director of Security can terminate the investigation of an incident that occurred on campus. However, any decision to terminate an investigation is subject to the approval of the president of the college.

B. Reporting Requirements

1. The security officer involved in a criminal investigation completes an incident report. Any additional staff member involved in the same investigation completes a separate report.
2. All incident reports are completed and submitted to the Security Supervisor for review before the conclusion of the shift during which the incident took place.

V. CRIME PREVENTION

Crime prevention is the anticipation, recognition, and appraisal of a crime risk situation and the initiation of some action to remove or reduce it. In an ongoing effort to reduce the crime risk and vulnerability to HWC students and employees, the HWC Security Department has provided the following:

A. Security Procedures Information

During the college's registration periods, which are conducted throughout the year, information will be provided to all students and employees on how to report crimes occurring on campus. This information will also be provided in orientations for new employees conducted by the Office of Human Resources.

B. Crime Prevention Program

1. HWC Security Department arranges for the Chicago Police Department's Preventive Programs Division to provide crime prevention information to students and employees at HWC's Orientation during open registration. Topics include street safety, rape prevention, domestic violence, gang awareness, and how to describe a suspect.
2. HWC Security posts "Campus Crime Alert" Bulletins throughout the College to alert students and employees to particular crime problems on campus.
3. HWC Security Officers are deployed to provide high visibility to reduce potential incidents and crime.

C. Monitoring and Recording Crimes off Campus

HWC Security has made arrangements with the Chicago Police Department to provide HWC Security with monthly statistics on criminal activity involving HWC students engaged in crimes occurring in proximity to the campus. "Proximity" is defined as one (1) block east (Michigan Avenue); one (1) block west (State Street); one (1) block south (Randolph Street); and one (1) block north (Wacker Drive) of HWC.

D. Citizen ICAM

Citizen ICAM allows the public to query the Chicago Police Department's database of reported crime. The information on this web page is also accessible through the Chicago Police Department's Record Division. The address for Citizen ICAM is <http://gis.chicagopolice.org/>. Harold Washington College Crime Statistics may also be found on the web at <http://www.ccc.edu/hwashington/>.

Faculty, staff and students seeking information concerning registered sex offenders, who may be enrolled on campus, can go online to obtain a listing of these individuals that are required to register with the State of Illinois. The Illinois State Police provides online listing of registered sex offenders. www.isp.state.il.us

VI. HWC CRIME STATISTICS, 2009-2011

The following criminal offenses reported to campus security authorities or local police agencies:

Criminal Offenses - On Campus

CRIME	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offense forcible	0	0	0
Sex Offense non-forcible (include only incest and statutory rape)	0	0	0
Robbery	1	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate crimes	0	0	0

Criminal Offenses - Public Property

CRIME	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offense forcible	0	0	0
Sex Offense non-forcible (include only incest and statutory rape)	0	0	0
Robbery	2	3	0
Aggravated assault	0	0	1
Burglary	0	0	0
Motor vehicle theft	0	2	1
Arson	0	0	0
Hate crimes	0	0	0

VII. ALCOHOL, ILLEGAL DRUGS AND WEAPONS

Arrests/Disciplinary Actions on Campus

CRIME	Arrests			Disciplinary Actions		
	2009	2010	2011	2009	2010	2011
Illegal weapons possession	0	0	0	0	0	0
	2009	2010	2011	2010	2011	2009
Liquor law violations	0	0	0	0	0	0

Arrests/Disciplinary Actions on Public Property

CRIME	Arrests			Disciplinary Actions		
	2009	2010	2011	2009	2010	2011
Illegal weapons possession	0	0	0	0	0	0
Drug law violations	8	4	7	1	2	0
Liquor law violations	0	0	0	0	0	0

Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession:

VII. ALCOHOLIC, ILLEGAL DRUGS AND WEAPONS

Harold Washington College policy prohibits the unlawful use or possession of illicit drugs or unauthorized use of possession of alcohol on college property. Violation of this policy will subject students to disciplinary action up to and including expulsion from the college and arrest by the Chicago Police. Harold Washington maintains a pro-active stand against alcohol and drug abuse, by providing educational materials, counseling, referrals, and programs designed to increase awareness of how alcohol and other drugs affect us.

A. Drug-Free Workplace Policy

The City College's Board of Trustees is committed to providing a drug-free workplace for its employees and students in accordance with Public Law No. 100-690, the Anti-Drug Abuse Act of 1988. Regulations and guidelines in accordance with this law have been published by the District and shall be disseminated on a regular basis. It is the policy of the Board of Trustees of City Colleges of Chicago (hereafter referred to as City Colleges) that its workplaces shall be drug-free. Accordingly, the following rules and regulations are effective, July 6, 1989.

1. Regulations

- a. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee while on City Colleges premises or while performing work for City Colleges is prohibited.
- b. Being under the influence of any controlled substance while on City Colleges premises or while performing work for City Colleges is prohibited.
- c. As a condition of his or her employment, each employee shall:
 - 1) Agree in writing to abide by the terms contained in this policy.
 - 2) Agree to notify City Colleges of any drug related criminal conviction for no later than five (5) days after such conviction.

2. Disciplinary and other Employer Action

- a. Violation of the alcohol, drug and weapons policy may result in disciplinary action, up to and including termination.
- b. City Colleges shall take disciplinary action against an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of such a conviction. Also City Colleges shall notify the appropriate federal agency from which it receives grant monies, of an employee's conviction of a drug offense, within ten (10) days after receiving notice of such a conviction.
- c. City Colleges may also require an employee who violates this policy to satisfactorily participate in an employee assistance program or a substance abuse assistance or rehabilitation program.

B. Definitions

For the purposes of the above rules and regulations, the following definitions apply:

1. A controlled substance is one: 1) which is not legally obtainable; 2) which is being used in a **manner** different from that prescribed; 3) which is legally obtainable but has not been legally obtained or 4) anything described as “controlled substance” in the Illinois Controlled Substance Act 720 ILCS 571\102.
2. A conviction is defined as a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal statutes.

VIII. REPORTING STUDENT MISCONDUCT

Students at Harold Washington College are expected to conduct themselves in a manner that is considerate of the rights of others and that will not impair the educational mission of the College. Specifically, all students are obligated to conform to the rules set forth by the City Colleges’ Board of Trustees; by the provisions of the code of Student Rights and Responsibilities; and by the provisions of the Student Standards of Conduct for campus activities as well as non-campus activities, such as college-sponsored field trips, meetings and conferences.

Security Officers are responsible for responding to all staff that request their assistance to handle cases of student misconduct. Security Officers will respond to such requests as follows:

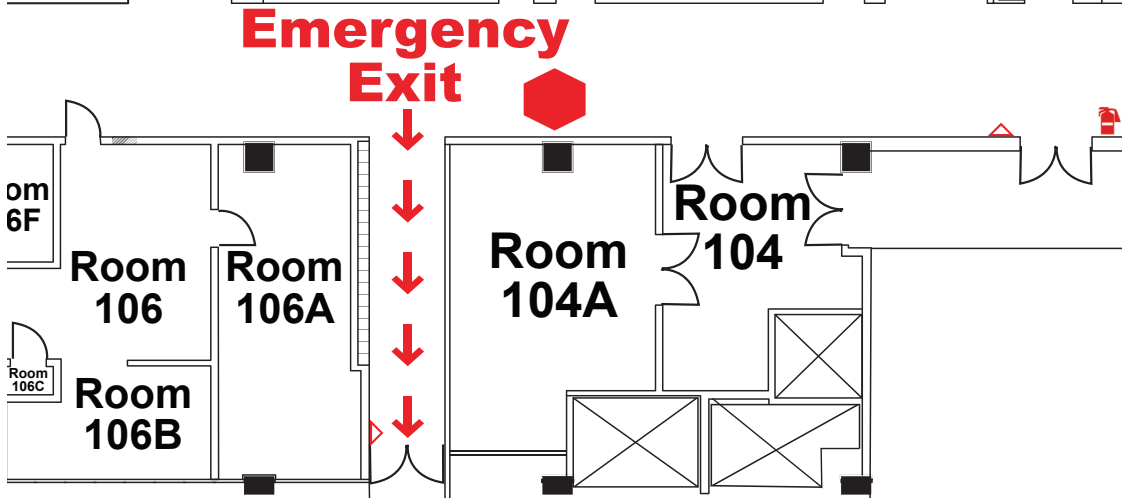
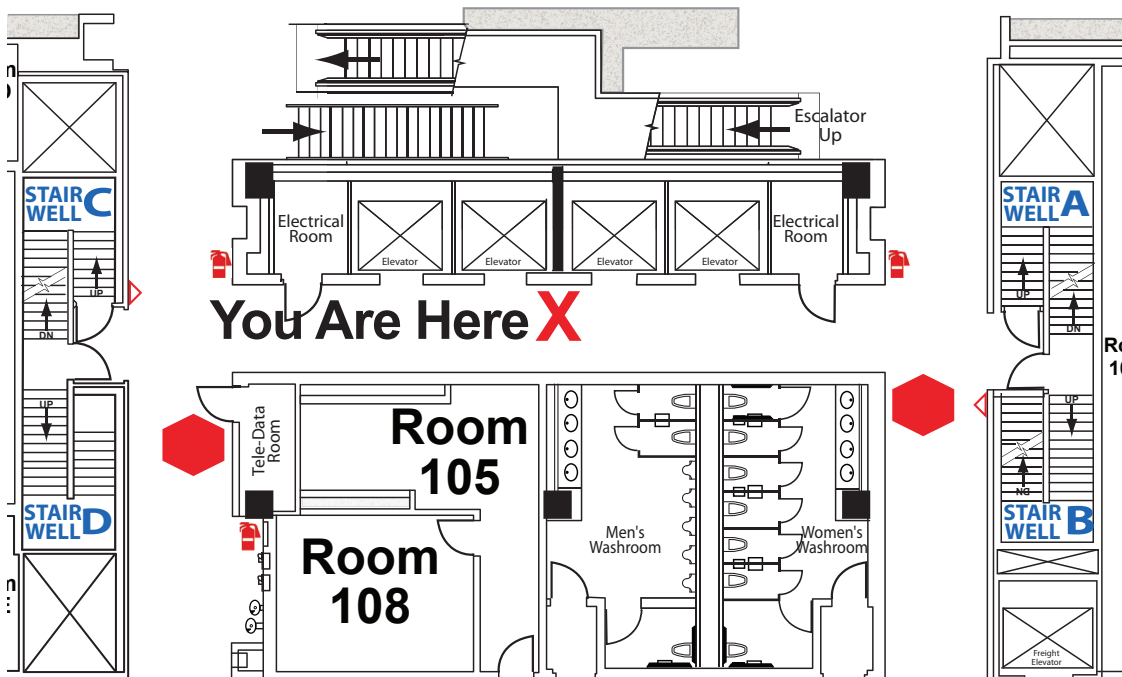
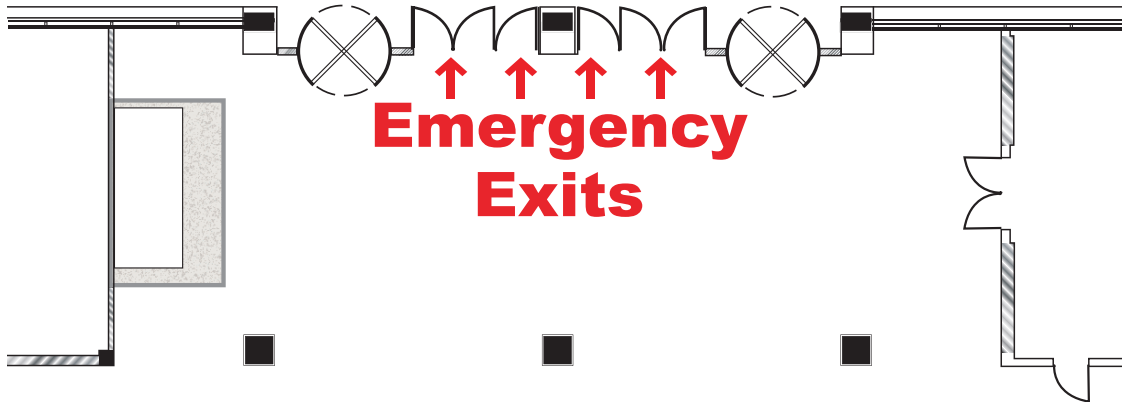
- A. Report to the location of the alleged misconduct.
- B. Determine the action needed to handle the situation.
- C. Follow procedures outlined in Section III. above, if a student either is suspected of or has allegedly committed a criminal act, or if the student poses a threat to the safety of the college or other individuals. (Note: All information regarding incidents involving students must be forwarded to the Dean of Student Services for official college action.)
- D. Escort any student accused of misconduct to the Office of the Dean of Student Services, (See HWC Student Handbook - Standards of Conduct).

IX. PENALTIES FOR STUDENT MISCONDUCT

The Dean of Student Services, after meeting with the student, will decide if an infraction has occurred, and will specify the penalty for the infraction. The penalties provided are:

- A. The Student’s Identification Card may be confiscated for a stated period, during which the student will be denied access to student activities but will retain all other rights as a student.
- B. After a Formal or an Informal Hearing, the student may be placed on disciplinary probation for a period of one semester and his or her permanent record amended to note this action.
- C. After a Formal or an Informal Hearing, officials may recommend that the student be suspended from the College. (See City Colleges of Chicago Student Policy Manual, Due Process Rights: Informal and Formal Hearings.)

1st FLOOR



FLOORS 2-11

