

Policy Statement Addressing Timely Warning

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief Student Services Officer/Executive Dean of Student Services or Chief Financial Officer/Executive Dean of Administrative Services, 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, staff and the campus’ text messaging system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus-wide electronic bulletin board on the College web site at: www.sic.edu, providing the College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Campus Security office, by phone (618-252-5400 ext. 2911) or in person at A152 B.

Policy Statement Addressing Preparation of Disclosure of Crime Statistics

Policy for Reporting the Annual Disclosure of Crime Statistics

The office of the Chief Student Services Officer/Executive Dean of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is located on our web site at <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>. You will also be able to connect to our site via the SIC Home page at www.sic.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SIC Campus Security, designated campus officials (including but not limited to directors, deans, division chairs, designated SIC staff, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

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 in the office of the Chief Student Services Officer/Executive Dean of Student Services located in E128 or by calling (618) 252-5400 ext. 2400. All prospective employees may obtain a copy from Human Resources.

Policy Statement Addressing the Reporting of Criminal Offenses

To report a crime:

Contact Campus Security at 618-252-5400 ext. 2911 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside building should be reported to the police department. In addition you may report a crime to the following individuals:

Title	Location (618) 252-5400
Director of Environmental Services	A152 A Ext. 2570
Environmental Services Secretary	A152 Ext. 2572
Chief Student Services Officer/Executive Dean of Student Services	E128 Ext. 2400
Administrative Assistant to the Chief Student Services Officer/Executive Dean of Student Services	E129 Ext. 2401
Chief Financial Officer/Executive Dean of Administrative Services	E245 Ext. 2500
Assistant to the Chief Financial Officer/Executive Dean of Administrative Services	E254 Ext. 2510
Campus Security	A 152B Ext. 2911
Campus Safety Coordinator	G132 Ext. 2312
Title IX Coordinator	E132 Ext. 2431

Policy Statement Addressing Voluntary Confidential Reporting

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security or a designee of SIC can file a 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 College can keep an accurate record 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.

Policy Statement Addressing Limited Voluntary Confidential Reporting

CRIME REPORTING

Southeastern Illinois College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Please note, police reports are public records under state law. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other SIC campus security authorities, as identified above.

Policy Statement Addressing Security and Access

Access Policy

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Campus Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Fitness Center, the Library, etc. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Environmental Services, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

**Policy Statement Addressing Campus Law Enforcement
(For Institutions Whose Police Do Not Have Arrest Authority)**

Southeastern Illinois College Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at Southeastern Illinois College. Southeastern Illinois College Campus Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Southeastern Illinois College Campus Security maintains a highly professional working relationship with the Saline County Sheriff's Office, Harrisburg Police, and Eldorado Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Southeastern Illinois College Campus Security in a timely manner. This publication focuses on Southeastern Illinois College Campus Security because it patrols the majority of the main campus. However, appropriate law enforcement should be contacted when incidents, emergencies, or crimes occur in the off main campus locations.

To report a crime or an emergency on the main campus, call Southeastern Illinois College Campus Security at extension 2911 or, from outside the College phone system, (618)-252-5400 ext. 2911.

To report a crime or emergency on the Carmi-campus, call Carmi Police at (618) 382-4633.

All Southeastern Illinois College Campus Security incident reports are forwarded to the Chief Student Services Officer/Executive Dean of Student Services office for review and potential action by the Student Code of Conduct. Southeastern Illinois College Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Chief Student Services Officer/Executive Dean of Student Services office.

If assistance is required from the Saline County Sheriff's Department or the Fire Department, Southeastern Illinois College Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Southeastern Illinois College Campus Security, will offer the victim assistance and contact the Saline County Sheriff's Office.

This publication contains information about on-campus and off campus resources. That information is made available to provide SIC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for SIC.

Crimes should be reported to the Southeastern Illinois College Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

**Statement Addressing Counselors
(For Institutions Without Confidential Reporting Procedures)**

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Threat Assessment Team for review. When a potentially dangerous threat to the College community arises, timely reports or warning will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

Policy Statement Addressing Security Awareness Programs

Security Awareness Programs

During new student orientation students are provided information of services offered by the Southeastern Illinois College Campus Security and ways to maintain personal safety. Similar information is presented to new employees.

Periodically during the academic year the Threat Assessment Team, in cooperation with other College organizations and departments, may present crime prevention awareness information on sexual assault (rape and acquaintance rape), theft, vandalism, and personal safety and security.

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.

In addition, information may be disseminated to students and employees through monthly educational emails, crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student publications.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's electronic mail system and a text messaging broadcasting system.

Policy Statement Addressing Crime Prevention Programs

Crime Prevention Programs

The Threat Assessment Team and Campus Security provide information on crime prevention and personal safety throughout the year. Information may be disseminated through email, informational fliers at new student and new employee orientations, or other means. Information includes educational strategies and tips on how individuals can protect themselves from sexual assault, theft and other crimes.

**Policy Statement Addressing Criminal Activity Off-Campus
(For Institutions Whose Police Do Not Monitor Off-Campus Activity)**

The Student Services office maintains contact with recognized student organizations and competitive teams. Southeastern Illinois College Campus Security do not provide law enforcement service to off-campus residences or activities off-campus recognized by College authority. Student Services and Campus Security members enjoy a close working relationship with the Saline County Sheriff's Office and the Illinois State Police when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

Policy Statement Addressing Substance Abuse Education

ALCOHOL AND SUBSTANCE ABUSE INFORMATION

PREVENTION PROGRAMS

The College has developed a policy and program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

Legal Sanctions – Laws Governing Alcohol

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated.

A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.

Notice of Availability of Annual Security Report

A copy of Southeastern Illinois College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Southeastern Illinois College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Chief Student Services Officer/Executive Dean of Student Services office or by accessing the following web site: <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>

Statement on the State Sex Offender Registry

Information regarding the state of Illinois Sex Offender Information can be obtained at the following website: <http://www.isp.state.il.us/sor/>