

# Joliet Junior College

## Clery Annual Security Report

### Statements of Policy, Fire Safety Report and Missing Students

#### CLERY ANNUAL SECURITY REPORT (ASR) – Crime Statistics, Fire Safety Report & Policy Statements

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## 2017 Crime Statistics

Reported Incidents	Main Campus	City Center Campus	Romeoville Campus	Morris Campus	Weitendorf Campus	Frankfort Campus	Centennial Commons
Murder	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0
Aggravated Assault / Battery	2	0	0	0	0	0	4
Domestic Violence	1	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Burglary - Forcible	0	0	0	0	0	0	0
Theft	17	0	0	0	0	0	5
Motor Vehicle Theft	0	0	0	0	0	0	0
Theft from Motor Vehicle	1	0	0	0	0	0	0
Burglary from Motor Vehicle	1	0	0	0	0	0	0
Liquor Law Violations	1	0	0	0	0	0	6
Drug Abuse Violations	6	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0
<b>Arrests for the following incident</b>	<b>Main Campus</b>	<b>City Center Campus</b>	<b>Romeoville Campus</b>	<b>Morris Campus</b>	<b>Weitendorf Campus</b>	<b>Frankfort Campus</b>	<b>Centennial Commons</b>
Illegal Weapons	0	0	0	0	0	0	0
Drug Law	6	0	0	0	0	0	6
Liquor Law	1	0	0	0	0	0	0

## 2015 - 2016 Crime Statistics

### Main Campus

	2015	2016
Murder	0	0
Forcible Sex Offences	0	0
Non Forcible Sex Offences	0	0
Aggravated Assault / Battery	7	4
Arson	0	0
Domestic Violence	5	10
Robbery	0	0
Burglary - Forcible	3	0
Theft	23	23
Motor Vehicle Theft	0	0
Theft From Motor Vehicle	0	0
Burglary from Motor Vehicle	0	0
Liquor Law Violations	1	3
Drug Abuse Violations	7	8
Hate Crimes	0	0
Weapons Violations	1	0
Arrests for the Following Incidents		
Illegal Weapons	0	0
Drug Law	6	2
Liquor Law	0	0

### City Center Campus

	2015	2016
Murder	0	0
Forcible Sex Offences	0	0
Non Forcible Sex Offences	0	0
Aggravated Assault / Battery	3	0
Arson	0	0
Domestic Violence	0	0
Robbery	0	0
Burglary - Forcible	0	0
Theft	5	0
Motor Vehicle Theft	0	0
Theft From Motor Vehicle	0	0
Burglary from Motor Vehicle	0	0
Liquor Law Violations	0	0
Drug Abuse Violations	2	1
Hate Crimes	0	0
Weapons Violations	0	0
Arrests for the Following Incidents		
Illegal Weapons	0	0
Drug Law	0	1
Liquor Law	0	0

### Romeoville Campus

	2015	2016
Murder	0	0
Forcible Sex Offences	0	0
Non Forcible Sex Offences	0	0
Aggravated Assault / Battery	0	0
Arson	0	0
Domestic Violence	0	0
Robbery	0	0
Burglary - Forcible	0	0
Theft	0	2
Motor Vehicle Theft	0	0
Theft From Motor Vehicle	0	0
Burglary from Motor Vehicle	0	0
Liquor Law Violations	0	0
Drug Abuse Violations	0	0
Hate Crimes	0	0
Weapons Violations	0	0
Arrests for the Following Incidents		
Illegal Weapons	0	0
Drug Law	0	0
Liquor Law	0	0

## 2015 - 2016 Crime Statistics

### Morris Campus

	2015	2016
Murder	0	0
Forcible Sex Offences	0	0
Non Forcible Sex Offences	0	0
Aggravated Assault / Battery	0	0
Arson	0	0
Domestic Violence	0	0
Robbery	0	0
Burglary - Forcible	0	0
Theft	0	0
Motor Vehicle Theft	0	0
Theft From Motor Vehicle	0	0
Burglary from Motor Vehicle	0	0
Liquor Law Violations	0	0
Drug Abuse Violations	0	0
Hate Crimes	0	0
Weapons Violations	0	0
Arrests for the Following Incidents		
Illegal Weapons	0	0
Drug Law	0	0
Liquor Law	0	0

### Frankfort Campus

	2015	2016
Murder	0	0
Forcible Sex Offences	0	0
Non Forcible Sex Offences	0	0
Aggravated Assault / Battery	0	0
Arson	0	0
Domestic Violence	0	0
Robbery	0	0
Burglary - Forcible	0	0
Theft	0	0
Motor Vehicle Theft	0	0
Theft From Motor Vehicle	0	0
Burglary from Motor Vehicle	0	0
Liquor Law Violations	0	0
Drug Abuse Violations	0	0
Hate Crimes	0	0
Weapons Violations	0	0
Arrests for the Following Incidents		
Illegal Weapons	0	0
Drug Law	0	0
Liquor Law	0	0

### Wietendorf Campus

	2015	2016
Murder	0	0
Forcible Sex Offences	0	0
Non Forcible Sex Offences	0	0
Aggravated Assault / Battery	0	0
Arson	0	0
Domestic Violence	0	0
Robbery	0	0
Burglary - Forcible	0	0
Theft	0	0
Motor Vehicle Theft	0	0
Theft From Motor Vehicle	0	0
Burglary from Motor Vehicle	0	0
Liquor Law Violations	0	0
Drug Abuse Violations	0	0
Hate Crimes	0	0
Weapons Violations	0	0
Arrests for the Following Incidents		
Illegal Weapons	0	0
Drug Law	0	0
Liquor Law	0	0

## 2015 - 2016 Crime Statistics

### Assists at Centennial Commons

	2015	2016
Murder	0	0
Forcible Sex Offences	0	0
Non Forcible Sex Offences	0	0
Aggravated Assault / Battery	3	0
Arson	7	6
Domestic Violence	0	0
Robbery	0	1
Burglary - Forcible	0	3
Theft	3	1
Motor Vehicle Theft	0	0
Theft From Motor Vehicle	0	0
Burglary from Motor Vehicle	0	0
Liquor Law Violations	1	2
Drug Abuse Violations	13	26
Hate Crimes	0	0
Weapons Violations	0	0
Arrests for the Following Incidents		
Illegal Weapons	0	1
Drug Law	13	21
Liquor Law	1	2



## **CAMPUS SECURITY AND ACCESS:**

### **Statement # 2                      Covers Requirements Ch. 7(2)(a)(b)**

Campus buildings and facilities are open to the public during normal College business hours. Business hours vary per campus but in general are Monday – Friday 7 AM – 10 PM with varying hours on weekends. For all Board designated holidays, all campuses will be closed as well as on Friday – Sunday during the summer months when summer closings are in effect.

During any closing, access to Main Campus only, will be limited to pre-approved individuals or emergency entry which will be gained by contacting Campus Police through the intercom located at the G Building entrance or by calling 815-280-2234.

Main Campus is staffed by Campus Police 24/7. Other campuses are patrolled intermittently by Campus Police as well as by local police agencies. Some 600 security cameras both internal and external are located at all campuses and are monitored intermittently by Campus Police. Remote campuses are patrolled primarily by College Campus Safety Officers and intermittently by Campus Police officers. Burglar alarms are also in place at City Center, Romeoville, and Weitendorf sites.

Emergency related equipment including the PA system, fire extinguishers, AEDs, emergency phones and cameras are checked monthly or as needed to determine functionality and necessary repairs are made accordingly.

Centennial Commons Student Housing is a gated apartment complex for students only, located adjacent to main campus. The complex is owned by the JJC Foundation Housing LLC, not the College. The complex is patrolled primarily by JJC Campus Police who respond for calls for service also. Students are encouraged to report any criminal or other illegal activity to Campus Police at 815-280-2234 or via Joliet PD at 911 in case of emergencies. In addition to police patrols, Centennial Commons also hires off duty police officers to function as security personnel on site. Centennial is a gated community and students are provided keys and key fobs for vehicle owners to enter the property.

## **CAMPUS POLICE AUTHORITY:**

### **Statement # 3                      Covers Requirements Ch. 7(3)(a)(b)**

The JJC Police Department draws its authority from the Illinois Public Community College Act – Illinois Compiled Statutes - Chapter 110 ILCS 805/3 -42.1 which states in part that the Community College Board has the authority "To appoint law enforcement officer and non-law enforcement officer members of the community college district police department or department of public safety.

Members of the community college district police department or department of public safety who are law enforcement officers, as defined in the Illinois Police Training Act, shall be peace officers under the laws of this State. As such, law enforcement officer members of these departments shall have all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of State statutes and to enforce county or city ordinances in all counties that lie within the community college district, when such is required for the protection of community college personnel, students, property, or interests. Such officers shall have no power to serve and execute civil process."

Campus Police also have the authority to utilize the Student Code of Conduct or College Regulations in lieu of or in addition to, the criminal process, to resolve legal or college policy violations.

The prosecution of all criminal offenses, both felony and misdemeanor, are conducted in the Circuit Court of Will County.

Campus Police personnel work closely with local, state, and federal police agencies and have officers assigned to the Joliet PD Special Operations Squad and the ILEAS Region 3 Mobile Field Force. Additionally through an informal agreement with Joliet Police Department, JJC Police handle all police response and patrol of the Centennial Commons Student Housing Complex. This complex is located adjacent to campus and is not owned by the College but this arrangement is in the best interests of the JJC students residing there and the College.

In addition to sworn Police Officers, JJC campuses are staffed with non-sworn Campus Safety Officers. These officers are trained in multiple security related areas including emergency response and use of force and they operate in a support role for the sworn officers. Additionally, JJCPD has several Student Workers who assist students and staff and patrol the Main Campus. JJCPD also operates a 24/7 Dispatch Center to respond to phone, radio and walk up complaints and calls for service.

## **REPORTING BY COUNSELORS:**

### **Statement # 4**

### **Covers Requirement 7(3)(d)**

JJC College Counselors have been notified through their Department Chair of the need to advise self-reporting students of their reporting options outside of the Counseling venue. Counselors are informed that they can contact Campus or local Police or the Dean of Students directly, refer or accompany the student to Campus Police or the Dean of Students or provide the student with the opportunity to report the crime "confidentially" as stated in the Confidential Reporting" section below, for inclusion in the Clery report.

## **SECURITY AWARENESS, CRIME PREVENTION and SAFETY PROGRAMS:**

### **Statement # 5**

### **Covers Requirement Ch. 7(4)**

### **Covers Requirement Ch. 7(5)**

JJCPD utilizes a number of methods to make students and staff aware of the various safety issues and concerns that exist on JJC campuses, and in their day to day routine both on and off campus. JJCPD also offers various training sessions on how to avoid victimization. Below is a list of some of the programs and presentations utilized to achieve those goals.

JJC Emergency Alert System: JJC has an (opt out) emergency alert system which sends out text, e-mail, and voicemail notifications in emergency situations to all registered credit students and employees.

Orientation Safety Presentations are made each semester by Campus Police and the Dean of Students or information provided at New Student Orientation; New Faculty Orientation; Centennial Commons Housing Orientation and JJC Connect (prospective high school student & parent fair).

Drills: Annual fire and tornado drills are conducted on JJC campuses. Additionally Active Shooter Drills are conducted annually for faculty, staff and students. Table top and full scale drills are also conducted annually with the College Emergency Response Resource Group per the College Emergency Operations Plan.

Semester Safety Bulletin: A safety bulletin has been created and distributed to all faculty along with a request that they spend time at the beginning of each semester discussing the safety issues in the letter such as evacuation, shelter etc. This bulletin will also be disseminated to all employees and students at the beginning of each semester via e-mail.

JJC Police Book: Each year an updated Police Book is printed and distributed throughout campus as well as being posted in PDF format on the JJC police website. This booklet contains the annual Clery ASR along with additional safety information.

Safety Presentations: Safety presentations by both Campus Police and Environmental Health & Safety are made to various employee and student groups such as Department meetings, Union Meetings, Student Government, Collegiate Club Council, upon request. These include Active Shooter Response as well as more routine safety discussions.

Evacuation and Shelter Maps are posted in all classrooms, office areas and in various public locations.

Bystander Training is conducted by Holistic Wellness at various times during the year.

RAD & SAFE Female Self Defense classes are conducted at all campuses throughout the year.

Thor Guard Lightning Detection & Warning System has been installed on Main Campus. This system sounds an alarm when lightning is detected within a pre-determined radius of the campus. Information regarding the alarm and appropriate response are posted for students and staff.

Emergency Phones are available on all JJC campuses with the exception of Morris Education Center. The external phones are blue light phones and internal emergency phones are clearly marked as such. All of these phones provide a direct connection to Campus Police 24 hour dispatch with the push of a single button. Campus Police are also automatically notified of the phone location upon activation.



JJC Emergency Panic System provides individual panic buttons for staff who work in areas where they feel isolated or where they could become involved in confrontational situations. Upon activation these buttons send a prerecorded message to all Campus Police radios as well as to Police Dispatch. Currently this system is available on Main, City Center and Romeoville campuses. Alarm system panic alarm buttons are available to staff at Weitendorf campus.

JJC Camera System consists of approximately 700 cameras located on all campuses except Morris Education Center. These cameras are monitored intermittently by Campus Police dispatch as well as by CSOs at the various campuses.

Automatic External Defibrillators (AEDs): More than 30 AEDs are distributed strategically throughout all JJC campuses. Training is provided periodically to staff members on AED use and First Aid.

Sector Leaders: JJC has an extensive Sector Leader program which is made up of over 70 volunteer staff who assist in emergency situations, evacuations etc. and who serve as eyes and ears for problems on campus. These employees are trained in first aid as well as evacuation and various other emergency situations.

Police Liaison Officers are assigned to various departments and groups throughout the College to determine and respond to needs and safety concerns from those groups.

Escort Services are available upon request for escorts to and from vehicles. Contact Campus Police at 815-280-2234 or in G 1013.

Emergency Response Handbooks containing emergency numbers and response information for 12 potential emergency situations are distributed to staff and posted in classrooms, offices and public areas.

## **CRIMINAL ACTIVITY MONITORING (OFF CAMPUS):**

### **Statement # 6                      Covers Requirement Ch. 7(6)**

JJC does not own any off campus housing or off campus student organization facilities. Centennial Commons Student Housing is a JJC student only housing complex located adjacent to the JJC Main Campus and is owned and operated by Foundation Housing LLC which is affiliated with the JJC Foundation. Through an agreement with Joliet Police Department and based on its authority granted by the Illinois Community College Act, JJC PD handles police patrol, call response and criminal investigation for incidents occurring on Centennial Commons property. JJCPD utilizes the Criminal Code, Student Code of Conduct and College Regulation citations to respond to criminal, code or regulation violations.

JJCPD and the Dean of Students address incidents of criminal activity or student misbehavior off campus, by use of the Student Code of Conduct, when they are brought to the attention of the College.

The Student Code reads in part that "Discipline may be imposed for conduct which occurs on College premises, or Foundation Housing, LLC in or out of the classroom setting, while using College technology, at off-campus instructional sites, during off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs".

## **ALCOHOL AND DRUG ABUSE/POSSESSION:**

### **Statement # 7                      Covers Requirements Ch. 7(7) & 7(9)**

JJC is an alcohol and drug free workplace and facility. The use, possession or sale of alcoholic beverages and illegal controlled substances is strictly prohibited on all JJC and JJC Foundation properties including Centennial Commons Student Housing, and violators will be subject to the Student Code of Conduct, criminal charges (state, local or federal), JJC Regulation Charges and/or disciplinary action. Though alcoholic beverages are not permitted on JJC property, additional criminal and/or internal charges are in place for persons under the age of 21 who are in possession of such beverages. There are limited circumstances in which alcoholic beverages are permitted at certain College sponsored events with authorization of the College President.

#### **Information on Alcohol and Drug Abuse**

##### **Health Risks**

1. Altered mood, behavior, breathing and heart rate
2. Distorted senses of sight, hearing, touch, body images, and time

3. Staggering, stumbling, slurred speech, drowsiness or sleeplessness
4. Addiction Beyond the physical effects of drugs and alcohol, there is also the risk that abuse may lead to impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unwanted pregnancies and sexually transmitted diseases.

### **Available Resources**

Treatment, rehabilitation or re-entry programs can be obtained at:

1. St. Joseph Medical Center, 333 N. Madison St., Joliet, IL. 60435, (815) 725-7133
2. Silver Cross Hospital, 1900 Silver Cross Drive, New Lenox, IL. 60451, (815) 740-1100
3. Life Works/Chemical Dependency, 404 Boughton Road, Bolingbrook, IL. 60440, (630) 759-5750 or 1611 W. Jefferson, Joliet, IL 60435, (815) 730-7521.

For more information, consult your physician, JJC Holistic Wellness or the Will County Health Department.

### **Policies**

Board policies on student conduct that refer to drugs and alcohol state that the following conduct will be subject to disciplinary action.

1. The sale, possession, use or distribution of any narcotic, drug, marijuana, or other addictive or hallucinogenic substance, except as permitted by law.
2. The possession and/or consumption of alcoholic beverages on campus or at any off-campus activity by those who do not meet minimum age established by state law.
1. Violators will be subject to disciplinary action that could lead to suspension or dismissal. Every effort will be made to assist the person to seek help for his/her problem.

### **Legal Ramifications**

State and federal penalties for possession or distribution of illicit drugs and alcohol vary a great deal depending on the amount, type and what offense it is. In accordance with the Drug- Free School and Communities Act of 1989 (20 U.S.C.S 5145, Public Law 101-226), Joliet Junior College has enacted a specific policy (Ill 3.14.)\*

Drug-Free Schools and Communities Act Rules

1. **Definitions**
  - a. The term "student" is defined as any person who is taking/attending any credit or non-credit class facilitated by Joliet Junior College.
  - b. The term "employee" is any full- or part-time employee of the college.
  - c. The term "controlled substance" is used as defined in the Federal Controlled Substances Act and the Illinois Controlled Substances Act.
  - d. The term "college property" is defined as any property or buildings owned, leased or controlled by the college whether on or off campus.
  - e. The term "college activities" shall include all on-campus functions as well as any off-campus function sponsored by the college, such as officially sanctioned field trips, athletic events, social activities and professional meetings attended by college employees.
  - f. The term "illicit alcohol" is defined as alcoholic liquor, which is possessed, used or distributed in violation of federal, state or local laws or college regulations.
2. **Standards of Conduct**
  - a. No student, employee or visitor shall:
    - a. Possess, distribute or use, any controlled substance or any substance containing cannabis, in violation of the Federal Controlled Substances Act, the Illinois Controlled Substance Act or the Cannabis Control Act on any college property or at any college activity.
    - b. Possess distribute or use any alcoholic liquor on any college property or at any college activity, regardless of their age, unless specifically authorized by the Office of the President.
3. **Statement of Sanctions**
  - a. Students: Discipline for violating the standards of conduct set out in Section II, will be governed by college regulations and the student Code of Conduct, up to and including expulsion. Additionally, violators may be charged criminally under federal, state or local laws and ordinances.
  - b. Employees: Discipline for violating the standards of conduct set out in Section II, will be governed by the college's employee disciplinary policies and rules and/or college regulations, up to and including termination. Additionally, violators may be charged criminally under federal, state or local laws and ordinances.
  - c. Visitors: Violations of the standards of conduct set out in Section II, may result in criminal charges under federal, state or local laws and ordinances.





## **TIMELY WARNINGS:**

### **Statement # 11                      Covers Requirement Ch. 7(a)**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued at a minimum, through the following methods:

College Wide Emergency Notification System which is tested several times per year

JJC employee and student e-mails account

JJC Web Site [www.jjc.edu](http://www.jjc.edu)

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, Campus Police may also issue the "timely warning" and related safety information via the Public Address System at the Main, Romeoville and City Center campuses. Weitendorf, and Morris Education Centers are not equipped with PA systems, but notification of occupants will be conducted by the on duty Campus Police CSO.

## **CONFIDENTIAL REPORTING OF CRIMES (LIMITED):**

### **Statement # 12                      Covers Requirements Ch. 7(3)(d)**

JJC does not specifically allow for confidential reporting of crimes, however, there are reporting methods that will minimize and in some cases eliminate the possibility that your information might become public.

If you are the victim of a crime and do not want to pursue action through the criminal justice system, you may still want to consider one of the following reporting options:

- 1) Report to Campus Police or Dean of Students with the option of utilizing the Student Code of Conduct process. Code information is available at: <http://www.jjc.edu/student-resources/office-student-rights-responsibilities>
- 2) Report to Campus Police, Dean of Students or Counseling to make a report. In these cases, your report will remain confidential within the College system to the extent permitted by law. These reports will allow JJC to help insure your safety and the safety of other students or staff based on the information you provide. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to particular locations, methods, or assailants, 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.

If you are the victim of a crime and wish to remain anonymous or you have information on a crime that occurred or may occur, you may utilize any of the following reporting options. In all of these reporting options it is not necessary to provide your name to make a report.

- 3) Silent Witness Program available on the JJCPD Website at: <http://jjc.edu/about/operational/campus-police/Pages/silent-witness.aspx>
- 4) Will County Crime Stoppers      [Crime Stoppers of Will County](#)
- 5) Maxient Incident Reporting Form on the Dean of Student's Web Site <https://publicdocs.maxient.com/incidentreport.php?JolietJuniorCollege>



"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).

**Bystander Intervention and Risk Reduction:** Strategies in incidents of Dating & Domestic Violence, Sexual Assault & Stalking, that do not put the individual at risk, are encouraged. Students and staff are encouraged to recognize signs of potential incidents and to take steps to diffuse or protect the victim. This could include staying with an at risk intoxicated subject, having a group of students step in to speak to a potential offender etc. Free Bystander / Risk Reduction Training is available at the Holistic Wellness portal site at:

<http://www.jjc.edu/campus-life/student-wellness>

Campus Police also offer free RAD/SAFE female self-defense classes. Scheduled sessions are listed on the Holistic Wellness portal or can be obtained by calling Campus Police at 815-280-2234.

#### **Confidentiality:**

Any reports filed will be treated confidentially to the degree permitted by law. Personally identifiable information will not be included in the Daily Crime Log or ASR or any other publicly released source unless required for criminal prosecution.

In cases handled through the Student Code or Human Resources, the same level of confidentiality will apply. Personal information of victims will only be disclosed to those who are directly involved in any investigatory, disciplinary or accommodation processes. It will be the responsibility of the Chief of Police, Dean of Students, Title IX Coordinator /Deputy Coordinators or Executive Director of Human Resources or their designees to assure that this policy is followed in cases handled in their particular areas.

#### **Resources & Rights:**

Joliet Junior College has available internal counseling for students and Employee Assistance Program resources for employees. Additionally, there are numerous external resources available for victims. Please see the section above on *"Preventing and Responding to Sex Offenses"* for a complete list of free resources.

Students or employees making reports will be provided with a written list of rights and options as to how to proceed. This will include victims reporting incidents that may have occurred off campus. For a complete list of rights please refer to the *"Preventing and Responding to Sex Offenses"* section above.

#### **Accommodations & Protective Measures:**

A list of victim's rights are also included in the comprehensive policy and in the *"Preventing and Responding to Sex Offenses"* section above. These include the availability of reasonable academic, living, transportation or work accommodations for the protection of the victim, regardless of the reporting option chosen by the victim.

#### **Investigation and Discipline:**

Investigations into allegations made, will be conducted promptly, fairly and impartially throughout the entire process. Rights of the accuser and the accused will be strictly respected, including the right to have an advisor or witnesses present at all stages of the hearing. Those conducting the investigations will receive annual training regarding the investigation process and the crimes/violations.

If the investigation into an allegation results in a finding against the offender, a variety of disciplinary or criminal sanction may be imposed. If the offender is a student, sanctions can include warnings, counseling, probation, suspension or expulsion. For employees, disciplinary action can include warnings, written or verbal reprimands or termination. Additionally criminal penalties include supervision, probation and incarceration may be imposed if the case is pursued in the State Criminal Court process.

Both the accuser and the accused will be notified simultaneously of the outcome of any hearing, as well as the College's appeal process.

**Level of Proof:**

In cases referred through the Student Code, Title IX or Human Resources, the standard of proof required, is a "Preponderance of the Evidence". This means that it must be more likely than not (51%) that the offense occurred and the accused committed it. In the criminal proceedings, the standard of proof is "beyond a reasonable doubt."

**SEX OFFENSES (PREVENTION AND RESPONSE):****Statement # 13                      Cover Requirements Ch. 8(c)**

If you are a victim of a sexual assault at Joliet Junior College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Joliet Junior College Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Joliet Junior College Police Department at 815-280-2234 or in person in room G1013. Reports may also be made at the Joliet Junior College Counseling Department or the Dean of Students. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental options from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives 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/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual crisis intervention.
- The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system by Campus or Local Police and/or the Joliet Junior College Student Code of Conduct, or not pursued at all.
- Campus Police will assist in obtaining a Civil No Contact Order in cases where there is no prior relationship between the victim and offender and Orders of Protection in cases where a prior or current relationship exists.

Joliet Junior College offers the following primary preventive and awareness programs:

- "Not Anymore" training module directed at all students and staff.
- Bystander Intervention training module available on the Holistic Wellness portal at <http://www.jjc.edu/campus-life/student-wellness>
- RAD/SAFE female self-defense classes available free of charge through Holistic Wellness or Campus Police.
- Clery CSA and Title IX Responsible Employee training is mandated for all identified employee groups. Training is available on the Human Resources Portal under the "Safe Colleges" training module tab.
- New student and Centennial Commons Housing orientations have presentations regarding sexual responsibility.

College Procedure #2.01.01.01 - Prohibition of Sexual Discrimination, Harassment and Misconduct; serves as the Colleges Comprehensive Sexual Assault & Misconduct procedure and is available at: <http://www.jjc.edu/title-ix>

**Rights of a Student Victim of Sexual Discrimination, Harassment, and Misconduct**

The rights listed in this form, comply with the requirements of Title IX, the Illinois Prevention of Sexual Violence in Higher Education Act (110 ILCS/155) and the Illinois Board of Higher Education Act.

Students who have been victims of and/or complainants of sexual discrimination, harassment or misconduct will receive an explanation of their rights in writing. These rights include, but are not limited to, the following:

- To be contacted within 12 hours of the filing of a complaint.
- To make a report to a Confidential Advisor. (see Resources below)
- To have the report promptly investigated, responded to and resolved, by campus officials within 60 days of the initial report. This does not apply to the on-going criminal investigation.
- To a prompt, fair and impartial investigation of complaints by trained officials.
- To be advised of the name(s) of the investigating party(s) prior to the start of the investigation and to request a substitution if a conflict of interest exists.
- To be treated with respect, dignity, sensitivity and professionalism throughout the process.



- To have their privacy rights protected to the extent allowed under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. Part 99. The College will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
- To have one advisor present during all meetings or hearings.
- To have information on how the reporting and investigation process proceeds.
- To be assisted with contacting Law Enforcement officials either inside or outside of the College.
- To receive a referral to private and confidential medical treatment/counseling.
- To have knowledge of and access to all campus accommodations available, including assistance in changing academic situations, living arrangements and obtaining College "No Contact Orders" and Orders of Protection.
- To choose whether or not to participate in police or campus investigations and student conduct procedures.
- To have safety issues addressed throughout the investigative and student processes including no requirement to participate in mediation.
- To have prior mental health, sexual past, or incidences of victimization excluded from a campus hearing.
- To be exempt from charges of other lesser secondary violations of the Code of Conduct in making a report (i.e. violations of campus alcohol policy).
- To have a closed, non-public hearing process.
- To not be compelled to be cross examined by or testify in the presence of the respondent.
- To be notified when a report has been made by another party on one's behalf prior to any action being taken or the potential violator being notified.
- To an adequate amount of time to prepare for the hearing. Participants shall be given at least three (3) calendar days' notice prior to the hearing except in rare circumstances.
- To participate or decline to participate in the investigation or hearing process. However, the student conduct process will continue with the information available, and not participating in the investigation may preclude the College's ability to fully investigate.
- To refrain from making self-incriminating statements. However, the disciplinary process will continue with the information available.
- For student disciplinary procedures, to have the right to an equal opportunity to present witnesses and other evidence in any hearing/investigation, and the right to the same appeal process as provided to the respondent.
- To be informed of the outcome and sanction(s) issued by any student conduct administrative or conduct board hearing.
- With respect to student disciplinary procedures, notification will be simultaneous, and shall also address the right to file an appeal, if applicable. In accordance with federal and state privacy laws, the notification shall also address the sanction imposed against a respondent.
- To one level of appeal of the outcome or sanctions.

The entire Comprehensive Title IX Procedure-Prohibition of Sexual Discrimination, Harassment and Misconduct located here <http://www.jjc.edu/title-ix>

### **Resources**

Students may contact an off-campus rape crisis resource who can maintain confidentiality. A local resource is:

#### **Sexual Assault Service Center (Confidential)** (815) 730-8984 (24hr. Hotline)

[Guardian Angel Community Services \(Confidential\)](#)  
168 N. Ottawa St. Joliet, IL 60432  
(815) 729-0930  
Website: <http://www.guardianangelhome.org>

[Groundwork Domestic Violence Program \(Confidential\)](#)  
168 N. Ottawa St., Joliet, IL. 60432 24-hour domestic violence hotline (815) 729-1228

**Counseling Services (Confidential)**  
Master's Trained Counselors  
Counseling Office, A-1154

Phone: **(815) 280-2251**  
(Please ask for personal and confidential counseling)

**National Sexual Assault Hotline (Confidential)**  
800-656-HOPE – Free Confidential 24/7

**ICASA (Sexual Assault Counseling) (Confidential)**  
100 North 16<sup>th</sup> Street  
Springfield, IL  
217-753-4117  
<http://www.icasa.org/index.aspx?PageID=959>

You may also choose to **file an anonymous report** by calling the **JJC Sexual Misconduct Hotline** at **(815) 280- 2888**, available 24 hours a day or go to <https://publicdocs.maxient.com/incidentreport.php?JolietJuniorCollege> where you can file an anonymous online report.

**Joliet Junior College Police Department**  
Main Campus  
1215 Houbolt Road, G-1013  
(815) 280-2234

**Local Law Enforcement Agencies**  
City Center and Main Campus Jurisdiction  
Joliet Police Department  
(815) 726-2491

**Romeoville Campus**  
Romeoville Police Department  
(815) 886-7219

**Weitendorf and Lincolnway Ed. Centers**  
Will County Sheriff's Police Department  
(815) 727-8575

**Morris Ed. Center**  
Morris Police Department  
(815) 942-2131

#### **Medical Facilities**

**Main Campus and City Center Medical Facility**  
**Presence St. Joseph Medical Center**  
333 N Madison St.  
Joliet, IL 60435  
(815) 725-7133

**Main Campus Medical Facility**  
**Silver Cross Hospital**  
1900 Silver Cross Blvd.  
New Lenox, IL. 60451  
(815) 300-1100

**North Campus Medical Facility**  
**Bolingbrook Adventist Hospital**  
500 Remington Blvd.  
Bolingbrook, IL  
630-312-5000

**Morris Campus Medical Facility**  
**Morris Hospital**  
150 W. High St.  
Morris, IL 60450  
(815) 942-2932

Inquiries concerning the application of Title IX and complaints may be referred to the United States Department of Education's Office for Civil Rights:

**Office for Civil Rights, Chicago Office**  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: **(312)730-1560**  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

#### **Title IX Coordinators** – Not Confidential Advisors

The College has appointed one Title IX Coordinator and two Deputy Coordinators as follows:  
Coordinator: Dr. Yolanda Isaacs - Vice President of Student Development 815-280-6691  
Deputy Coordinator: Cynthia Vasquez-Barrios- Dean of Students, Student Development 815-280-2309  
Deputy Coordinator: Malinda Carter, Executive Director, Human Resources 815-280-2515

#### **Responsible Employees** - Not Confidential Advisors

Title IX mandates that the College designate certain employees as Responsible Employees. In the event that a Responsible Employee is notified of a complaint under Title IX, that person is required to report the complaint through the College's reporting procedure and to assure that an investigation is initiated.

#### **Campus Security Authority** - Not Confidential Advisors

Under the Jeanne Clery Act, the College is required to designate certain employees as Campus Security Authorities (CSAs). CSAs are required to report any Clery related crimes that are reported to them, to the Campus Police Department so that these crimes can be included in the Annual Security Report filed with the Department of Education.

#### **Mandated Reporters** - Not Confidential Advisors

Under Illinois law, certain employees are required to report to the Department of Children and Family Services (DCFS), any crimes related to sexual or physical abuse of a minor, perpetrated by a parent, custodial party, family member or other person who has control over that child.

#### **Rights of a Student Responding to a Complaint of Sexual Discrimination, Harassment, and Misconduct**

The rights listed in this form, comply with the requirements of Title IX, the Illinois Prevention of Sexual Violence in Higher Education Act (110 ILCS/155) and the Illinois Board of Higher Education Act.

Student respondents will receive written notification of their rights and have an opportunity to a verbal explanation as requested. These rights include, but are not limited to, the following:

- To be treated with respect, dignity, sensitivity and professionalism throughout the process by college officials.
- To protect privacy of student records to the extent allowed under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. Part 99. The College will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
- To a prompt, fair and impartial investigation of complaints by trained officials.
- To be advised of the name(s) of the investigating party(s) prior to the start of the investigation and to request a substitution if a conflict of interest exists.
- To have one advisor present during any meetings or hearings.
- To have information on how the reporting and investigation process proceeds, and to your rights through the process.
- To receive a referral to private and confidential counseling
- A timely written notice of the charges.
- To have a Student Conduct Administrative or Conduct Board Hearing of Charges.
- To have a closed, non-public hearing process.
- To an adequate amount of time to prepare for the hearing. Participants shall be given at least three (3) calendar days' notice prior to the hearing except in rare circumstances.
- To participate or decline to participate in the investigation or hearing panel process. However, the student conduct process will continue with the information available, and not participating in the investigation may preclude participation in the hearing panel or administrative hearing.
- To refrain from making self-incriminating statements. However, the disciplinary process will continue with the information available. Written information about the outcome and sanctions of any student conduct hearing.
- For student disciplinary procedures, to have the right to an equal opportunity to present witnesses and other evidence in any hearing/investigation, and the right to the same appeal process as the complainant/victim.
- With respect to student disciplinary procedures, notification will be simultaneous, and shall also address the right to file an appeal, if applicable. In accordance with federal and state privacy laws, the notification shall also address the sanction imposed against a student.
- One level of appeal of the outcome or sanctions.
- To be free from any retaliation for reporting, providing information, exercising one's rights or responsibilities under this policy.

## **SEX OFFENDER REGISTRATION INFORMATION:**

### **Statement # 13                                  Covers Requirements Ch. 8 (Pgs. 8-23)**

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, the Joliet Junior College Police Department Police Department is providing a link to the Illinois State Police Sex Offender Registry at <http://www.isp.state.il.us/sor/sor.cfm>

Additionally, Illinois House Bill 0295, effective January 1, 2012 provides that a Sex Offender who is required by law to register, shall also register with the police or security department of any higher education institution which he or she attends, is employed at or carries on a vocation at. Any such person must register with the Joliet Junior College Police Department within five (5) days of enrollment or beginning employment.

Joliet Junior College Police Department monitors the State registry at the beginning of each semester and makes contact with persons meeting the above registration requirements. A Sex Offender Registration Log is maintained at the Campus Police Department located in Room G1013 and is available for review by the public upon request. Persons requesting review must provide identification prior to any such review. Information regarding offenders who were adjudicated as juveniles is not included in the Log unless, the registering officer feels that failing to post that information would compromise safety.

More details regarding the Illinois legislation can be found in the Illinois Sex Offender Registration Act - 730 ILCS 150/2.

## **PREPARATION AND DISCLOSURE OF CRIME STATISTICS AND DAILY CRIME LOG:**

### **Statement # 14                                  Covers Requirement 7(1)(b)**

The JJC Campus Police Department is responsible for the preparation, submission and distribution of the Annual Security Report (ASR) required under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Specifically, the preparation, submission and distribution of the ASR, is the responsibility of the Commander of Police. To assure that there is a complete accounting of all CLERY related crimes, students and employees should report these crimes to one of the entities listed below:

Campus Police	815-280-2234
Dean of Students	815-280-2761
Counseling	815-280-2673

Crimes may be reported confidentially as indicated in this document under "Confidential Reporting".

The full text of this report can be located on the JJCPD website at <http://jjc.edu/about/operational/campus-police/Pages/crime-statistics.aspx>. Campus crime, arrests and Student Code referral statistics reported to Campus Police and the Dean of Students are included in the ASR report which is available to the public on the JJCPD website at <http://jjc.edu/about/operational/campus-police/Pages/crime-statistics.aspx> and in paper form upon request at the JJCPD - Room G 1013. The Dean of Students and Counseling staff, inform their clients of the procedures to report crime to the JJC Police on a voluntary basis, should they feel it is in the best interest of the client. Campus Police obtain Code Referral statistics from the Dean's office to include in the ASR. Crime statistics for mandated adjacent areas are obtained from local police agencies.

Each year, prior to October 1<sup>st</sup>, an e-mail notification will be made to all enrolled credit students as well as all current employees providing information regarding the availability and web address for the most recent ASR. Copies of the ASR may also be obtained at the JJC Campus Police Department located in G1013 or by calling 815-280-2234. The availability of the ASR and related policies along with the web address where it can be found, is included on all JJC employment applications as well as on all student enrollment applications. This information is also available in the annual JJC Police Book that is distributed at all campuses and is available at the Campus Police Department – G1013, at information kiosks throughout JJC campuses and in PDF format on the JJCPD website: <http://jjc.edu/about/operational/campus-police/Pages/crime-statistics.aspx> JJC PD also maintains a Daily Crime Log mandated under the CLERY Act. This log contains summary reports of all police activity and is available for inspection at the JJCPD.

## **MEMORANDUM OF UNDERSTANDING (MOU) STATEMENT:**

### **Statement #15                      Covers Requirement 7(3)(b)**

The JJC Police Department does not have any formal MOUs with surrounding police agencies for day to day operations. However JJC PD does have an excellent working relationship with Morris PD, Will County Sheriff's Department, Romeoville PD and Joliet PD in whose jurisdictions JJC campuses lie. JJC PD does have an informal agreement with Joliet Police Department to handle all police response and patrol of the Centennial Commons Student Housing Complex. This complex is located adjacent to campus and is not owned by the College but this arrangement is in the best interests of the JJC students residing there as well as the College.

JJC PD is also involved in Mutual Aid groups in the surrounding area including having officers assigned to and training with the Joliet PD Special Operations Squad (SWAT Team) and the ILEAS Region 3 Mobile Field Force.

## **MISSING STUDENTS:**

### **Statement # 16                      Covers Requirements Ch. 10**

As required under federal law, if a member of the Joliet Jr. College community has reason to believe that a student who resides in on-campus housing at Centennial Commons is missing, he/she should immediately notify the Joliet Jr. College Police Department at (815) 729-9030. JJCPD will generate a missing person report and initiate an investigation. JJCPD will be the primary law enforcement agency in the investigation if a residential student has gone missing for more than 24 hours. Reports may be filed and investigations initiated earlier than 24 hours when there is reason to believe that to be necessary based on the facts of the case.

After investigating the report of a missing person, and determining that the student is missing, JJCPD will immediately initiate a full investigation. JJCPD will notify the student's emergency or confidential contact no later than 24 hours after the student is determined to be missing, regardless if the student is above the age of 18 or is an emancipated minor. If the missing student is under the age of 18 and is not emancipated, JJCPD will notify the student's parent or legal guardian and their confidential contact immediately after determining that the student is indeed missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Joliet Junior College in the event the student is determined to be missing for more than 24 hours. Contact information will be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation. If a student has identified such an individual, Joliet Junior College will notify that individual no later than 24 hours after the student is determined to be missing.

Students residing at Centennial Commons Student Housing, who wish to identify a confidential contact can do so through the Dean of Students at 815-280-2761.

## **ANNUAL FIRE SAFETY LOG:**

### **Statement #17                      Cover Requirements Ch. 12**

JJCPD maintains for public inspection a fire log. Any report to a College official of a fire occurring at Centennial Commons Student Housing is documented in the Daily Fire Log with the following information: date the incident was reported; time and date of the incident; nature of the fire, and general location.

This log is available for review at the Campus Police Department on Main Campus - 1215 Houbolt Rd. Joliet, IL. Room G 1013.

## ANNUAL FIRE SAFETY REPORT:

**Statement # 18**

**Covers Requirements Ch. 14**

### Joliet Junior College 2016 Campus Housing Annual Fire Safety Report

Under recent changes to the Jeannie Clery Act, Centennial Commons Student Housing is now considered to be "on campus" student housing for purposes of the Act statistical reporting process on crime, fire safety and missing students.

Campus Police in coordination with Centennial Commons Management, is providing policy and related information regarding fire safety procedures.

Additionally, JJCPD maintains a fire log for public inspection. Any report to a College official of a fire occurring at Centennial Commons Student Housing must be documented in the Daily Fire Log including the date the incident was reported; time and date of the incident; nature of the fire, and general location. This log can be accessed at Campus Police 1215 Houbolt Rd. Joliet, IL. Room G 1013.

#### FIRE SAFETY REPORT

Centennial Commons Student Housing is comprised of six residential apartment buildings and a Clubhouse/ Office Building. The six apartment buildings contain a total of 126 separate apartments, with a total of 280 beds. Apartments range from studio/single occupancy to 4 bedroom units that all have exterior exits. Buildings #1 through #5 are three story and Building #6 is a two story. The Clubhouse contains management offices, laundry facilities, computer lab, mail room and a common activities area. Below, you will find information regarding several areas related to fire safety.

#### 2016 FIRES REPORTED

ADDRESS	FIRES	INJURIES	DEATHS
1520 Centennial	0	0	0
1521 Centennial	0	0	0
1530 Centennial	0	0	0
1531 Centennial	0	0	0
1540 Centennial	0	0	0
1541 Centennial	0	0	0
1524 Centennial	0	0	0

#### Fire Safety Systems

Buildings 1 through 6 are equipped with the following fire safety systems:

**Central Integrated Fire Alarm System:** all residential buildings are connected to the central fire alarm system. Activation of any sprinkler head, smoke detector or pull station results in activation of the horns and strobes for that building and direct notification to the Joliet Fire Department. An alarm also sounds in the Management office area of the Clubhouse.

**Automatic Fire Sprinkler System:** sprinkler heads located in each bedroom and common area. The Clubhouse is equipped with three fire extinguishers as opposed to sprinklers.

**Smoke Detectors:** located in each bedroom and common area. These detectors are hard wired and have battery backups in case of a power failure. Detectors are tested and batteries replaced by management at the start of each annual lease and one additional time during year. The smoke detector will beep when the battery needs replacing. Residents are encouraged to test detectors throughout the year and report any malfunctioning or inoperable smoke detector(s) to the Centennial Commons office.

**Horns & Strobes:** located in the exterior breezeways on each residential floor as well as in each handicapped accessible apartment located in Buildings 1 and 2.

**Fire Walls:** are in place between floors

**Pull Stations:** fire pull stations are located on the exterior breezeways on each residential floor.

### **Polices on Smoking, Portable Electric Appliances and Open Flames**

- Centennial Commons is a "Smoke Free" facility. Smoking of any type is prohibited in all living areas as well as all exterior and common areas of the property. This policy is stated in the residential lease signed by all residents.
- Open flames and flammable materials including candles, incense, and gasoline are strictly prohibited. Additionally, barbecue grills, halogen lamps, "octopus" outlets and combustible holiday decorations are prohibited by lease.
- Portable space heaters are prohibited. Other portable devices are addressed by management on a case by case basis.

**Fire Inspection:** Centennial Commons receives an annual inspection by the Joliet Neighborhood Services Department and by the Joliet Fire Department.

### **Fire Safety Procedures and Training for Residents:**

All residents are instructed through their lease addendum on the following:

- immediate evacuation when alarms sound,
- emergency call numbers,
- notification of fires to management,
- smoke detector monthly tests and malfunction reporting,
- Penalties for damage to any fire system including pull stations, detectors and sprinklers include a fine up to \$100, referral to the Student Code, Criminal prosecution and termination of the lease.

Fire safety guides are posted in each apartment and evacuation maps are posted in the Clubhouse.

### **Reporting of Fires:**

In the event of a fire, residents should immediately:

- evacuate the apartment - do not worry about gathering belongings
- activate the nearest pull station and call 911 to report the fire
- notify other residents if possible
- move away from the building
- do not block access to the fire area for responders
- notify management\* in person or at 815-730-1020 \*General Manager or Resident Life Coordinator

In the event of minor fires even if the fire department is not contacted, you are required to notify the Centennial General Manager or Residence Life Coordinator and/or Campus Police so that accurate fire statistics can be gathered.

### **Plans for the Future:**

- First annual Fire Drill is scheduled for October 16, 2017 at 2 PM.
- Last year's plan called for the development of a fire safety booklet for residents. That booklet was developed and distributed to all residents in September 2017. Additional booklets have been provided to management for inclusion in the move in packets, in the future.

### **CLOSING STATEMENT:**

The full Clery Annual Security Report (ASR) which includes crime statistics for the past three years, statements of policy regarding a number of crime and safety related issues, the Annual Fire Safety Report including fire statistics and Missing Person policies can be located at: <http://jic.edu/about/operational/campus-police/Pages/crime-statistics.aspx> In addition to crime statistics, report contains the fire log for Centennial Commons, information regarding missing student reports, sexual assault, domestic violence, dating violence & stalking, campus security and personal safety such as crime prevention and reporting, police law enforcement authority, disciplinary procedures and other related security policies. A booklet copy of this report is available upon request, at the JJC Campus Police Department located in Room G 1013 on Main Campus, 1215 Houbolt Rd. Joliet, IL. This information is required by law and is made available by the Joliet Junior College Police Department.