



Olive-Harvey College
And
South Chicago Learning Center
City Colleges of Chicago
District No. 508
2015
Annual Campus Security Report
Policies, Procedures & Crime Statistics

SECURITY OFFICES

Olive-Harvey College
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An on-line copy of this report is available at the below listed web site.
<http://www.ccc.edu/colleges/olive-harvey/departments/Pages/Safety-Security.aspx>

Message From The President of Olive-Harvey College Angelia Millender

Dear College and Community Members:

The Clery Act was originally enacted by the Congress and signed into law by President George Bush in 1990 as the **Crime Awareness and Campus Security Act of 1990**. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The law, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

As such, I am pleased to introduce the *2014 Annual Security Report* for the 2013 calendar year for Olive-Harvey College. Not only does this report comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act, it is part of our ongoing effort to inform you of the safety programs and services available and the steps you can take to maintain your safety and the security of others.

The safety and well-being of our students, faculty, staff, and visitors are our foremost concern. The best protections against campus crime are: a strong law enforcement and security presence; an aware, informed, alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. City Colleges of Chicago work diligently to reduce risk and the potential for crime. However, despite our best efforts, crimes may occur. Safety and security are a shared responsibility, and we expect all current employees and prospective community members to contribute to the safety and security of our campus.

If you have any questions or suggestions concerning this publication, please contact Olive-Harvey Campus Safety & Security at 773-291-6348. Thank you for your continued support.

Safety and Security: “A Shared Responsibility”

Safety & Security at Olive-Harvey 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.

This information is provided because of our commitment to campus safety and security and in compliance with the federal law, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act).

Safety & 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 & Security. Safety & Security will not tolerate unprofessional behavior by an employee.

Law Enforcement Relationships & Jurisdiction

As of July 2015, Safety & Security consists of approximately 64 security officers that patrol the facilities. All security officers are either current or retired Illinois Law Enforcement Officers from State, County or municipal police agencies.

The Director of Security urges all students, faculty and staff to be aware of the locations of emergency telephones and call stations located on each floor. Emergency telephones and call stations are intended to immediately contact security and summon assistance. Safety & 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 773-291-6348, or by stopping by the Lobby Security Desk. Throughout the year, people lose personal items on campus. In some cases these items are turned over to the Campus Safety & Security’s Lost and Found. If you believe you lost an item on campus contact the Lost and Found at 773-291-6348.

Authority to Arrest & Authorities

Many members of the College Safety & Security staff are currently sworn or retired law enforcement officers. The currently sworn law enforcement officers have the authority to effect an arrest. When an arrest does occur by Safety & Security, the appropriate law enforcement agency is contacted. There are no memoranda of understanding (MOU) between CCC and law enforcement agencies.

Monitoring and Recording of Criminal Activity

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

Campus Access

During the hours when the college is open to students and faculty, there is public access to some of the campus facilities. 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.

Operating hours for the South Chicago Learning Center as follows:

Monday thru Friday:	8am-10pm
Saturday:	9am-5p
Sunday:	Closed

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Security personnel regularly patrol the campuses and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the campus community are helpful when they report equipment problems to Safety & Security or to Facilities Management.

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 Campus Safety & Security phone number 773-291-6348 or 911 on speed dial of your cell phone.**
- **Download the Phone Locator App on your I Phone, Android or I Pad.**
- **Down load “CCC Mobile App” for up to date news, events and important information for iPhone and Android users.**
- **Register your mobile/ home phone, and email with CCC Emergency Notification @ <http://my.ccc.edu/>**
- **Do not leave electronic devices unattended.**
- **Do not leave valuables in your vehicle. Lock them in a secure compartment or take them with you.**
- **Do not leave personal belongings unattended on campus.**
- **Report suspicious activities or individuals.**
- **If you feel threatened by someone on campus, notify Safety & Security immediately and do not initiate contact with the person.**
- **Do not prop open locked doors.**
- **Do not carry large sums of money.**

Reporting of Crimes

The faculty, staff, and students of Olive-Harvey College and South Chicago Learning Center are requested to report all criminal activity, suspicious persons or emergencies they encounter promptly to Safety & Security for the purpose of making timely warning reports and the annual statistical disclosure. CCC Policy also encourages accurate and prompt reporting of all crimes to Safety & Security and the CPD when the victim of a crime elects to or is unable to make such a report. Safety & Security, is staffed twenty-four hours a day and can be reached by telephone at 773-291-6348. The officer who is assigned to the security desk will dispatch other officers 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 the staff of Campus Safety & Security using the City Colleges of Chicago's incident reporting system. Based on the results of Safety & 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. Safety & Security maintains a Daily Crime Log in the office of Safety & Security as mandated by the Clery Act. The Daily Crime Log contains information regarding criminal incidents or alleged criminal incidents reported to Safety & 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

CCC Supportive Intervention Teams (SIT)

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

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

CCC also provides an a link to the campus Supportive Intervention Teams (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 CAMPUS SAFETY & SECURITY or CALL 911 IMMEDIATELY.

Campus Safety & Security

On receiving a report of an alleged transgression/ crime, Safety & 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 & Security Incident Report (IR). If the investigation determines that criminal law was violated—Safety & Security will notify the proper authorities. If elements of probable cause exist, sworn law enforcement will effect the arrest of the alleged offender if he/she is still on campus. Safety & 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;
- A state, county or municipal law enforcement agency assumes responsibility for the investigation.

Confidential Reporting Procedures

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

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. Campus Safety & Security will honor your request and file a report on the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep your identity and the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, faculty, staff and visitors; determine where there is a pattern of crime with regard to a particular location on campus, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. No confidential information is released.

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

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

Campus Security Authorities may obtain a CSA Incident Report Form from the Office of Safety & Security or on the CCC Safety & Security website at <http://www.ccc.edu/departments/Pages/Safety-Security.aspx>. Once the form has been completed it will be returned to the Campus Safety & Security for inclusion in the annual crime report.

Examples of CSAs are below:

- Dean of Students
- Athletic Director
- Security Officer

CCC maintains as confidential any accommodations and protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations and protective measures.

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

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

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

Definitions

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

Consent is defined in Illinois as:

“a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of offense shall not constitute consent.” 720ILCS 5/11-1.70 (a)

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)

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

In Illinois:

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

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

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

In Illinois, domestic violence is defined as:

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

Dating Violence: Means violence committed by a person—

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

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

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

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

In Illinois:

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

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

(a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and:

- (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or
- (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

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

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

(720 ILCS 5/12-7.3)

Bystander Intervention

A bystander is someone other than the victim who is present when an act of sexual assault, domestic violence, dating violence or stalking is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent physical violence, sexual assault, domestic violence, dating violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander

intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting CPD, EMS, Office of Safety & Security, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like Safety & Security or the CCC Wellness Center.)

What To Do If You Have Been The Victim Of Sexual Assault, Domestic Violence, Dating

Violence Or Stalking

After an incident of sexual assault, domestic violence, dating violence or stalking, the victim should consider seeking medical attention as soon as possible. In Illinois, evidence may be collected even if you chose 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, 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, and stalking, contact Safety & Security at 773-291-6348. Safety & Security will assist any victim by notifying local police if that is the victim's decision. The Chicago Police Department may also be reached by dialing 911 for emergencies or 311 for non-emergencies. Additional information about the Chicago Police Department may be found online at: <http://www.chicagopolice.org>.

The Federal “Campus Sexual Assault Victims’ Bill of Rights”:

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

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

- The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
- The right to notification of court proceedings.
- The right to confer with the prosecution.
- The right to make a statement to the court at sentencing.
- The right to information about the conviction, sentence, imprisonment, and release of the accused.
- The right to timely disposition of the case following the arrest of the accused;
- The right to be reasonably protected from the accused throughout the criminal justice process.
- The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.
- The right to have present at all court proceedings, subject to the rules of evidence, an advocate or other support person of the victim's choice.
- The right to restitution.

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

**Procedures To Follow If A Crime Of Sexual Assault, Domestic Violence, Dating Violence,
Or Stalking Has Occurred**

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

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

- to be informed of and to be present at court proceedings of the accused,
- to be heard at sentencing of the accused in the manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court,
- to receive restitution,
- to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims,
- to receive information about the conviction or final disposition and sentence of the accused,
- to receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence,
- to present their views and concerns to the Governor or agency considering any action that could result in the re-release of the accused, prior to such action becoming effective,
- to confer with the prosecution.

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

- Officers will treat a victim with courtesy, sensitivity, dignity and understanding
- Officers will act thoughtfully without prejudging or blaming a victim
- A victim's request to speak to an officer of the same gender will be accommodated, if available
- Officers will meet privately with the victim in a suitable location
- Officers will inform the victim of services and resources available

- Officers will facilitate contacts with law enforcement officials to initiate an investigation

Many sexual assault cases go unreported because the victim fears retaliation or humiliation by reporting the incident. Victims are urged to seek help through professional counseling and victim advocate groups to begin the process of healing and transforming from victim to survivor.

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| • Chicago Rape Crisis Hotline | 888-293-2080 |
| • Chicago Domestic Violence Help Line | 877-863-6338 |
| • Rape Victim Advocates | 312-443-9603 |
| • YWCA of Metropolitan Chicago Laura Parks and Mildred Francis | 773-995-3100 |
| • Community Counseling Centers of Chicago (South) | 773-303-3000 |
| • Mujeres Latinas En Accion | 312-738-5358 |

WYCC-TV (Channel 20), the City Colleges of Chicago television station, offers periodic programming on topics such as campus sexual assault, confronting violence, violence against women. Specific information regarding this programming can be obtained by calling the station at (773) 838-7878, by checking the local TV Guide, or the WYCC-TV monthly broadcast schedule.

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, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state, or federal law.

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

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

Any employee, student, or other person who believes he or she has been the victim of prohibited discrimination must file a complaint within 180 days of the occurrence of the discrimination. Complaints must be in writing. All complaints must be directed to the EEO Officer in the Office of Human Resources and Staff Development at the District Office. The EEO Officer will also accept complaints at eeoofficer@ccc.edu or via telephone at 312-553-2865.

After a Complaint is Filed

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

Interim Measures

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

Resolution of a Complaint

Complaints and reports shall be held in confidence to the extent that such confidence is consistent with the policy of eliminating and correcting incidents of discrimination, harassment, retaliation, or intimidation, and bringing the Board and its facilities into compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Complaints and reports

will be held in confidence. Information in any complaint will only be revealed to individuals with who it is necessary to facilitate resolution of the complaint. All individuals filing complaints must provide their full cooperation to the EEO Officer during the complaint resolution process.

When a Complaint is Unfounded

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

When a Complaint is Upheld

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

Prohibition Against Retaliation and Intimidation

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

Follow-Up Investigations

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

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

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The college does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Safety & Security Daily Crime Log.

Disciplinary Proceedings

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

Employees

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

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

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

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

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

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

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

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

Students

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

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

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

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

The College President or designee may decide that:

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

Formal Hearing: If a disciplinary hearing may result in the expulsion of a student or a suspension for a period of six (6) scholastic or academic days or more, the student will be afforded a formal hearing on the charges upon which such disciplinary action could be based. A representative of the student government, and such other persons as the College President designates, will be entitled to attend the hearing. Formal disciplinary hearings will be conducted as follows: The hearing will be conducted by a hearing committee designated as follows: two (2)

administrators will be appointed by the College President or designee, two (2) faculty members will be appointed by the college Faculty Council, and two (2) student representatives (at least one of which must be an elected officer) will be appointed by the college Student Government Association. The College President will designate a Chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. The accused student may waive the technical composition of the hearing committee if it is impractical to make the necessary appointments. At least twenty-four (24) hours prior to such hearing, the student will be advised in writing of the charges against him or her. The hearing will be scheduled to reasonably accommodate the student's schedule within the time frame for due process to occur.

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

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

The College President's written decision to suspend the student in excess of five (5) days or expel the student shall be forwarded to the Chief Academic Officer for approval and shall

contain a summary of the evidence on which the decision is based. The student shall be notified that the decision is effective immediately.

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

Possible discipline includes:

Disciplinary Warning

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

Disciplinary Probation

A written statement disqualifying a student for a specific period of time up to one (1) calendar year from participating in extra/co-curricular activities at any college.

Additionally, written sanctions may be detailed describing more serious action if further violations occur.

Restitution

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

Community Service

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

College Suspension

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

College Dismissal

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

Expulsion

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

Revocation of a Previously Awarded Degree or Certificate

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.

1. Consider seeking counseling and other services by contacting the CCC Wellness Center.

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

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

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

Sex Offender Registration

The Federal Campus Crimes Prevention Act, enacted on October 28, 2000, went into effect on October 28, 2002. The law requires institutions of high education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already

required to register in a State to provide notice, as required, under State Law, of each institution of high education in that State at which a person is employed, carries on a vocation, volunteer services or is a student. Faculty, staff and students seeking information concerning registered sex offenders, can go online to obtain a listing of these individuals that are required to register with the State of Illinois. The Illinois State Police Department provides an online listing of registered sex offenders at <http://isp.state.il.us/sor/>. Visit the following site for information: <http://www.ccc.edu/colleges/olive-harvey/departments/Pages/Safety-Security.aspx>.

Hate Crimes

A “Hate Crime” is a criminal act that is committed based on the offender’s hatred of an individual or group that is based on race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, age and disability. This component of the crime increases the penalties that are imposed because society cannot tolerate the affects that these types of incidents have on the community. The crimes that are covered in this grouping are Murder, Arson, Aggravated Battery or Assault, Burglary, Theft, Damage or Vandalism of Property. These incidents are thoroughly investigated and documented as required by both State and Federal laws and classified using the Uniform Crime Reporting standards that are established by the Federal Bureau of Investigation for the uniform reporting of crimes.

Drug & Alcohol Policy

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, 720ILCS 570/102 in or on college property is prohibited.

Olive-Harvey College 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.

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 maintains excellent working relationships with all area law enforcement agencies including state and federal agencies in regards to federal and state drug laws. These working relationships are maintained through periodic communication among agency administrators and by frequent contact between line officers and investigators cooperating on specific cases.

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

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

A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from CCC, students, faculty and staff may contact the Wellness Centers located on campus. They can be reached at 773-291-6283.

Individual assessment and counseling for CCC students:

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

Educational Programs

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

Events

- Alcohol and drug free events
- Safer Spring Break

Crime Prevention and Security Awareness Programs

CCC provides crime prevention and security awareness programs at various times throughout the school year to include orientation and registration of each semester. These policies and procedures are administered and updated on a continuous basis.

Olive-Harvey College Safety & Security continually strive to communicate our security awareness policies and procedures, and programs to students, faculty and staff. These strategies include, but are not limited to the following:

- Presentations at new employee and student orientations
- Presentations at Welcome Week
- District Office publications
- District Office website
- Safety presentations by campus departments or student groups
- Brochures available at Campus Safety & Security and other locations on campus
- Registration for new semester

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

Assault and Stalking

Olive-Harvey College is committed to ongoing prevention and awareness campaigns for students and employees. Olive-Harvey College presented a Domestic Violence workshop and included representatives from an external organization to provide additional resources. In addition, information on how to report dating violence, domestic violence, sexual assault and stalking is included in employee orientation. Informational Sexual Assault flyers are posted throughout campus.

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:

OHC Consumer Information Page:

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

(Drug and Alcohol Free Communities Notice PDF link added in Health & Safety section)

Counseling and Other Assistance

District Office 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 the CCC Wellness Center. Staff members can also obtain treatment or counseling referrals from their health care provider.

Firearms, Explosives or Any Other Dangerous or Deadly Weapons

No person, other than CCC Board certified personnel, while on campus property, shall possess or have in their control, firearms, destructive/incendiary devices or any dangerous or deadly instruments or weapons.

Campus Crime Alert Bulletins

Campus Safety & Security has a close working relationship with the Chicago Police Department, Federal Bureau of Investigation, the Department of Homeland Security and other colleges in the area through its membership in the Security Counsel of Professional Educators (SCOPE).

SCOPE meets monthly and provides the latest information from the member sources. When Safety & 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 & 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. Safety & Security strives to stay aware of crime conditions around the campuses 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.

Policies for Timely Warnings

In an emergency situation, i.e. active shooter, fire, bomb threat, severe weather, a campus wide “timely warning” will be issued. The warning will be issued through the CCC Alert System. The alert will be sent electronically to student, faculty and staff that have been uploaded to the CCC Alert System. The Director Safety & Security and college president will designate who will be authorized to send CCC Alerts.

Please visit <http://my.ccc.edu/> and provide your contact sources. Timely warning information will be received by the following means:

- Recorded message on home, work and cell phones
- Text messages
- Emails
- CCC Website

Emergency Notification Policy

An immediate notification is a statement that the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigates the emergency. The Office of Safety & Security is responsible for any decision or action with respect to emergency notifications. In addition, security personnel will post emergency notices at various locations throughout campus. Anyone having information that may affect community safety should notify Safety & Security as soon as possible. The security of Olive- Harvey College and South Chicago Learning Center is everyone’s responsibility.

Emergency Response and Evacuation Procedures

District Office 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 <http://www.ccc.edu/colleges/olive-harvey/departments/Pages/Safety-Security.aspx> on the Olive-Harvey College Security

Homepage for information, instructions and emergency procedures:

- **All Hazards and Safety Plan**
- **Olive-Harvey College and South Chicago Learning Center 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 out-door siren system, text message and email system is tested three times annually (each semester, including once during summer session); emergency procedures and evacuation plans are publicized in conjunction with this test. CCC Safety & Security conducts announced and unannounced building evacuation drills each year. Emergency evacuation plans and maps are posted in every building on campus. The Office of the Vice Chancellor, Safety & Security oversees CCC’s preparation and planning for emergency drills and testing.

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 slipped 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.

Residential Safety

- Lock your dorm room or apartment whenever you leave and when you are sleeping.
- Do not prop open card reader doors.
- Call 9-1-1 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.

Workplace Safety

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

Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Register your bike with Parking Services.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended
- Do not leave laptop computers unattended.

Reporting Lost or Stolen Access Cards

- Lost or stolen CCC Cards should be reported to Safety & Security at 773-291-6348.

Policies for Preparing the Annual Security Report

Keeping you safe is CCC's top priority. As required by the The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or "Clery Act", CCC alerts students, faculty and staff in a timely manner of crimes that pose a serious or continuing threat to the CCC community. Depending on the nature and location of the incident, CCC may send a "CCCALERT" message to all students, faculty and staff at their CCC e-mail accounts, and mobile device, if they enrolled in the text service.

City Colleges of Chicago prepares an Annual Security Report in compliance with the Clery Act. It includes reported campus crime statistics for the past three years and information about campus security policies. The Annual Security Report is prepared by the Office of the Vice Chancellor, Safety & Security District Office by gathering and analyzing all available data received from the CCC Campus Safety & Security Offices and law enforcement agencies.

Reporting of Criminal Offenses

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

Any person can report criminal offenses or potential criminal offenses to the Director, Assistant Director, Lead Officer and Security Officer—College Safety & Security at 773-291-6348 as well as faculty and staff.

Dialing 9-1-1 will reach the Chicago Police Department from every CCC telephone exchange. If dialing from a personal cell phone or an off-campus telephone within Chicago the call will reach the Chicago Police Communications Center. In either case, each agency has communication with the other and calls can be transferred. For non-emergency calls to the Chicago Police Department, dial 3-1-1. We encourage students and employees to put this non-emergency

number into their cell phones as a speed dial entry. Crimes should be reported to Safety & Security for the purpose of making timely warning reports and the annual statistical disclosure.

Safety & Security deploys officers 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, Safety & Security is aided by security cameras located throughout the facilities. Security cameras are monitored from the Safety & Security Emergency Operations Center.

Crime Statistics

Crime statistics are reported for the following areas:

- Contiguous to Olive-Harvey 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)
- 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 2014 calendar year. The information contained below was obtained from the Campus Safety & 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 511 where Olive-Harvey College is located. The Chicago Police Department Clearmap Website can be accessed at <http://gis.chicagopolice.org/>

CRIME STATISTICS: Olive-Harvey College Criminal Offenses – On Campus

CRIME	2012	2013	2014	2014 Unfounded
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense/Forcible	0	0	--	0
Rape	--	--	0	0
Fondling	--	--	0	0
Sex offense/Non-forcible	0	0	--	0
Incest	--	--	0	0
Statutory rape	--	--	0	0
Robbery	0	0	1	1
Aggravated assault	2	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	1	5	1	0
Arson	0	0	0	0
Hate crimes	0	0	0	0

Violence Against Women Act Offenses – On Campus

VAWA CRIME	2012	2013	2014	2014 Unfounded
Domestic violence	-	1	4	0
Dating violence	-	0	0	0
Stalking	-	0	0	0

Criminal Offenses – Public Property

CRIME	2012	2013	2014	2014 Unfounded
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense/Forcible	0	0	--	0
Rape	--	--	0	0
Fondling	--	--	0	0
Sex offense/Non-forcible	0	0	--	0
Incest	--	--	0	0
Statutory Rape	--	--	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	1	0	0
Arson	0	0	0	0
Hate crimes	0	0	0	0

Violence Against Women Act Offenses – Public Property

VAWA CRIME	2012	2013	2014	2014 Unfounded
Domestic Violence	-	2	0	0
Dating Violence	-	0	0	0
Stalking	-	0	0	0

Criminal Offenses – Non Campus Building or Property

CRIME	2012	2013	2014	2014 Unfounded
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense/Forcible	0	0	--	0
Rape	--	--	0	0
Fondling	--	--	0	0
Sex offense/Non-forcible	0	0	--	0
Incest	--	--	0	0
Statutory rape	--	--	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Hate crimes	0	0	0	0

Violence Against Women Act Offenses – Non Campus Building or Property

VAWA CRIME	2012	2013	2014	2014 Unfounded
Domestic violence	--	0	0	0
Dating violence	--	0	0	0
Stalking	--	0	0	0

Arrests/Disciplinary Actions on Campus

CRIME	<i>Arrests</i>			<i>Disciplinary Actions</i>		
	2012	2013	2014	2012	2013	2014
Illegal weapons possession	1	0	1	1	0	1
Drug law violations	0	1	2	0	0	3
Liquor law violations	0	0	0	1	0	0

Arrests/Disciplinary Actions on Public Property

CRIME	<i>Arrests</i>			<i>Disciplinary Actions</i>		
	2012	2013	2014	2012	2013	2014
Illegal weapons possession	1	0	0	0	0	0
Drug law violations	0	1	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Arrests/Disciplinary Non Campus Building or Property

CRIME	<i>Arrests</i>			<i>Disciplinary Actions</i>		
	2012	2013	2014	2012	2013	2014
Illegal weapons possession	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Crime Statistics

Crime statistics are reported for the following areas:

- Contiguous to South Chicago Learning Center (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)
- 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 2014 calendar year. The information contained below was obtained from the Campus Safety & 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 424 for South Chicago Learning Center is located. The Chicago Police Department Clearmap Website can be accessed at <http://gis.chicagopolice.org/>

CRIME STATISTICS: South Chicago Learning Center Criminal Offenses – On Campus

CRIME	2012	2013	2014	2014 Unfounded
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense/Forcible	0	0	--	0
Rape	--	--	0	0
Fondling	--	--	0	0
Sex offense/Non-forcible	0	0	--	0
Incest	--	--	0	0
Statutory rape	--	--	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Hate crimes	0	0	0	0

Violence Against Women Act Offenses – On Campus

VAWA CRIME	2012	2013	2014	2014 Unfounded
Domestic Violence	--	0	0	0
Dating Violence	--	0	0	0
Stalking	--	0	0	0

Criminal Offenses – Public Property

CRIME	2012	2013	2014	2014 Unfounded
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense/Forcible	0	1	--	0
Rape	--	--	0	0
Fondling	--	--	0	0
Sex offense/Non-forcible	0	0	--	0
Incest	--	--	0	0
Statutory rape	--	--	0	0
Robbery	1	2	2	0
Aggravated assault	2	2	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Hate crimes	0	0	0	0

Violence Against Women Act Offenses – Public Property

VAWA CRIME	2012	2013	2014	2014 Unfounded
Domestic violence	--	1	0	0
Dating violence	--	0	0	0
Stalking	--	0	0	0

Arrests/Disciplinary Actions on Campus

CRIME	<i>Arrests</i>			<i>Disciplinary Actions</i>		
	2012	2013	2014	2012	2013	2014
Illegal weapons possession	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Arrests/Disciplinary Actions on Public Property

CRIME	<i>Arrests</i>			<i>Disciplinary Actions</i>		
	2012	2013	2014	2012	2013	2014
Illegal weapons possession	0	1	0	0	0	0
Drug law violations	0	2	3	0	0	0
Liquor law violations	0	0	0	0	0	0

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

Under Clery, the on-campus category encompasses the following:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls;

And any building or property that is within or reasonably contiguous to the above paragraph of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail/ vendor).

Olive-Harvey College Campus



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

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And any building or property that is within or reasonably contiguous to the above paragraph of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail/ vendor)

South Chicago Learning Center

