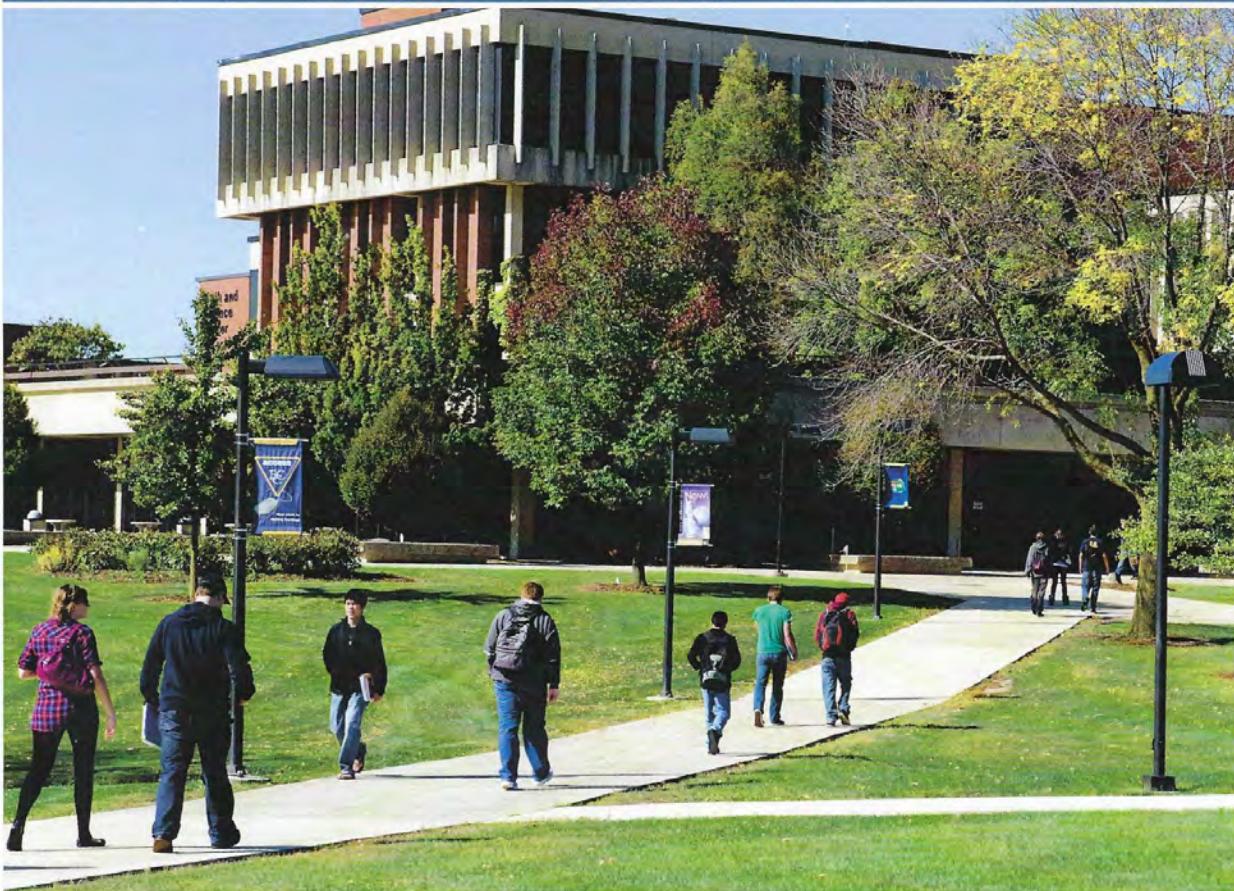




Elgin Community College



Elgin Community College Annual Security Report 2018

David Kintz
Elgin Community College
Chief of Police

Elgin Community College

Annual Security Report for Calendar Year 2017

The Elgin Community College Police Department (ECCPD) takes pride in helping to provide a safe campus environment. This report, mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, contains valuable information about crime, safety programs, emergency alerts, crime statistics, and college procedures. The ECCPD welcomes feedback or questions. Please direct feedback to David Kintz, ECC chief of police, at dkintz@elgin.edu.

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Reporting Procedures | [return to Table of Contents](#)

Elgin Community College encourages all students, employees, and visitors to promptly and accurately report all crimes to the ECCPD when the victim of a crime elects to, or is unable to, make such a report. At the request of the reporting victim or witness, the police will make every effort to maintain confidentiality to the extent that the law and college policies allow.

For the Spartan Drive Campus or the Center for Emergency Services (Burlington Campus), the ECCPD can be reached as follows:

Emergencies	Non-Emergencies
847-214-7777	847-214-7778
From campus phones: 7777	From campus phones: 7778
From any phone, including campus phones: 911	

At any other location, dial 911 to reach the local police and fire departments.

When a crime is reported, ECCPD personnel will be dispatched to the incident and take the appropriate police or administrative action, which may include processing an arrest, issuing a trespass warning, or referring the individual to the assistant vice president of student services & development/dean of students. On occasion, the crime may be investigated by another jurisdiction including the Elgin Police Department, Kane County Sheriff, or the Hanover Park Police Department. This will be based on where the crime was reported or occurred.

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The college designates as "Responsible Employees" personnel holding the following positions: deans, members of administration holding the title manager or above, campus police, and human resources team members. As Responsible Employees, these individuals are empowered to speak with any member of the college community who believes he or she has witnessed a potential violation. They will report the incident to a member of the President's Task Force on Discrimination and Harassment who will initiate an investigation. If the person reporting the perceived violation does not want the college to take action on the complaint, or does not want his/her identity revealed, the Responsible Employee will notify the Title IX coordinator (see page 13) who will determine whether the complainant's wishes can be honored.

Wellness Professionals are designated employees with whom a member of the community may have a confidential discussion about any Title IX concern, including alleged incidents of sexual assault or violence of any kind. Unlike the Responsible Employee, these individuals will not reveal the student's concern to the Title IX coordinator or the ECCPD without the student's permission. These reports will not be included the annual security report.

In addition, if a victim or witness to any crime does not want to pursue resolution through the college disciplinary process or through the criminal justice system, a crime may still be reported confidentially. The purpose of reporting an incident confidentially without pursuing a resolution is to document an incident and protect oneself or others from future incidents. With this information, the ECCPD can keep an accurate number of incidents and will record this in statistics reported to the community. The information will also assist the police in determining a potential crime pattern and help coordinate a response, which may include an alert, if deemed appropriate.

Security and Access to Campus Facilities | [return to Table of Contents](#)

ECC buildings are generally open to the public and members of the campus community during normal operating hours of 7 a.m. until 11:30 p.m., Monday through Friday, and 7 a.m. until 11 p.m. on Saturday and Sunday. ECCPD personnel are on duty and providing police coverage during these times. The use of meeting rooms, classrooms, and facilities is prohibited without approval of the college. The campus is closed during board-approved holidays or other recesses. Keys and proximity cards are issued to authorized employees needing access to college facilities.

The ECCPD provides police services at the Center for Emergency Services while classes are in session and other periodic times. The Streamwood Village Hall and Education & Work Center receive police services from the Streamwood Police Department and the Hanover Park Police Department, respectively.

The Spartan Drive Campus and the Center for Emergency Services are monitored by a sophisticated network of security cameras. College facilities are maintained by the Operations and Maintenance Department, which employs custodial staff, building engineers, and groundskeepers. They conduct regular inspections of the campus and handle work orders when repairs are needed.

ECC does not have any student housing, nor does it have officially recognized student organizations with off campus housing facilities. In compliance with Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a policy concerning the monitoring and recording of criminal activity with local law enforcement agencies for officially recognized student organizations with non-campus housing facilities is not required.

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ECC's chief marketing & communications officer is responsible for developing and sending emergency alerts to the campus community when an emergency condition exists that poses an immediate threat to the college. The decision to issue an emergency alert is based on the facts surrounding the incident, including the nature of the incident and the continuing threat to the college. Emergency alerts may be issued for the following crimes: arson, aggravated assault, murder/non-negligent manslaughter, robbery, and sex offenses, or if there is deemed to be a serious or continuing threat to the college. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of each case such as where and when the crime occurred. In some cases, a crime may not be reported to the police until long after the incident occurred. In this case, an emergency alert would not be appropriate; however, a Timely Warning to notify the campus of the investigation would be disseminated.

An emergency alert may also be issued in the case of a serious illness, severe weather, earthquake, gas leak, armed intruder, or chemical spill. There are cases in which an alert may not be issued if responding authorities determine that an alert would compromise the safety of the victim, hamper efforts to contain the emergency, affect the emergency response, or otherwise affect efforts to mitigate the emergency. In all cases, the decision will be based on the overall safety of the college and its students and staff.

The type of alert used will depend on the specific threat. ECC has the capability to send alerts using a mass notification system (MNS), which broadcasts prerecorded messages using emergency speakers located throughout the college. In addition, specific information may be sent via the RAVE Emergency Alert System. RAVE sends messages via email, text, computer desktop pop-up messages, ECCTV monitors, and outdoor electronic message signs. All students and staff are automatically registered in the RAVE system. The internal phone system may also be used as a public address system. Alerts may contain instructions for students and staff on what to do and where to go. Updates will also be provided as they become available.

ECC's Marketing and Communications Department may disseminate information via press release, website, social media, and/or press conference.

ECCPD personnel, the senior director of emergency management, operations and maintenance representatives, and/or other college administrators are responsible for confirming the presence of an emergency situation that requires an emergency alert. The decision will then be made to notify the entire campus via an emergency alert or to notify a segment of the campus if the situation is limited to a specific area.

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A Timely Warning may be issued to alert the campus of situations where there is no immediate emergency threat, yet an increased awareness is appropriate. For example, a Timely Warning may be issued after a rash of car burglaries so that students and staff may take steps to protect their belongings. A Timely Warning will typically be sent via email.

Emergency Response | [return to Table of Contents](#)

The college has an Emergency Operations Plan that outlines procedures that will be followed when an emergency occurs. The plan is tested and updated on a regular basis. In addition, the college presents classes throughout the year that help prepare faculty and staff in case of an emergency. Classes are provided on the following topics:

- Incident Command System and National Incident Management System
- Blood-borne pathogen exposure prevention
- Active shooter training
- Fire extinguisher training
- First Aid and CPR/AED training
- Stair evacuation chair training

ECC has posted evacuation routes in each classroom. Each room on campus has the building and room number located on the inside of the room directly above the door. Campus phones have been installed in each

classroom. In addition, emergency procedures, such as lockdown, shelter-in-place, and evacuations, are posted in all classrooms.

Fire Drill

The college conducted announced fire drills on October 24, 2017, October 30, 2017, and November 1, 2017.

Tornado Drill

Tornado drills were held during March 2017.

Active Shooter

The ECCPD conducted active shooter drills on June 7, 2017, and August 16, 2017. These drills covered tactical first aid and room entry techniques. The drill included staff members serving as role players during the training exercise.

MNS Drill

The mass notification system and fire alarm were tested and found to be operational in August 2017.

Policies Regarding Alcohol, Drugs, and Weapons | [return to Table of Contents](#)

Alcoholic Beverages

The use, possession, or distribution of alcoholic beverages by students on college premises or at college-sponsored events is prohibited except as expressly permitted by the law and college regulations. The use of alcohol by employees within the workplace or in college facilities, including meal periods and breaks, is prohibited except when authorized by the college for approved college functions. The ECCPD is responsible for enforcing state liquor laws as well as ECC's administrative procedures.

Illegal Drugs

Use, possession, distribution, or manufacture of illegal or controlled substances on college premises or at college-sponsored events is prohibited except as permitted by law. The ECCPD enforces all state and federal laws as well as ECC's administrative procedures.

Possible Sanctions

ECC will impose the appropriate disciplinary sanctions on students for violations of the Student Code of Conduct (Administrative Procedure 4.402) in regards to alcohol or illegal drug violations. Sanctions may range from a written reprimand to expulsion or a combination of available sanctions. A complete listing is available in Administrative Procedure 4.401, Complaint Procedure. Employees who violate the administrative procedure may be subject to a verbal warning up to and including termination.

Health Risks

Alcohol and drugs are all mood altering in some fashion and affect different parts of the brain, some of which are responsible for motor skills, visual and auditory perception, short- and long-term memory, as well as emotional wellness. Depending on the dosage and duration, addiction can develop. Illicit drugs and classifications of substances include marijuana, stimulants (cocaine), depressants (valium, alcohol), opiates (heroin), and

hallucinogens (LSD). Substance abuse and alcohol abuse are also risk factors associated with heart disease, ulcers, HIV/AIDS, suicide, clinical depression and many others.

Weapons

ECC maintains a firearms and weapons-free campus. "Campus" includes, but is not limited to, the ECC campus and any extension, remote or off-site facilities, whether owned, leased, or controlled by ECC, where ECC programs, activities and classes are held. No person covered by this policy, unless authorized by law or specifically exempted by federal or state law or ECC regulation, is authorized to have in their possession a firearm or weapon at a time when engaging in ECC-related business or activities. Students or employees who violate this policy may be subject to arrest and/or discipline.

Wellness Services | *return to [Table of Contents](#)*

ECC's Wellness Services Office provides help to students who may need assistance. The mission of Wellness Services is to provide support for students' personal well-being so they can focus on academic success. Wellness professionals encourage students to become active participants in their overall health and well-being and use a holistic approach to empower students to achieve their full potential. Available wellness programs include a Student Assistance Program, which is available 24 hours per day, 7 days per week, through the confidential hotline at 847-742-4033. More information is available at <https://www.elgin.edu/life-at-ecc/wellness-services/>.

Students may find other helpful information in Student Health 101, an online magazine at <https://elgin.readsh101.com/>. Literature concerning drug and alcohol abuse is made available throughout the year and is highlighted on Wellness Wednesdays during fall and spring semesters. ECC's Office of Student Life conducted drunk driving awareness programs in conjunction with the ECCPD in 2017. Students were given an opportunity to test their diminished skills firsthand using drunk/alcohol impairment goggles while operating in a simulated driving course. In addition, students enrolled in ECC's substance abuse classes provided information in the Jobe Lounge.

Crime Prevention and Security Awareness Programs | *return to [Table of Contents](#)*

The college offers programs throughout the year that are designed to provide information and awareness to students, staff, and faculty. In 2017, the following programs were presented.

Primary Prevention Programs

The New Student Orientation Program includes a presentation entitled Campus Sexual Assault Awareness Act. Students review a safety brochure and learn about campus safety escorts, emergency calls, and using campus phones. The Office of Student Life also presents the Campus Sexual Violence Elimination (SaVE) Act as part of the new student orientation. This act increases the knowledge about sexual violence incidents, guarantees the rights of victims, and sets the standard of discipline for perpetrators. Sexual Harassment Prevention/Campus SaVE and Violence Against Women Act (VAWA) training was provided by Marilyn Prentice, paralegal and EEO/AE, Title IX & FOIA compliance officer, and DeSean Coleman, manager of Upward Bound.

Awareness Programs

The Office of Student Life presented several programs throughout the year for sexual assault awareness and domestic violence awareness. These were presented in conjunction with local community groups and were open to the public.

- Domestic Violence Programs
 - In Her Shoes
 - Clothesline Project
 - Shine a Light Rally
- Sexual Assault and Violence
 - The Long Red Line
 - Empowerment Project
 - The Vagina Monologues
 - Sexual Assault Awareness Month information table

Elgin Community College Police Authority and Jurisdiction | [return to Table of Contents](#)

ECCPD officers receive their authority through the Illinois Public Community College Act 110 ILCS 808/3-42.1, which is sanctioned by the Community College District 509 Board of Trustees. ECC officers are fully sworn campus police officers who are armed and have all the powers possessed by county and municipal police officers, including the power to make arrests and issue citations. The department is staffed by experienced and trained police officers.

ECCPD officers maintain working relationships with federal, state, county and local police agencies to manage all types of emergencies and criminal activity and works with these agencies for training, criminal investigations, special operations, and security details during special events. The ECCPD maintains mutual aid agreements locally with law enforcement agencies throughout Kane County and statewide as a member agency of the Illinois Law Enforcement Alarm System (ILEAS), which can be of assistance for emergencies. During periods when ECC is closed, such as overnight or on board-designated breaks and holidays, the Spartan Drive Campus is patrolled by the Elgin Police Department. The Center for Emergency Services is patrolled by the Kane County Sheriff.

ECC has adopted a proactive approach to crime prevention that involves not only the ECCPD but also all members of the college community. The program includes security orientation programming for new students and staff and continuing educational efforts throughout the year. The ECCPD has the primary responsibility for developing and deploying police-related services, programs and strategies for maintaining a safe campus. Specifically, the ECCPD is responsible for crime prevention, law enforcement, parking control, emergency response, special events, and other community services on campus.

Sworn ECCPD officers patrol the campus both on foot and by vehicle. ECC police provide a full range of campus services during the academic year when the college is open. ECCPD personnel, as part of an investigation, can assist in obtaining a civil no-contact order in cases where there is no prior relationship between the victim and the offender, as well as orders of protection in cases where a prior or current relationship exists. These orders are issued by the circuit court. Faculty, staff, or students who possess an order of protection are encouraged to notify the ECCPD to ensure the provisions are followed for maximum safety.

Services Provided by ECC Campus Police

- Incident reporting
- Criminal investigation
- Safety and crime prevention programs
- Traffic control
- Informational presentations
- Parking enforcement
- Safety escorts
- Emergency medical services
- Emergency notifications
- Battery jumps/vehicle lockouts

For more information on campus safety, please contact:

Elgin Community College Police Department

Bldg. D, Room D140

1700 Spartan Drive

Elgin, IL. 60123-7193

847-214-7778

Reporting the Annual Disclosure of Crime Statistics | [return to Table of Contents](#)

As required by federal law, the crime statistics for this report are compiled on a calendar year basis in accordance with the definitions of crimes provided by the FBI for the use in the Uniform Crime Reporting System. The report includes the following:

- Statistics for the previous three years for crimes that occurred on campus or adjacent public property.
- Reports made to the police and designated Responsible Employees.
- Data when individuals were referred for campus disciplinary actions for crimes specified under the Clery Act, such as alcohol and drug offenses, weapons offenses, hate crimes, and Violence Against Women Act (VAWA) crimes.

The ECCPD maintains a daily crime log for the most recent 60-day period. The log is available for review at the police station located in Building D, Room D140. The log contains the following information:

- The date the crime was reported
- The date and time the crime occurred (a range may be recorded if the specific time and date can't be determined).
- The nature of the crime. The title will follow Uniform Crime Reporting titles.
- The general location of the crime. This will include a general location or building number. The specific room will not be disclosed so as not to put any victim in jeopardy or make public any confidential information.
- The disposition, if known. Examples are no further action, cleared by arrest, pending investigation, referred to dean of students, etc.

The crime statistic tables at the end of this report are collected and reported in accordance with the Clery Act.

Dating Violence, Domestic Violence, Sexual Assault, Stalking, Harassment | [return to Table of Contents](#)

Prohibition

Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure – Administrative Procedure 3.403.

ECC believes that all employees and students should be able to work and learn in an educational environment free from discrimination, harassment and violence. The college is committed to addressing sexual assault, sexual violence, and other sexual misconduct, which are types of sexual harassment and are specifically prohibited by the college's policies. Domestic violence, dating violence, sexual exploitation, stalking, retaliation, and intimidation and hate crimes are also prohibited by these policies.

Title IX, Campus SaVE Act Rights and VAWA Rights

Title IX, Campus SaVE Act, and VAWA are federal laws designed to protect college students while on ECC campus grounds. The Campus SaVE Act addresses domestic violence, dating violence, sexual assault, and stalking in higher education. Title IX prohibits sex discrimination in federally funded education programs and activities.

Discrimination on the basis of sex includes sexual harassment, sexual assault, and sexual violence. Domestic violence, dating violence, and stalking are also prohibited. In any instance of sexual assault, the survivor/victim is encouraged to seek medical attention as quickly as possible, in addition to reporting the crime. This will serve to protect evidence and can greatly assist in proving that a sexual assault occurred.

Individuals can use several methods to report sexual misconduct, regardless of where the incident occurred. ECC encourages survivors/victims to report sexual misconduct as soon as reasonably possible, but there is no time limit on reporting incidents of any sexual harassment, sexual misconduct, or other interpersonal misconduct. Anyone who believes he/she has been a victim of sexual misconduct is encouraged to report the incident by following one or more of the procedures described and to seek medical care and follow-up counseling as soon as possible, if needed, depending upon the offense.

The Title IX coordinator is the primary resource on campus for survivors of sexual violence and can assist survivors with the support resources available and the process for pursuing a complaint through the campus disciplinary or criminal investigation process. A report can be made directly to the Title IX coordinator by the student either in person, by phone, or via email: Marilyn Prentice, Title IX coordinator, 847-214-7992, mprentice@elgin.edu. If the report is made to the ECCPD, it will be forwarded to the Title IX coordinator.

Examples of Sexual Harassment (including, but not limited to):

- | | |
|--|-----------------------------------|
| 1. Unwelcome sexual advances | 6. Domestic violence |
| 2. Repeated date requests | 7. Dating violence |
| 3. Sexual gestures | 8. Sexual misconduct |
| 4. Explicit sexual cartoons or images | 9. Sexual assault/sexual violence |
| 5. Discussions about sexual activity/orientation | 10. Stalking |

Definitions of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking | [return to Table of Contents](#)

Two sets of definitions are presented here for sexual harassment, sexual assault, domestic violence, dating violence and stalking: Elgin Community College's definitions and the state of Illinois' definitions. Terms are defined using the definitions from the U.S. Department of Education, as well as the criminal statutes for the state of Illinois. A complaint could result in a civil proceeding under the ECC Administrative Procedure and/or a criminal case filed under the statutes for Illinois. Persons should consult the specific administrative procedure or criminal state statute for the complete details.

ECC Definitions

Sexual Harassment

Sexual harassment may take many forms. Sexual harassment may consist of repeated actions or may even arise from a single incident, if sufficiently extreme. The complainant and the alleged perpetrator may be of either gender and need not be of different genders. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature where:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, status in a position of employment or an academic course or program, or participation in any college activity;
- Submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment or education, status in a position of employment or an academic course or program, or participation in any college activity; or
- Such conduct is intended to cause, or would objectively be regarded by a reasonable person as causing (i) unreasonable interference with an individual's job performance or academic performance in a course or program, or participation in any college activity, or (ii) an intimidating, hostile, or offensive work, learning, or educational environment.

Depending on the circumstances, sexual harassment may include, but is not limited to, the following:

- Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts;
- Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body;
- Offering or implying a job- or education-related reward (such as a pay increase, a favorable employment evaluation, a job promotion, a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants, or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threatening or taking a negative employment or educational action (such as a reduction in pay, a negative employment evaluation, or a demotion, giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's job or academic work more difficult because sexual conduct is rejected;
- The use or display, including by electronic means, in the workplace or classroom of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical or other justification; and

- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience.

Sexual Assault and Sexual Violence

Sexual assault/sexual violence is a particular type of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or for any other reason. This includes, but is not necessarily limited to, inappropriate touching, sexual intercourse of any kind without consent, rape, and attempted rape.

Domestic violence, dating violence, and stalking

- "Domestic violence" means violence by the complainant's current or former spouse, intimate partner, cohabitant, or person similarly situated; person with whom the complainant shares a child in common; or anyone else protected under domestic or family violence law.
- "Dating violence" means violence by a person who is or has been in a romantic or intimate relationship with the complainant.
- "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

FERPA: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

State of Illinois Criminal Statute Definitions

Criminal Sexual Assault (720 ILCS 5/11-1.20)

A person commits criminal sexual assault if that person commits an act of sexual penetration and uses force or a threat of force; knows the victim is unable to understand the nature of the act or is unable to give knowing consent; is a family member of the victim and the victim is under 18 years of age; or is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

Domestic Battery (720 ILCS 5/12-3.2)

A person commits domestic battery if he or she knowingly and without legal justification by any means causes bodily harm to any family or household member; or makes physical contact of an insulting or provoking nature with any family or household member.

Stalking (720 ILCS 5/12-7.3)

A person commits stalking when he or she knowingly engages in a course of conduct directed at specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to fear for his or her safety or the safety of a third person; or suffer other emotional distress.

A person commits stalking when he or she, knowingly and without lawful justifications, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and at any time transmits a threat of immediate or future bodily harm or places that person in reasonable apprehension of immediate or future bodily harm.

Consent (720 ILCS 5/11-1.70)

Freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. 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.

Dating Violence

Dating violence is not defined by Illinois statutes. Acts that constitute dating violence under the Department of Education definitions are prosecuted under the domestic violence statutes.

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If a person files a Title IX complaint, the person has the right to ask for an internal investigation and reasonable academic accommodations. Any inquiries or complaints regarding Title IX, the Campus SaVE Act, or the college's Anti-Discrimination and Anti-Harassment Policy should be directed to:

Marilyn Prentice, Title IX Coordinator
847-214-7992
mprentice@elgin.edu

DeSean Coleman, Manager of Upward Bound
847-214-6942
dcoleman@elgin.edu

ECC Police Department
847-214-7777 (Emergency) or 847-214-7778 (Non-Emergency)

Additional Services

The college has on-site wellness professionals who respect confidentiality and are not required to report an assault, unlike faculty and staff under Title IX policy. The wellness professionals will provide free and confidential counseling services and referrals to help determine what is best to do for each individual's self-care and healing. The college's wellness professionals may be contacted at:

Vincent Cascio, Wellness Professional
847-214-6963
vcascio@elgin.edu

Mary Grimm, Wellness Professional
847-214-7418
mgrimm@elgin.edu

In addition, the college has additional resources to help students with mental health, general health, victim advocacy, legal assistance, and immigration assistance.

Response to Sexual Assault

Rape and all forms of sexual assault are illegal and violations of the ECC Code of Student Conduct Policy 4.402, (www.elgin.edu/codeofconduct), as well as Illinois Criminal Statutes. In reference to a criminal investigation, the ECC Police Department utilizes the "Model Guidelines and Sex Crimes Investigation Manual" published by the Illinois Law Enforcement Training and Standards Board, when responding to incidents involving actual sexual assault. While most victims of sexual assault are women, some men are also victims. Male victims at ECC receive the same services as women. Emotional support, Wellness Services, legal advocacy and medical treatment are available to assist all those recovering from sexual assault.

It is the policy of the college to provide a work and educational environment free of all forms discrimination, including but not limited to sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, stalking and hate crimes. This prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the college community, and to contractors, consultants, and vendors doing business or providing services to the college.

ECC President's Task Force on Discrimination and Harassment | [return to Table of Contents](#)

The college's president has the ultimate responsibility for implementing this policy and for deciding the appropriate corrective action that should be taken to address violations of this policy. The president of ECC has appointed a Task Force on Discrimination and Harassment, to which the president has delegated day-to-day responsibility for this policy. The president may modify the composition of the task force at his or her discretion. The task force consists of the following college personnel:

Task Force Chair
EEO/AE Officer and Title IX Coordinator
847-214-7992

Assistant Vice President of Student Services & Development/Dean of Students
847-214-7274

Chief Human Resources Officer
847-214-7372

ECC's Title IX coordinator is responsible for implementing and monitoring Title IX compliance on behalf of the college. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy.

Any inquiries regarding Title IX, the Campus SaVE Act, or the college's Anti-Discrimination and Anti-Harassment Policy should be directed to the Title IX coordinator or to one of the task force members identified below. These individuals will be available to meet with or talk to students, staff, and faculty regarding any Clery issues related to Title IX and this policy.

The ECC task force is also responsible for implementing and monitoring its Title IX compliance at ECC, and for notifying the Title IX coordinator of any alleged or suspected violations of this policy and the resolution of such alleged or suspected violations, regardless of whether a grievance is submitted.

The ECCPD is the primary means for the campus community to report actual criminal violations of law and incidents which occur on campus or the surrounding public streets and sidewalks. Reports may be made in person at the ECCPD office, located in Building D, Room D140 or by calling 847-214-7777 (or ext. 7777 from any campus phone).

If the person reporting the perceived violation does not want the college to take action on the complaint, or does not want his/her identity revealed, the Responsible Employee will notify the Title IX coordinator, who will determine whether the complainant's wishes can be honored.

Any student who is a victim or witness to a crime may report an incident directly to the ECCPD or other local police department, depending on the jurisdiction. If an incident is reported to a college administrator, the student will receive assistance, if needed, from that administrator in notifying the appropriate police department. Students may elect to not have the local police notified; however, the Responsible Employee will notify the ECCPD that a crime occurred.

Wellness professionals are designated as individuals with whom a member of the community may have a confidential discussion about any Title IX concern, in particular, incidents of sexual assault or violence of any type. Wellness professionals, unlike the Responsible Employee, will not reveal the student's concern to the Title IX coordinator or Task Force.

Investigation and Grievance Procedures | *[return to Table of Contents](#)*

Investigation and grievance procedures apply to all suspected or alleged violations of this policy. These procedures will be implemented and applied in a manner that is consistent with all applicable collective bargaining agreements, college policies and state statutes. If a grievance includes allegations or an individual files multiple grievances that could invoke more than one administrative procedure or other college policy or procedure, the college shall use its discretion to determine the process it will use to resolve the grievance(s) and shall notify all parties of its determination. In addition, the college may, upon finding good cause, modify these investigation and grievance procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law. Employees are also encouraged to consult any applicable collective bargaining agreement for additional procedures that may apply.

ECC is committed to the prompt and equitable resolution of all alleged or suspected violations of its Anti-Discrimination, Harassment, Violence, and Retaliation Policy about which the college knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred, provided that, in the case of off-campus conduct that does not occur in connection with a college-sponsored event or program, there is an impact on the alleged victim's educational or employment experience and opportunities at the college. The college's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the

complainant is willing to file a complaint or consent to an investigation and the college's access to information relevant to the alleged or suspected violation of this policy. The college is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

Reporting Alleged Violations; Investigation | [return to Table of Contents](#)

An individual at ECC who has a complaint against a student, faculty member, staff member, or other individual involving an alleged violation of this policy should contact the Title IX coordinator or any harassment/discrimination task force member, either by telephone or in writing. If the alleged violation involves the Policy Against Sex Discrimination, the complainant may also report the matter to a Responsible Employee, who will notify the Title IX coordinator or a member of the task force. The college will promptly and equitably investigate and resolve all suspected or alleged violations of this policy. Although there is no specific time limit for reporting a suspected violation of this policy, an individual who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact the appropriate official as soon as possible after the alleged act of discrimination, harassment, violence or retaliation to discuss the available options for proceeding.

In addition to contacting ECC's Title IX coordinator or a member of the task force, a student or other individual who has experienced a sexual assault, sexual violence, domestic violence, dating violence, or stalking is encouraged to contact the ECCPD or the local police to initiate a criminal complaint. The Title IX coordinator and other task force members are available to assist students and others in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may affect the timing of the college's investigation, but the college will commence its own investigation as soon as is practicable under the circumstances. The college reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding. The college will investigate alleged or suspected violations even if the complainant does not pursue a criminal complaint.

The Title IX investigation of any suspected or alleged violation of this policy will be completed within 60 days of the filing of a complaint or the date on which the college becomes aware of a suspected violation of this policy, unless the college determines in its discretion that more time is required to complete the investigation. The nature and extent of the investigation will vary depending upon the circumstances, including whether the parties are amenable to pursuing an informal resolution (and the matter is eligible for informal resolution, as discussed below). As part of the investigation, the investigators will seek to interview the complainant and the accused. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible, such as:

- a. The name, department, and position of the person(s) allegedly causing the prohibited discrimination, harassment, violence, or retaliation.
- b. A description of any relevant incident(s), including the date(s), locations(s), and the presence of any witnesses.
- c. The alleged effect of the incident(s) on the complainant's opportunity to benefit from the college's programs or activities.
- d. The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, violence, or retaliation.

- e. Although it is not required, list any steps the complainant has taken to try to stop the discrimination, harassment, violence, or retaliation.
- f. Any other information the complainant believes to be relevant to the alleged discrimination, harassment, violence, or retaliation.

Any accused parties are expected to cooperate in the investigation and to provide as much information as possible in connection with the investigation.

The college reserves the right to suspend any member of the college community suspected or accused of violating this policy or to take any other interim measures the college deems appropriate, pending the outcome of an investigation or grievance. Such interim measures can include, but are not limited to, removing a student or employee from campus, modifying course schedules, and issuing a "no contact" order. In situations involving suspected or alleged violations of the Policy Against Sex Discrimination, the college also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic situation, issuing a "no contact" order to the accused, police escort to and from parking where warranted, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible.

Informal Resolution Process | *[return to Table of Contents](#)*

Allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking may not be resolved using an informal resolution process (i.e., mediation). However, other alleged violations of this policy, including some allegations of sexual harassment, may be resolved using an informal resolution process overseen by one or more members of the harassment/discrimination task force if (i) the college determines, in its discretion, that such a process would be appropriate; and (ii) all parties agree to participate.

The parties to any such informal process will not be required to deal directly with one another without the college's involvement. Instead, one or more task force members may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution process (described below) would commence. The college may also commence the formal resolution process at any time if it believes it necessary to do so to protect the interests of the college community. In addition, any party can pursue formal resolution if he or she is dissatisfied with a proposed informal resolution.

Formal Resolution Process | *[return to Table of Contents](#)*

The formal resolution process applies (i) when any party so requests in connection with a matter that is eligible for informal resolution; (ii) to all matters that are not eligible for informal resolution (e.g., matters involving alleged or suspected sexual assault, sexual violence, domestic violence, dating violence, or stalking) and (iii) to matters in which the college concludes formal resolution is necessary to protect the interests of the college community. As part of the formal resolution process, the college may determine what investigative steps are required to complete the college's investigation.

Standard for Determining Responsibility

The standard used for determination is whether it is more likely than not that the alleged violation occurred. This is often referred to as a "preponderance of the evidence" standard.

Rights of Complainants and Accused Parties; Timing of Resolution

The college shall provide any individual suspected or accused of violating this policy with a written statement of the suspected or alleged violations of this policy. Complainants and accused parties shall both be provided with the following in connection with the resolution of suspected or alleged violations of this policy.

1. The opportunity for each to speak on his or her own behalf.
2. The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
3. The opportunity for each to submit other evidence on his or her own behalf.
4. The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law).
5. If a hearing is held, the right to be present during the hearing.
6. The right to be assisted by a representative (pursuant to the applicable collective bargaining agreement, or of their choice from within the college community).
7. The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
8. The opportunity to appeal the outcome of the investigation.

Sanctions; Corrective Actions

The official conducting the investigation will determine whether a violation of this policy has occurred and what, if any, corrective action is appropriate. The college will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the complainant (and others, if appropriate).

The range of potential sanctions/corrective actions that may be imposed against a student includes, but is not limited to, the following: 1.) written or verbal apology; 2.) discrimination or harassment education; 3.) verbal or written warning; 4.) probation; 5.) suspension; and 6.) dismissal from the college.

Employees who are found to have violated this policy may be terminated and/or subjected to other disciplinary action. Employees are advised to consult any applicable collective bargaining agreement for additional information regarding disciplinary action. Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the college, which may include removal from the college and termination of any applicable contractual or other arrangements. If the college is unable to take disciplinary or other corrective action in response to a violation of this policy, the college will nonetheless pursue other available steps to limit the effects of the conduct at issue and prevent its recurrence.

Notification of Outcome

The college will provide written notification to the complainant and the accused of the outcome (i.e., whether or not a violation of this policy has occurred) within 14 calendar days after the conclusion of the investigation unless the college determines that additional time is required. This notice shall be issued contemporaneously to both parties to the extent practicable. The college may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order) and, in the case of sexual assault, violence, domestic violence, dating violence, and stalking, any sanction imposed on the transgressor.

The college will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, audio recordings, etc.). In no event will the complainant in matters involving an alleged violation of the Policy Against Sex Discrimination be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

Right to Appeal

Once written notification of the resolution has been provided, both the complainant and the accused will have the opportunity to appeal the outcome (including the issue of whether or not there is a policy violation and any sanction(s) imposed). Absent any applicable collective bargaining agreement provision, any appeal must be submitted in writing to the president or the president's designee within seven calendar days of being notified of the outcome and must set forth the grounds upon which the appeal is based.

Both parties will be informed in writing of the outcome of any appeal within 14 calendar days of the date by which all requested information is received unless the president (or designee) determines that additional time is required. Any such appeal will be the final level of review unless further review is provided under any applicable collective bargaining agreement or other applicable college policy or procedure. In any event, both complainants and accused persons will be provided the opportunity to appeal the outcome of a complaint brought pursuant to this policy.

If after the appeal, the complainant remains dissatisfied with the actions taken by the college, he/she is invited to contact either the Office for Civil Rights-Department of Education or the Equal Employment Opportunity Commission.

Office for Civil Rights

U.S. Department of Education – Chicago Office
500 W. Madison Street, Suite 1475
Chicago IL 60661-4544
Telephone: (312) 730-1560

U.S. Equal Employment Opportunity Commission

Chicago District Office
1500 W. Madison Street, Suite 2000
Chicago, IL 60661
Telephone: (800) 669-4000

Prohibition Against Retaliation

No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Retaliation

exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual's opportunity to benefit from the college's programs or activities; and (ii) is motivated in whole or in part by the individual's participation in the complaint process. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

Confidentiality

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the college's ability to conduct an investigation and take any corrective action deemed appropriate by the college. Consistent with the college's obligation under the Clery Act and the Campus SaVE Act, identifying information regarding complainants will not be included in any Timely Warnings or other publicly available records.

Fabricated Allegations

Any allegations suspected to be fabricated for the purpose of harassing the accused party or disrupting the college's operations are subject to these investigation and grievance procedures and could result in disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

Sexual Assault Response Team | [return to Table of Contents](#)

Elgin Community College has established a sexual assault response team (SART) to provide emergency and follow-up services to victims of sexual assault within the college community. The members of this team also provide prevention programs year-round to educate students, faculty and staff about topics such as domestic violence, dating violence, stalking, sexual assault, date rape drugs, personal safety, self-defense, and acquaintance rape.

Members of the college community who want to talk to a member of the SART team may do so by calling: the ECCPD (Officer Lorie Hermesdorf or Officer Jim Jenkner); the assistant vice president of student services & development/dean of students (Gregory Robinson); the EEO/AAI Title IX officer (Marilyn Prentice), ECC wellness professionals (Mary Grimm and Vincent Cascio), or the Community Crisis Center (Kimberly Schellin-Rog).

The college places the highest priority on protecting the health and safety of everyone in the college community and encourages anyone who has experienced sexual assault to seek assistance.

Personal Safety | [return to Table of Contents](#)

It is important to develop and follow good safety habits to reduce the chance of becoming a victim of a crime.

- Always be aware of surroundings.
- Avoid distractions that reduce awareness, such as talking on a cell phone, looking down at a phone, or having ear buds in both ears.
- Trust instincts. If a situation does not seem right, attempt to exit the area and notify campus police.

- Keep car doors locked while driving as well as after getting out of the car.
- Park in well-lit areas. All campus parking lots have adequate lighting. Please report non-functioning lights to the college.

Active Bystander | [return to Table of Contents](#)

Bystanders play a critical role in the prevention of crimes. Bystanders may witness a situation or conditions that could lead to a violent encounter. Though not directly involved, they have a chance to intervene, speak up, or notify authorities. We encourage bystanders to actively assist in the prevention of a crime without causing further harm. If someone is in immediate danger, notify the ECCPD or dial 911. An active bystander can assist in the following ways:

- Watch out for friends and fellow students/employees. If someone looks like he or she may need help, ask if he/she is okay.
- Confront people who may attempt engage in sexual relations with a person who may be incapacitated or incapable of providing consent.
- Believe someone who discloses a sexual assault, abusive behavior, or other situation and encourage the person to report it.
- Refer people to campus resources where needed.

Sexual Offender Registration | [return to Table of Contents](#)

The federal Campus Sex Crimes Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where information regarding registered sex offenders may be obtained. The Campus Sex Crimes Act also mandates that any sex offender who is already required to register in a state provide notice to the law enforcement agency having jurisdiction of the offender's registration or employment at an institution of higher education. In addition, Illinois Compiled Statutes (730 ILCS 150/3) provides that a sex offender shall also register with the public safety or security director of the institution of higher education at which he or she is employed or attends. Information regarding registered sex offenders who are employed at or attend ECC can be obtained from the ECCPD, which maintains a list of registered sex offenders on campus in Building D, Room D140.

The Illinois State Police administers the statewide Illinois Sex Offender Database. Any questions regarding the program may be directed to the Illinois State Police at 217-785-0653. Information regarding this program can be found at isp.state.il.us/sor.

Missing Student Notification | [return to Table of Contents](#)

The ECCPD will accept without delay any report of a missing person given in person. ECC police may also accept a missing person report given by telephone or other electronic media as long as the report is consistent with law enforcement policies and practices. This action is in accordance with Illinois Public Act 095-0192, "Missing Persons Identification Act." Note: ECC does not have dorms or residential housing on or off campus.

Elgin Community College Geography and Property | [return to Table of Contents](#)



ECC Spartan Drive Campus Buildings and Boundaries

ECC is located at 1700 Spartan Drive in Elgin, Illinois. It is comprised of several separate standing buildings and attached building structures and grounds covering 217 acres. It is located in the corporate limits of the city of Elgin.

Spartan Drive Campus buildings include:

- Buildings A, B, C, D, E, F, G, H I, J, K, L, M, O, and P along with their respective parking lots and streets.
- Building X - Maintenance Garage on south side of Spartan Drive, west of Lehr Drive.
- Building Z – Maintenance Garage on south side of Spartan Drive, west of Renner Drive.
- Athletic Fields with Concession Stand structure Y on south side of Spartan Drive, west of Renner Drive.

Spartan Drive Campus Boundary Streets:

- Spartan Drive: South side, running east to west.
- Renner Drive: On west side of property, running north and south.
- Fleetwood Drive: On north side of property running east to west.
- Second Street: An internal road running north and south from Fleetwood Drive to Hoffer Drive.
- Gail Shadwell Drive: An internal road running north and south from Fleetwood Drive to Spartan Drive.
- Lehr Drive: An internal road running east off of Renner Drive and then south onto Spartan Drive.
- Chipman Circle: An internal road running from Renner Drive east and then back west onto Renner Drive.
- Hoffer Drive: Runs east off of Renner Drive, across Gale Shadwell Drive, then south to Spartan Drive.

ECC geography also covers the property along the south side of Spartan Drive from McLean Blvd. to the area of the athletic fields. It also covers a portion of the wooded and grassy area called College Park, located on the west side of the campus between Gale Street and Spartan Drive.



Center for Emergency Services (CES)

The Center for Emergency Services is a self-contained parcel of property located at 815 E. Plank Road in rural Burlington, Illinois, on the south side of Plank Road, located east of the intersection of Plank Road and Main Street. It comprises approximately 120 acres. Crime statistics for this location include the property and public roadway adjacent to the campus.

CES Buildings

- Building BA: The main classroom for fire and police training.
- Building BB: The building housing the fire trucks and equipment.
- Fire Tower: The tower used for fire department practice.
- Building BE: Engineering and Grounds.

Streamwood Village Hall

Located in the basement of Streamwood Village Hall, this facility houses computer and general purpose classrooms. It is located at 301 East Irving Park Road, Streamwood, IL. For Clery reporting purposes, statistics only include the classrooms and parking lot.

Clergy Crime Statistics | [return to Table of Contents](#)

The college prepares, publishes and disseminates statistical reports on crimes and arrests defined under the Crime Awareness and Campus Safety Act of 1990, CFR 668.41, and makes every effort to disclose accurate and complete statistics through appropriate publications and the college website. Data is not required for the Education & Work Center in Hanover Park, IL, because credit classes were not offered in 2017. There were no incidents of hate crimes at any of the locations for years 2015, 2016, and 2017. There were also no cases of unfounded crimes for any of the locations for the years 2015, 2016, and 2017.

Crimes	Spartan Drive Campus					
	On Campus	Adjacent Public Property	On Campus	Adjacent Public Property	On Campus	Adjacent Public Property
VAWA Offenses						
Murder/manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests						
Weapons	0	0	0	0	0	0
Drug Law Violations	0	0	1	0	1	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions						
Weapons	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	1	0	0	0

Center for Emergency Services

Crimes	2015		2016		2017	
	On Campus	Adjacent Public Property	On Campus	Adjacent Public Property	On Campus	Adjacent Public Property
Murder/manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests						
Weapons	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions						
Weapons	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Streamwood Village Hall

Crimes	2015		2016		2017	
	On Campus	Adjacent Public Property	On Campus	Adjacent Public Property	On Campus	Adjacent Public Property
Murder/manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<hr/>						
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
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Arrests						
Weapons	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
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Disciplinary Actions						
Weapons	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0