

Campus Safety and Security
Richland Community College

Office of Campus Safety
and Security



March 2008

A Message from the Director of Safety and Security

All students, parents, faculty and staff, as well as prospective students, their parents, faculty and staff have the right to know Richland Community College's safety and security policies as set forth in the **Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998**, also known in short as the "*Jeanne Clery Act*".

The "Jeanne Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990".

One of those requirements is that schools must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees. This booklet contains the procedures necessary to assure compliance with the Clery Act. Some of you may find this to be new information. Our goal is to educate the students, staff and faculty about the Clery Act, to maintain a safe campus and to comply with the requirements set forth in the Act. Richland Community College does not own or maintain and residence halls.

Our Mission

Developing and maintaining a safe and secure environment where a quality education may be achieved is the responsibility of the entire College community. It is the mission of the Richland Community College Office of Campus Safety and Security to do everything possible to create an environment where people can learn, work and visit safely. We believe that one way to help create such an environment is to fully inform the campus population about issues, campus policies regarding safety and security and services that the Office of Campus Safety and Security can provide.

The Office of Campus Safety and Security exists to support the Core Values of Richland Community College: **Commitment, Respect, Excellence, Accountability and Diversity**. We seek to assist those who seek and impart knowledge as well as those who provide support to the mission and values of the institution. Our primary mission is that of creating and maintaining a safe environment for our campus population.

Telephone- Emergency (217)875-7211, Ext. 555 Non-Emergency Ext. 557

Website- <http://www.richland.edu/security>

Campus Map



Richland Community College
NORTH

Skills Community Education Center

- SC2102 Classroom
- SC204 Continuing and Professional Education Division
- SC211 Office Art
- SC223 Refreshment Room
- SC225 Sales Shop
- SC226 Sewing Room/Dressing Room
- SC227 Conference Rooms A-B
- SC228 Artwork Room

Main Building 1st Floor West Wing

- W112 Children Learning Center
- W115 Adult Ed Classroom
- W117 Art Studio
- W118 Duplication Center
- W119 Mailroom Office
- W121 Adult Education
- W124 Testing Center
- W125 Planned Lecture Classroom
- W126 LRC Conference Room C
- W130 LRC Archive
- W131 Wing Under Learning Resources
- W132 V. F. Student Academic Services
- W142 Computer Graphics Lab
- W144 Graphics Center
- W157 LRC Conference Room 4
- W158 LRC Conference Room 1-3-5
- W159 J.O.R.S. / State of Illness
- W164 Photography Lab
- W165 ESL Classroom
- W174 Child Care
- W175 Private Center

Main Building 1st Floor Core

- C119 RCC Cafe
- C122 Market Student Center
- C127 Conference Room (Board Room)
- C129 Student Services Center
- C129 Advertising and Copying
- C133 General/Reactional Information
- C133 Campus Life
- C136 Learning Accommodation Services
- C141 General Learning Classroom
- C142 Classroom
- C143 SSS/THC
- C145 Resource
- C149 Audio/Visual Department
- C152 Learning Resource Center
- C162 Communications, Statistics, Humanities, & Risk Arts Division

Student Services Center - C128

- Admissions
- Advisement
- Center and Transfer Center
- Center
- Counseling
- Financial Aid
- Options
- Records
- Registration

Main Building North Wing

- N130 Industrial Structures
- N136 President's Office
- N137 Foundation Office
- N138 Business / Field Office
- N139 V. F. Student & Administration
- N143 Administrative Information Services
- N134 Records
- N135 Financial Aid / Center

RCC Core Values

- Commitment
- Respect
- Excellence
- Accountability
- Diversity

Main Building East Wing

- E106 Office
- E111-112 Human Resources
- E113 Monitoring Lab
- E114 Conference Room
- E115 Welding Lab
- E116 Mechanical Skills Lab
- E117 Counseling/Purchasing & Tech. Services
- E118 Central Stores/Parking
- E119 Sewing
- E120 Sewing
- E121 Mechanical Systems Classroom
- E122 Sewing Tech. Ass. Lab
- E123 Graphics Lab



SMOKING is PROHIBITED
 inside all buildings and
 within 15 feet of all
 entrances by State law.

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1. Campus Law Enforcement

The Richland Community College utilizes contracted uniformed security officers as part of the overall campus safety plan. These officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Richland. Security officers are not sworn law enforcement officers as defined by the State of Illinois and do not have police powers. Richland's uniformed security officers do not possess arrest power. The security officer's mission is to maintain the peace and protect the College's property.

Criminal incidents that may occur on campus are referred to the Decatur police who have jurisdiction on the campus. The Office of Campus Safety and Security at Richland Community College maintains a highly professional working relationship with the Decatur Police Department and Macon County Sheriff's Office.

All crime victims and witnesses are strongly encouraged to immediately report any crime to Campus Safety and Security or the Security Office and the Decatur Police Department at (217)424-2711. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. Incidents on campus that are not criminal in nature, such as lost items, medical emergencies or general assistance are handled by uniformed security officers.

Uniformed security officers are not employees of the College. They are hired through a private security contractor. Campus Security officers can be reached at 875-7211, Ext. 555 or 555 from any campus phone. The Security Office is located in Room E-134A.

2. "Campus Security Authority" Defined

A "campus security authority" (CSA) is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Because official responsibilities and job titles vary significantly on campuses, a list of specific titles is not provided in the regulations. CSAs are officials (i.e., not support staff) whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, he or she is considered a campus security authority by statute.

Similarly, a faculty advisor to a student group also has significant responsibility for their activities. Students may, in some cases, be considered campus security authorities (e.g., student senate members).

Examples of individuals **who would not meet the criteria** for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff and cafeteria staff. This does not prevent them from reporting violations to Campus Safety and Security or the police.

The function of a CSA is to report to the appropriate law enforcement personnel, either campus security or local police, or to an official or office designated by the institution, those allegations of Clery Act crimes that he or she concludes are made in good faith or reasonably believable. A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

CSAs are required to report incidents in order for timely warnings to be issued and accurate collection and dissemination of Clery crime statistics.

3. Crimes and Offenses that Require Reporting Under the Clery Act

The Clery Act requires the College to disclose three general categories of crime statistics:

1. Types of Offenses—

- A. Criminal Homicide, including:
 - 1) Murder and Non-Negligent Manslaughter; and
 - 2) Negligent Manslaughter;
- B. Sex Offenses including:
 - 1) forcible and non-forcible;
- C. Robbery;
- D. Aggravated Assault;
- E. Burglary;
- F. Motor Vehicle Theft;
- G. Arson.

2. Hate Crimes—Disclose whether any of the above mentioned offenses, or any other crimes involving bodily injury, were hate crimes; and

3. Arrests and Referrals for Disciplinary Action for illegal weapons possession and violation of drug and liquor laws.

Definitions:

Criminal Homicide: Murder- the intentional and unlawful taking of another human life.
Negligent manslaughter- the taking of a human life by means of a negligent act.

- Sex offenses:** Forcible- the use of physical force or threat of force while committing a sex offense.
- Non-forcible- Sex offense committed due to status of victim, such as failure to reach age of consent (16 in Illinois) and incest.
- Robbery:** A person commits robbery when he or she takes property, except a motor vehicle, from the person or presence of another by the use of force or by threatening the imminent use of force.
- Aggravated Assault:** A person commits an assault or battery when the victim receives an injury or the perpetrator uses a weapon. (Federal definition)
- Burglary:** A person commits burglary when without authority he knowingly enters, or without authority remains within a building or motor vehicle as defined in the Illinois Vehicle Code with intent to commit a felony or theft therein.
- Motor Vehicle Theft:** A person commits this type of theft when he asserts authority over a motor vehicle with the intent to convert the vehicle into his own property.
- Hate Crimes:** The commission of any of the above listed crimes that manifests evidence based on reasonable conclusions, that the victim was selected based of his or her:
- Race
 - Gender
 - Religion
 - Sexual orientation
 - Ethnicity
 - Disability;
- may result in the crime being classified as a hate crime.

Arrests and Referrals for Disciplinary Action- is defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of discipline.

Crimes of this nature can be reported to the Campus Security Officers in Room E-134A (Ext.555), the Office of Campus Safety and Security in E-192 (Ext. 557) or to the Decatur Police Department (911 or 424-2711.) Offenses may also be reported confidentially to the Director of Campus Safety and Security if the victim chooses for the purposes of timely warnings to the campus or if no prosecution requested.

4. Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests of the College are encouraged to report all crimes and public safety related incidents to the Decatur Police Department (DPD) or the Campus Safety and Security in a timely manner. To report a crime or an emergency of any kind on the Richland Community College campus, call security from any campus phone at extension 555 or at Room E-134. From outside the campus phone system, call (217) 875-7211, ext. 555. To report an emergency directly to any public safety agency, call 911 from any campus phone or DPD at (217) 424-2711. You may dial 911 or 9-911 to reach the Macon County Emergency Communications Center.

There are several call boxes near main entrances of the College. They are marked with large blue EMERGENCY signs. They call the Security officers directly, 24 hours a day, 365 days a year, first by phone and then by the portable radios. Each box has the location of the box marked on it for identification purposes.

This publication contains information about on-campus and off campus resources. That information is made available to provide the Richland community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be reported to the Decatur Police Department and the campus security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Growing Strong Sexual Assault Center would not be included in the Richland crime statistics, nor could a timely warning be issued. Crimes can be reported in confidence for the purpose of statistic gathering to the Director of Campus Safety and Security at Ext. 557 or at Room E-192.

The Director of Campus Safety and Security has direct radio contact with the Decatur Police Department, Macon County Sheriff's Department and the Macon County Emergency Management Agency.

5. Sexual Assault Prevention and Response

The Decatur Police Department Crime Prevention Unit and Growing Strong Sexual Assault Center offers sexual assault education and information programs to College students and employees upon request. Literature on date rape, risk reduction and College response is available through the Office of Student and Academic Services.

If you are the victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Office of Campus Safety and Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor in evidence collection and preservation. An assault should be reported immediately to a campus security authority. Filing a report with security will not obligate the victim to prosecute, nor will it subject

the victim to scrutiny or judgmental opinions from officers. Filing an incident report will:

- Ensure that a victim of sexual assault received the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. (Ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical exam.)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the College, counselors provide options and support of the victim in his/her decision. Various options are available through the Growing Strong Sexual Assault Center, 428-0770, Employee Assistance Programs and personal ministers.

A “campus security authority” is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

College disciplinary proceedings are detailed in the *Student Handbook*.

6. Sex Offender Registry-On Site

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Illinois, it is the Illinois State Police) to provide Richland Community College with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at Richland Community College. This list is provided to afford the College community the same access as the community in which they reside.

Richland Community College is required to inform the campus community that an ISP registration list of sex offenders will be maintained and available at two campus locations: the Office of Campus Safety and Security and the Office of the Dean of Student and Academic Services. The list may be viewed by any student, faculty or staff member. **However, any unlawful use of the information for the purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class A misdemeanor.**

In addition, a list of all registered sex offenders in Illinois is available from the Illinois State Police at <http://www.isp.state.il.us/sor/>

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

7. Sex Offender Registry-Website

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Richland Community College is providing a link to the Illinois State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Illinois, convicted sex offenders must register with the Sex Offender and Registry maintained by the Illinois State Police.

The Sex Offender Registry (SOR) is available via Internet. Information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purpose of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class A misdemeanor.**

The Illinois State Police is responsible for maintaining this registry. Follow the link below to access the Illinois State Police website. <http://www.isp.state.il.us/sor/>

8. Counselors

All reports of criminal activity will be investigated. The College has procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate to Campus Safety and Security for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers, in-class announcements, or other appropriate means. These timely warnings will not include any means of identifying the victims of crimes. Crimes can be reported for the purpose of statistic gathering only to the Director of Campus Safety and Security.

In order to have confidential counseling without mandated reporting of any type, the institution must employ:

Pastoral Counselor is:

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor is:

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

9. Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety and Security, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail system to students, faculty and staff. Notice will also be made to College student newspaper, *The Communicatur* as well as the electronic display monitors seen throughout the complex. Other notifications systems are being researched and may be implemented in the future.

Depending on the particular circumstances of the event or crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Campus Safety and Security may also post a notice on the Richland Community College web site at: <http://www.richland.edu/security> providing the College community with more immediate notification. In such instances, a copy of the notice is posted in each wing of the building and in the Center Core.

The email is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Office of Campus Safety and Security (875-7211, ext 557) or the Security office, by phone (875-7211, ext 555) or in person at the security office, E-134.

10. Reporting the Annual Disclosure of Crime Statistics

The Office of Campus Safety and Security files this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of the report can be located on our web site: www.richland.edu/security or www.richland.edu/hr/crimestats030405.pdf. You will also be able to connect to our site via the Richland Home page at www.richland.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus and the Division of Student and Academic Services and the Office of Campus Safety and Security. Each entity provides updated information on their educational efforts and programs to comply with the Act. The annual report is filed by October 1 for the preceding year.

Campus crime, arrest and referral statistics include those reported to the Decatur Police Department, Macon County Sheriff's Department, Richland security officers and designated campus security authorities. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session with campus security authorities.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained at the Office of Campus Safety and Security located at E-192 or by calling (217) 875-7211, ext.557. All prospective employees may obtain a copy of the report from the Director of Human Resources. These statistics are provided to students, prospective students and their parents, staff and faculty upon request.

11. Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety and Security or a designee of Richland Community College can file an incident report on the details of the incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution but the victim's information is not revealed.

12. Security and Access to Campus - Hours of Operation

Campus security officers are on-duty at the College 24 hours a day, everyday of the year and can be contacted from any campus phone at Extension 555 or located in Room E-134. Public access to the main campus building is from 6:30 a.m. to 10:00 p.m. Monday through Friday. Weekend hours the College vary but will be open to students, parents, employees, contractors, guests, and invitees from 7:30 a.m. at the latest until 7:00 p.m. During other hours or during special events, access to all College facilities is by key, if issued, or by admittance by the security officers and a formal sign-in. In the case of periods of extended closing, the College will admit only those with prior administrative approval to the facilities.

Security officers make routine patrols and inspection inside all College buildings as well as parking lot and exterior building checks. Campus security utilizes video equipment as

another means of monitoring campus security, both inside the facility and outdoor campus property.

Emergencies may necessitate changes or alterations to any posted schedules.

13. Security Awareness and Crime Prevention

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

As necessary or requested, the Decatur Police Department Crime Prevention Unit will come to campus and provide seminars and workshops on various topics of personal safety in conjunction with the Office of Campus Safety and Security.

When time is of the essence, timely notices of dangerous situation will be made by the Office of Campus Safety and Security. These notices may be made in various ways such as the electronic notices via the website and e-mail system or by a voice message to students and staff, the use of the College public address system, the posting of security alerts throughout the buildings and notice in the College newspaper.

14. Weapons, Alcoholic Beverages and Controlled Substances

The possession, sale or the furnishing of alcohol on the Richland Community College campus is governed by City of Decatur and state law. The enforcement of alcohol laws on-campus is the primary responsibility of the Decatur Police Department. The Richland campus has been designated “drug free” and only under certain circumstances is the consumption of alcohol permitted.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Decatur Police Department. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal.

It is also a violation of Richland policy for anyone to consume or possess alcohol in any public or private area of campus without prior administrative approval. Organizations or groups violating alcohol/substance abuse policies or laws may be subject to sanctions by the College or turned over to law enforcement authorities. All events serving alcoholic beverages in the Shilling Center must be pre-approved by the College administration.

If a student needs assistance with an alcohol or drug problem, they should contact a counselor or their choice or contact Student and Academic Services. If staff or faculty needs assistance with an alcohol or drug problem they can seek assistance through the Employee Assistance Program, a confidential counseling program.

Richland Community College prohibits the sale, manufacture and/or possession of deadly weapons on campus except for individuals authorized by state or federal law or statute or as utilized in the course of authorized duties. Included in this ban are firearms, cutting weapons, incendiary devices and explosives to include fireworks. If students, faculty or staff observe a violation of this rule, they should immediately report it to security at Ext. 555.

This does not include staff members that routinely utilize box cutters and folding knives. Richland Community College is a commuter campus and has no residential facilities.

15. Maintenance of the “Daily Crime Log” and Incident Reports

Pursuant to the regulations set forth in the Crime Awareness and Campus Security Act of 1990, the Office of Campus Safety and Security is charged with maintaining a “Daily Crime Log.” Entered onto this log is information concerning all alleged criminal acts that are reported to the College and/or the Decatur Police Department. This log is electronically generated and can be made available upon request by paper copy or sent electronically.

The Daily Crime Log contains information regarding the nature of the crime, the date the crime was reported, the date the crime was committed, the general location of the crime and a disposition of the incident, if known.

Anyone may ask to see the daily crime log, including the media. The Director of Campus Safety and Security will make all entries onto the log as they are reported. Daily Crime Logs must be kept for three (3) years following the publication of the last annual security report for which they apply (in effect, seven years.) The Daily Crime Log may be viewed in the Director’s office.

Incident Reports are internal reports filed with the College. These reports many different incidents, including but not limited to medical emergencies, illness, hazardous situations, traffic accidents and crime. A separate log is maintained for incident reports and may be viewed in the Office of Campus Safety and Security.

16. Found Property

Found property is maintained in the Campus Security Office located in E-132A. Any item found by/or turned into the Security Office shall be tagged and logged for identifying purposes. All reasonable attempts to identify and return an item to the

rightful owner will be made. If the owner of an item can not be determined, or contacted, the item will be stored for no longer than 30 days, or until the last day of the academic session in which it was found.

Any person(s) wanting to claim an item must properly identify the item and show proper personal identification to claim the item. The person(s) claiming an item must sign a Property Receipt for each item being claimed and/or returned. Items not claimed by the end of the established time period will be disposed of in a proper manner.