

Campus Security & Fire Safety Report 2010, 2011, 2012

Department of Public Safety
Kipton J. Canfield, Director



The Carl Sandburg College Campus Security and Fire Safety Report is published by the Sandburg Public Safety Department to familiarize you with the department; policies and procedures; programs and services available; and report the on-campus occurrence of criminal incidents and arrests. Suggestions and comments are encouraged and should be directed in writing or verbally to the Director of Public Safety at 309.341.5325 or fandrews@sandburg.edu.



CAMPUS SECURITY and FIRE SAFETY REPORT

Welcome to Carl Sandburg College! Carl Sandburg College (Sandburg or the College) upholds the dignity and worth of all people and believes that learning is a lifelong process, which enhances the quality of life. The College provides for individual growth through educational excellence and active partnerships with students and the community.

The Department of Public Safety (DPS) establishes programs and provides services to assist in establishing and sustaining a College environment that enhances the educational process, facilitates the accomplishment of the College's mission and goals, and provides needed services to those within the College community. We want the Sandburg experience for students, employees and visitors to be safe and pleasant.

This report is to familiarize you with the Public Safety Department; inform you of Public Safety policies and procedures; describe Public Safety programs and services available; and report the on-campus occurrence of criminal incidents and arrests. Please review this information carefully. Your suggestions and comments are encouraged and should be directed in writing or verbally to the Director of Public Safety at 309.341.5325 or fandrews@sandburg.edu.

The 2008 revisions of the Higher Education Opportunity Act, signed on Aug. 14, 2008, specify new campus safety requirements in the following areas: hate crime reporting and emergency response and evacuation procedures – required of all Title IV institutions -- and missing student notification and fire safety issues – required of any Title IV institution that maintains an on-campus student housing facility. (An on-campus student housing facility is defined as any dormitory or other residential facility for a student that is located on an institution's campus even if the building is owned or maintained by a student organization or another party.) Carl Sandburg College does not maintain on-campus student housing facilities or residence halls.

Crime and You

Sandburg DPS emphasizes preventing crimes and violations of policy and providing educational services to the College community. However, all duties related to the enforcement of the Sandburg Student Conduct Code and Illinois Criminal and Traffic Codes are also the responsibilities of the DPS.

The department will give timely notice to the College community of a known crime on the campuses that poses a serious and continuous threat to the campus community (See the section Notification to Carl Sandburg College about an Immediate Threat for information about how Sandburg communicates if there is an immediate threat to the health and safety of the community). **You play a critical role in preventing and reducing crime in our College community.**

The key to crime prevention in the Sandburg community is a continuous, active role taken by you regarding your personal safety and security. You should function responsibly concerning your personal safety, your personal property and College property entrusted to your care. Do not allow yourself to be found or placed in a situation that leaves you vulnerable to possible bodily harm. Be alert to and aware of your surroundings.

Report suspicious people and activity immediately to the Public Safety Department by calling 309.341.5499 or just extension 5499. Secure your car, office and other property, and protect them from possible theft or damage by others.

Reporting Crimes and Incidents

To help provide a secure and safe environment, all members of the College community and visitors are requested, encouraged and expected to report any criminal activity or emergency they observe to DPS. Contact the DPS directly, or request assistance from a college office in contacting the DPS to report a crime or emergency. Emergency phones are located at the Sandburg Main Campus in Galesburg, while an emergency phone number can also be used for each specific campus (see list).

The county or local city provides 911 services for soliciting emergency police, fire and ambulance response. College telephones may be utilized to assist in reporting crimes or emergencies. The 911 service is also available through the administrative phone system. The DPS will respond as quickly as possible to every report of a crime or emergency. The number and location of available personnel and other priority assignments at the time a report is received, may affect response time.

Other incidents, which must be judged by the Public Safety or police officer in command at the time to be of greater or lesser importance, may take precedence. Action on a report also may involve response by personnel from external ambulance or emergency services in the case of an incident possibly requiring medical treatment; from counseling services in the case of an incident possibly involving sexual assault; outside police or other agencies in the case of an incident possibly requiring manpower; or specialized abilities beyond the capabilities of the DPS.

Should you be the victim of, observe or receive a report of a crime or incident requiring law enforcement, medical or firefighting assistance, you should report the occurrence immediately to the DPS by dialing the appropriate telephone number for your campus. The DPS is staffed to dispatch immediate assistance to you and relay the circumstances to the appropriate off-campus agency.

Provide as much information as is available. Identify yourself and your location, the nature of the incident and type of assistance needed (medical, fire, police). In the case of a criminal act, when possible, provide a physical description of the suspect, direction in which the suspect departed or subject's present location, description of vehicle, etc.

Reporting Emergencies

1. When on the Main Campus, the quickest way to obtain professional help for an emergency is to **call extension 5499**. Call the local police department when at the Extension Center in Bushnell or the Branch Campus in Carthage, and also when at the Annex in downtown Galesburg or the Adult Learning Center at the Sandburg Mall Galesburg by dialing 911.

2. When calling, **stay calm** and carefully **explain the situation to**

the emergency operator. Be sure to **provide the location** of the incident. **DO NOT** hang-up the telephone until instructed to do so.



GALESBURG FACILITIES

Main Campus: 2400 Tom L. Wilson Blvd., Room D201, Galesburg, IL 61401

Emergency: Public Safety Department 309.341.5499 or Emergency call boxes in the Main Complex.

Annex: 209 E. Main St., Galesburg, IL 61401

Emergency: Galesburg Police Department: 309.343.9151 or 911

Learning Center: Sandburg Mall, 1150 W. Carl Sandburg Dr., Galesburg, IL 61401

Emergency: 309.343.9151 or 911

Supporting Law Enforcement Agencies for Galesburg Facilities: Galesburg Police Department – 309.343.9151

CARTHAGE FACILITIES

Branch Campus: 305 Sandburg Dr., Carthage, IL 62321

Education Commons: 641 Buchanan St., Carthage, IL 62321

Sandburg Auditorium: 1160 Buchanan St., Carthage, IL 62321

Emergency: Hancock County Sheriff's Department 217.357.2115 or 911

Supporting Law Enforcement Agencies for Carthage Facilities:

Carthage Police Department – 217.357.2245

Hancock County Sheriff's Department – 217.357.2115

BUSHNELL FACILITIES:

Extension Center: 380 E. Main St., Bushnell, IL 61422

Emergency: Bushnell Police Department 309.772.9524 or 911

Supporting Law Enforcement Agencies for Bushnell Facilities:

Bushnell Police Department – 309.772.9524

McDonough County Sheriff's Department – 309.833.2323

Accurate and Prompt Crime Reporting

All faculty, staff, students and visitors are encouraged to accurately and promptly report all crimes and public safety-related incidents to DPS or the local sheriff's office and police departments. By promptly reporting crimes to DPS, it will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

If you are unsure what you have witnessed or experienced is a crime, please contact the DPS and we will assist you with your situation. Public Safety officers are available 24 hours a day to answer your calls. In response to a call, a Public Safety officer will take the required action, either dispatching an officer to your location, asking you to come to the office, or assist you in contacting another agency. All crime reports that violate the Student Code of Conduct policy are forwarded to the Vice President for Student Services for review for potential judicial action.

Voluntary Confidential Reporting

The Sandburg DPS encourages anyone who is the victim or witness of any crime to promptly report the incident to the DPS. Because the reports are public records under the state law, the DPS cannot hold reports of crime in confidence. Confidential reports can only be made to the Counseling Services.

Pastoral and Professional Counselors (Crime Reporting)

As a result of the negotiated rulemaking process that followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered campus security authorities. Campus “pastoral counselors” and campus “professional counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Since Sandburg DPS does not have a process to accept voluntary confidential reports, if a student wants to report the crime confidentially, he/she must do so with a counselor, and those crime reports will not be included in the annual crimes statistics. Counselors are defined as:

- Pastoral counselor: An employee of the institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of the recognition as a pastoral counselor. Sandburg does not currently employ pastoral counselors.
- Professional counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Annual Campus Crime Report Preparation

Compilation and distribution of the report is mandated for all institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965. Specifically, the law requires institutions to disclose information about campus security policies and procedures and to provide statistics concerning the occurrence of certain criminal offenses by designated categories. The report must also include statements about campus law enforcement policies; campus security education and prevention programs; alcohol and drug policies; sexual assault education; vehicle(s) for reporting; and procedures for handling reports of sexual assault.

Each year, an email and/or flier notification is distributed to all enrolled students and faculty/staff that provides the website (www.sandburg.edu/life/galesburg-campus-crime-report) to access this report, as well as the following notice. Copies of the report may also be obtained at the DPS on the Galesburg Main Campus, Room D201, or by contacting the DPS at 309.341.5304, or writing the Director of Public Safety, 2400 Tom L. Wilson Blvd., Galesburg, IL 61401. All prospective employees and students may obtain a copy by following the above procedures, as indicated on the respective employment/enrollment applications.

Compilation Policy

The DPS compiles and distributes the annual Campus Security Report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, simply known as the “Clery Act.”

- The crime statistics gathered are from official reports filed with the DPS and local law enforcement agencies with jurisdiction on each campus.
- Crime statistics are also gathered from the campus safety authorities, which may or may not have been reported directly to the DPS.
- Statistics gathered from local law enforcement agencies and campus security authorities are reviewed and compared to DPS reports to avoid double counting.
- Crimes are classified using the Federal Bureau of Investigation’s Uniformed Crime Reporting (UCR)

Handbook standards and definitions (with the exception of NIBRS definitions being used for sex offenses as required by the Clery Act). (See Appendix 1)

- Incidents will be investigated to the fullest extent possible, to include requesting support from local law enforcement to: substantiate the allegations; pursue prosecution or referral for disciplinary action, if justified; and/or determine the allegations to be unfounded in accordance with the FBI UCR Handbook standards. Unfounded crimes are not counted in the crime statistics.
- For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Daily Open/Crime Log

The Sandburg DPS maintains a daily log, which depicts all crimes reported to the department, except when disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. Information may be temporarily withheld if there is a clear and convincing evidence that release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. Information will be disclosed once the adverse effect is no longer likely to occur. Standard notation on the log includes the nature, date occurred, time occurred, date reported and general location of each crime and the disposition of the complaint, if known. Logs are available for review at DPS during normal business hours



(8 a.m. to 5 p.m.,) Monday through Friday, excluding College-recognized holidays.

Access to and Security of Facilities

Sandburg's facilities exist to support the institution's principal functions of higher education and community service. In addition to classrooms, laboratories and offices, the College has food service; recreation and athletics; art center; childcare; administrative support; maintenance and utility facilities. Currently, Sandburg does not maintain on-campus residential facilities.

As a community college, Sandburg generally seeks to maintain open access to its facilities, but it maintains and regularly exercises the right to restrict access to facilities. For example, access to laboratory, service, maintenance and utility facilities is restricted for safety and operational reasons. In instances when a person, through his/her prior action, has demonstrated an inability or unwillingness to conduct him or herself in accordance with college policy or applicable law, that person can be declared "persona non grata" and be denied access to all College facilities.

Sandburg acts to maintain secure and safe facilities for use by its students, employees, community service participants and visitors through: 1) the work of Public Safety, through its internal key and lock system and policies that control it; 2) alarm systems; 3) the regular work of Sandburg maintenance and custodial personnel; 4) adequate interior and exterior lighting; 5) internal (on-foot) and external patrols

(vehicular/mobile); 6) fostering an awareness among members of the College community about safety and security matters; and 7) timely reporting to the proper authorities of criminal or suspicious activities at all Sandburg campuses.

Sandburg campuses are open during all normal operating hours and for scheduled events that take place outside of the normal operating hours. Students are permitted on campus after hours only when supervised by a Sandburg staff or faculty member or with the permission of the department head, campus executive or evening supervisor. The DPS is typically informed when students or College employees are to be on campus after hours.

Maintenance of Facilities

The Physical Plant Department maintains the campus and facilities with a concern for safety and security and makes repairs and adjustments as quickly as possible when safety and security are affected. DPS officers assist by reporting potential safety and security hazards to the Physical Plant Department (309.341.5293), making on-the-spot adjustments or implementing interim safety and security measures where possible. Everyone who comes onto Sandburg's campuses is encouraged to report safety or security hazards to the DPS at 309.341.5304.

Public Safety Authority

The DPS is a combined department with both sworn and non-sworn officers. Currently Sandburg employs one (1) sworn police officer with full police powers to include arrest and duty responsibilities in accordance with Illinois Compiled Statute (ILCS) 50, Act 705. Ten (10) non-sworn officers possess arrest authority and duty responsibilities in accordance with ILCS 110, Act 805, as amended, to make "private citizens arrest," unless summons by a commissioned officer in accordance with Illinois Compiled Statutes. Under Illinois law, a private citizen may arrest another when he has reasonable grounds to believe that an offense other than an ordinance violation is being committed. Additionally, sworn police officers must meet all requirements of the Illinois Police Training Act and receive the same basic training as regional, city and county peace officers.

Sandburg receives law enforcement support and services from the respective municipal and county law enforcement agencies in those jurisdictions where the campuses are located. The DPS maintains a cooperative and close relationship with supporting local, state and federal law enforcement and/or public safety agencies within District #518, including but not limited to the Hancock/Knox/McDonough County sheriff's departments, and Galesburg/Bushnell/Carthage police departments.

Sandburg DPS is a member of the Illinois Law Enforcement Alarm System, which is a state-wide Mutual Aid Agreement. Written Memorandum of Understanding for investigation of alleged criminal offenses has not been formalized; however, the Department of Public Safety typically conducts the initial investigation of all on-campus criminal offenses unless the DPS has an immediate need for the resources and assistance of the appropriate local law enforcement agency. The Sandburg DPS works closely with the investigative staff of local law enforcement agencies listed above when incidents arise that require joint investigative efforts, resources, crime-related reports and exchanges of information, as deemed necessary.

The officers of Sandburg DPS, Knox County Sheriff's Department and Galesburg Police Departments communicate regularly on the scene of incidents that occur on and around the campus area. Local law enforcement assistance is requested as needed. The Bushnell Police Department handles all criminal offenses at the Bushnell Extension Center in Bushnell, IL. The Carthage Police Department and the Hancock County Sheriff's Department handle all criminal offenses at the Branch Campus in Carthage, IL.

Security Awareness and Crime Prevention Programs

During scheduled orientations, students are informed of services offered by DPS. Students are told about crime on campus and in the surrounding area. Security awareness, crime prevention and sexual assault prevention programs are offered upon request throughout the academic year. At various times during the academic year, the DPS upon request, in cooperation with other college organizations and departments, present crime prevention awareness sessions on sexual assault, alcohol abuse, date rape drugs, theft prevention, etc.

When a new employee is hired, the Human Resources Office provides new employee orientation. As part of the new employee orientation, Public Safety provides information about security procedures, practices, being safe on campus, emergency procedures, and other public safety services. New employees are required to participate in new employee orientation.

The DPS participates actively in student, employee and faculty orientations and adjunct faculty academy, as well as college success strategies (freshman seminar) classes, to provide information about the DPS and the services provided. Periodically, the DPS schedules security awareness presentations on campus.

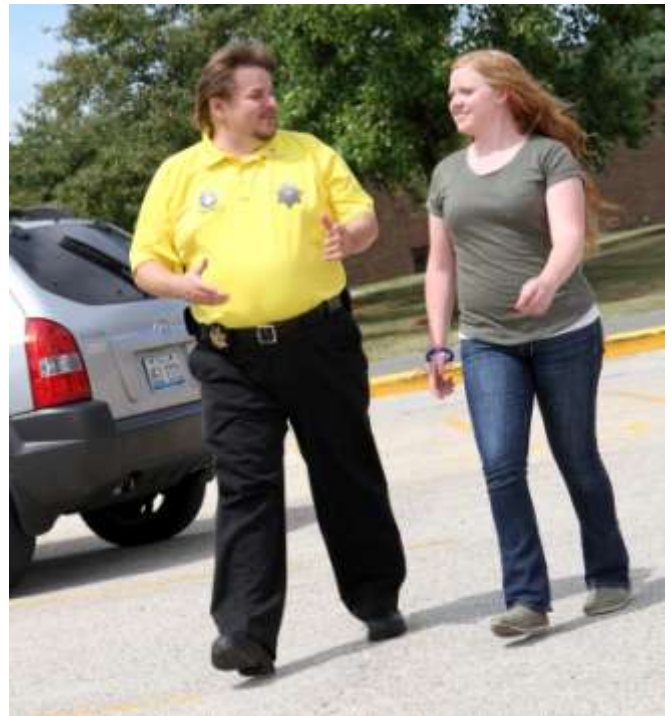
All members of the community are continually reminded they must be responsible for their own security and the security of others. This message is reinforced through security awareness programs offered by the department, the annual disclosure form, in the “timely warnings” distributed to the campus community and periodically published articles and digital sign displays.

The College provides a number of programs and services through DPS to inform students and employees about campus security procedures and to encourage them to be responsible for their own security and the security of others.

Crime Prevention Services and Programs

Engravers: The DPS has engravers available and will assist in marking property for later identification and to preclude theft.

Security Escort Services: The DPS will provide personal escort service on campus to any person who feels threatened or apprehensive. A DPS officer will escort you from one building to another on campus or to your vehicle in a campus parking lot. To obtain an escort, contact the DPS at 309.341.5304, at the Carthage and Bushnell campuses, this will be coordinated by the respective personnel. The Sandburg dispatcher will ask for a callback number. This ensures that if an emergency arises, the dispatcher can call you back and advise you how long it may take for the escort to reach you.



This service is provided when the DPS is staffed at the specific campus (Galesburg, Carthage or Bushnell campuses). Students, staff and faculty are encouraged to walk in pairs or with a group during hours of darkness.

Crime Prevention and Security Awareness Presentations: The DPS personnel also are available on request to address student organizations or other groups within the college community on the following crime prevention and security awareness programs:

Personal Safety: Provides personal safety measures that can be practiced in the college environment or during normal everyday life. It includes topics such as being alert within your surroundings while traveling, on campus, in parking lots, at home and while dating. Personal safety information is posted on the Public Safety webpage at www.sandburg.edu/life/emergency-preparedness.

Theft Prevention: DPS regularly discusses prevention measures and reporting procedures with faculty, staff and students.

Alcohol/Drug Awareness Briefings/Information: Covers the causes and effects of the DUI driver and Alcohol Impact Simulation. In 2012, this information was shared during the Campus Safety Awareness Month.

Other means of providing prevention information-Information Pamphlets and Handbooks: The DPS currently publishes additional pamphlets outlining crime prevention and personal safety tips, as well as a pamphlet for emergency procedures. Emergency guides are published and located in each classroom and/or office area. The Emergency guides outline crime reporting, natural and man-made emergency response procedures, etc.

Public Safety Tips, Information and Communication: Public Safety information is regularly posted in the College portal, mySandburg, as well as in the College's weekly newsletter Stall Stories. Additionally, articles about safety and security tips are published in the College's *CareerFocus* magazine. Various safety and security tips may be distributed periodically in the form of a flier and/or posted on bulletin boards and campus TV monitors.

Criminal Activity Off-Campus: Carl Sandburg College does not own or control off-campus housing and there are no recognized student organizations that control off-campus facilities therefore, off-campus criminal activity is not monitored.

Substance Abuse: Sandburg is dedicated to providing a healthy and safe environment for students, employees and visitors. The College recognizes alcohol and other drug abuse as debilitating illnesses affecting a person's physical, mental and emotional well-being. Substance abuse impairs both academic and vocational performance. As a result of the unhealthy and unsafe effects of alcohol and other drug abuse, the unlawful possession, sale and use of illicit drugs and alcohol are prohibited. DPS enforces all violations of the law and college policies with regard to alcohol and drugs.

Alcohol Policy: Possession, sale and use of intoxicants on the College campuses is prohibited, except as permitted under Board of Trustees Section 2 Policy 2.14/Administrative Policy, as amended. Irresponsible behavior attributed to the influence of intoxicants, to include underage drinking, is not condoned. The behavior will be subject to actions by civil authorities and the College, based upon current policies.

Drug Policy: Any employee, student and visitor at Sandburg shall not possess, sell or use any illegal or controlled drug or substance in either refined or crude form, except under the direction of a licensed physician. Those who violate any provision of federal or state law pertaining to the manufacture, possession, purchase, sale or use of illegal or controlled drugs on college property will be referred to Public Safety or the appropriate civil authority.

Penalties: Employees and students also may be subject to College disciplinary action. Students are subject to the loss of financial aid, mandatory referral to counseling/treatment, notification to Public Safety or the appropriate civil authority for prosecution and possible expulsion.

Substance Abuse Counseling and Treatment: The College maintains a substance abuse awareness program to inform students and employees about the dangers of substance/alcohol abuse, college policy of maintaining a substance/alcohol-free environment, available abuse counseling and rehabilitation assistance programs, and the penalties that may be imposed upon students and employees for violations occurring in the College.

Community support groups are available also. Group information is available through the Human Resources Office, at 309.341.5251.

Information for Crime Victims about Disciplinary Proceedings: In accordance with the Higher Education Act of 2008, any disciplinary proceedings conducted on or after Aug. 14, 2009, upon written request, Carl Sandburg College will disclose the results of any disciplinary proceeding to the alleged victim of any crime of violence (as that term is defined in Section 16 of Title, United States Code) or non-forcible sex offense, against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. Written request shall be submitted to the vice president for student services.

Emergency Response and Evacuation Procedures

The College's Emergency Operations Plan includes information about incident teams; College operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. The director of public safety is responsible for developing and coordinating contingency plans and continuity of operations plans for the institution. The College conducts emergency response exercises each year, such as drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Sandburg Public Safety officers and supervisors have received training in Incident Command System and National Incident Management System (NIMS). When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Galesburg Police Department and Campus Public Safety and the Carthage Police Department at the Branch Campus and the Bushnell Police Department at the Extension Center. Depending on the nature of the incident, other Sandburg departments and other local or federal agencies could be involved in responding to the incident.



General information about the emergency response and evacuation procedures for Sandburg are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Sandburg Public Safety website. Emergency Response Guides and Plans are available on the Public Safety website at www.sandburg.edu/life/public-safety.

Notification to Carl Sandburg College about an Immediate Threat

The DPS and the Marketing and Public Relations (MPR) Office receive information from various offices/departments on campus. If Sandburg Public Safety or another agency listed below confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Sandburg community, the College will immediately notify the campus community.

The following local/state/federal agencies would typically confirm an emergency on Sandburg campuses:

- Sandburg departments at Main Campus (Public Safety, Physical Plant)
- Sandburg campus executive directors: Carthage and Bushnell
- Local law enforcement: Knox/Hancock/McDonough County Sheriff's Departments; Galesburg/Carthage/Bushnell Police Departments and Illinois State Police, to include mutual aid agencies.
- Local fire departments: Galesburg/Carthage/Bushnell volunteers, to include mutual aid agencies.
- Local hazardous material teams: Galesburg/Hancock County/Macomb, to include mutual aid agencies.
- County health departments: Knox/Hancock/McDonough
- Local/County/State emergency services directors/coordinators; Knox/Hancock/McDonough counties
- National Weather Service
- Federal Aviation Administration (FAA)
- Federal Bureau of Investigations (FBI)
- State/Local Environmental Protection Agency
- Secretary of State Police/Bomb and Arsenal Teams to include bomb dogs

The DPS and MPR, in coordination with the appropriate member of the president's staff, will collaborate to determine the content of the message and will initiate distributing the message using some or all of the systems described below to communicate the threat to the Sandburg community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. Public Safety and MPR, in coordination with the appropriate member of the president's staff, will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the first responders (including, but not limited to: Sandburg DPS, Knox/Hancock/McDonough County Sheriff's departments, Galesburg/Carthage/Bushnell Police Department, or other supporting local fire, emergency medical services, emergency manager, health department, etc.), compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the health and safety of the members of the Sandburg campus communities, as appropriate. These methods of communication include: (in-door) public address system, (out-door) siren, fire alarm systems, emails, emergency text messages (sent to multiple phone and email account--individuals can sign up for this service during registration), mass phone notification, social media, electronic sign boards/bulletin boards, the College website www.sandburg.edu or through personal communication by staff members and student leaders. Members of the larger community who are interested in receiving information about emergencies on campus should use the college website www.sandburg.edu or local media outlets in the event of an emergency on campus.

Students, staff and faculty members are requested and encouraged to notify the Sandburg DPS of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus. The DPS and/or local law enforcement has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the DPS and/or local law enforcement has a responsibility to respond to such incidents to determine if the situation does pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Notification System Follow-up

Some or all of methods of communication listed above may be used to provide adequate follow-up information to the community as needed.

Testing Emergency Response and Evacuation Procedures

The College President has designated the Director of Public Safety to serve as the emergency operations coordinator for the College. The emergency operations coordinator is responsible for administering the college's Emergency Operations Plan, in accordance within the Illinois Campus Security Enhancement Act of 2008 and 29 Illinois Administrative Code 305, as amended.



The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Sandburg, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the DPS as well as local fire department and emergency management agencies, when available evaluate egress and behavioral patterns. Participating departments can then identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during orientations and during other educational sessions that they can participate in throughout the year.

The Director of Public Safety will develop procedures to test the emergency response and evacuation procedures for each campus, on at least once per calendar year basis and document a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced, in accordance with the Illinois Campus Security Enhancement Act of 2008 and 29 Illinois Administrative Code 305, and the 2008 revisions of the Higher Education Opportunity Act, as amended. Public Safety will publish a summary of the emergency response and evaluation procedures in conjunction with the notification to the community following the completion of the test (drill and exercise) each calendar year.

Shelter-In-Place Procedures

If an incident occurs and the building(s) or area(s) around you become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, to shelter-in-place means to make shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. The notification methods listed under Emergency Notification System may be used to implement Shelter-in-Place procedures.

Basic Shelter-in-Place Guidance: If an incident occurs and the building you are in is not damaged stay inside (seeking an interior room) until you are told it is safe to come out. If your building is damaged follow the evacuation procedures for your building (close your door, proceed to the nearest exit and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If Public Safety/police or fire department personnel are on the scene, follow their directions.

How You Will Know to Shelter-in-Place: A shelter-in-place notification may come from several sources, including the Public Safety, other emergency responders/college employees, or other authorities utilizing the college's emergency communications tools.

How to Shelter-in-Place: No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise follow these steps unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room
 - Above ground level
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. If possible, turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. College staff will turn off ventilation as quickly as possible.
6. Make a list of the people with you and ask someone to call the list in to Public Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio, TV, phone or computer to listen for further instructions.
8. Make yourself comfortable.

Timely Warning Notices

In the event that a crime is reported on campus or in a building or property that the institution owns or controls and is using for educational purposes that in the judgment of the director of public safety or designee constitutes a serious or ongoing threat to the community, a campus wide "timely warning notice" will be issued. Timely warning notices are typically issued for the following Uniform Crime Reporting Program/ National Incident Based Reporting System classifications: arson, criminal homicide and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by DPS. For example, if an assault occurs between two students who have a disagreement, there may be no (on-going) threat to other Sandburg community members and a timely

warning notice would not be distributed. Sexual assault cases are reviewed and a decision to issue a warning is made on a case-by-case basis depending on several factors, such as when the incident was reported versus when it occurred. Sexual assault cases are often reported weeks and months after the assault occurred, thus not affording the College the opportunity to distribute a timely warning notice to the community. DPS will also review the facts of each case and the amount of information known by the department, as these cases are often reported to DPS via a third party and the specific facts surrounding the cases that would be included in a timely warning notice are often unknown.

The director of DPS or designee reviews all reports to determine if there is an (on-going) or serious threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices may also be distributed for other crime classifications, as deemed necessary.

Public Safety and Marketing and Public Relations, in coordination with the appropriate member of the president's staff, will determine the content of the timely warning and will initiate it as soon as pertinent information is available. Issuance of a timely warning will be decided on a case-by-case basis reviewing factors such as: the nature of the crime, the continuing danger to the community and the possible risk of compromising law enforcement efforts.

A timely warning may be issued using some or all of the following methods of communication: email, timely warning posters at facility entrances and bulletin boards, electronic display boards, text messages, social media or through the emergency notification system. In addition to sending the notice using some or all of the methods described, the Marketing and Public Relations Office may also post a notice on the College website www.sandburg.edu and/or Department of Public Safety website at www.sandburg.edu/life/public-safety. A timely warning notice will not be issued for an incident that leads the College to issue an emergency notification to the campus community. In addition to providing known facts regarding the incident, the timely warning notice also will contain safety recommendations to assist people from falling victim to a similar occurrence.

Anyone with information warranting a timely warning notice is encouraged to report the circumstances to the DPS (309.341.5304) for any of the Carl Sandburg College campuses, campus security authorities and/or local law enforcement. The campus reviews information that is reported to DPS by members of the community, by campus security authorities and by the local police/sheriff's departments to determine if a reported crime poses a serious on-going threat to members of the college community.

Missing Students who reside in On-Campus Housing

The 2008 revision of the HEOA requires any institution that maintains an on-campus student housing facility must have a policy and procedure for missing person notification. Carl Sandburg College does not maintain on-campus student housing facilities or residence halls; however, if a Carl Sandburg College student is reported missing, the DPS will attempt to cooperate with local, state or federal law enforcement in accordance with state or federal regulations.



Sexual Assault Prevention

The DPS, in cooperation with the Galesburg Police Department and other outside law enforcement agencies, can provide sexual assault awareness presentations to assist in the prevention of sexual assault, rape, acquaintance rape and other forcible and non-forcible sexual offenses. The presentations also provide information on local 24-hour victim assistance agencies, as well as provisions of the Illinois Sexual Assault Law.

Reporting:

- If you have been sexually assaulted, you should seek medical treatment immediately regardless of whether you report the matter to police.
- If on campus, immediately call the DPS or 911 for the local police and emergency medical services.
- If off campus or at an off-campus site, call 911 for emergency services.
- Consider seeking assistance from the sexual assault crisis center in your area; see the Victim Assistance Agencies below.

Title IX: Individuals may also report sexual misconduct, to include sex offenses, to the institution's Title IX coordinator. That position is responsible for coordinating the institution's compliance with Title IX. The Title IX coordinator is the Director of Human Resources and can be reached at 309.341.5251. The institution's sexual harassment policy and the formal complaint form for discrimination can be found in Board Policies 2.21 (students) and 2.22 (employees) and can be obtained in hard copy from the Human Resources Office.

If You Are The Victim of a Sexual Assault:

- Be aware of your own capabilities and limitations. Your judgment and thinking will be your best weapons. Evaluate the situation for possible avenues of escape.
- Your first concern should be for your personal safety and survival. Use your judgment to do what is necessary to save your life. That may mean making a scene by drawing attention to yourself so that the assailant leaves. It may mean fighting back. It may mean not resisting physically.
- If you choose not to resist the attack physically, it does not mean that you have asked to be sexually assaulted. It means that you did what was needed to survive.
- Remember, there are several "right" ways to respond. The person being attacked is the best judge of which options will work in that situation.
- Take notice of the characteristics of your assailant, the person's habits, surroundings, contacts, speech and mannerisms. This could enable you to deal with the assailant and perhaps talk your way out of a rape situation or provide a means of escape. Also, this information is invaluable for the police in trying to apprehend the criminal.
- Get to a safe place as soon as you can.
- It is critical to preserve all physical evidence. DO NOT bathe, shower, douche, use the toilet, eat, drink or smoke. DO NOT change clothing. DO NOT touch anything the suspect may have touched; DO NOT chase the suspect.
- The responding DPS officer or administrator will assist with protection, first aid, counseling referrals, and notifying local law enforcement agencies when requested to do so by the victim. It is important that the victim receive medical attention immediately following the incident. The responding DPS officer or administrator will assist the victim as needed.

- The DPS will coordinate with the Sandburg Counseling Services utilizing the approved protocols. When a victim notifies the DPS of a sexual assault, the local police or sheriff's office will not be notified without the victim's consent. The victim may want to talk with a trained counselor or have a counselor present during police and medical proceedings. The DPS and/or Counseling Services will assist the victim by explaining available options, to include notifying local law enforcement, and they will assist the victim in notifying local law enforcement, upon request.

Male Victims: While most victims of sexual assault are women, some men are also victims. Male victims will receive the same services as women. Emotional support, optional counseling, legal advocacy and medical treatment are available to assist all those recovering from sexual assault.

Resources: Victims are encouraged to report a sexual assault to DPS. However, if the victim does not want to file a report, there are resources available, which include:

- **Bridgeway Inc.** **309.344.2323**
2323 Windish Dr.
Galesburg, IL 61401
- **ABH** **309.342.6852**
2101 Windish Dr.
Galesburg, IL 61401
- **Counseling Perspectives, LLC.** **309.836.6500**
516 E. Jackson St.
Macomb, IL 61455



Campus Disciplinary Actions

College disciplinary proceedings regarding sexual assault will ensure that:

- The accused and the accuser are afforded the same opportunities to have others present during all proceedings.
- Both the accused and the accuser are informed of the outcome of the disciplinary proceedings. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Academic Assistance

The Sandburg Counseling Services, through the vice president for student services, will assist victims in changing their academic situation (class schedule or location, etc.) after a sexual assault incident, if requested by the victim, if the accommodations are reasonably available. Carl Sandburg College does not maintain on-campus student housing facilities or residence halls.

Sanctions

Sexual assault is a violation of federal, state and local law and the policy of Sandburg. Therefore, criminal sanctions by the criminal justice system and administrative sanctions by the College may be imposed upon the accused if it is found that the accused perpetrated the offense. Disciplinary proceedings by the Vice President for Student Services will determine what, if any, administrative sanctions are imposed by the college upon students charged with violating the Student Conduct Code. Administrative sanctions may include: disciplinary

reprimand, probation, social probation, suspension, expulsion, assessment for restitution, separations or restrictions.

Campus Sex Crimes Prevention Act (Sandburg PA) of 2000

Sandburg PA is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Sandburg PA is an amendment to the Jacob Wetterling Against Children and Sexually Violent Offender Act. The Sandburg PA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In accordance with the Sandburg PA, the College must notify the Sandburg community of where this information can be obtained. To request information regarding registered sex offenders, including those enrolled or employed at Sandburg, visit the Illinois State Police website at www.isp.state.il.us (Registered Sex Offender Information), National Sex Offender Public Registry at www.nsopr.gov or Sandburg's Department of Public Safety website, www.sandburg.edu/life/sex-offender-information, or visit the Department of Public Safety, 2400 Tom L. Wilson Blvd., Room D201, Galesburg, IL 61401, during normal operating hours, Monday through Friday, 8 a.m. to 5 p.m., excluding holidays per the published College calendar.

The following information may be released about adult offenders: name, address, date of birth, place of employment, school attended, offense or adjudication, and offender's photograph or other such information that will help identify the sex offender. Adjudicated juveniles are NOT posted on the Illinois State Police Sex Offender website; therefore, juvenile information shall NOT be released.

Fire Safety – Procedures, Statistics, Reports and Documentation

The 2008 revision of the HEOA requires any institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report and keep a fire log. Carl Sandburg College does not maintain on-campus student housing facilities or residence halls; therefore, fire safety procedures, statistics, reports and documentation are not published as part of the Annual CSR/FSR.

Crime statistics 2009 through 2011

These statistics are pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Federal Student Right to Know and Campus Security Act of 1990.

Crime Statistics Chart

The crime statistics chart is divided into four reportable categories and covers the three previous calendar years of the reporting period. For example, the August 2013 report compiles crime statistics for the calendar years of 2010, 2011 and 2012. The reportable categories include: 1) Campus, 2) On-campus residential facilities, 3) Non-campus and 4) Public property. Residential facilities are counted also in the "On-campus" crime category; however, the law requires institutions to separate the number of "on-campus" crimes that occur in residential facilities. Currently, Carl Sandburg does not maintain residential facilities on its campuses. See definitions in the section titled "Crime Location Definitions." (See Appendix 1)
Crimes are classified using the Federal Bureau of Investigation's Uniformed Crime Reporting Handbook standards. (See Appendix 1)

The statistics in the Hate Crime chart are separated by category of prejudice, but the numbers for each specific crime category are part of the overall statistics reported each year. The 2008 revisions of the Higher Education Opportunity Act added: Larceny-Theft, Simple Assault, Intimidation, Destruction, Damage or

Vandalism of Property to the Hate Crime chart. See definitions in the section titled “Crime Statistic Definitions.” (See Appendix 1)

If a hate crime occurs where there is bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

For statistical purposes, crime statistics reported are recorded in the calendar year the crime was reported.

Specific Information about the Crime Statistics Reported by Carl Sandburg College:

- “Reported to DPS” includes crime statistics from incidents that were reported to DPS. If an incident was reported to DPS and a local law enforcement agency, the statistic would be counted under the “Reported to DPS” column.
- An incident reported to DPS will be annotated on the Carl Sandburg College DPS Incident Report.
- “Reported to Police Department (PD)” includes crime statistics from incidents that were reported to the local law enforcement agency and were NOT reported to or investigated by DPS. These incidents could have occurred in on-campus property, in non-campus property or on public property, as defined in the appendix. The crime statistics provided by the local law enforcement agency are provided based on the crime definitions in the Illinois State Compiled Statutes not based on the UCR definitions, as required by the federal law.
- “Reported to Non-Police” includes crime statistics from incidents reported to/from officials in the institution who have significant responsibility for student and campus activities and who have been designated as a “Campus Security Authority.” A written request for statistical information is made on an annual basis to designated CSAs.
- Statistics under the heading “Referred for Disciplinary Action” include individuals referred to the vice president for student services. The numbers include referrals that are made via the Sandburg DPS Incident Reports and/or reports provided directly to the vice president of student services from other members of the Carl Sandburg College community.

Liquor, Drug and Weapons Law Violations

A separate statistic is counted for each person referred for discipline or arrested. For example, if five people are involved with one incident, then the reported statistic would be five and reported in the appropriate category/referred for either discipline or arrested. For a person who was arrested and referred for discipline, the statistic would be counted in the arrest category only.



APPENDIX 1

CRIME LOCATION DEFINITIONS

The following abbreviated definitions are provided to assist you in understanding how the crime statistics are applied:

CAMPUS: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purpose, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition that is owned by the institution but controlled by another person that is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

RESIDENTIAL HALLS: Currently, Carl Sandburg College does not maintain on-campus dormitories or resident halls.

NON-CAMPUS: (1) Any building or organization that is officially recognized by the institution, or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

PUBLIC PROPERTY: All public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.

CRIME STATISTICS DEFINITIONS

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 - Manslaughter by Negligence: 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.

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. This includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against the 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).

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.

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 his/her temporary or permanent mental or physical incapacity.

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 or physical incapacity.

SEX OFFENSES – NON-FORCIBLE: Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.

Incest: Non-forcible sexual intercourse between people who are related to each other with the degrees wherein marriage is prohibited by law.

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

ROBBERY: The taking or attempting to take anything of value from the care, custody or control of a person or people 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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Offenses that are classified by local law enforcement agencies as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

Forcible Entry: All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a building followed by exiting the structure.

Unlawful Entry–No Force: The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access.

Attempted Forcible Entry: A situation where a forcible entry into a locked structure is attempted but not completed.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by individuals not having lawful access to take automobiles, even though the vehicles are later abandoned-including joyriding).

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; illegal 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, growth, manufacture, 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, transport, furnishing, possession 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 to the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

The 2008 revisions of the Higher Education Opportunity Act added: larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property to the hate crime chart. These offenses are defined as:

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

SIMPLE ASSAULT: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

INTIMIDATION: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

DESTRUCTION/DAMAGE/VANDALISM of PROPERTY: To willfully or maliciously destroy, injure, disfigure or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth or any other such means as may be specified by local law.

CRIME STATISTICS 2010 through 2012

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Federal Student Right to Know and Campus Security Act of 1990.

Calendar Year 2010-Galesburg Campus

DPS-Department of Public Safety PD-Police Department	2010-Galesburg Campus							
	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	3	0	3	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses- Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapons Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category. This Galesburg Campus report includes the Main Campus, the Annex in downtown Galesburg and the Adult Learning Center at the Sandburg Mall.

Calendar Year 2011-Galesburg Campus

2011-Galesburg Campus								
DPS-Department of Public Safety PD-Police Department	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapons Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category. This Galesburg Campus report includes the Main Camps, the Annex in downtown Galesburg and the Adult Learning Center at the Sandburg Mall.

Calendar Year 2012-Galesburg Campus

2012-Galesburg Campus								
DPS-Department of Public Safety PD-Police Department	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapons Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category. This Galesburg Campus report includes the Main Campus, the Annex in downtown Galesburg and the Adult Learning Center at the Sandburg Mall.

Calendar Year 2010-Carthage Campus

2010-Carthage Campus								
DPS-Department of Public Safety PD-Police Department	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Man-slaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapons Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category. This Carthage Campus report includes the Branch Campus, the Education Commons and the Sandburg Auditorium.

Calendar Year 2011-Carthage Campus

2011-Carthage Campus								
DPS-Department of Public Safety PD-Police Department	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapon Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category. This Carthage Campus report includes the Branch Campus, the Education Commons and the Sandburg Auditorium.

Calendar Year 2012-Carthage Campus

2012-Carthage Campus								
DPS-Department of Public Safety PD-Police Department	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapons Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category. This Carthage Campus report includes the Branch Campus, the Education Commons and the Sandburg Auditorium.

Calendar Year 2010-Bushnell Campus

2010-Bushnell Campus								
DPS-Department of Public Safety PD-Police Department	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapons Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.

Calendar Year 2011-Bushnell Campus

2011-Bushnell Campus								
DPS-Department of Public Safety PD-Police Department	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapons Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.

Calendar Year 2012-Bushnell Campus

2012-Bushnell Campus								
DPS-Department of Public Safety PD-Police Department	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal	Reported to DPS	Reported to Local PD	Reported to non-DPS	Subtotal
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses-- Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapons Law Violations								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.

Hate Crimes

For the reportable years of 2010, 2011 and 2012 there have been no hate crimes reported for the Main Campus, the Annex and the Adult Learning Center in Galesburg; the Branch Campus, the Education Commons and the Sandburg Auditorium in Carthage or the Extension Center in Bushnell. Hate crimes would be reported by race, gender, religion, sexual orientation, ethnicity or disability based on the crime statistics listed above.