

The Office of Campus Safety & Security at Columbia College Chicago is committed to developing and sustaining a safe and secure environment that fosters a creative and comprehensive learning experience. Educating you on safety awareness, the reporting of crimes and other college policies put forth in this pamphlet, contribute to this effort. With your cooperation and vigilance, we will continue to enhance and build upon this mission.

### **The Annual Disclosure of Crime Statistics**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Columbia College Chicago distributes an annual crime statistics report. This report is prepared by the Offices of Campus Safety & Security, Residence Life, Judicial Affairs, Student Health and Support and local law enforcement agencies. Each entity provides updated statistical information, policies and programs to comply with the Act. Faculty, staff and students are notified by email of the availability of the annual crime statistics report on the website [www.colum.edu/security](http://www.colum.edu/security). Hard copies of this document are also available in the Office of Campus Safety & Security upon request.

### **Campus Security Authority**

Professionally trained contracted security officers are located in all of our campus buildings and are supplemented by vehicle and foot patrols. Campus Security Officers are authorized to ask any person for identification to determine whether individuals have lawful business at the College and can initiate a citizen's arrest when he/she has reasonable grounds to believe that an offense other than ordinance violation has occurred. Criminal incidents that occur on campus are referred to the Chicago Police Department or other local law enforcement authorities. The Office of Campus Safety and Security has an excellent, well established, working relationship with these agencies and assists with investigative efforts when necessary.

### **Building Access Policy**

During regular business hours, Columbia College Chicago is open to the college community, guests and others with legitimate college business. Each faculty, staff and student is issued a Columbia College photo identification card. This card may be used for vending, access or security identification purposes and is expected to be within their possession at all times while on campus.

A security officer is assigned to each building to assist with monitoring the access of the public into the building. The hours of operation for the campus vary based on the building location and the academic school year. For more detailed information regarding building hours, please visit [www.colum.edu/campusenvironment](http://www.colum.edu/campusenvironment).

During non-business hours, access into campus facilities is strictly prohibited. Requests for extended building hours are subject to approval by the Office of Campus Environment and to the scheduling of a security officer. Access into residential facilities is monitored by security personnel 24/7 and regulated by key card. Policies and procedures pertaining to guest privileges are governed by individual facility management.

### **Emergency Systems and Evacuations**

Our campus buildings are equipped with sophisticated life safety equipment, emergency call boxes, fire and intrusion alarms and public address systems. In addition, the College utilizes the services of Send Word Now, an emergency notification system that delivers email, cell phone, and/or text messages pertaining to information and responses critical to incidents occurring on campus. As a matter of public safety, the college assigns trained Fire Safety Marshals to each building and routinely conducts emergency evacuation exercises.

We strongly urge you to familiarizing yourself with the emergency exits and stairwells of each building and actively participate in all evacuations. If you require assistance during an evacuation, please register yourself on your emergency contact webpage in OASIS or in case of an existing emergency; notify the security officer located in the lobby of your building by using the emergency call box located on each floor. Always assume that an alarm is real. If an alarm is activated, cease all activity and immediately proceed to the nearest exit, unless directed otherwise by the public address system or Fire Safety Marshal assigned to your floor.

For more detailed procedures regarding emergency evacuations and procedures, visit the Office of Campus Safety & Security website at <http://www.colum.edu/security>.

### **Reporting of Criminal Incidents or Campus Concerns**

The cooperation and involvement of faculty, staff and students is absolutely necessary to maintain an effective security program. To minimize the chances of becoming a victim of a random theft or a theft of opportunity, the Office of Campus Safety and Security strongly urges the college community to be mindful of their surroundings and assume responsibility for the safeguarding of personal property. Items of value such as laptops, equipment, cell phones, wallets and book bags should never be left unattended.

Report all incidents, suspicious activity or behavior to the Office of Campus Safety & Security by notifying Security Dispatch (312) 369-1111 or a Campus Security Officer assigned to a building. For emergencies, dial 911 for the local police authorities. In addition, emergency call boxes are located throughout each building and provide a direct line to the security station in the lobby. In an emergency, press the call button, wait for the security officer to respond, and clearly state the location and nature of the emergency. Familiarize yourself with the location of these devices on your classroom or

office floors. A follow-up investigation of all reported incidents will be conducted and concluded with a proper course of action. Incidents reported to campus security are entered into a database system on a daily basis and are made available on the website [www.colum.edu/security](http://www.colum.edu/security) or upon request from the Office of Campus Safety & Security.

Please report damage to property or safety hazards to security personnel, as well, so that they may be forwarded to the attention of the Office of Facilities and Operations for immediate repair. For students experiencing emotional distress and are in need of immediate attention, notify the Student Health and Support Intervention team at (312) 369-8778.

**DIAL 911 FOR EMERGENCIES OR A SECURITY STATION FOR NON EMERGENCIES**

**Campus Security Stations**

<b>Security Dispatch</b>	<b>(312) 369-1111</b>
218 South Wabash	(312) 369-8787
33 East Congress Parkway	(312) 369-8888
600 South Michigan	(312) 369-7111
618 South Michigan	(312) 369-1111
624 South Michigan	(312) 369-7666
619 South Wabash	(312) 369-8666
623 South Wabash	(312) 369-7555
72 East 11th Street	(312) 369-6112
1306 South Michigan	(312) 369-8326
1312 South Michigan	(312) 369-8383
1014 South Michigan	(312) 369-6222
916 South Wabash	(312) 369-1111
1415 South Wabash	(312) 369-6666
1104 South Wabash	(312) 369-6888
1112 South Wabash	(312) 369-6555

**Residential Facilities**

731 South Plymouth	(312) 369-6804
18 East Congress Parkway	(312) 583-2200 Ext. 1510
525 South State Street	(312) 924-8911
2 East 8th Street	(312) 939-4650
59 East Van Buren	(312) 496-6211

**Office of Campus Safety & Security (312) 369-6988**

Besides security personnel, crimes may be reported to the following individuals:

Dean of Students	312-369-8595
Director of Residence Life	312-369-6802

Director of Counseling Services	312-369-7051
Vice President of Human Resources	312- 369-7465

### **Confidential Reporting Procedures**

If you are a victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, a detailed report will be filed without revealing your identity. With such information, the College can keep accurate record of the number of incidents involving students; determine the pattern of crime with regard to a particular location, assailant and other critical information and also alert the campus of potential danger. Crimes of a sexual nature should be reported directly to the Chicago Police by dialing 911. \*See Sexual Assault Policy for detailed instructions. All reports filed in this manner are counted and disclosed in the Annual Crime Statistics for the institution.

### **Timely Warnings**

A Timely Warning Notice (Campus Alert) will be issued by the Office of Campus Safety & Security if there is a crime or situation that occurs in or around our campus buildings that constitutes an ongoing or continuous threat to our Columba College Community. Reports received by our local police authorities may also generate a campus alert. Notifications of campus alerts may be issued to the Columbia Community via email, the emergency notification system, posted bulletins and /or the website [www.colum.edu/security](http://www.colum.edu/security).

### **Crime Prevention & Safety Awareness**

Throughout the year, the Offices of Campus Safety and Security, Student Health and Support and Human Resources conduct educational presentations and workshops to faculty, staff and students on work place violence, identifying students experiencing difficulty, crime prevention, drug /alcohol, date rape and martial arts. Please refer to the websites [www.colum.edu/students](http://www.colum.edu/students) or [www.colum.edu/security](http://www.colum.edu/security) for location of these offerings and additional videos and information on safety and security. Brochures outlining safety tips on navigating the campus and city environment are also available on our website.

### **Standards of Conduct**

The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 recognize that all employees, faculty and students have the right to a workplace and educational environment that is drug free. Possession, use or distribution of illegal drugs while on College property by faculty, staff or students is not tolerated and may

result in disciplinary action, including termination or expulsion from the College or criminal charges. The College abides by the state of Illinois law which defines 21 as the legal minimum age for consumption, possession or selling of alcohol. Violation of this policy on campus or at any College sponsored event will result in disciplinary action, which may include immediate suspension or expulsion of students, or for employees, suspension without pay or termination.

Abuse, vandalism or theft of College property, or unauthorized entry to College facilities may constitute grounds for immediate dismissal. Students who knowingly obstruct or disrupt college activities may be subject to disciplinary action. Students who engage in sexual harassment, racial discrimination or other unacceptable acts of behavior are subject to disciplinary action and/or dismissal.

These policies, along with a section on “Student Rights”, are explained in detail in both the on-line Student Handbook ([colum.edu/informer](http://colum.edu/informer)) and Faculty Handbook. We encourage you to review and consult these publications.

### **Sexual Offense Policy**

In accordance with Columbia College Chicago values and its role as an educational institution, the college reviles any form of sexual offense and will, concurrent with the Clery Act and the Campus Awareness Security Act of 1990, uniformly and consistently report all criminal sexual offenses occurring on campus. Furthermore, it identifies procedures that are encouraged to be considered by a person who may have experienced a sexual offense. This section outlines the College’s procedures:

#### **If you are a victim of a sexual assault, you should take the following steps:**

- Get to a place of safety. Your 1<sup>st</sup> priority must be ensuring that you are free of any additional harm.
- Seek the necessary medical attention as soon as possible and/or report the incident to the Chicago Police.

Filing a report with the Chicago Police ensures the following and is therefore highly recommended:

- Eligibility for support services and medical reimbursement per the Crime Victim’s Compensation Law if reported within 72 hours and fully cooperates with police law enforcement
- An opportunity for collection of evidence helpful in prosecution should you choose to do so. (It is recommended that you do not wash or use the toilet prior to this medical/legal exam.)
- Assures access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

If a sexual assault occurs on campus, students should contact a campus security officer immediately, who can assist with contacting the Chicago Police and Student Health & Support Services. If the student resides in one of the residential buildings, Columbia College Residential Staff will assist the victim with changes in the academic and living arrangements if desired and if available. Counselors are available in the Office of Counseling Services to assist with victims of sexual assault and to refer them to community professionals knowledgeable in the areas of mental and physical health, and/or legal issues.

### **Sex Offense Registry**

Individuals convicted of certain sexual offenses are required by law to register with the State of Illinois. For the list of registered sex offenders or crime statistics within our District, please refer to [www.chicagopolice.org](http://www.chicagopolice.org) and locate the 1st District.

### **Important Notification Numbers:**

AVP of Campus Safety & Security/Director	312 369-6543; 312 369-7729
Security Dispatch	312 369-1111
Dean of Students/Student Support Services	312 369-8595
Counseling Services	312 369-8700
Residence Life Directors	312 369-6802; 312 369-6801

Questions pertaining to safety and security at Columbia College Chicago should be directed to the Office of Campus Safety & Security located in Room 505 in the 916 South Wabash Building or to (312) 369-6988.

### **Definition of Crimes**

The following definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting handbook as required by Clery Act regulations:

**Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Criminal Homicide-Negligent Manslaughter** – The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.

**Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle

**Weapon Law Violations** – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations** – Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations** – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

For sex offenses only, definitions from the FBI's National Incident-Based Reporting System (NIBRS) Edition of the UCR is used.

**Hate Crimes** - Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race; religion; gender; sexual orientation; ethnicity or physical/mental disabilities.

### **Sex Offenses-Forcible**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**A. Forcible Rape**—the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**B. Forcible Sodomy**—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**C. Sexual Assault With An Object**—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**D. Forcible Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

#### **Sex Offenses-Non-Forcible**

Unlawful, Non-forcible sexual intercourse.

**A. Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**B. Statutory Rape**—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.