

Harold Washington College
City Colleges of Chicago
District No. 508
2024 Annual Security Report
Policies, Procedures and Crime Statistics (10/1/2024)

This Harold Washington College (HWC) 2024 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 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 emergency response procedures, 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 EVERYONE!

As the Chancellor of City Colleges of Chicago, I am honored and proud to lead City Colleges containing seven main campuses and five satellite locations, in embracing communities across the city to provide excellent educational opportunities.

City Colleges of Chicago consistently strives to provide a safe and secure environment for its community of students, faculty, staff and visitors, allowing them to focus on teaching, learning, collaborating, and working. Our Office of Safety and Security is dedicated and prepared to protecting the lives, property, rights of all people, and enforcing City Colleges policies impartially on every campus with dedication, pride, and professionalism.

Our 4,000 faculty and staff serve nearly 70,000 students annually, making our institution an economic and educational force, preparing our students for their future and success with their goals and ambitions. The safety and security of those who work, study, and visit each of our City Colleges locations and District Office each day is top priority. Each of our locations employs qualified personnel, who receive constant training within the Office of Safety and Security who are committed to ensuring the safety of all City Colleges campus communities. Communication, collaboration, and strong relationships are keys to this team's success, as we work together to create a positive, peaceful and nourishing environment for all.

The attached detailed report includes City Colleges' safety policies, procedures, and outcomes for the 2023 calendar year. This document contains important information about City Colleges proactive approach for preparedness, responsiveness, and prioritized attention to all security needs as well as the offering of useful resources for crime prevention, survival, and support services. We encourage you to read this report and contact the City Colleges of Chicago Office of Safety and Security with any questions or concerns.

With Warm Regards,

Juan Salgado

Chancellor

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 will not tolerate unprofessional behavior by an employee.

Policies for Preparing the Annual Security Report

Harold Washington College 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 and numerous CCC Departments. Each Department provides updated information on their 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 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 by 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 emergency response procedures, disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, stalking, and campus crime reporting processes.

About HWC Safety and Security

As of October 2024, Harold Washington College Safety and Security consists of approximately 31 security personnel that patrol the facilities. A majority of security personnel are either active or retired Illinois Law Enforcement Officers from state, county or municipal police agencies. 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 memorandum of understanding (MOU) between CCC and local law enforcement agencies.

Law Enforcement and College Community Relationships

Harold Washington College Safety and Security have 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. Currently, SCOPE communicates electronically 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 area 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.

Campus Safety and Security Investigatory Role

Upon 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 a criminal law was violated—Safety and Security will notify the proper authorities. If elements of probable cause exist, sworn 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.

Firearms, Explosives or Any Other Dangerous or Deadly Weapons

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

The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on college premises or during college activities are prohibited (Academic and Student Policy Manual 8.18, Section 4.7).

No person, while on campus property or property owned, leased or controlled by CCC, 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 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 be 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:	5:30am - 9:00 pm
Saturday:	5:30am - 5:00 pm
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 during business hours 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 Director of Auxiliary Service, Facilities Management for correction. Other members of the campus community are helpful when they report equipment problems to Safety and Security or to the head of the Administrative Services Department.

Emergency Response and Evacuation Procedures Statement

The Harold Washington College's emergency response manual includes information about 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 and information on emergency teams. HWC conducts an emergency evacuation procedure drill each year, with additional drills occurring during the year such as lockdowns and shelter-in-place. HWC Safety and Security tests the CCC Emergency Alert Notification System 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 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 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 responds 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 HWC Community about an Immediate Threat

If HWC 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 the Associate Vice Chancellor of Strategic Communications or designee 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 the Associate Vice Chancellor of Strategic Communications or designee 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 campus 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, faculty, and staff can update their information through a link on the HWC web page.

Activating the Emergency Plan

Initial Notification

Any campus community member who witnesses or receives information regarding an emergency is instructed to contact 911 and the Daley/AVI Safety and Security immediately at (773) 838-7608 (Daley) or (773)-838-1566 (AVI).

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 at HWC 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. The Director of Safety and Security and Associate Vice Chancellor of Strategic Communications or designee will determine the content of the notification, who to notify and initiate the CCC Alert.

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 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. Additional information on the Harold Washington College Emergency Response Manual and the All Hazards Campus Emergency Plan and Violence Prevention Plan can be accessed at:

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

http://www.ccc.edu/wp-content/uploads/departments_Documents_Security_2024_HW-AHCEP-VPP.pdf

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, faculty and staff better informed. Harold Washington College Safety and Security will coordinate with the Associate Vice Chancellor of Strategic Communications or designee 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 HWC 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). After this determination, the CCC Alert will be activated by use of email, text, voice recording, TTY and social media to alert all student, faculty and staff. The Harold Washington College Director of Safety and Security and/or the Harold Washington College President or their designee will, without delay, and taking into account the safety of the community, will 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:

- Vice Chancellor of Administrative Services
- Campus Security Director/ Asst. Director / Lead Officers
- 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 & 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, PA system, text message and email system are tested three times annually (each semester); 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 are filed at the Office of Safety and Security. Emergency evacuation plans and maps are posted. The Vice Chancellor of Administrative Services 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.

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 CCC alert 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 designee 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 *Harold Washington College Safety and Security Office, 30 E. Lake Street, Room 206 by phone: (312)-553-5643/ 5644 or in person.*

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

- Vice Chancellor of Administrative Services
- Campus Director/ Asst. 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

Crime Prevention and Security Awareness Programs

HWC Safety and Security provides crime prevention and security awareness programs at various times throughout the year. Trainings are intended to engage new and current members of the campus community including incoming or transferring students during registration and new student orientation. These policies and procedures are administered and updated on a continuous basis and a common theme of all training modules is to encourage students, faculty, and staff to be aware of their shared responsibilities and ownership of their individual safety and the security of all members of the campus community. HWC’s crime prevention efforts using the Safety and Security webpage to provide information via the Annual Security Report, the All Hazards Campus Emergency Plan, Violence Prevention Plan, crime prevention and safety tips, in addition to the “Run, Hide, Fight” video for active shooter awareness.

Additionally, 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 Security Desk located at the campus entrance lobby.

Lost and Found

Lost and found items are turned in to the Office of Safety and Security. Items of value (e.g. currencies, foreign currencies, jewelry, electronics, driver's license, student, faculty or staff ID's, and cell phones, etc.) are inventoried and then published on the Lost and Found Site via the City Colleges of Chicago, Office of Safety and Security, website. If you believe you lost an item on campus contact an HWC Safety and Security Officer at (312) 553-5643/ 5644 or visit our lost and found site at:

[Lost and Found – Web Services \(ccc.edu\)](http://www.ccc.edu/lost-and-found)

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
- 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 college Safety and Security

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 along with 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 on/off campus housing facilities.

Reporting of Crimes

The students, faculty, staff 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 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 during business hours. Crimes are reported from a variety of sources, such as students, faculty, staff 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 methods 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 9-1-1 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 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 and monitors video surveillance located throughout the facilities.

Who to Report Crimes To

Harold Washington College
Safety and Security, 30 E. Lake St., Chicago, IL, 60601 Room 206 (312) 553-5643/ 5644
Dean of Students, 30 E. Lake St., Chicago, IL, 60601 Room 201 (312) 553-5664
Wellness Center, 30 E. Lake St., Chicago, IL, 60601 Room 1041 (312) 553-6072
Chicago Police Department 911
EEO/Title IX District Director, 180 N. Wabash Ave, Chicago, IL 60601— (312) 553-2865

When a crime occurs on campus, 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 (to frighten or threaten someone, usually in order to persuade the person to do something he or she does not wish to do) should contact the EEO Officer to report such incidents immediately. CCC 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. The CCC Safety and Security Department prepares the 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 confidentially. 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 may limit 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 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;
- 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 / Student Services Staff / Tutors and Advisors / Registrar Personnel
- Athletic Director / Coaches and Asst. Coaches / Title IX Coordinators
- Security Staff / Faculty Advisor to Student Organizations – Groups
- Wellness Center Director / Adult Education Managers / DAC Directors and their staff
- Test Center Coordinators / Director – Asst. Director of Financial Aid / Directors of Career
- Military Veteran Services / Directors of Careers / Admissions Personnel

Title IX Rights

Title IX of the Education Amendments of 1972, U.S.C. §1861 et. seq. (“Title IX”) represents the federal civil rights law designed to prevent sexual assault and sex-based discrimination and harassment of students and employees on college campuses. In promoting gender equity in education, Title IX prohibits discrimination and harassment on the basis of sex, which includes sex stereotypes; sex characteristics; pregnancy and related conditions; sexual orientation; gender

identity; and parental, family, or marital status. Title IX protects individuals from **sexual assault, sex-based discrimination and harassment, dating and domestic violence, and stalking on campus grounds**. In filing a Title IX complaint, the complainant has the right to ask for an Equal Opportunity (EEO) Office internal investigation and reasonable academic or working accommodations. To learn more about Federal Campus Sexual Assault Victim Bill of Rights and other pertinent information go to: <http://www.ccc.edu/services/Pages/TitleIX-And-You.aspx>

The CCC Title IX District Director: Phone# (312) 553-2865 / Email: eeofficer@ccc.edu
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Harold Washington and the Equal Opportunity (EEO) Office/Title IX District Director maintain as confidential any accommodations and/or supportive or interim measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide such accommodations or measures.

Once knowledge of conduct that reasonably may constitute sex-based harassment or discrimination is received, Harold Washington College and the Equal Opportunity (EEO) Office/Title IX District Director may implement supportive or interim measures, including, but not limited to the following: implementation of a safety plan, reasonable academic or working modifications, or a – “no-contact” – order between the parties. Additionally, sexual assault, domestic violence, dating violence, and stalking are criminal acts which may subject the offender to criminal and civil penalties under federal and state law.

Policy on Sex-based Misconduct, Sexual Assault, Domestic Violence, Dating Violence and Stalking

As noted above, HWC prohibits all forms of sex-based misconduct, including, but not limited to, dating violence, domestic violence, sexual assault, and stalking. HWC values the health and safety of every individual on campus and expects students, employees, and visitors to treat each other with respect and dignity. Any behavior which reasonably constitute sex-based harassment or discrimination will not be tolerated, is a violation of the EEO & Title IX Policy, and may result in sanctions ranging from a verbal/written warning up to expulsion or termination.

Disciplinary action on the part of CCC does not preclude the possibility of other sanctions being taken against the accused – including criminal charges against, civil remedies, or other administrative penalties imposed by a separate investigative agency. In order for CCC to deal more effectively with sex-based misconduct, it is essential that these incidents be reported.

Effective August 1, 2024, the federal regulations interpreting Title IX were amended, broadening the scope of sex-based discrimination and streamlining the processes for how institutions must respond to Title IX complaints. Under the previous 2020 amendments, institutions were only required to respond to sexual harassment complaints in a manner that was “not deliberately indifferent.” Under the current 2024 amendments, institutions now must respond to Title IX complaints once aware of conduct that “reasonably may constitute sex discrimination” —an expansion of Title IX responsibilities for all institutions, including CCC.

Additionally, the 2024 Title IX Regulations explicitly prohibit discrimination on the basis of sexual orientation and gender identity, increasing protections for LGBTQ students and employees. Finally, students who are pregnant and/or experiencing related conditions have expanded Title IX protections under the new 2024 amendments, including the right to reasonable modifications to preserve their equal access to CCC education program or activity.

Definitions:

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, which includes the National Incident-Based Reporting System. “Forceable” sex offenses includes any sexual act – including rape, sodomy, sexual assault with an object, or fondling – directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. “Nonforcible” sex offenses include incest and statutory rape.

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.” 720 ILCS 5/11-0.1.

In Illinois, 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)

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)

Domestic Battery, 720 ILCS 5/12-3.2, 720 ILCS 5/12-0.1

(a) A person commits domestic battery if he or she knowingly without legal justification by any means: (1) causes bodily harm to any family or household member; (2) makes physical contact of an insulting or provoking nature with any family or household member.

"Family or household members" include spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of this Code. For purposes of this Article, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.

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 (two or more acts) 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, Stalking is defined as:

(a-1) 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-2) 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-3) 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.)

The following definitions are defined in the 2016 Handbook for Campus Safety and Security Reporting:

Sexual Assault (Sex Offense): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes attempted Sexual Assault.

Rape: is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: is sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

Statutory Rape: is sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition –

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as a Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabiting must be current or former spouses or have an intimate relationship.

Stalking: is defined as engaging in a course (two or more acts) of combat directed at a specific person that would cause a reasonable person to—

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purpose of this definition—

- **Course of conduct** means *two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, devices, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.*
- **Reasonable person** means a *reasonable person* under similar circumstance and with *similar identities* to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

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

HWC 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 are posted throughout the campus. In addition, as part of the City Colleges’ commitment to providing a learning and working environment free of harassment, discrimination, and sexual misconduct, the Equal Opportunity (EEO) Office offers comprehensive, intentional and integrated training that address the requirements of Title IX, Clery and VAWA and promotes prevention and awareness of sexual harassment, sexual assault, dating violence, domestic violence, and stalking. HWC students, staff and faculty can request personalized training by contacting the Equal Opportunity (EEO) Office at (312) 553-2865.

Programming Conducted

In the 2023 calendar year, the Harold Washington College Wellness Center hosted 6 education and prevention programs/groups specifically addressing issues of sexual assault, consent, healthy relationships, and safety/DV support. This included the following events: Gender-Based Violence and Immigration, Denim Day, Purple Thursday, WOKE Chicago Yoga, and a Healing Circle. There were 382 students, faculty and staff attended these programming events.

The Wellness Center also facilitated 54 tabling events and classroom presentations on various safety topics, including crime and violence victim support, drug and alcohol education and prevention, healthy relationships and domestic violence support, LGBTQ+ support and education, and sexual assault education and prevention. There were 931 students, faculty and staff participated in these events/presentations.

The Wellness Center team attended several trainings in 2023 regarding safety and security on campus including: Let's Talk About Sex: A Foundation for Talking with Clients About Intimacy, The Art of De-Escalation During Law Enforcement Encounters, 'Just Say No'- An exploratory look on how this historic initiative shaped SUD treatment in the Y2K era, Crisis Recovery after a Hate-Based Event, Employee Title IX Training Certificate, Sexual Assault, Domestic Violence, and Stalking in accordance with the Preventing Sexual Violence in Higher Education Act.

Gender-Based Violence Prevention and Response

Project S.A.F.E.: Securing a Fear-Free Environment

Project S.A.F.E. is a districtwide initiative across the City Colleges of Chicago whose mission is to collaboratively develop and implement meaningful, engaging programs to prevent and address gender-based violence; specifically, dating and domestic violence, sexual assault, and stalking. Project S.A.F.E. aims to promote equity in education by reducing barriers to educational access for those affected by gender-based violence by centering survivor safety, empowerment, and healing through a compassionate and intersectional approach. Project S.A.F.E. was supported by Grant No. 2020-WA-WZ-0008 awarded by the Office on Violence Against Women, U.S. Department of Justice.

What is gender-based violence?

Gender-based violence (GBV) refers to harmful acts directed at an individual based on their sex or gender. Gender-based violence is rooted in gender inequality, abuse of power, and harmful norms. Gender-based violence can:

- Be physical, emotional psychological, sexual, or financial
- Occur in person, online, and through the use of other technology
- Affect anyone, regardless of their gender, race, sexual orientation, or other identity, but LGBTQ+ people of color, and immigrants may face special vulnerabilities
- Co-occur with other forms of violence

Gender-based violence in any form is serious and dangerous, and often illegal. Everyone deserves to be safe and treated with respect. Some forms of gender-based violence include:

- **Domestic or Dating Violence**, which is a pattern of behaviors used by one partner against another to maintain power and control in a relationship. It can include a range of behaviors including physical violence, threats, emotional and sexual abuse, and/or financial control.
- **Sexual Assault**, which is a general term to describe any kind of sexual activity that happens without someone's permission or consent. City Colleges of Chicago defines consent as "explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. The use of coercion in instances of sexual assault involves the use of pressure, manipulation, substances, and/or force. The absence of "no" is not a "Yes".

- **Stalking**, which is a pattern of repeated, unwanted attention or contact that causes fear. Stalking can involve following someone, harassment, or unwelcome contact through technology or social media.

Coordinated Community Response Team (CCRT)

Project S.A.F.E. convenes a monthly meeting with a districtwide task force, the CCRT, which brings together more than 100 members from all seven City College campuses and satellite campuses. The CCRT includes all City Colleges' Wellness Center Directors, Security Directors, Student Activities Directors, Deans of Student Services, numerous counselors, ACCESS Directors, faculty, student peer educators, and Deans of Instruction. The CCRT seeks to breakdown silos and improve coordination on the prevention and response to gender-based violence, as well as establishing priorities on enhancing gender-based violence prevention, policy, and advocacy services. The CCRT engages in several external stakeholders and community-based organizations including the Chicago Police Department Office of Community Policing, Resilience (f/K/a Rape Victim Advocates), the Network, KAN-WIN, Apna Ghar, the YMCA and Mujeres Latinas en Accion.

Chicagoland Advocacy and Prevention Consortium (CAPC)

Project S.A.F.E. participates in the Chicagoland Advocacy and Prevention Consortium, which brings together gender-based violence prevention and advocacy professionals from a dozen institutions of higher education in the greater Chicago area. The Consortium meets on a monthly basis to discuss best practices on comprehensive prevention, survivor advocacy, and campus safety.

Chicago Mayor's Office People's Plan for Community Safety

Representatives from Project S.A.F.E. at City Colleges were invited to work with the Mayor's Office of Community Safety to support the People's Plan for Community Safety, including the development of an accredited 40-hour Victim Advocate training course. Project S.A.F.E. previously contributed to the development and implementation of the Chicago Citywide Strategic Plan to Address Gender-Based Violence and Human Trafficking in 2021-2023.

2023 Gender-Based Violence Training and Programming

In 2023, City Colleges reached 4,071 students, faculty, and staff with gender-based violence prevention programming, and provided advocacy services to 141 survivors of gender-based violence.

The following programming, training, and events were offered across the City Colleges district:

DATE	LOCATION	TOPIC	AUDIENCE
1/30/2023	Virtual	Supporting Immigrant Survivors of Gender-Based Violence	Adult Education; other Faculty/Staff
2/10/2023	Virtual	Reporting 101 for Adult Education	Adult Educators
2/13/2023	Virtual	Stalking Awareness Training (Lunch & Learn)	CCC Staff and Faculty
3/9/2023	Virtual	Rapport for Reporters	Adult Education
3/22/2023	Virtual	(Re)Claiming Our Love Conference	CCC Staff
3/27/2023	Virtual	LGBTQ+ Allyship for Queer Survivors	Staff & Chicago Police Dept
3/30/2023	Virtual	Daring Words, Brave World: Storytelling as Public Truths with Dr. Ada Chang	Students, Faculty, Staff
4/11/2023	Virtual	International Conference on SA, DV, & Fighting for Change	Staff
4/13/2023	Virtual	Awakenings Gallery Tour	Students, Faculty, Staff
4/26/2023	Virtual	Denim Day Poetry Read-a-Thon	Students, Faculty, Staff
5/25/2023	Virtual	Title IX Coordinator Training #1	Deans, Conduct Officers & Title IX Coordinators
6/1/2023	Virtual	Title IX Coordinator Training #2	Deans, Conduct Officers & Title IX Coordinators
6/5/2023	Virtual	40-Hour Confidential Advisor Training	Project S.A.F.E. Staff and Clinical Counselors
6/12/2023	Virtual	OVW Training and Technical Assistance Institute	Faculty and Staff
6/21/2023	Virtual	New Counselor Project S.A.F.E. Onboarding	Wellness Center Clinical Counselors
6/30/2023	Virtual	Preventing SA in Higher Ed (PSVHE) Refresher Course	Faculty and Staff
8/14/2023	Virtual	District Facility Development Day	Faculty
9/18/2023	Virtual	Peer Educator Orientation	Students (peer educators)
9/19/2023	Virtual	Clinical Intern Project S.A.F.E. Orientation Training	Wellness Center Clinical Interns
9/21/23	Virtual	Table Talk on Victim Services in Community College Context	Community Partners and OVW Staff
10/6/2023	KKC	Advising Professional Development Day: Reporters, Advisor Edition	Advisors
10/10/2023	Virtual	Consent in Relationships	Students
10/13/2023	Virtual	Violencia Domestica en Espanol	Students, Faculty, Staff
10/23/2023	Virtual	Violence in Migrant Community, Pt. I	Adult Educators and Staff
10/27/2023	Virtual	Immigration and Domestic Violence	Students, Faculty, Staff
10/31/2023	Virtual	Stalking through Technology	Students, Faculty, Staff
11/6/2023	Virtual	Violence in Migrant Community, Pt. II	Adult Educators and Staff
11/16/2023	Virtual	Preventing Sexual Assault Violence in Higher Ed (PSVHE) Refresher Course	Faculty and Staff
11/29/2023	Virtual	Violence in the Migrant Community, Pt. II	Adult Educators and Staff
12/1/2023	Virtual	Immigration and Domestic Violence	Adult Educators and Staff
12/5/2023	Virtual	Vicarious Trauma: Caring for Survivors and Ourselves	Students, Faculty and Staff
12/7/2023	Virtual	40-Hr Confidential Advisor Training	Project S.A.F.E Staff and Clinical Counselors

The following programs and training were offered exclusively to Harold Washington College:

DATE	LOCATION	TOPIC	AUDIENCE
4/26/2023	In Person	Denim Day Tabling for SA Awareness Month	Students, Faculty, Staff
8/18/2023	In Person	Project S.A.F.E. Presentation at Faculty Development Week	Faculty
10/19/2023	In Person	Purple Thursday Tabling for DV Awareness	Students, Faculty, Staff
10/23/2023	In Person	Trauma-Informed Yoga	Students, Faculty, Staff

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, Title IX Director at (312) 553-2865 or eeofficer@ccc.edu. 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>

Procedures after an Incident of Sexual Assault, Domestic Violence, Dating Violence, or Stalking

There are staff members and resources at City Colleges of Chicago to assist survivors of sexual assault, domestic violence, dating violence, and stalking, regardless of whether the survivor elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus. When a survivor discloses to Safety and Security, the Officer will provide the survivor with a written explanation of their rights options.

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

A survivor of domestic violence, dating violence, sexual assault or stalking or other crime victims who pursues a criminal justice response has the following rights as prescribed by law under 725 ILCS 120/4:

- The right to be treated with fairness and respect for their dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process
- The right to timely notification of all court proceedings
- The right to communicate with the prosecution
- The right to be heard at any post-arraignment court proceeding or post-arraignment release decision, plea or sentencing
- The right to be notified of the conviction, sentence, imprisonment, and release of the accused
- The right to the timely disposition of the case following the arrest of the accused
- The right to be reasonably protected from the accused through the criminal justice process
- The right to be present at the trial and all other court proceedings
- The right to have an advocate and other support person of the victim's choice present at all court proceedings
- The right to restitution

Moreover, Harold Washington College Safety and Security comply with Illinois law in recognizing orders of protection, "no contact" orders, restraining orders, or similar lawful orders. Any person who obtains a lawful order from Illinois or any reciprocal state should provide a copy to 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.

In any instance of a reported gender-based violence 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 both on campus and in the community
- Officers will facilitate contacts with law enforcement officials to initiate an investigation if the survivor chooses to do so
- 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 the [Wellness Center](#), [Project S.A.F.E.](#), or community-based victim advocate groups to seek support and resources described below.

Chicago Rape Crisis Hotline	888-293-2080
Illinois Domestic Violence Hotline	877-863-6338
Rape Victim Advocates	312-443-9603
YWCA of Metropolitan Chicago Laura Parks and Mildred Francis	773-955-3100
Community Counseling Centers of Chicago (South)	773-769-0205
Mujeres Latinas En Accion	773-890-7676

Sexual Assault Prevention

We can all take steps to increase safety on college campuses. As bystanders, students can learn ways of stepping in to prevent crimes like sexual assault from occurring. When it comes to personal safety, there are steps you can take to prevent sexual violence and keep yourself safer, and some of those tips are outlined below. We say “safer” because no sexual violence “safety” tip is ever a promise of safety, and the only one responsible for sexual assault is a perpetrator, full stop. It is important to remember that if you are sexually assaulted, it is not your fault, and that help and support are available.

- **Know Your Resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the [Wellness Center](#), [Safety & Security](#), [Project S.A.F.E.](#), or a local service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
- **Stay Alert.** When you are moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or ask Safety and Security to escort you to your car. If you are alone, only use headphones in one ear to stay aware of your surroundings.

- **Make a Plan.** If you are going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- **Be a Good Friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't. Learn more about how to be a good bystander to help keep your friends and others safe in a social setting.
- **Define Boundaries for Yourself.** Perpetrators of sexual violence often use tactics, such as guilt or intimidation, to pressure a person into something they do not want to do. It can be upsetting, frightening, or uncomfortable if you find yourself in this situation. Remember that it's not your fault when someone acts this way – they are responsible for their own actions. Knowing your boundaries around acceptable behavior can help you identify when it is time to block someone, leave a situation, or call upon friends or family to help remove yourself from the situation.
- **Practice Safer Online Dating.** Avoid connecting with suspicious profiles and check out potential dates on social media before meeting someone in person. When meeting someone from online, consider video chatting before you meet up in person, meeting in public place, and tell a friend where you are going in advance. Report and block users who act inappropriately. Wait to share personal information with someone you do not know well, and never share passwords to your online accounts.

(Adapted from the Rape, Abuse, and Incest National Network, "Safety and Prevention," www.rainn.org/safety-prevention)

Supporting Others and Bystander Intervention

You can offer support to survivors of gender-based violence by listening with compassion and helping the survivor identify resources to promote their safety and wellbeing. You can also support by being an active bystander, which is a violence prevention strategy that involves recognizing a potentially harmful situation and choosing to act in a way that could positively impact the outcome. Active bystanders promote a campus culture of empowerment and community responsibility to protect others from harm.

Being an active bystander means being aware of when someone's behavior is inappropriate, threatening, or abusive and choosing to challenge it to interrupt the abuse, deescalate a situation, or offer support to the person who is being harmed. Bystander intervention can take place during or after the incident. Always assess whether it is safe to intervene before doing so, use a strategy for intervention that feels comfortable and accessible for you. You can remember strategies for bystander intervention by the **5Ds of Bystander Intervention**:

- **Direct:** If it is safe to do so, intervene directly through words or actions. Avoid engaging in dialogue, debate, or an argument – since this is how situations can escalate. If the person harassing responds to your Direct intervention, focus your attention on assisting the person who was harmed, instead of engaging with the person doing the harm. A direct approach can call out inappropriate behavior and/or give the affected person an opportunity to leave the

situation or get to a safe place. *Example:* Saying “that comment is inappropriate” or “this person has asked you to leave them alone and I’m here to support them.”

- **Distract:** Create a distraction to disrupt the situation. Don’t talk about or refer to the harassment that is happening. Instead, talk about something completely unrelated. *Example:* Pretend to be lost and ask the person being harassed to give you directions. Ask them for the time. Pretend you know the person being harassed and act excited to have “randomly” run into them.
- **Delegate:** Ask others for help. When you Delegate someone to help you, try to tell them as clearly as possible what you are witnessing and how you would like them to help, or work with other nearby bystanders to come up with a plan to intervene. *Example:* Find a professional or someone in a position of authority to intervene, like a Security Officer.
- **Delay:** Support the impacted person after the incident. Even if we cannot act in the moment, we can still make a difference for someone who has been harassed by checking in on them after the fact: we do not have to just ignore what happened and move on. We can help reduce that person’s trauma by speaking to them after an instance of harassment. *Example:* Ask the affected person after an incident if they are safe, or offer to accompany them to their destination or sit with them for a while.
- **Document:** Record or take notes on an instance of harassment. This can be helpful when it is not safe to intervene in another way. However, ALWAYS ask the person who was harassed what they want to do with your recording and/or notes. NEVER post it online or use it without their permission. Being harassed or violated is already a disempowering experience, and if we publicize an image or footage of a person being harmed without their consent, it can make them feel even more powerless.

(Adapted from Right to Be, “The 5Ds of Bystander Intervention”,
www.righttobe.org/guides/bystander-intervention-training)

Resources: How to Seek Support

It can be difficult and confusing to figure out where to turn for help after abuse or an assault. Contact your campus [Wellness Center or Project S.A.F.E.](#) for assistance with navigating the other resources discussed here and deciding your next step. They are there to provide the support you need. Support can mean talking about what happened to you, learning more about your options, and getting connected with additional resources.

Reporting Options

Reporting means making a formal report or seeking intervention from an authority. Reporting is not confidential.

- **Title IX** is the federal law designed to address sexual misconduct and promote gender equity in education. You have the right to make a Title IX complaint up to 180 days following an incident. Reach out to the Dean of Student Services at your campus or visit www.ccc.edu/titleix to find out more about your rights and options for reporting.

- **Chicago Police Department:** Survivors have the right to make a police report for any sexual assault or abuse incident. While resources at your college can support you in generating a police report, survivors are not required seek support from their college in order to make a report with local law enforcement.
- **Domestic Violence Court:** A survivor can seek a civil Order of Protection at the Domestic Violence Court, 555 W. Harrison Street, Chicago, Illinois.
- **Safety and Security:** Your campus Safety and Security Office can respond to security threats or incidents on campus, assist in developing a safety plan, provide escorts to classes or your car/public transportation location, or assist in contacting local law enforcement. Reach out to the campus Safety and Security Office.

Confidential Survivor Support and Resources

On-Campus. You can contact your [Wellness Center](#) or Project S.A.F.E. at projectsafe@ccc.edu to get connected to confidential services and support. These resources offer free and confidential services and can provide or connect you to:

- Counseling
- Understanding your legal rights and options
- Legal advocacy in civil and criminal matters
- Referrals to legal representation
- Medical options and advocacy
- Intimate partner abuse safety planning
- Academic support and advocacy
- Survivor right and options for immigration relief

In the Community. Project S.A.F.E. also partners with a number of local agencies that are available for support for survivors and resources for healing:

- **Resilience:** 312-443-9603 | Sexual Assault Services | www.ourresilience.org
- **YWCA Metropolitan Chicago:** 312-733-2102 | Sexual Violence Services | www.ywcachicago.org
- **Apna Ghar:** 773-334-4663 | Text: 773-899-1041 | 24-hour Multilingual **Hotline** | Gender-Based Violence Services | www.apnaghar.org
- **Mujeres Latinas en Accion:** 877-863-6338 | 24-hour **Hotline** in English and Spanish | www.mujereslatinassenaccion.org
- **KAN-WIN:** 773-583-0880 | 24-hour Crisis **Hotline** in Korean, Chinese, Mongolian, and English | Gender-Based Violence Services | www.kanwin.org
- **Greenlight Counseling:** 773-750-7077 | Sexual Assault Counseling for College Students | www.greenlightfamilyserices.org/services/counseling
- **Awakenings:** Art-making experiences and healing resources for survivors of sexual violence | www.awakeningsart.org

Toll-free and confidential 24-hour support is available at the following resources:

- [Chicago Rape Crisis Hotline](#) | Call or text 888-293-2080 | Hotline available 24/7 | Text and chat services available Monday-Friday, 3:00 pm – 11:00 pm CST.
- [Chicago Domestic Violence Hotline](#) | Call or text: 877-863-6338 | TTY: 877-863-6339 | 24/7 hotline available in English, Spanish, and interpretation series available for 140 other languages.

Privacy and Confidentiality

Confidentiality means that information shared cannot be shared with anyone else without permission. While everyone who works at City Colleges of Chicago is required to protect your privacy, some staff do have Title IX reporting obligations and cannot guarantee confidentiality. Confidential resources are available in the Wellness Centers and through Project S.A.F.E.

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 or staff. Students seeking information concerning registered sex offenders, can go to the Illinois State Police website for an online listing of registered sex offenders at:

<https://isp.illinois.gov/Sor/Disclaimer>

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, or 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-rape or fondling, non-forcible sex offenses-Incest or statutory rape, 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 circumstances 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 Equal Opportunity (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 Equal Opportunity (EEO) Office for investigation regardless if the complainant chooses to pursue criminal charges. A Title IX complaint can be filed online at: <https://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 Office in the Office of Human Resources at the District Office. The EEO Office will also accept complaints at eeofficer@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 complainant and the respondent shall be notified in a timely manner that an investigation is being conducted. The EEO Office 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 Office will 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 Office in support of or in mitigation of their respective positions.

The preponderance of the evidence standard will be used in reviewing evidence and information obtained during the investigation to reach a determination. The EEO Officer will file a written report of the investigation and findings with the Chief Talent Officer and/or the College President/Vice Chancellor, which may include recommendation of disciplinary or corrective action. Both the complainant and the respondent will be notified in writing of the findings of the investigation.

Supportive Measures

To the extent of the victim's cooperation and consent, the college offices, including Campus Safety and Security, CCC Wellness Center and the Equal Opportunity (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.

Where the EEO Office has knowledge of conduct that reasonably may constitute sex-based harassment or discrimination in its education program or activity, the EEO Office will offer the parties appropriate supportive measures, whether or not a Title IX complaint has been filed. For complains of sex-based harassment, these supportive measures may include:

- Provisions of a safety plan;
- Modification of work or class schedules;
- Mutual no-contact orders between the parties;

- Altered work arrangements for employees; and
- Any other action(s) deemed appropriate by the EEO Office.

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 Bulletin and Security Daily Crime Log.

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 Office 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 and responding individuals will be issued. That determination will advise the individuals that no further Equal Opportunity (EEO) Office action will be taken on the complaint. When applicable, the individuals will be referred to other processes or services which may address the issue(s) 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 Office will consult with the individual filing the complaint and where appropriate, the Chief Talent Officer and/or College President/ Vice Chancellor regarding a corrective action recommendation.

For employees, corrective action recommendations may include discipline up to and including termination of employment, or any other remedy deemed appropriate to address discriminatory or harassing conduct and to prevent reoccurrence. Provisions of any applicable collective bargaining agreement will be followed when implementing any corrective action determination against union employees.

For students, a recommendation of an appropriate corrective action will be made to the Dean of Student Services at the applicable College. Disciplinary action may range from written reprimands, suspensions, or other action up to and including college dismissal, or expulsion, or any other remedy deemed appropriate to address discriminatory or harassing conduct. Depending on the EEO Office's recommended disciplinary or corrective action, the student may be entitled to an informal or formal disciplinary hearing as outlined in the Student Code of Conduct.

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 reports of alleged dating violence, domestic violence, sexual assault or stalking, 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 in order to determine whether there should be an emergency administrative leave implemented. All cases of this nature are sent to the Equal Opportunity (EEO) Office for review. The Equal Opportunity (EEO) Office will first investigate any sexual misconduct complaint pursuant to its Equal Opportunity Policy and Complaint Procedures (“Equal Opportunity Policy”). Both the accused party and the complaining party will have an opportunity to present evidence and witnesses to the Equal Opportunity (EEO) Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity (EEO) Office coordinates with the College to put supportive measure in place while the investigation proceeds. Supportive measures include changes to working situations, transportation situations and additional protective measures, if necessary. While the Equal Opportunity (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 Equal Opportunity (EEO) Office will make a recommendation of appropriate disciplinary or corrective action to the President. Depending on the Equal Opportunity (EEO) Office’s recommended disciplinary or corrective action, the accused employee will be entitled to a formal disciplinary hearing as outlined below.

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.

Non-Union Employees are at-will employees, 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 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. 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. 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. The 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 stalking, the incident is documented with the College Safety and Security Office, as well as the campus Title IX Coordinator and District Director. 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 the Title IX/Equal Opportunity (EEO) Office for review. The Equal Opportunity (EEO) Office will first investigate any sexual misconduct complaint pursuant to its Equal Opportunity Policy and Complaint Procedures ("Equal Opportunity Policy"). Both the accused (respondent) student and the complaining party (complainant) will have an opportunity to present evidence and witnesses to the Equal Opportunity (EEO) Office during its investigation in accordance with the Equal Opportunity Policy. The Equal Opportunity (EEO) Office coordinates with the College to put supportive measures in place while the investigation proceeds. Supportive measures cannot be punitive or disciplinary in nature, but can be comprised of safety plans, changes to academic situations, working situations, mutual no-contact orders, transportation situations and additional protective measures. Parties may challenge a decision to provide, deny, modify, or terminate supportive measures applicable to the party. While the Equal Opportunity (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 Title IX/Equal Opportunity (EEO) Office will make a recommendation of appropriate disciplinary or corrective action to the College's Dean of Student Services. Depending on the Title IX/Equal Opportunity (EEO) Office's recommended disciplinary or corrective action, the accused student will be entitled to an informal or formal disciplinary hearing as outlined below.

Due Process Hearing: Based upon the information gathered from the Administrative Review, the College President or designated student conduct administrator determines an appropriate disposition through one of the following actions:

- Dismissal of the complaint if it does not constitute a violation of student conduct policy.
- Non-judicial intervention if the matter is deemed to be of a minor nature.
- Sanction by disciplinary warning, disciplinary probation, restitution, community service, loss of some privilege(s) afforded other students, or a combination of above.
- Mediation involving the affected parties.
- Consensual resolution when the College and the student agree in writing a set of terms proposed by the college or negotiated between the parties in lieu of a Formal Disciplinary Hearing. The acceptance of a consensual resolution constitutes an agreement of responsibility for the conduct violation by the student and the terms are considered disciplinary sanctions. A consensual resolution agreement is final and may not be appealed.
- Referral to the Disciplinary Committee for a Formal Disciplinary Hearing with up to five (5) days suspension pending the hearing.

When the concerning behavior represents a potential threat to the safety and well-being of the College community, the case is immediately referred to the Supportive Intervention Team (SIT) for risk assessment and development of a support plan, when appropriate. In all but exceptional instances, cases involving obstruction/disruption of the learning or work environment, physical and verbal abuse, or possession of weapons should undergo a SIT review.

Interim Suspension: A notice of interim suspension is communicated to the student via official CCC email and /or certified U.S. mail. The notice of interim suspension may be in tandem with notice of a scheduled Formal Disciplinary hearing, when appropriate. An interim suspension is deducted from any suspension imposed as the result of the formal hearing.

Formal Disciplinary Hearing: The hearing will be conducted by a hearing committee designated as follows: two (2) administrators will be appointed by the College President or designee, at least one (1) faculty member will be appointed by the college Faculty Council, and at least one (1) student representative. The committee shall number at least five (5) members. The College President, or designee, 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 hearing will be scheduled to reasonably accommodate the student's schedule within the designated time frame for due process to occur.

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 the 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 (weekdays, excluding holidays when classes are in session). The recommendation will include a summary of the evidence upon which that recommendation was made.

The College President may accept or reject the committee's recommendation, or lessen sanctions or conditions. The College President may not increase the level of sanctions or conditions. The College President will advise the student, in writing, via CCC official email and/or certified U.S. Mail, if his/her decisions within five (5) academic days of receipt of the written recommendation of the committee.

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

In the event the student charged disagrees with the decision of the College President of any suspension in excess of five (5) academic days, college dismissal, or expulsion, the student may appeal the decision in writing within ten (10) 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. Appeals are not re-hearings, are not granted on the basis of disagreement with the original decision, and should be based upon one or more of the following:

- There was a denial of a fair hearing.
- There was insufficient evidence to establish responsibility.
- There was new information available that was not available at the time of the hearing which may have affected the disciplinary decision.
- The severity of the sanction exceeds the severity of the violation.
- The hearing process involved a substantial deviation from policy and/or procedure to the disfavor of the student.
- There exist exceptional circumstances to limit an expulsion to a certain city college or city colleges.

Appeal Process and Outcome: The Provost & Chief Academic Officer shall appoint a District Judicial Affairs Committee, consisting of at least three (3) administrators and one (1) student representative to review Appeals of Discipline for suspensions, dismissals, or expulsions and to render a recommendation to the Provost & Chief Academic Officer. The Provost & Chief Academic Officer's decision may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another city college, or make such other disposition as deemed just and proper under the circumstance. The student shall have the right to be notified of the Provost & Chief Academic Officer's decision within 10 (ten) academic days of receipt of the student's appeal. The Provost's decision on the appeal shall be final and shall be effective immediately upon issuance.

In incidents of dating violence, domestic violence, sexual assault, or stalking, simultaneous notification when results become final or of any change in finding or discipline shall also be made to the victim.

Petition for Readmission: In exceptional instances, a student dismissed from a College or expelled from all City Colleges for disciplinary reasons may petition for readmission. To qualify for consideration, the student's petition for readmission must be accompanied by documented evidence of good citizenship and a personal statement that speaks to a self-understanding of the concerning behavior that led to the dismissal or expulsion and which demonstrates personal development that supports the belief that the concerning behavior will not be repeated. A student is eligible to petition for readmission no less than five (5) years following the date of dismissal or expulsion. The petition decision rests with the President of the College the student wishes to attend, and the President's decision must be approved by the Provost & Chief Academic Officer.

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. Attendance at another City College is contingent on the other college's approval.

Districtwide Suspension: A written notice of exclusion from all City Colleges of Chicago, and/or class(es), and/or 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.

Districtwide Expulsion: Student indefinitely restricted from enrolling or attending class (es), 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 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.

- Consider seeking counseling and other services by contacting the CCC Wellness Center
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
- Consider making a report with the Safety and Security Office and/or the Title IX Coordinator
- Consider getting an order of protection from Domestic Violence Court, 555 W. Harrison Street, Chicago, Illinois
- 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 supporter
- 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.

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 prescribed 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 state or federal 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 – specifically identify each crime and the corresponding penalty. The Illinois statutes are consistent with federal law, and local law is subject to state law. Copies are available from area law enforcement agencies and online at:

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

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.

<p>Inhalants (AKA: Aerosol sprays, bolt, climax, huff, laughing gas, locker room, poppers, snappers, solvents, whippets)</p>	<p>Nausea, dizziness, headache, lack of coordination and control, rapid pulse, loss of appetite and involuntary passing of urine or feces.</p>	<p>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.</p>
<p>Narcotics (AKA: Big H, codeine, darvon, demerol, dolophine, heroin, horse, junk, lomotil, methadone, morphine, mud, opium, pectoral syrup, smack)</p>	<p>Euphoria, drowsiness, insensitivity to pain, nausea, vomiting, watery eyes, runny nose, slow shallow breathing, clammy skin and convulsions.</p>	<p>Addiction, lethargy, weight loss, contamination from utensils (hepatitis, AIDS), accidental overdose, coma, death, premature or stillborn infants and severe withdrawal.</p>
<p>Stimulants other than cocaine (AKA: Black beauties, crank, crystal meth, diet pills, ice, pep pills, speed, uppers)</p>	<p>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.</p>	<p>Fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possibly hallucinations, anxiety/panic and violent behavior.</p>
<p>Depressants (AKA: Amytal, barbs, blue devils, downers, librium, ludes, miltown, nembatal, quaaludes, red devils, seconal, serax, valium, yellow jackets)</p>	<p>Depressed breathing, slow heartbeat, intoxication, drowsiness and uncoordinated movements</p>	<p>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.</p>

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:

<https://www.ccc.edu/departments/Pages/Wellness%20Center.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:
<https://www.ccc.edu/departments/Pages/Wellness%20Center.aspx>
- employee assistance programs which can be found online at:
<http://www.ccc.edu/departments/Pages/Employee-Assistance-Program.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 (the most recent Biennial Review was updated on December 31, 2022, and the next review and update will be on December 31, 2024) requirement by ensuring affective and timely distribution of City Colleges of Chicago zero tolerance Drug Free and Alcohol-Free policies to student 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 28, 2023.

City Colleges of Chicago will also ensure distribution of the Drug and Alcohol-Free policies 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 can review cases that were sanctioned year-over-year.

Illinois Controlled Substance Act, 720 ILCS 570

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 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 contact information of our campus Wellness Centers, please visit:

[City Colleges of Chicago - Wellness Centers \(ccc.edu\)](http://ccc.edu).

Individual assessment and counseling for CCC students

- Early intervention, assessment, education, and referral
- Educational sessions for those concerned about alcohol or other drug use.
- Conduct Supportive Intervention Team (SIT) referrals
- Personalized screen for alcohol use
- Harm reduction training
- Support groups

Educational Programs

- Alcohol, drug, and marijuana use programs available by appointment

Events

- Alcohol and drug free events

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.

In compliance with the Illinois Compiled Statutes (110 ILCS 58/25, Sec.25), in an effort in the prevention of suicide and to raise mental health awareness on the college campus; contact information for the National Suicide Prevention Lifeline Crisis Text Line (988), the local suicide prevention hotline (1-800-273-8255), and the college Security 24-hour number (773-602-5148) is printed on the back of each student identification card. Outside of the requirement of this statute, the suicide prevention information has also been provided to all faculty, employee/staff college identification cards.

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)

CCC is committed to protecting the healthy, safety, and well-being of its students, faculty, and staff. Under the guidance of the 2008 Illinois Higher Education Safety Enhancement Act, CCC has established Supportive Intervention Teams at each of its colleges and the District Office. The 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

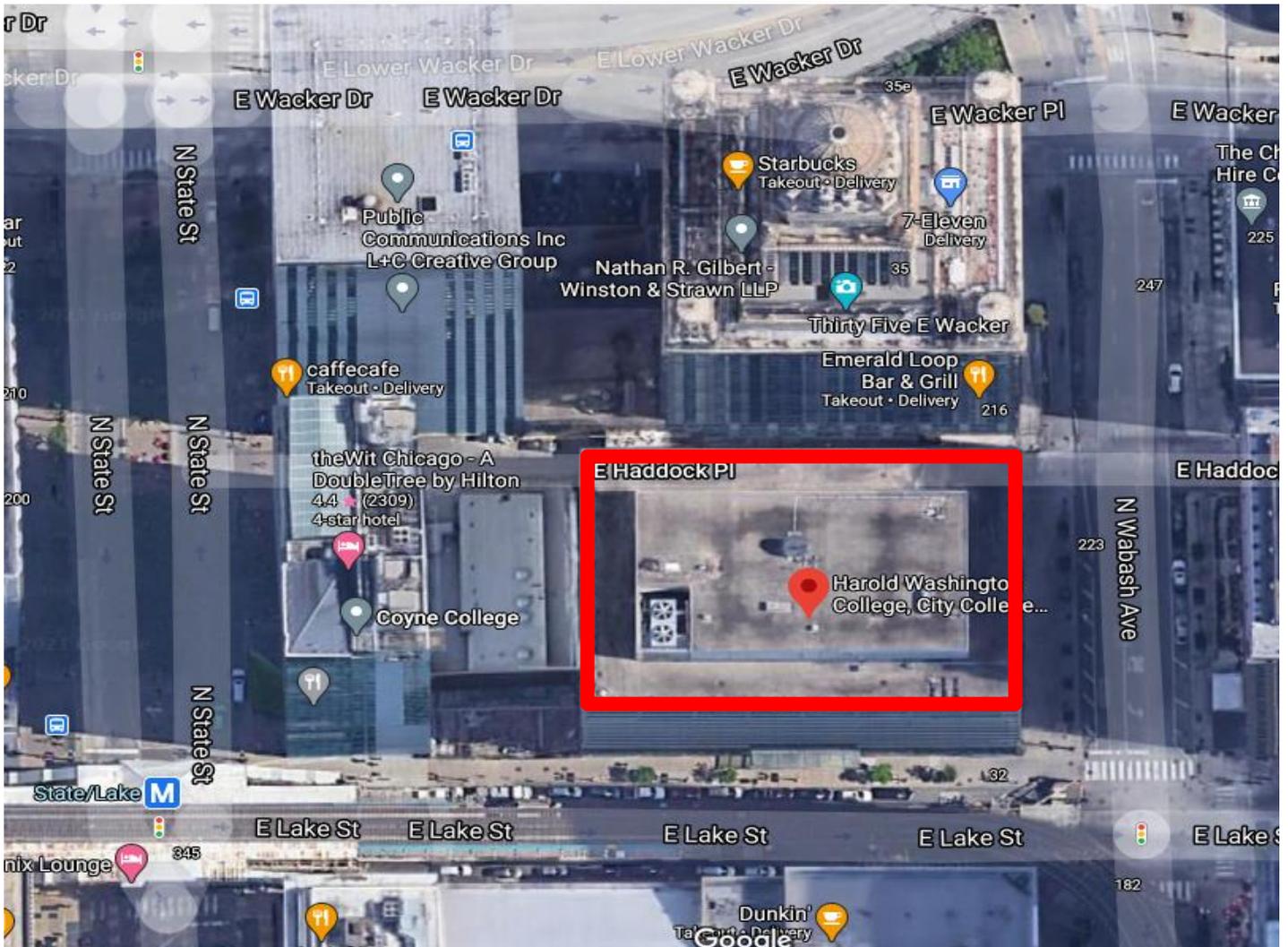
SITs are composed of CCC faculty and staff from a broad range of disciplines and departments including Student Services, Wellness Center, Security, Human Resources, Disability Access Center, and Faculty personnel. SITs can provide referrals for counseling and other supportive intervention, recommend administrative removal from campus, or recommend that no action be taken.

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



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 2023 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	Unfounded Crime
Murder/Non-negligent manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	1	0
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	5	0
	2022	0	0	0	0
	2023	1	0	1	1
Aggravated assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	2	0	8	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor vehicle theft	2021	0	0	7	0
	2022	0	0	1	0
	2023	3	0	1	2
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Caveat: There were three unfounded crimes during the 2023 statistical year. One robbery on public property, one motor vehicle theft on public property, and one motor vehicle theft on campus. Caveat: There were four incidents of Aggravated Assault on Public Property with a total of eight victims. Three of these incidents contained seven victims combined and all occurred on a Sunday when campus is closed.

Harold Washington College Arrest/Disciplinary Action

Offense	Year	On Campus Property	Non-campus Property	Public Property	Unfounded Crime
Arrests: Weapons: Carrying, Possessing, ETC.	2021	0	0	1	0
	2022	0	0	0	0
	2023	0	0	2	0
Disciplinary Referrals: Weapons: Carrying, Possessing, ETC.	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arrests: Drug abuse violation	2021	0	0	0	0
	2022	0	0	1	0
	2023	0	0	2	0
Disciplinary Referrals: Drug abuse violations	2021	0	0	0	0
	2022	1	0	0	0
	2023	0	0	0	0
Arrests: Liquor law violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Liquor law violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	1	0	0	0

Harold Washington College Violence Against Women Act (VAWA) Offenses

VAWA CRIME	Year	On Campus Property	Non-Campus Property	Public Property	Unfounded Crime
Domestic violence	2021	0	0	2	0
	2022	0	0	1	0
	2023	0	0	1	0
Dating violence	2021	1	0	0	0
	2022	0	0	1	0
	2023	0	0	0	0
Stalking	2021	1	0	0	0
	2022	1	0	0	0
	2023	0	0	0	0

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		
		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	P P
Murder/Non-negligent manslaughter	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	p P
Larceny	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	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 Hate Crimes during the 2021-2023 statistical period