



Annual Security Report July 1, 2017

Kishwaukee College publishes this Annual Security Report to foster and maintain a safe campus environment, and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act. Each year an email notification is sent to all enrolled students and current staff providing web site access to the Annual Security Report. A complete hard copy of this report including printouts of web links is available in the Dean of Student Services office.

Security Services

To assist in maintaining a safe environment, the College has contracted with the DeKalb County Sheriff's Department to provide campus security services. As such, the DeKalb County Sheriff's Deputies have full police authority including that of arrest. While the DeKalb County Sheriff's Office and other college staff endeavor to provide safe facilities and grounds, individuals should adopt safe practices to help prevent criminal actions against themselves or their property.

Security Hours of Operation

Monday-Thursday 7:00am - 10:30pm

Friday 7:00am - 3:00pm

Emergency Reporting

In an emergency 911 can be dialed from any phone. Yellow signs are posted in all rooms identifying room numbers and closest access door.

Emergency phones are also located in all campus wings for direct calling to **911**.

Security buttons with direct access to the Sheriff Deputy on duty have been installed on phones located in public areas such as classrooms and conference rooms.

For response to emergencies at off-campus locations, **call 911**.

Emergency Call Boxes

Emergency 911 call boxes are located on light poles in the parking lots.

Non-Emergency reporting

Reports of any suspicion of, or actual occurrence of, criminal activities that do not require immediate police emergency assistance should also be reported to the DeKalb County Sheriff's Office, C2177 or 815-825-9529 in order for an appropriate investigation to be conducted.

Reports of criminal activities on or at off-campus locations will be investigated by the DeKalb County Sheriff's Office in cooperation with appropriate federal, state, and/or local authorities. All incidents of criminal activities will require the timely filing of an incident report to be shared with police authorities for use in compiling an annual report on campus crime. All students, staff, and visitors reporting criminal activity or witnessing crimes are expected to cooperate with college officials and law enforcement officers in the filing of campus incident reports. A log of campus criminal incidents is maintained by the DeKalb County Sheriff's Office and is available for public inspection 24 hours after the reporting of an incident.

College Access

As a public community college of the State of Illinois, Kishwaukee College endeavors to provide safe and open access to its facilities by students, staff, and visitors during its posted regular hours of operation. However, access to some facilities and doors during regular hours of operation may be restricted for the safety and protection of individuals, equipment, or facilities. Access to facilities or equipment after normal hours of operation must be authorized by college senior staff.

Security Monitoring System

The College maintains security cameras which record activity throughout the main campus. Cameras are monitored by the Sheriff's Office.

Timely Notification/Special Alerts:

If circumstances warrant, special alerts are distributed throughout campus to students, staff and visitors thru various means which may include the college website, speaker system through campus phones, text alerts, Facebook, Twitter, the outgoing message on the college main phone line and local radio stations.

Emergency Procedures

Kishwaukee College maintains an Emergency Operations Guide in compliance with the *Campus Security Act*, 110 ILCS 12. The guide is continually updated to maintain compliance. Kishwaukee College has developed procedures to assist in responding to many types of emergencies. Flip-Chart booklets located in every office area and classroom on campus provide detailed instructions of how to respond to a variety of emergencies. Additionally, quick contact phone extension cards are attached to all classroom phones and distributed to staff.

Security Escort

To receive an escort from anywhere on campus at any time during business hours, call 815-825-2086 then dial "0" or go to the Information Center located in the Student Center. After 6:30 p.m. Monday-Thursday contact the Sheriff's Office C2177 at 815-825-9529

Campus Crime Statistics

The following report of criminal offenses is for violations that occurred on-campus from 2014 - 2016. The College did not have any crimes occur at off-campus sites, nor on public property adjacent to the campus, as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Kishwaukee College On-Campus Crime Statistics 2014 – 2016

Criminal Offense*	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible (including forcible rape)	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	1	1	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Larceny-Theft**	14	13	18
Liquor Law Violations	0	0	0
Drug Law Violations	1	0	0
Illegal Weapons Possessions	0	0	0
Stalking	1	0	2
Domestic Violence	1	0	0
Dating Violence	0	0	0
Unfounded	0	0	0

* None of the above criminal occurrences included any evidence of being a Hate Crime motivated by prejudice based on race, religion, sexual orientation, gender, disability or ethnicity.

** Larceny-thefts consist of thefts of textbooks, purses/wallets, backpacks, cellular phones, credit cards, computer equipment, and cash from the buildings or vehicles.

The Kishwaukee College Campus Safety Report can be found at the [U.S. Department of Education website](#).

Students and staff are reminded to keep their personal belongings with them at all times in order to protect themselves from theft of personal property which is the most frequent campus security concern.

Student Safety Tips

1. Don't allow technology to make you unaware of your surroundings

Everyone with headphones, a smartphone and an MP3 player knows – the minute you're plugged in, you barely exist anymore! You stare at your phone, zoned out; not knowing what is going on around you. This, in essence, is exactly what you should be avoiding.

When you find yourself becoming unaware of what's going on around you it is time to consider turning the music down, putting your phone away and opening your eyes to what's happening.

The key to getting out of a potentially dangerous situation is to recognize it as such. This is nearly impossible if you aren't even aware of the situations you're walking into.

2. Never walk alone at night

Walking around alone and in the dark increases your personal risk. Sure, there are times that you need to get from point A to point B which may occur at night, but you should always abide by the buddy system so that, should something happen, you're not on your own.

3. Carry some emergency cash

It's good to have some cash on you at all times in case an emergency arises. Perhaps your credit card won't work or your debit card gets lost. You never want to be stuck in a scary situation because you don't have the necessary funds to get out of it as quickly as possible.

4. Locate the emergency system areas on campus

Most campuses have emergency call buttons or phones scattered throughout campus for students to utilize in the event of an emergency. Find out what your campus system is and locate the areas in which emergency phones are placed. Should you ever find yourself in trouble it will be much easier if you know where you can call for help.

5. Never stay at a party when your friends or companion leaves

No, you don't need to call it an early night just because one of your friends does. But, what you should do is ensure you always have a minimum of one person with you that you know (and know you can trust).

Being alone in a party setting isn't smart. Go home if you're going to be alone because it is not worth the risk to stay no matter how nice everyone there seems.

6. Avoid becoming inebriated and losing control

If you're getting to the point that you don't have control of yourself or your surroundings, you need to stop and think about the types of situations you're putting yourself in.

It's far too easy for others to take advantage of you in a situation when you can't think or act rationally.

7. Be a good friend.

Watch out for each other. Stick together in groups, especially when traveling from one place to the next. If a friend is acting in a way that seems out of character, take notice. If he or she is intoxicated or seems to need assistance, get them to a safe place and support them. If you suspect that a friend has been drugged or needs medical attention because of intoxication or for any other reason, call 911.

8. Consider carrying pepper spray, a whistle or taking a self-defense course

The hope is certainly that you'd never need to make use of these defense mechanisms, however, having them with you can make a life-saving difference in harmful situations you otherwise might not be able to escape.

9. Always have emergency contacts on you or in your device

If you have a smartphone, program emergency numbers into it. It's one of the first spots hospitals check if you're admitted alone because they are able to bypass your pass code in order to access your contacts.

Additionally, list your important emergency contact numbers and information in your planner, if you carry one. Whatever items you have on a regular basis are good spots to keep emergency information.

Consider One of These Safety Apps



[Kitestring](#)

[bSafe](#)

[MyForce](#)

[Circle of 6](#)

College Policies

1. Student Code of Conduct

Students, staff, and visitors are expected to conduct themselves in a civil manner that does not violate any federal, state or local criminal statutes nor exhibit any illegal or prohibited behaviors as specified in the Kishwaukee College Policy on Alcohol and Substance Abuse and the Code of Student Conduct.

The complete [Code of Student Conduct Policy](#) including disciplinary procedures can be found on the website and myKC.

2. Comprehensive Policy Relating to Gender-Based or Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Members of the Kishwaukee College Community, guests, and visitors have the right to be free from gender-based or sexual misconduct, as well as from domestic violence, dating violence, sexual assault, and stalking.

The policy provides detailed definitions; identifies sanctions and protective measures that the College may impose in response to prohibited misconduct; describes procedures to be followed by victims of gender-based or sexual misconduct; domestic or dating violence, sexual assault or stalking; explains procedures for institutional disciplinary with respect to these offenses; informs readers about how the College will protect victims' confidentiality; requires written notice to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims on campus and in the community, and provides information to victims about options for and assistance which is available to change academic, living, transportation and work situations if requested by the victim and if such accommodations are reasonably available. [Comprehensive policy for gender-based and sexual misconduct](#) can be accessed on the College website and myKC.

Students:

It is your right to know what services are available to you and the college policies in place to address gender based and sexual misconduct. When you click on the link below you will be connected to valuable information on college programming, college and community resources, confidential advisor services, and campus policies. This information will be updated and continually available on the college website and myKC under the student resources tab.

[Sexual Assault/Domestic Violence Awareness - Webpage](#)

Employees:

Training is provided to all new employees on Title IX, VAWA, Mandated Reporter, Workplace Violence Prevention and Harassment Prevention through the onboarding process.

3. Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act, Sec. 1601 of 2000 and Violent Crime Control and Law Enforcement Act of 1994, information identifying registered sex offenders who are enrolled or employed at the college may be obtained from the DeKalb County Sheriff's Office or the Internet site of the Illinois State Police who provide a list of registered sex offenders which can be accessed online at <http://www.isp.state.il.us/sor/>.

4. Concealed Carry

The state's concealed carry legislation allows Kishwaukee College to continue its practice of prohibiting guns on campus. *In Accordance with the Board of Trustees Policy Manual and Student Code of Conduct any possession and/or carrying of a weapon on Kishwaukee College property is illegal and prohibited.*

This extends to all College property (including College-owned vehicles and parking lots), at College-sponsored or College-related functions or events, and during times when acting as a representative of the College whether on or off College premises. The complete firearms and weapons policy can be found at the [following Policy Manual link](#).

5. Threat Assessment

Kishwaukee College is committed to maintaining a safe campus environment for all members of the college community. The Threat Assessment Team supports the campus security plan by responding to reports of students or employees displaying signs of behavioral or emotional distress that may indicate a possible threat to the college. The team will meet on a regular basis to assess referrals, determine appropriate intervention strategies, and effectively respond to incidents of concern.

Team Members:

[Sgt. C. Kuhns](#) DeKalb County Sheriff Dept.

[Nancy Partch](#) Dean Student Services

[Ann Wilson](#) Coordinator Disability Services

[Sarah Marsden](#) Counselor

[Jaime Long](#) Dean Arts/Communication

[David Dammon](#) Faculty

Based on individual cases the Threat Assessment Team will include additional team members consisting of faculty or staff who are connected to the incident being reviewed, specialized treatment providers when needed, and the HR department in situations dealing with college employees.

Guidelines for Referrals to the Threat Assessment Team:

- Acts of Violence (threats, assaults, etc.) on Campus
- Statements or Evidence of Self Harm/Suicidal Thoughts
- Erratic/Bizarre/Inappropriate Statements or Behavior
- Statements Indicating Possession of a Weapon, or Displaying of a Weapon on Campus
- Writings or Drawings of a Disturbing or Threatening Nature
- Evidence of Impaired Behavior Due to Drug or Alcohol Use
- Observed Behavioral Changes Over a Period of Time
- If You Are Wondering "Should I Report This?"

If you would like to consult with a TAT member about a concern or issue they will be happy to talk with you. If you would prefer to use the online referral form you can click on the following link: [Threat Assessment Referral Form](#).

6. Security Programs for Students & Employees

Various programs and methods exist for informing students and staff about campus security procedures, being responsible for one's own security and the security of others, and crime prevention strategies.

Staff and students have access to the Annual Security Report and crime statistics to assist them in crime prevention and reporting. Emergency phones have been located in all campus wings, additional lighting has been installed and remains on during evening hours and security buttons have been installed on phones with direct access to the Sheriff Deputy on duty. In the evening, a sheriff officer or custodian is available to escort students or staff to their cars by contacting the switchboard operator located in the Main Entrance of the Student Center or Sheriff's Office C2177 or 815-825-9529.

7. Background Investigations

In order to create a safe and secure work area and learning environment, and in accordance with Public Act 88-629 (110 ILCS 12/1-12/99), Kishwaukee College will conduct criminal background investigations prior to employing individuals in all full or part-time positions, student workers and volunteers.

8. Alcohol Use & Substance Abuse Policy

In accordance with the federal Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 Sec. 1213, and to provide a safe and healthful environment, Kishwaukee College has adopted the following alcohol and/or substance abuse policy: Kishwaukee College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and unauthorized distribution, possession, or use of alcohol in college buildings, on college grounds, or any other workplace designated for college activities. For purposes of this policy, drugs, including alcohol, are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

Disciplinary sanctions for alcohol or substance abuse are contained in the Kishwaukee College Code of Student Conduct and Discipline, a full copy of which appears in the Kishwaukee College Catalog. Sanctions imposed by this code may include up to and including termination or expulsion and referral for prosecution to civil authorities.

Sanctions may also include required participation in and completion of a drug, or alcohol abuse assistance or rehabilitation program. Students receiving financial aid may also lose their aid. Students as citizens are also subject to federal, state, and local laws. Students with alcohol and/or substance abuse problems or those wanting information about alcoholism or substance abuse should contact a counselor in the [Counseling and Student Development Center](#), or the Dean of Student Services.

- [College Biennial Review:](#)
Identifies college alcohol, tobacco and other drug use policies that are available on the college website.
- [National Institute on Drug Abuse-Commonly Abused Drugs :](#)
Provides comprehensive information including health risks associated with alcohol and substance abuse.
- [Illinois Penalties and Sanctions Quick Fact Sheet](#)
[Illinois Liquor Commission](#)
Details legal implications for alcohol and drug violations.
[Project Know: What You Need To Know About Addiction and Treatment](#)

Questions regarding the Annual Security Report can be directed to:

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