

Annual Security Report 2023

Information for the 2023-2024 Academic Year
Grayslake, Lakeshore and Southlake Campuses
Crime Statistics for Calendar Years 2020, 2021 and 2022



Campus Partnerships with Integrity, Professionalism and Fairness

Chief of Police Brian Henry

ILEAP ACCREDITATION

The Illinois Accreditation Council verifies that the College of Lake County Police Department in Grayslake, Illinois, has policies, procedures, and daily routines that are in full compliance with the professional standards of modern law enforcement.

College of Lake County Police Department
Awarded on January 25, 2019 - Tier 1

Thomas K. Guenther, Chief of Police
Sgt. John R. Lawson,
Accreditation Manager



Illinois Accreditation Council

Illinois Association of Chiefs of Police	Illinois Criminal Justice Information Authority
Illinois Municipal League	Institute for Public Safety Partnerships
Illinois City/County Management Association	UIC Center for Public Safety and Justice
Intergovernmental Risk Management Agency	Northwestern U. Center for Public Safety

Published in compliance with 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).

College of Lake County Police Department (847) 543-2081

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Table of Contents

2023 ANNUAL SECURITY REPORT	1
Information for the Grayslake/Lakeshore/Southlake Campuses	1
THE JEANNE CLERY ACT	1
LAW ENFORCEMENT AUTHORITY AND JURISDICTION	1
REPORTING PROCEDURES.....	3
Voluntary Reporting and Confidentiality	3
Additional Resources:	5
TIMELY WARNING NOTICES (“CLC ALERTS”).....	5
EMERGENCY RESPONSE AND EVACUATION PROCEDURES	6
Emergency Response/Immediate Notifications	6
Emergency Evacuation Procedures	7
General Building Evacuation Procedures.....	8
Campus Evacuation Procedures	8
Shelter-in-Place Procedures - What it Means to “Shelter-in-Place”	9
Basic Shelter-in-Place Guidance.....	9
How You Will Know to Shelter-in-Place	9
How to Shelter-in-Place	9
Testing Emergency Response and Evacuation.....	9
SECURITY AND ACCESS TO CAMPUS FACILITIES	10
Grayslake Campus.....	10
Lakeshore Campus.....	10
Southlake Campus	10
SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES.....	11
MONITORING AND RECORDING CRIMINAL ACTIVITY AT NON-CAMPUS LOCATIONS.....	11
CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS.....	11
ALCOHOL, DRUG AND WEAPONS POLICIES	14
Alcoholic Beverages	14
Illegal Drugs.....	14
Possible Disciplinary Sanctions	14
Definitions of Sanctions the College of Lake County May Impose Following a Final Determination of Any Student Disciplinary Proceeding	14
Health Risks.....	15

Counseling.....	15
Drug-Free Schools and Communities Act	15
Weapons	16
PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS.....	17
DAILY CRIME LOG.....	17
Definitions.....	18
Primary Crimes/Category 1 (from the Uniform Crime Reporting Handbook)	18
Primary Crimes/Category 1 (from the Summary Reporting System and the National Incident-Based Reporting System of the FBI)	18
Hate Crimes/Category 2 (from the Uniform Crime Reporting Handbook)	18
VAWA Crimes/Category 3 (from VAWA: Violence Against Women Act).....	19
Category 4 (arrests or referrals only).....	19
RESPONSE TO SEXUAL VIOLENCE.....	20
Definitions.....	21
Per VAWA (Violence Against Women Act)	21
Per the State of Illinois (Jurisdictional Definitions).....	22
Consent	24
At the College of Lake County, the following definitions are used:.....	24
Stalking.....	25
Consent	25
Education and Prevention Programs	26
CLC SaVE Committee.....	27
Procedures Victims Should Follow if a Crime of Sexual Assault or Other Sexual Violence, Dating Violence, Domestic Violence or Stalking Occurs	27
Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Is Reported	29
Assistance for Victims: Rights and Options.....	31
Rights of Victims and the Institution’s Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders or Similar Lawful Orders Issued by a Criminal, Civil or Tribal Court or by the Institution	32
Confidentiality.....	34
Accommodations and Protective Measures Available for Victims	35
Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking.....	35
On Campus.....	35
Off Campus	36

Investigation of Violations	37
Possible Sanctions.....	41
Confidentiality.....	42
Sanctions and Protective Measures.....	42
SEX OFFENDER REGISTRY	43
HOW TO BE AN ACTIVE BYSTANDER.....	43
RISK REDUCTION	44
2022 CRIME STATISTICS BY CAMPUS.....	47
College of Lake County Police Department	47
Crimes at Grayslake Campus (Grayslake, IL).....	47
College of Lake County Police Department	48
Hate Crimes at Grayslake Campus (Grayslake, IL)	48
College of Lake County Police Department	49
Crimes at Lakeshore Campus (Waukegan, IL).....	49
College of Lake County Police Department	50
Hate Crimes at Lakeshore Campus (Waukegan, IL)	50
College of Lake County Police Department	51
Crimes at Southlake Campus (Vernon Hills, IL).....	51
College of Lake County Police Department	52
Hate Crimes at Southlake Campus (Vernon Hills, IL)	52

2023 ANNUAL SECURITY REPORT

Information for the Grayslake/Lakeshore/Southlake Campuses

This report contains campus safety and security information and crime statistics for 2020, 2021 and 2022. This report includes policy statements for all College of Lake County campuses, unless otherwise stated.

This report is available for review online at: <http://dept.clcillinois.edu/sec/AnnualSecurityReport.pdf>. For those without computer access, a paper copy may be obtained upon request at any of the College of Lake County Police Department offices.

THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The “Clery Act” is named for Jeanne Ann Clery, who was raped and murdered in her dorm room in 1986. Her parents, Howard and Connie, later learned there had been more than 35 violent crimes on the campus in the three years prior to Jeanne’s attendance that the students had not been informed of. Howard and Connie joined with other campus crime victims and persuaded Congress to enact this law, which was originally titled the “Crime Awareness and Campus Security Act of 1990.”

In 2008, revisions were made to the Higher Education Opportunity Act that required additional reporting of hate crimes and emergency response and evacuation procedures by any Title IX institution, as well as missing student notification and fire safety issues by a Title IX institution that maintains an on-campus student housing facility.

The College of Lake County does not maintain any on-campus student housing facilities and, as such, are not required to address missing persons reports or fire safety issues in this report.

In 2013, the Violence Against Women Reauthorization Act (VAWA) was signed, which now requires institutions to compile crime statistics for domestic violence, dating violence, sexual assault and stalking and to include applicable policies, procedures and programs in the Annual Security Report.

LAW ENFORCEMENT AUTHORITY AND JURISDICTION

The College of Lake County (CLC) is one of the largest and most vibrant of the colleges in the Illinois Community College system. CLC serves the people of Lake County at three campuses located in Grayslake, Waukegan and Vernon Hills, with a student population of over 14,000. CLC is both a center for higher education and an active part of the entire Lake County community. As with any other community of a similar size, criminal activity and emergencies do occur on campus.

To combat crime and ensure public tranquility, the College of Lake County Police Department (CLCPD) is staffed with state-certified police officers who are a visible part of campus life. The CLCPD is organized, trained and equipped to provide progressive law enforcement and emergency services to the campus community. The CLCPD’s primary patrol jurisdiction is the core campus locations in Grayslake (Grayslake Campus), Waukegan (Lakeshore Campus) and Vernon Hills (Southlake Campus).

The CLCPD also provides other support services to the college community. These include:

- Parking control and traffic enforcement
- Traffic crash investigation and report preparation
- Motorist assistance with minor problems, such as jump starts or recovering keys locked in cars
- Emergency first aid
- Maintenance of the campus Lost and Found

CLC Police Officers are appointed by the Board of Trustees as "Peace Officers" within the intent of the Illinois Community College Act. Under Chapter 110 of the Illinois Compiled Statutes, Sec. 805/3-42.1, members of the police department shall be peace officers and as such, will have all of the powers of police officers in cities and sheriffs in counties, including the power to make on-view arrests or warrant arrests for violations of State statutes and to enforce College of Lake County policy, county or city ordinances in all counties that lie within the community college district, when such is required for the protection of community college personnel, students, property or interests. Such officers shall have no power to serve or execute civil processes. CLC Police cooperate with all law enforcement agencies and investigate crime reports from members of the college community. Reports not relating to the College of Lake County are referred to the appropriate agency. As members of the Lake County Major Crimes Task Force (LCMCTF), the College of Lake County Police Department has a memorandum of understanding with LCMCTF regarding the investigation of alleged serious criminal offenses.

CLC Police Officers have the power and authority to apprehend and arrest persons involved in criminal activity on campus. In addition, officers from the municipalities of Grayslake, Waukegan and Vernon Hills have the authority to arrest for criminal violations that take place on our campuses. Each department augments and supports the other within their jurisdiction during mutual investigations, arrests, prosecutions and emergency response. Local police and CLC Police have a strong working relationship and meet to exchange ideas and concerns of interest to both communities and maintain close contact. CLC Police, Grayslake Police, Waukegan Police and Vernon Hills Police are all members of the Illinois Law Enforcement Alert System (ILEAS) Mutual Aid Agreement.

CLC Police Officers receive basic training and certification as police officers at one of the training academies located throughout the state, regulated by the Illinois Board of Training and Standards. They receive additional training through Northeast Multi-Regional Training, Inc., Northwestern University Center for Public Safety, through in-house programs and programs offered by other law enforcement agencies and professional trainers to augment and enhance their knowledge, skills and expertise to professionally and ethically accomplish the task of community college policing. All members of the CLCPD are trained in their responsibilities under the Clery Act through regular in-house training and annual training provided by D. Stafford and Associates, Inc. As part of its core mission, the CLCPD is dedicated to ongoing training and improvement of its programs and services.

By mutual agreement with state and federal agencies, the CLCPD maintains a LEADS terminal, which provides trained and certified personnel with access to the National Crime Information Center, the Illinois Secretary of State Databases and international law enforcement information. The computer databases are used to enhance public safety by accessing criminal history data, nationwide and international police records, driver and vehicle information, as well as other local, state and federal law enforcement information.

The CLCPD strives to be among the best qualified, motivated and supervised community college police departments in the state and the nation. CLCPD strives to maintain the highest ethical and performance standards in policies, procedures and actions. In early 2019, the CLCPD became the first fully-sworn

community college police department to receive both International Association of Campus Law Enforcement Administrators (IACLEA) and Illinois Law Enforcement Accreditation Program (ILEAP) accreditation, which recognizes excellence in performance, policies and best practices. Currently CLCPD maintains accreditation through the Illinois Law Enforcement Accreditation Process.

The sworn personnel and support staff of the CLCPD are dedicated to ensuring that CLC is a safe environment for learning and teaching. The Department is committed to developing problem-solving partnerships with faculty, staff and students, as well as state and local government bodies and campus community neighbors.

Please contact CLCPD for routine business or with questions, concerns or suggestions regarding the CLCPD at (847) 543-2081 (dial 2081 from any campus phone) or stop by and talk with us at the CLC Police Headquarters in room E166 at the Grayslake Campus. The CLCPD Communications Center operates 24 hours a day, 7 days a week, 365 days per year, so there is always someone to help you.

REPORTING PROCEDURES

The College of Lake County encourages all members of the community to accurately and promptly report all potential criminal activity, suspicious behaviors and any emergencies on campus, on public property running through or immediately adjacent to the campus, or in/on other property that is owned or controlled by College of Lake County to the CLC Police at 847-543-2081 (x5555 from any campus phone), even when the victim of a crime elects to or is unable (physically or mentally) to make such a report. CLCPD is open 24 hours a day, 7 days a week, although sworn officers are only available from 7 am to 11 pm. If an incident occurs between 11 pm and 7 am that requires immediate police assistance, the local police department will be contacted or a CLCPD Investigator will be called in to take the report.

Any emergency situation or in-progress crime can be reported to the CLC Police at extension 5555 utilizing any campus phone at any campus. Cell phone users must dial (847) 543-2081. To reach the municipal police and fire dispatchers in your area during an emergency situation, dial 911. Cell phone users must be ready to give their exact building and campus location. House phones are strategically located throughout all campus buildings.

The CLC Police Department is located in room E166 at the Grayslake Campus. At the Lakeshore Campus, the office is located at 128 Madison Street (in the courtyard adjacent to the 111 North building). At the Southlake Campus, the police office is located in room V132.

In response to crimes reported to the CLC Police Department, CLCPD officers and possibly officers from other jurisdictions (Grayslake, Waukegan, Vernon Hills, Lake County or Illinois State Police or the associated fire department) will be dispatched to that location. All reported crimes will be investigated by the CLCPD and may become a matter of public record. Appropriate incident reports will be forwarded to the Office of Student Development for potential action. Information obtained via the CLCPD investigation may also be forwarded to the Office of Student Development. If a sexual assault or rape should occur, staff on the scene, including the CLCPD, will offer the victim a wide variety of services.

Persons reporting crimes to the CLCPD that did not take place on any CLC Campus are promptly referred to the law enforcement agency or fire department with investigative jurisdiction.

Voluntary Reporting and Confidentiality

The CLCPD encourages anyone who is the victim, witness or has knowledge of any crime to promptly report the incident to the police. These reports are used not only for required statistical purposes, but will also

allow the dissemination of Crime Alerts, if necessary, which will help keep others on campus safe (see next section). If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still consider making a confidential report. With your permission, a CLC Police Officer can file a report containing the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to potentially protect the future safety of yourself and others. With this information, the college can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the mandatory annual crime statistics for the institution (no identifying information is published), and when they involve allegations of sexual harassment (including sexual harassment or domestic violence), those reports will be shared with the college's Title IX and Compliance Coordinator. Reporting procedures applicable to allegations of sexual assault and domestic violence are further discussed later in this report.

College policy states that in order to aid in the prevention of further occurrences, all crimes should immediately be reported to the CLCPD or, if applicable, the local police department in a timely manner. Reports should be submitted in order to provide the CLCPD an opportunity to assess reported offenses for issuance of a timely warning/crime alert and inclusion in the annual statistical disclosures required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Additionally, Clery-reportable incidents can also be reported to any Campus Security Authority (CSA). CSAs are any official who has significant responsibility for students and campus activities, including, but not limited to student discipline and campus judicial proceedings, and any person who has the authority and the duty to take action or respond to particular issues on behalf of the college and has a direct relationship with students. Examples would be any Vice President, the Director of Athletics, team coaches, faculty and student advisors to student groups, Human Resources, Title IX, etc. Here are some of the many people that can be reported to:

- Title IX and Compliance Coordinator, Kristin Jones, Grayslake Campus B242C, (847) 543-2464, kjones24@clcillinois.edu
- Chief Human Resources Officer, Sue Fay, Grayslake Campus T106, (847) 543-2218, sfay@clcillinois.edu
- Director Athletics, Brad Unger, Grayslake Campus F722, (847) 543-2477, bunger@clcillinois.edu
- Student Athlete Academic Success & Compliance Coordinator Head Coach, Heath Cummings, Grayslake Campus Bldg. F, (847) 543-2686, hcummings@clcillinois.edu
- Director Student Activities & Inclusion, Miesha Ransom, Grayslake Campus B106b, (847) 543-2290, mransom@clcillinois.edu
- Employee Relations Manager Human Resources, Crandall Collins, Grayslake Campus T107, (847) 543-2217, ccollins@clcillinois.edu

CLC employs professional counselors to assist students at the college. If a student chooses to report a crime to these counselors, the student should be aware that, as a result of the negotiated rule-making process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered to be Campus Security Authorities. Campus Pastoral Counselors¹ and Campus

¹ A Pastoral Counselor is defined as a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. *CLC does not employ any Pastoral Counselors.*

Professional Counselors,² 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. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics (can be done on a confidential basis).

Additional Resources:

Grayslake Police Non-Emergency: (847) 223-2341

Waukegan Police Non-Emergency: (847) 599-2608

Vernon Hills Police Non-Emergency: (847) 362-4449

Advising Center: Room B113 Grayslake Campus, (847) 543-2060

Counseling and Psychological Services (CAPS): Room A151 Grayslake Campus, (847) 543-2032

Office of Student Development: Room A213 Grayslake Campus, (847) 543-2048

CLC Student Health & Wellness Services: Room C176 Grayslake Campus, (847) 543-2064

CLC Women's Student Outreach & Programs: Room B105c Grayslake Campus, (847) 543-2636

TIMELY WARNING NOTICES ("CLC ALERTS")

The CLCPD is responsible for developing and sending Timely Warning Notices, distributed as **CLC Alerts**, to the campus community. In the event that a crime occurs that poses a serious or ongoing threat within the Clery geography of the three campuses (on campus, non-campus and public property) that, in the judgment of the senior on-duty officer (Officer in Charge) and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus-wide CLC Alert will be issued. The decision to issue a CLC Alert is based on the facts surrounding the incident, including the nature of the crime and the continuing threat to the campus community.

CLC Alerts are typically issued for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) classifications:

- Arson
- Aggravated assault (Cases 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 the CLC Police. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to the community members and a CLC Alert would not be distributed.)
- Murder/non-negligent manslaughter
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a CLC Alert, but will be assessed on a case-by-case basis)
- Sex offenses, if there is deemed to be a serious or continuing threat to the community (Sex offense cases are considered on a case-by-case basis, depending on the facts of the case and the

² A Professional Counselor is defined as 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.

information known by the CLC Police. In cases involving sexual assault that are reported long after the incident occurred, there is no ability to issue a “timely” warning to the community.)

- Other crime classifications and locations (even though not required by law) will be considered at the discretion of the Officer in Charge

CLC Alerts are written by the Officer in Charge and distributed via the CLC Alert System (via email and text).

Additionally, a copy of this notice may be posted by the CLC Police in strategic locations throughout the affected campus(es). The Public Relations Department may also develop and transmit media releases to news media outlets and post information on the College of Lake County website, depending on the nature of the alert. All notices will be disseminated as soon as pertinent information is available, in a manner that is timely, that withholds the names of the victims as confidential and that will aid in the prevention of similar occurrences.

The Institution is not required to issue a timely warning with respect to crimes reported to a Pastoral or Professional Counselor.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The College has developed a comprehensive Emergency Operations Plan (EOP) that outlines procedures that will be followed when a state of emergency is declared. These procedures include emergency response and evacuation procedures, which are described in more detail later in this section.

For the purposes of the EOP, an emergency is when a situation at the college could result in any of the following events:

- The safety of the college community is at stake.
- College property or infrastructure is threatened.
- There is a major breakdown of communication apparatus at the college.

Components of the EOP include identification of mission critical systems and services, infrastructure requirements and emergency operation center procedures. Other components include an emergency communication plan, individual crisis prevention and intervention plan, and specific plans for responding to shooting, hostage, bomb threats and other situations classified as violence or terrorism.

The EOP is tested and updated annually to reflect lessons learned and address changes in the internal or external environment that may affect the safety and security of the college.

Emergency Response/Immediate Notifications

The College of Lake County has a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous material incident; structural fire.

Individuals can report emergencies occurring at the College of Lake County by calling (847) 543-2081 or x5555 from any campus phone. These numbers can be used at all three campuses.

In the event of an emergency, the College of Lake County will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant

emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

The CLCPD is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders, public health officials and/or the National Weather Service. Video surveillance may also be used in conjunction with the above.

If the CLCPD Officer in Charge, in conjunction with other College administrators, local first responders, public health officials and/or the National Weather Service confirm there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the CLC community, the CLCPD and Public Relations, when applicable, will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the CLC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The Officer in Charge, without delay and taking into account the safety of the community, will determine the content of the notification and initiate the notification system, unless issuing a notification would, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Officer in Charge will disseminate an emergency notification to the community with the goal of notifying as many people as possible, as rapidly as possible. These emergency notifications will also inform the campus community of any recommended action to be taken or avoided.

Notification will be made by using some or all of the following methods depending on the type of emergency: the CLC Alert System (emails and texts to individuals who are registered in the system); fire alarms (where applicable); public address systems (where applicable); social media, digital signage (where available); local media; website; and/or in-person communication.

All students are automatically registered in the system each semester upon registration, unless they choose to remove their contact information. All staff and faculty members are registered upon hiring and can update their contact information at any time. To register for this program, please go to www.getrave.com/login/clcillinois and click on the "register" button. Complete the registration fields and agree to the service terms. All others (parents or other members of the community) can register by calling (847) 543-2249.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed. Follow-up information will be provided using some or all of the identified communication systems (except fire alarm). The institution will provide emergency information to the members of the larger community (neighbors, parents and other interested parties) by postings on the CLC website (www.clcillinois.edu) and press releases issued from the Public Relations Office to media outlets and/or social media.

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The CLCPD does not tell building

occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, CLCPD staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. All CLC evacuation drills are used as a way to educate and train occupants on fire safety 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 alarms.

General Building Evacuation Procedures

In the event that a building evacuation is necessary, remain calm but leave quickly. Use stairs and not elevators, paying close attention to your surroundings as you exit. Incidents such as fire or hazardous materials releases may require alternate exit paths. Assist special needs individuals in the evacuation process, if it is possible to do so safely and they wish help. If it is not possible to evacuate special needs individuals from the building, move them to a safe stairwell (farthest from the hazard) and inform responding emergency personnel of their location.

Once outside, stay clear of the building and entryways to facilitate first responder access to the emergency. To assist emergency personnel, and for your own safety, go to the designated gathering place for your department or stay a minimum of 300 feet away from the building.

Do not attempt to re-enter the building until you are instructed to do so by the CLCPD or emergency responders. Do not take it upon yourself to instruct others to re-enter. This will be done by designated emergency personnel only.

Safety Coordinators and Administrators should assist others within their work areas in evacuating the building via the nearest accessible exit. They should also assist any disabled individuals in exiting the building or getting to an area of safety. Once outside, they should assist in keeping individuals away from the building and clear from fire lanes, in order not to impede emergency response vehicles.

In the event a campus emergency occurs after normal operating hours, the Incident Commander, per National Incident Management System (NIMS) protocol, will contact the Chief of Police and determine if the CLC Emergency Management Team should be contacted.

Campus Evacuation Procedures

In most emergencies, complete evacuation of the entire campus is not necessary. If, however, there is a major incident such as a major hazardous materials release or threat of explosion, it may be necessary to relocate all college individuals to a safer location.

Areas nearest to the threat should be evacuated first, and subsequent evacuations should take place in order of proximity to the threat from nearest to farthest. If you are instructed by authorities to evacuate from the campus entirely, do so immediately.

Once the campus is evacuated, it will be secured and no one will be permitted to enter without proper authorization. The campus will remain closed until the decision to re-open is made by the CLC Emergency Management Team.

Shelter-in-Place Procedures - What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas 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 a 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.

Basic Shelter-in-Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door and proceed to the nearest exit, use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest CLC building quickly. If police or fire 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: a CLC Alert, CLC Police, administration or other employee of CLC; local police or fire; other authorities utilizing CLC’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:
 - a. An interior room;
 - b. Above ground level; and
 - c. 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. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems, if you are able (College staff will turn off the ventilation as quickly as possible).
6. Make a list of the people with you and ask someone (staff, faculty or other CLC member) to call the list in to CLCPD 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 or TV and listen for further instructions.
8. Make yourself comfortable.

Testing Emergency Response and Evacuation

Two announced fire drills, including building evacuations, are conducted each year in the fall and spring semesters on all locations. One unannounced earthquake drill and one announced tornado drill, which do not include building evacuation, are also conducted each year on all three campuses. Thus, the emergency response and evacuation procedure is tested three times annually.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises and tests of the emergency notification systems on

campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the Institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

During these drills, students learn the location of the emergency exits within the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The CLC Police do not inform students in advance about the designated location for long-term evacuations, because those decisions are affected by the time of day, location of the building being evacuated, the availability of the designated gathering locations on campus and other factors, such as the location and nature of the threat. In both cases, the CLC Police will communicate information to students regarding the developing situation or any evacuation status changes.

The CLC Environmental Health and Safety Manager coordinates these announced drills, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. CLC will publish a summary of its emergency response and evacuation procedures via email in conjunction with at least one test or exercise each calendar year to include a description of the exercise, the date, the time and whether it was announced or unannounced, that meets all of the requirements of the Higher Education Opportunity Act.

SECURITY AND ACCESS TO CAMPUS FACILITIES

Most CLC buildings and facilities are open to the public and to members of the campus community during normal operating hours. All visitors must be escorted or allowed access into non-public areas.

During off-hours, all campuses are locked and monitored via video surveillance systems.

Grayslake Campus

Monday through Friday from 6:30 a.m. to 10 p.m. (CLC Police on duty until 11 p.m.)

Saturday and Sunday from 6:30 a.m. to 8 p.m.

Note: Friday, Saturday and Sunday hours may vary during the summer semesters, depending on the needs of the college.

Lakeshore Campus

Monday through Thursday from 7 a.m. to 10 p.m. (CLC Police on duty until 11 p.m.)

Friday from 7 a.m. to 5:30 p.m. (may close earlier, depending on operational needs)

Saturday from 7 a.m. to 2 p.m. (may close earlier, depending on operational needs)

Sunday – Closed

Note: During summer semesters, Lakeshore Campus is closed on Fridays, Saturdays and Sundays

Southlake Campus

Monday through Thursday from 7 a.m. to 10 p.m. (CLC Police on duty until 11 p.m.)

Friday from 7 a.m. to 10 p.m. (may close earlier, depending on operational needs)

Saturday from 7 a.m. to 2 p.m. (may close earlier, depending on operational needs)

Sunday – Closed

Note: During summer semesters, Southlake Campus is closed on Fridays, Saturdays and Sundays

CLC buildings and facilities are considered closed during Board-approved holidays. Security of the buildings at the Grayslake Campus is maintained by the CLC Police, 24 hours per day, 7 days per week, 365 days per year (non-sworn Community Service Officers are on duty from 11 p.m. to 7 a.m., 7 days per week, 365 days per year and sworn officers are present the rest of the time). Certain sensitive areas are monitored by electronic intrusion alarms and video surveillance cameras. Outside of normal operating hours, facilities at the Lakeshore and Southlake campuses remain locked and secured. Each of the CLC campuses has established its hours based on the needs of specific academic programs. The CLCPD provides routine preventative patrols of all college properties on the Grayslake Campus on a 24-hour basis (the Community Service Officers patrol from 11 p.m. to 7 a.m.). CLC Police provide routine preventative patrols at the Lakeshore and Southlake Campuses during regular operating hours, as well as certain holidays, as needed. Outside of normal operating hours, entry is restricted to only those with prior authorization.

CLC does not have any residence halls, dorms or any other housing facilities, either on or off campus.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

The College of Lake County maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. The Facilities Department ensures all parking lots and pathways are illuminated with lighting. CLCPD works closely with Facilities to address burned out lights as well as malfunctioning door locks or other physical conditions that maintain security. Other members of the College community are helpful when they report equipment problems to CLCPD or to Facilities.

All three campuses are maintained by the Facilities Department, who employ custodial, maintenance, HVAC and grounds staff on an on-call 24-hours basis.

MONITORING AND RECORDING CRIMINAL ACTIVITY AT NON-CAMPUS LOCATIONS

CLC does not have any non-campus locations at this time. Therefore, there is no policy concerning the monitoring and recording of criminal activity with local law enforcement agencies for non-campus locations. CLC also does not have any officially recognized student organizations with on-campus or off-campus housing facilities. Therefore, there is no policy concerning the monitoring and recording of criminal activity with local law enforcement agencies for officially recognized student organizations with non-campus housing facilities.

CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

During the 2022-2023 academic year, CLCPD offered eight (8) crime prevention and security awareness programs via zoom and in person. CLCPD also held five (5) Run-Hide-Fight presentations, took part in the safety and security planning for two (2) new buildings, had operational planning for five (5) special events held throughout the academic year and held a roundtable discussion session with students and employees.

Here are some ways the CLCPD helps students and employees protect themselves:

- A CLC Police escort to your vehicle from any campus building is available on a 24-hour basis at the Grayslake Campus. This service is also available at the Lakeshore and Southlake Campuses during regular hours of operation.
- In-house emergency phone systems provide access to the police dispatcher and the Department's enhanced emergency phone system, which immediately traces each on-campus call to provide the location of a caller, even if the call is disconnected.
- Emergency callboxes are located in student parking lots 3, 4, 8, 9, 10 and 13, staff lots 1, 7 and 12, and outside six (6) main entrances on the Grayslake Campus. At the Lakeshore Campus, there are three (3) call boxes on each floor of the parking garage. There are no call boxes at the Southlake Campus.
- Emergency Preparedness training is organized by the Professional Development Center, covering topics such as active shooters, external threat lock downs and workplace violence. Sessions are held during regular semesters with day and evening hours at Grayslake, Lakeshore and Southlake campus locations.
- CLC Police maintains a staffed 24-hour Communications Center at the Grayslake Campus, which has radio communication with all Police and Facilities personnel.
- CLC Police holds safety-related training throughout the calendar year. Anyone who would like to host an educational safety session on any campus can contact the police department at (847) 543-2081.

Education is an important part of preventing crime. The CLCPD makes ongoing efforts to educate the ever-changing college community about common sense precautions. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of the responsibility for their own security and the security of others.

Some of these include:

1. Crime Prevention Programs

- a. Campus Watch Program

The Campus Watch Program is a modification of the National Block Watch Program, specifically designed to educate students, staff and other members of our college community about crime issues specifically related to them. Campus Watch meetings are offered on the second Thursday, every other month at 1 p.m. on the Grayslake and Lakeshore Campuses, and at 1:30 p.m. on the Southlake Campus, for a total of six meetings each semester (fall and spring).

- b. S.A.F.E. (Self-Defense Awareness and Familiarization Exchange) Program

S.A.F.E. is a crime prevention program that provides an educational resource to women within the college community that introduces them to self-defense and creates an opportunity for participants to receive information and practice personal defense tactics that may reduce their risk of exposure to crimes of violence. The program is a four-hour long class that distributes crime prevention information for home study and reference, and is a public relations program sponsored by the National Self-Defense Institute. This program is presented in conjunction with the CLC Women's Student Outreach & Programs and the Zacharias Center for Sexual Abuse two times per year.

c. CLC Sexual Assault and Violence Elimination (SaVE) Events

The CLC SaVE committee facilitates and sponsors three to four live events in the fall and spring semesters focusing on the ongoing campaign to eliminate campus sexual assault, domestic violence, dating violence and stalking.

d. Online Training for Employees and New Students

All new enrolling students are offered free online courses for the prevention of domestic violence, dating violence, sexual assault, stalking and drug and alcohol abuse. All employees are required to take Title IX training.

2. Security Awareness Programs

Classroom presentations on various subjects related to preventing crimes and educating members of our community about current crime trends likely to affect our campus community are provided by request.

Since January 2015, all college employees are required to successfully complete online Campus SaVE Act Primary Prevention training aimed at the elimination of campus sexual violence. The program fulfills the educational objectives below:

- Identifies sexual assault, domestic violence, dating violence and stalking as prohibited conduct.
- Defines what behavior constitutes sexual assault, domestic violence, dating violence and stalking, using definitions provided both by the Department of Education as well as state law.
- Defines what behavior and actions constitute consent to sexual activity in the state of Illinois and using the definition of consent found in the Student Code of Conduct.

Since January 2015, all incoming students are provided with online Campus SaVE Act Primary Prevention training aimed at the elimination of campus sexual violence. This program fulfills the same educational objectives as above, as well as:

- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.
- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

3. Other Security Awareness Programs

- Campus Emergency Preparedness Guides are used as a resource for students and employees. These are found posted on hallway walls, in the classrooms, in offices and online.

- Special Crime Alerts are prepared as needed and distributed selectively throughout the campus(es), as needed (in addition to previously described Timely Warnings and Emergency Notifications).
- Active Threat Training is conducted by the CLC Police and the Professional Development Center approximately once per semester at all campuses during spring and fall semesters. Sessions are held during day and evening hours at all three campuses.

ALCOHOL, DRUG AND WEAPONS POLICIES

Alcoholic Beverages

CLC prohibits the unlawful possession, sale or consumption of alcoholic beverages on campus. The exceptions are meetings or other functions where permits have been obtained in advance. CLC Police Officers are responsible for enforcing state underage drinking laws.

Illegal Drugs

CLC Police Officers enforce all state and federal laws as well as policies of the college regarding illegal drugs. CLC prohibits the unlawful possession, use and sale of illegal drugs on campus.

Possible Disciplinary Sanctions

CLC will impose appropriate disciplinary sanctions on students for the illegal possession, use or distribution of drugs and/or alcohol in accordance with the Students Rights and Responsibilities Policy and Procedures, copies of which can be obtained from the Student Development Office, through the CLC Online Learning Management System, or viewed online at <https://www.clcillinois.edu/aboutclc/depts/ssd/student-rights-and-responsibilities>. Student disciplinary sanctions may vary from a warning up to expulsion from the College and/or criminal prosecution.

CLC will also impose appropriate disciplinary sanctions on employees for the illegal possession, use or distribution of drugs and/or alcohol in accordance with applicable policies and procedures as set forth in the Board of Trustees Policy Manual and the Employee Handbook. Employee disciplinary sanctions may vary from a warning up to and including termination of employment and/or criminal prosecution.

Definitions of Sanctions the College of Lake County May Impose Following a Final Determination of Any Student Disciplinary Proceeding

In keeping with the essential values of the College of Lake County, sanctions are designed to promote its educational mission. Sanctions may also serve to promote safety or to deter students from behavior that harms, harasses or threatens people or property. Possible sanctions may include the following:

- **Warning:** a warning is a verbal or written directive to cease and desist from behaviors that may be in violation of the Student Rights and Responsibilities Policy and/or state law.
- **Reprimand:** A reprimand is an official statement to the student that he/she has been found guilty of misconduct as defined in the Student Rights and Responsibilities Policy and/or state law.
- **Restitution for Damages:** The student may be directed to pay for damages caused by his or her actions. Failure to pay damages could result in further sanctions.
- **Behavioral Contract:** A behavioral contract is a contract under which the student agrees to modify his/her behavior. If the student fails to fulfill the terms of the contract, the Assistant Director of Student Development could suspend the student and/or apply additional sanctions. As part of the

contract, the student may be required to complete a specified number of hours of community and/or college service.

- **Notice of Trespass:** A Notice of Trespass, issued by the CLCPD, denies the right of an individual to be on college property for a specific period of time. This notice may be issued for a specific location or time period, or for all college properties and activities. These stipulations are established and issued based upon the totality of the situation and in the interest of public and institutional safety. Violations of a Notice of Trespass may result in the violator being arrested and charged criminally. All student Notices of Trespass may be appealed to the Student Development Office.
- **Suspension:** Suspension denies the student the right to participate in any academic or other activities of the college. The student may not be on any college-owned or -controlled premises for a period of time not to exceed one semester.
- **Expulsion:** Expulsion denies a student the right to participate in any academic or extracurricular activities associated in any way with the college, or to be present on any college-owned or -controlled properties. The expulsion will be given for a defined period of time, from one semester to indefinitely. Students expelled during a semester or summer term will be administratively withdrawn from classes.

See Student Rights and Responsibilities Policy #403 for a complete explanation of the Institutional Disciplinary Process: <http://dept.clcillinois.edu/pre/PolicyManual.pdf>.

Health Risks

Alcohol and drugs are mood-altering items that affect different parts of the brain, some of which are responsible for motor skills, visual and auditory perception, short- and long-term memory, as well as emotional wellness. Depending on dosage and duration, alcoholism/addiction can develop. Illicit drugs and classifications of substances include stimulants (such as cocaine), depressants (such as valium and alcohol), opiates (such as heroin) and hallucinogens (such as LSD). Substance abuse and alcohol abuse are also risk factors associated with heart disease, ulcers, HIV/AIDS, suicide and clinical depression, just to name a few. For more information, consult your physician or the CLC Student Health & Wellness Services at (847) 543-2064.

Counseling

Drug and alcohol counseling, rehabilitation and employee assistance programs (EAPs) are available through the CLC Human Resources Office, (847) 543-2065.

Other resources include:

- Counseling and Psychological Services (CAPS), (847) 543-2032; <https://www.clcillinois.edu/student-services/additional-services/caps>
- CLC Student Health & Wellness Services, (847) 543-2064; <https://www.clcillinois.edu/student-services/additional-services/health-center>
- Lake County Health Department:
 - Addiction Treatment Program (847) 377-8200
 - Outpatient Substance Abuse Program (847) 377-8120
 - Crisis Care Program (847) 377-8088

Drug-Free Schools and Communities Act

Full details on CLC's compliance with the *Safe and Drug-Free Schools and Communities Act* are contained in the "Rights and Responsibilities Concerning Alcohol and Substance Abuse at the College of Lake County"

pamphlet available from the Student Life Office, (847) 543-2287 or online at <https://www.clcillinois.edu/aboutclc/who-we-are/consumer-information/drug-free-schools-and-communities-act>.

In compliance with the Drug-Free Schools and Communities Act, the College of Lake County publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for CLC students and employees.

Weapons

In compliance with the Illinois Firearm Concealed Carry Act (the "Act"; 430 ILCS 66/1 et seq.), the College maintains a weapons- and firearms-free campus. Except as provided elsewhere in this policy or by statute, no person shall possess, carry or have control of a firearm, either on his or her person or in his or her vehicle, on any property owned or controlled by the College. The term "property owned or controlled by the College" includes, but is not limited to, the College's campuses in Grayslake, Waukegan and Vernon Hills and extends to any building or portion of a building, classrooms, grounds, venues, parking areas, sidewalks, common areas or property owned or under the control of the College. The terms "firearm" and "concealed firearm" are defined in the Act.

A person with a Concealed Carry License ("Licensee") may enter upon the College's Grayslake, Lakeshore or Southlake campus with a concealed firearm in a motor vehicle only if upon parking the vehicle in any of the College's parking areas, the Licensee immediately stores his or her firearm and ammunition in a secure case or locked container out of plain view within the vehicle, or stores the firearm out of plain view in the vehicle's trunk. In the event the Licensee stores the firearm in the vehicle's trunk, the Licensee may carry the concealed firearm only in the immediate area of the vehicle and must ensure that the firearm is unloaded at the time the Licensee exits the vehicle.

Only under emergency or exigent circumstances will the College, at the discretion of the President or designee, provide Licensee weapon storage. Except for sworn police officers, no firearm may be carried or transported in any motor vehicle owned, leased or controlled by the College. Sworn members of the CLCPD and visiting sworn law enforcement officers are authorized to carry firearms on all campuses in accordance with state law and departmental regulations. Notwithstanding any other provision in this policy, a Licensee does not violate this policy or the Act while he or she is travelling along a public right of way that touches or crosses any of the property owned or controlled by the College, if the concealed firearm is otherwise being transported in the vehicle by the Licensee in accordance with the Act.

Persons who violate any of the terms of this policy shall be subject to all civil and criminal penalties as provided by law. In addition, any student found to be in violation of this policy is subject to discipline, suspension and/or expulsion from the College. Any College employee found to be in violation of this policy is subject to discipline, suspension or termination of employment. The College's Facilities Department and the Chief of Police will develop procedures and make determinations with regard to placement of clear and conspicuous signage stating that concealed firearms are prohibited on campus. Signs will be in accordance with the design approved by the Illinois Department of State Police and will be posted in accordance with any signage regulations promulgated by the State of Illinois.

Pursuant to the Firearm Concealed Carry Act, the College president or designee will report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself,

herself or to others within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code (405 ILCS 5/6-103.3).

The Chief of Police and administration will develop procedures in furtherance of the purposes of this policy and to ensure the College's compliance with the Act.

PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

As required by federal law, the CLCPD's yearly crime statistics for this report are compiled on a **calendar year basis** in accordance with the definitions of crime provided by the FBI for use in the Uniform Crime Reporting System. The report includes statistics for the previous three years concerning reported crimes that occurred on campus, public property within or immediately adjacent to campus and at non-campus properties owned or controlled by the College and frequently used for academic purposes. This includes reports made to, but not limited to, directors, deans, department heads, Student Life staff, Student Development staff, advisors to student organizations and athletic coaches. In addition, these statistics also include individuals referred for campus disciplinary action for categories required under the Clery Act, including liquor, drug and weapons law violations. Statistical information is requested from the Grayslake, Waukegan and Vernon Hills Police Departments, Lake County Sheriff's Office and the Illinois State Police. For statistical purposes, crime statistics that are reported to any of these sources are recorded in the calendar year during which the crime was reported.

All of the statistics are gathered, compiled and reported to the College community via this report, which is published by the College of Lake County Police Department. CLCPD submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the ED is available to the public through the ED website: <https://ope.ed.gov/campussafety/#/institution/search>.

DAILY CRIME LOG

CLCPD maintains a daily crime log, which contains a description of criminal activity at all campuses reported to the CLCPD within the last 60 days. It is available to the public for review online: <https://www.clcillinois.edu/student-services/additional-services/police/related-links> or in-person at any of the police offices:

Grayslake: E-166, 19351 W. Washington Street, Grayslake, IL

Lakeshore: 128 Madison Street, Waukegan, IL

Southlake: V132, 1120 S. Milwaukee Avenue, Vernon Hills, IL

Crime statistic tables, located at the end of this report, are reflective of the requirements mandated by federal law since 1990.

The Clery Act requires institutions to disclose four general categories of crime statistics:

1. **Criminal Offenses of:** criminal homicide (including murder and non-negligent manslaughter), manslaughter by negligence, sex offenses (including rape, fondling, incest and statutory rape; forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft and arson.
2. **Hate Crimes:** when any of the above offenses or any other crimes involving bodily injury or any of the following crimes were motivated, in whole or in part, by the offender's bias (a performed negative opinion or attitude towards a group of persons based on their race, gender, religion,

disability, sexual orientation, ethnicity, national origin or gender identity): larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property (except arson).

3. **Violence Against Women Act (VAWA) Offenses:** domestic violence, dating violence and stalking.
4. **Arrests and Referrals:** disciplinary action for illegal weapons, violations of drug laws and violations of liquor laws.

Definitions

Primary Crimes/Category 1 (from the Uniform Crime Reporting Handbook)

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **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 product death or great bodily harm.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle, including all cases where automobiles are taken by persons not having legal access, even though the vehicles are later abandoned, including joy riding.
- **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, or personal property of another kind.

Primary Crimes/Category 1 (from the Summary Reporting System and the National Incident-Based Reporting System of the FBI)

- **Sex Offenses, Forcible:**
 - **Rape (from the Summary Reporting System):** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.
 - **Fondling (from the National Incident-Based Reporting System of the FBI):** The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Sex Offenses, Non-Forcible:**
 - **Incest (from the National Incident-Based Reporting System of the FBI):** Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.
 - **Statutory Rape (from the National Incident-Based Reporting System of the FBI):** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes/Category 2 (from the Uniform Crime Reporting Handbook)

The following definitions are only for crimes committed as a hate crime:

- **Larceny/Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** The 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 lacerations 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 (except Arson):** 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.

VAWA Crimes/Category 3 (from VAWA: Violence Against Women Act)

- **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim or by:
 - A person with whom the victim shares a child in common;
 - A person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner;
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Category 4 (arrests or referrals only)

- **Illegal Weapons:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; felons possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Violations:** The violation of state or 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 Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, 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; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

RESPONSE TO SEXUAL VIOLENCE

So that the college may continue to foster a climate of respect and security on campus as it relates to preventing and responding to acts of sexual misconduct, policies and procedures have been created and serve to demonstrate the College's commitment to prohibiting the acts of sexual misconduct: sexual harassment, sexual assault, sexual exploitation and other forms of sex- or gender-based discrimination, as well as the acts of domestic violence, dating violence and stalking. Toward that end, the College of Lake County issues this statement of policy to inform the campus community of our programs to address sexual assault, domestic violence, dating violence and stalking as well as the procedures for institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

The College engages in comprehensive, intentional and integrated programming, initiatives, strategies and campaigns to end sexual assault, domestic violence, dating violence and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research, or assessed for value, effectiveness or outcome.
- Consider environmental risk and protective factors as they occur on individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students and employees that:

- Identifies sexual assault, domestic violence, dating violence and stalking as prohibited conduct.
- Defines, using definitions provided both by the Department of Education as well as state law, what behavior constitutes sexual assault, domestic violence, dating violence and stalking.
- Defines what behavior and actions constitute consent to sexual activity in the State of Illinois and uses the definition of consent found in the Student Code of Conduct and the purpose for which that definition is used.
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene (see page 43 for more information).
- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence (see pages 43-44 for more information).
- Provides an overview of the following information contained in the Annual Security Report in compliance with the Clery Act:

- Procedures victims should follow if a crime of sexual assault, domestic violence, dating violence or stalking occurs (see pages 27-28 for more information).
- How the institution will protect the confidentiality of victims and other necessary parties (see pages 41-42 for more information).
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community (see pages 35-37 for more information).
- Options, available assistance, and how to request changes to academic, living, transportation and working situations or protective measures (see pages 31-35 for more information).
- Procedures for institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence or stalking (see pages 29-31 for more information).

Definitions

Per VAWA (Violence Against Women Act)

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

A felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence.

Sexual Assault

A continuum of behaviors to include sexual assaults committed by offenders who are strangers to the victim/survivor and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim/survivor. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact

with another person without the other person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Per the State of Illinois (Jurisdictional Definitions)

Dating Violence (105 ILCS 110/3.10)

(a) As used in this Section:

"Dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between 2 persons. "Dating" or "dating relationship" does not include a casual relationship or ordinary fraternization between 2 persons in a business or social context.

"Teen dating violence" means either of the following:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

(b) The school board of each public school district in this State shall adopt a policy that does all of the following:

1. States that teen dating violence is unacceptable and is prohibited and that each student has the right to a safe learning environment.
2. Incorporates age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12 and school employees, as recommended by the school officials identified under subdivision (4) of this subsection (b).
3. Establishes procedures for the manner in which employees of a school are to respond to incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation.
4. Identifies by job title the school officials who are responsible for receiving reports related to teen dating violence.
5. Notifies students and parents of the teen dating violence policy adopted by the board.

Domestic Violence (305 ILCS 5/2-18)

(a) A person commits domestic battery if he or she knowingly without legal justification by any means:

1. Causes bodily harm to any family or household member;
2. Makes physical contact of an insulting or provoking nature with any family or household member.

Sexual Assault (720 ILCS 5/11-1.20)

(a) A person commits criminal sexual assault if that person commits an act of sexual penetration and:

1. uses force or threat of force;
2. knows that the victim is unable to understand the nature of the act or is unable to give knowing consent;

3. is a family member of the victim, and the victim is under 18 years of age; or
4. is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

Stalking (720 ILCS 5/12-7.3):

(a) A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:

1. Fear for his or her safety or the safety of a third person; or
2. Suffer other emotional distress.

(a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions, follows another person or places the person under surveillance or any combination thereof and:

1. At any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or
2. Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint of that person or a family member of that person.

(a-5) A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion:

1. Follows that same person or places that same person under surveillance; and
2. Transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint of that person or a family member of that person.

(b) Sentence. Stalking is a Class 4 felony; a second or subsequent conviction is a Class 3 felony.

(c) Definitions. For purposes of this Section:

1. "Course of conduct" means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. A course of conduct may include contact via electronic communications.
2. "Electronic communication" means any transfer of signs, signals, writings, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo-optical system. "Electronic communication" includes transmissions by a computer through the internet to another computer.
3. "Emotional distress" means significant mental suffering, anxiety or alarm.
4. "Family member" means a parent, grandparent, brother, sister or child, whether by whole blood, half-blood or adoption and includes a step-grandparent, step-parent, step-brother, step-sister or step-child. "Family member" also means any other person who regularly resides in the household, or who, within the prior 6 months, regularly resided in the household.
5. "Follows another person" means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. "Follows another person" does not include following within the residence of the defendant.

6. "Non-consensual contact" means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased or occupied by the victim.
7. "Places a person under surveillance" means: (1) remaining present outside the person's school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or (2) placing an electronic tracking device on the person or the person's property.
8. "Reasonable person" means a person in the victim's situation.
9. "Transmits a threat" means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

Consent

A freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the respondent shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. (720 ILCS 5/11.1.70)

At the College of Lake County, the following definitions are used:

Dating Violence

Violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on the consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to: sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

For the purpose of complying with the requirements of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Examples of behaviors that may constitute dating violence include the following:

- Taking away a person's cell phone during an argument so the person cannot call a friend or the police for help
- Threatening to self-harm if another does not do what is said
- Threatening to physically assault someone the individual is dating if the person does not do what is said

Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any

other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

For the purpose of complying with the requirement of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Examples of behaviors that may constitute domestic violence include the following:

- Hitting, punching, pinching, slapping or choking someone with whom the person is intimately involved
- Violating a protective order
- Harming a person's animals or children while in an intimate relationship

Sexual Assault

Any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.

Examples of behaviors that constitute sexual assault include the following:

- Having sex with an unconscious or semi-conscious person
- Having sex with someone who is asleep or passed out
- Having sex with someone who has said "no"
- Having sex with someone who is not reciprocating body movement
- Allowing another person to have sex with your partner without his or her consent
- Having someone perform sexual acts as a condition of acceptance into a club, athletic organization or any other organization affiliated with the College of Lake County. This includes: acts of intercourse; penetration of the vagina, anus or mouth with any object; being made to facilitate the abuse of another; assisting with physically assaulting another's private parts; or purchasing or providing alcohol or drugs to another for the purposes of facilitating a sexual assault (includes all forms of sex-based hazing).
- Having sex with someone who is vomiting, unable to stand without assistance or has had to be carried to bed by a partner
- Telling someone you will "out" them if they don't engage in sex (disclose their sexual orientation without their consent)
- Telling someone you will fail them or give them a grade different from what they deserve if they don't agree to have some form of sexual contact

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

Consent

Knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not

imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is underage; or 4) the person is incapacitated due to a mental disability. This definition will be used during any Title IX investigation.

Education and Prevention Programs

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students, participating in and presenting information and materials during new employee orientation, and the distribution of information and engagement in educational activities for employees and students that is ongoing.

The college offered the following primary prevention and awareness program for incoming students in 2022:

Name of Program	Date Held	Location	Behavior Targeted
New Student orientation "Not Anymore"	Ongoing (online)	All campuses	Domestic Violence, Dating Violence, Sexual Assault, Stalking
SaVE Act	Ongoing (online)	All campuses	Domestic Violence, Dating Violence, Sexual Assault, Stalking

All students are encouraged to continue completing educational safety programs through the college's online education program, Safe Schools. Some classes require certain topics be completed.

The college offered the following primary prevention and awareness program for new employees in 2022:

Name of Program	Date Held	Location	Behavior Targeted
Sexual Harassment	Ongoing (online) during orientation	Grayslake campus	Domestic Violence, Dating Violence, Sexual Assault, Stalking
Title IX	Ongoing (online) during orientation	Grayslake campus	Domestic Violence, Dating Violence, Sexual Assault, Stalking
SaVE Act	Ongoing (online) during orientation	Grayslake campus	Domestic Violence, Dating Violence, Sexual Assault, Stalking
Bystander Intervention	Ongoing (online) during orientation	Grayslake campus	Domestic Violence, Dating Violence, Sexual Assault, Stalking

All college employees are required to successfully complete online Title IX and Sexual Harassment training each year. Other courses are provided on the school's education program, Safe Schools, which employees are encouraged to complete.

The college offered the following ongoing awareness and prevention programs for employees in 2022:

Name of Program	Date Held	Location	Behavior Targeted
SaVE Committee	March 2022 through November 2022: 7 meetings	Grayslake campus	Domestic Violence, Dating Violence, Sexual Assault, Stalking

Name of Program	Date Held	Location	Behavior Targeted
Clery Compliance	CSA training is conducted year-round	Grayslake campus	Campus Security Authorities, Domestic Violence, Dating Violence, Sexual Assault, Stalking

CLC SaVE Committee

In 2014, the College established the CLC Campus SaVE Committee. The committee consists of members from Student Affairs, Human Resources, CLCPD (the Clery Compliance Officer), Athletics, the Title IX and Compliance Coordinator, select faculty, staff and students, as well as representatives from Zacharias Sexual Abuse Center, A Safe Place and the Lake County State’s Attorney. The committee meets quarterly and is responsible for developing, reviewing and revising protocols and procedures for addressing violence against women on campus.

Procedures Victims Should Follow if a Crime of Sexual Assault or Other Sexual Violence, Dating Violence, Domestic Violence or Stalking Occurs

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their right to file a criminal complaint, as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus, as well as additional remedies to prevent contact between a complainant and a respondent, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the CLCPD or local law enforcement.

Students and employees should contact:

- Title IX and Compliance Coordinator, Kristin Jones
19351 West Washington Street, Grayslake, Illinois 60030-1198
Office B242c, (847) 543-2464 or kjones24@clcillinois.edu
- Deputy Title IX Coordinator of Students, (VACANT)
19351 West Washington Street, Grayslake, Illinois 60030-1198
- Deputy Title IX Coordinator for Employees, Katie Sweeney (Human Resources)
19351 West Washington Street, Grayslake, Illinois 60031-1198
Office T103, (847) 543-2217, ksweeney3@clcillinois.edu

The Title IX and Compliance Coordinator and the Deputy Title IX and Compliance Coordinator for Students work closely with Human Resources, which is the primary office that investigates and resolves complaints of sex-based discrimination where an employee is the respondent.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at the closest hospital/health facility or via Zacharias Sexual Abuse Center by dialing their 24-hour hotline (847) 244-1187 (the center will also send an advocate to the hospital). Victims of domestic violence should also consider contacting A Safe Place Hotline at (847) 249-4450. The CLCPD has a helpful brochure that includes more information on offices, agencies and services for sexual assault survivors at the college, which can be located at <http://dept.clcillinois.edu/sec/SexualAssaultBrochure.pdf>.

In Illinois, evidence may be collected by trained SANE nurses (Sexual Assault Nurse Examiners), even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted, if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to preserve other evidence by saving text messages, instant messages, social networking pages or other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college hearing boards/investigators/decision-makers or police. Contact information for local police departments is provided below:

Local Police Department	Address	Phone Number
Grayslake Police Department	10 S. Seymour Ave. Grayslake, IL 60030	(847) 223-2341
Waukegan Police Department	420 Robert V. Sabonjian Pl Waukegan, IL 60085	(847) 360-9000
Vernon Hills Police Department	754 Lakeview Parkway Vernon Hills, IL 60061	(847) 362-4449
Lake County Sheriff's Office	25 S. Martin Luther King Jr. Dr. Waukegan, IL 60085	(847) 377-4000

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement (on campus or off campus), it is the victim's choice whether or not to make such a report. Victims have the right to decline involvement with the police. If the incident occurred off campus, the CLC Police or the Title IX and Compliance Coordinator will assist any victim with notifying local police if they so desire. If the incident occurred off of CLC property, local police may or may not share the report with the college; hence, if a victim wants CLC to be aware of the assault or act of domestic violence, dating violence or stalking, he or she should also notify CLC Police and/or the Title IX and Compliance Coordinator.

If you have been the victim of domestic violence, dating violence, sexual assault or stalking, you should report the incident promptly to the Title IX and Compliance Coordinator, Kristin Jones, by calling (847) 543-2464, by e-mail at kjones24@clcillinois.edu or coming into the office located at the Grayslake Campus in room B242c to report in person and to the CLCPD in E166 (if the victim so desires). The college will provide resources on campus, off campus or both, that include medical and health care to persons who have been victims of sexual assault, domestic violence, dating violence or stalking, and will apply appropriate disciplinary procedures to those who violate college policies. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, and disciplinary proceedings or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with CLC Police or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date and decides to report the incident to law enforcement or the College. This would assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Is Reported

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the college, below are the procedures that the college will follow, as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report.

Incident Being Reported	Procedure College of Lake County Will Follow	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), the college will provide the complainant with access to medical care. (Officers cannot transport victims, but can call an ambulance, if requested or needed.) 2. The college will assess the immediate safety needs of the complainant. 3. The college will assist the complainant with contacting the local police, if the complainant requests, AND the complainant will be provided with contact information for the local police department. 4. The college will provide the complainant with referrals to on and off campus providers. 5. The college will assess the need to implement interim or long-term protective measures, such as a change in class schedule, and/or a "No Contact" directive between both parties. 6. The college will provide a "No Trespass" directive to the respondent if deemed appropriate. 7. The college will provide written instructions on how to apply for a Protective Order. 8. The college will provide a copy of the appropriate policy to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 9. The college will inform the complainant of the outcome of the investigation, whether or not the 	Preponderance of the evidence, which means for a finding of responsibility that it is more likely than not that the misconduct occurred.

Incident Being Reported	Procedure College of Lake County Will Follow	Evidentiary Standard
	<p>respondent will be administratively charged, and what the outcome of the hearing/decision-making process is.</p> <p>10. The college will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>	
Stalking	<ol style="list-style-type: none"> 1. The college will assess the immediate safety needs of the complainant. 2. The college will assist the complainant with contacting the local police, if complainant requests, AND the complainant will be provided with contact information for the local police department. 3. The college will provide written instructions on how to apply for a Protective Order. 4. The college will provide written information to the complainant on how to preserve evidence. 5. The college will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. The college will provide a “No Trespass” directive to the respondent, if deemed appropriate. 7. The college will provide on and off campus resource information. 	Preponderance of the evidence.
Dating Violence	<ol style="list-style-type: none"> 1. The college will assess the immediate safety needs of the complainant. 2. The college will assist the complainant with contacting the local police, if complainant requests, AND the complainant will be provided with contact information for the local police department. 3. The college will provide written instructions on how to apply for a Protective Order. 	Preponderance of the evidence.

Incident Being Reported	Procedure College of Lake County Will Follow	Evidentiary Standard
	<ol style="list-style-type: none"> 4. The college will provide written information to the complainant on how to preserve evidence. 5. The college will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. The college will provide a “No Trespass” directive to the respondent, if deemed appropriate. 7. The college will provide on and off campus resource information. 	
Domestic Violence	<ol style="list-style-type: none"> 1. The college will assess the immediate safety needs of the complainant. 2. The college will assist the complainant with contacting the local police, if the complainant requests, AND the complainant will be provided with contact information for the local police department. 3. The college will provide written instructions on how to apply for a Protective Order. 4. The college will provide written information to the complainant on how to preserve evidence. 5. The college will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. The college will provide a “No Trespass” directive to the respondent, if deemed appropriate. 7. The college will provide on and off campus resource information. 	Preponderance of the evidence.

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- A statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action.

Rights of Victims and the Institution’s Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders or Similar Lawful Orders Issued by a Criminal, Civil or Tribal Court or by the Institution

Order of Protection

The college complies with Illinois State Law in recognizing orders of protection and any person who obtains an order of protection from Illinois or any other U.S. state should provide a copy to the CLCPD and the Office of the Title IX and Compliance Coordinator. A complainant may then meet with campus police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, police escorts, special parking arrangements, providing a temporary cell phone, changing classroom location or allowing a student to complete assignments from home, or other measures as determined appropriate by the college.

The college cannot apply for a legal order of protection for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. An order of protection for domestic violence is a court order which restricts an abuser and is currently only available to family or household members.

A Domestic Violence Order of Protection, Civil No Contact Order or Stalking No Contact Order is issued to stop abusers from harming or stalking victims. For assistance in obtaining any one of these orders of protection, please contact **A Safe Place at 847-360-6471**. If there is a pending criminal case, please remain in contact with the State’s Attorney’s Office Victim Assistance Coordinator (847-377-3000) to ensure the status of the criminal case and to make notifications or changes in your contact information, residence, place of employment, etc.

The victim is required to apply directly for these services at the appropriate court venue of jurisdiction. Protection from abuse orders may be available through the Lake County State’s Attorney Office.

Type of Order	Who Can File For One	Court	Based On
Domestic Violence Civil Protection Order – up to 5 years; can be renewed	Family or household members, including: <ul style="list-style-type: none"> • Spouses, former spouses • Parent, child, foster parent • People who have kids together 	Domestic Relations Court – where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)

Type of Order	Who Can File For One	Court	Based On
	<ul style="list-style-type: none"> Intimate partners who lived together in the last 5 years Same sex couples are eligible 		
Stalking Protection Order – up to 5 years; can be renewed	Any person who is a victim of stalking; no relationship with stalker is required	Common Pleas Court – where victim lives (if family or household member, can be filed as Domestic Violence Civil Protection Order)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm
Sexually Oriented Offense Protection Order – up to 5 years; can be renewed	Any person who was a victim of a sexually oriented offense (see ORC 2950.01); no relationship with offender is required; case does not have to be criminally prosecuted	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
Juvenile Protection Order – until abuser reaches age 19	Victim of abuse by a person who is under age 18, or the victim’s parent or other household member, or other parties the Court approves	Juvenile Court – where victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

The Illinois Crime Victims Compensation Act

In Illinois, a victim of domestic violence, dating violence, sexual assault or stalking may be provided up to \$27,000 in financial assistance for certain out-of-pocket expenses resulting from the crime.

Who can apply for compensation as the result of a sexual assault:

- The victim. The actual victim of sexual assault can apply for any compensable expense, such as medical/hospital expenses, counseling or loss of earnings.
- The spouse and parents of a sexual assault victim. The spouse and parents of a sexual assault victim can apply for any compensable expense, such as their own counseling or loss of earnings incurred while caring for a sexual assault victim.
- The victim’s minor siblings or children. If the victim has minor siblings or minor children (under the age of 18), these individuals can apply for their own counseling expenses.

What a sexual assault victim must do to be eligible for compensation under the Act: Notify law enforcement within seven (7) days of the incident. If you go to a hospital and have a sexual assault evidence collection kit performed or if you obtain an Order of Protection or a Civil No Contact Order, this is considered notification.

File the application within two (2) years of the date of the crime or within one (1) year of the filing of a criminal charge, whichever is later. The victim and claimant must cooperate with law enforcement officials in the apprehension and criminal prosecution of the offender. Having a sexual assault evidence collection kit performed at a hospital and submitted to the police as evidence is considered cooperation. The victim must not have contributed to his/her injury by: engaging in a wrongful act; being the offender or accomplice of the offender; or substantially provoking the incident. An individual is not eligible to be paid compensation until the victim is released from probation, parole, mandatory supervised release for a felony or from a correctional institution. However, the claim must still be filed within two (2) years of the date of the crime or one (1) year of the criminal charge.

Because child victims of sexual assault sometimes do not tell anyone about an assault until years after the incident occurred, for juvenile victims under the age of 18, the "crime date" is the date the incident is reported to a parent, teacher or other responsible party.

Criminal Prosecution

If an arrest was not made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number, to your local State's Attorney. It may be helpful to contact a local domestic violence program so they can help you through the system.

College of Lake County Issued No Contact Order and Other Options

The college may issue an institutional no contact order, if deemed appropriate or at the request of the victim or respondent. Upon the victim's request and to the extent of the victim's cooperation and consent, the Student Development Office will work cooperatively to assist the victim with their health and physical safety and to ensure that their work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for a different section, etc. Possible changes to working situations may include changing working hours. Possible changes in transportation may include having the victim or perpetrator park in a different location, assisting the victim/perpetrator with a safety escort, etc. To the extent possible, CLC will provide assistance with and/or information about obtaining resources and services, such as counseling, health services, visa and immigration assistance and assistance in notifying appropriate law enforcement.

Confidentiality

Victims may request any directory information on file be removed from public sources by contacting Human Resources, his/her Dean or the Title IX and Compliance Coordinator. Regardless of whether a victim has opted out of allowing the College to share "directory information," personal information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know (i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures).

Additionally, personal information about the victim will be treated as confidential and only shared with persons with a specific need-to-know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the Institution will maintain as confidential any

accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the Institution to provide the accommodations or protective measures.

The college does not publish the names of crime victims nor house identifiable information regarding victims in the Police Department’s Daily Crime Log, online or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a RAVE message is issued on the basis of a report of sexual assault, domestic violence, dating violence or stalking, the name of the victim and other personal information about the victim will be withheld.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, College of Lake County will provide notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will provide the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim’s request, and to the extent of the victim’s cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the victim park in a different location, assisting the victim with a safety escort, etc.

For protective measures, a victim should contact the College of Lake County Police Department. If the victim wishes to request changes to academic, transportation and/or working situations or to receive assistance in requesting these accommodations, students should contact Student Affairs Office and employees should contact the college’s Title IX and Compliance Coordinator, Kristin Jones, 19351 W. Washington Street, Grayslake, Illinois 60030-1198, Room B242c, (847) 543-2464 or kjones24@clcollinois.edu.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

On Campus

Resource	Address/Location on Campus	Phone Number
CLC Counseling & Psychological Services (CAPS)	Grayslake Campus: A151	(847) 543-2032
CLC Student Health & Wellness Services	Grayslake Campus: C176	(847) 543-2064

Resource	Address/Location on Campus	Phone Number
CLC Police	Grayslake Campus: E166	(847) 543-2081
	Lakeshore Campus: 128 Madison St., Waukegan	(847) 543-2195
	Southlake Campus: V132, Vernon Hills	(847) 543-6532
Office of the Title IX and Compliance Coordinator	Grayslake Campus: B242c	(847) 543-2464
CLC Women's Student Outreach & Programs Coordinator	Grayslake Campus: B105c	
Community Resource Advisor	Grayslake Campus: B118e	(847) 543-2340
CLC Student Development	Grayslake Campus: A213	(847) 543-2048
CLC LGBTQ+ Student Outreach & Programs	Grayslake Campus: B105b	(847) 543-2779
LatinX Success Center	Grayslake Campus: B132	(847) 543-2752
CLC Employee Assistance Program		(800) 523-5668
Office of Financial Aid	Grayslake Campus: B114	(847) 543-2062

Off Campus

Resource	Address/Location	Phone/Website/Email
Grayslake Police Department	10 S. Seymour Ave. Grayslake, IL 60030	(847) 223-2341
Waukegan Police Department	420 Robert V. Sabonjian Pl. Waukegan, IL 60085	(847) 360-9000
Vernon Hills Police Department	754 Lakeview Pkwy. Vernon Hills, IL 60061	(847) 362-4449
Lake County Sheriff's Office	25 N. Martin Luther King Jr. Dr. Waukegan, IL 60085	(847) 377-4000
Lake County Health Department	3010 Grand Ave. Waukegan, IL	(847) 377-8000
A Safe Place Hotline (Domestic Violence)	2710 17 th St., Suite 100 Zion, IL 60099	Crisis line: (847) 249-4450 Information: (847) 731-7165
Victim's Assistance Unit, Lake County State's Attorney (Assistance with Orders of Protection, No Stalking and No Contact Orders)	301 Washington St., 5 th Floor Room D-100 Waukegan, IL 60085	(847) 360-6471 www.lakecountyil.gov/DocumentCenter/Home/View/2431

Resource	Address/Location	Phone/Website/Email
Advocate Condell Hospital (Hospital offering forensic evidence collection and mental health evaluation)	801 S. Milwaukee Ave. Libertyville, IL 60048	(847) 362-2000
Zacharias Sexual Abuse Center (Counseling and Advocacy Services for Victims of Sexual Abuse)	4275 Old Grand Ave. Gurnee, IL 60031	Crisis Hotline (847) 872-7799 Information (847) 244-1187 www.zcenter.org info@zcenter.org
Catholic Charities (Visa & Immigration Assistance)	671 S. Lewis Waukegan, IL 60085	(847) 782-4000
Illinois Domestic Violence Hotline		(877) 863-6338
RAINN National Sexual Assault Hotline		(800) 656-4673 www.rainn.org

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence or stalking, include:

- Department of Justice: <https://www.justice.gov/ovw/sexual-assault>
- Department of Education: <http://www2.ed.gov/about/offices/list/ocr/index.html>

Investigation of Violations

Reports of all sexual assault, domestic violence, dating violence and stalking made to CLC Police will automatically be reported to the Title IX and Compliance Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

The college disciplinary process is consistent with the Institution’s policies and will include a prompt, fair and impartial initial investigation and final resolution process transparent to the complainant and the respondent, and consistent with the college’s policies (<http://dept.clcillinois.edu/ssd/TitleIXProcedures.pdf>)

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX and Compliance Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the Preventing Sexual Violence in Higher Education Act; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College’s education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX and Compliance Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf. The College as it deems appropriate may extend the time provided in this Grievance Process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. Any extension or postponement will be provided on an equal basis to both parties.

1. Notice of Allegations - Within 14 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties of the following:

- a. This Grievance Process, including the informal resolution process, where applicable.
 - b. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the Preventing Sexual Violence in Higher Education Act, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - c. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
 - d. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - e. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
 - f. The CLC Students Rights and Responsibilities (SRRP) provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process. If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX and Compliance Coordinator will provide subsequent written notice of the additional allegations to all known parties.
2. Informal Resolution - At any time after receiving the initial notice of allegations, and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.
 3. Consolidation of Formal Complaints - The Title IX and Compliance Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.
 4. Dismissal of Formal Complaints - If, during the course of an investigation or following an investigation into a formal complaint, the Title IX and Compliance Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States, then the Title IX and Compliance Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other College policies and procedures. The Title IX and Compliance Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX and Compliance Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the

College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Upon dismissal—either of a complaint altogether, or of a complaint for purposes of Title IX—the Title IX and Compliance Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Process does not preclude action under other College policies and procedures.

5. Investigation of Formal Complaint - The Title IX and Compliance Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator(s) will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses. Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing. A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation. When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator(s) will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least five (5) business days prior to the interview or meeting. At the conclusion of the investigation and prior to the Investigators' completion of his/her investigative report, the Investigator(s) will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, in electronic format. The parties will have 10 business days to submit a written response to the evidence, which the Investigator(s) will consider prior to completion of his/her investigative report. After receiving and reviewing the parties' written responses, if any, the Investigator(s) will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX and Compliance Coordinator. Upon receipt of the Investigators' Report, the Title IX and Compliance Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX and Compliance Coordinator will: (1) Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and (2) Send to each party (and the party's advisor, if any) the investigative report (in electronic format or hard copy) for their review and written response.
6. Hearings - A hearing will be conducted by a Hearing Officer or panel of Hearing Officers appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer(s) poses a conflict of interest. A party wishing to request a substitution must contact the Title IX and Compliance Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request. At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer(s) and parties to simultaneously see and hearing the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX and Compliance Coordinator to request such an

arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other. At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally. If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. Any party seeking to engage the services of a College-appointed advisor must notify the Title IX and Compliance Coordinator at least three (3) business days in advance of the hearing that they will be availing the services of the College-appointed advisor. Only relevant questions, as determined by the Hearing Officer(s), may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where: (1) the questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or (2) the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX and Compliance Coordinator will make available to the parties for inspection and review upon request.

7. Determination Regarding Responsibility - Within 14 business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:
 - a. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the SRRP or other conduct standards to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
 - f. The procedures and permissible bases for the complainant and respondent to appeal.
8. Appeals - Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Vice President of Student Development (for appeals of cases involving a student as the Respondent) or the Executive Director of Human Resources (for appeals of cases involving an employee as the Respondent), hereinafter

referred to as “Appellate Officer” or designee. An appeal must be based on one or more of the following grounds:

- a. A procedural irregularity occurred;
- b. New evidence or information exists that could affect the outcome of the matter;
- c. The Title IX and Compliance Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
- d. The sanction is disproportionate with the violation.
- e. A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX and Compliance Coordinator within seven (7) business days of the party’s receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal. Within 14 business days of the Title IX and Compliance Coordinator’s receipt of an appeal request, the Title IX and Compliance Coordinator will forward the appeal request to the Appellate Officer or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Appellate Officer will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination of responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Appellate Officer or designee has concluded his/her review of the appeal, the Appellate Officer or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Appellate Officer or designee’s decision is final.

Possible Sanctions

If the respondent is an employee, the Title IX and Compliance Coordinator will confer with the Executive Director of Human Resources and decide on the appropriate sanction. After determining the sanction, the Coordinator will issue the finding, the reason for the finding and the associated sanctions in writing and send simultaneously to the complainant and the respondent. Human Resources will impose the sanctions as identified by the Coordinator, which could include options ranging from education or training to termination of employment.

If the respondent is a student, the Title IX and Compliance Coordinator will confer with the Deputy Title IX Coordinator and decide on the appropriate sanction. After determining the sanction, the Title IX and Compliance Coordinator will issue the finding, the reason for the finding and the associated sanctions in writing and send simultaneously to the complainant and the respondent. The Title IX and Compliance Coordinator will impose the sanctions as identified by the meeting, which could include options ranging from education or training, to suspension or expulsion from the College of Lake County.

The outcome/finding, the rationalization for the finding and the sanctions imposed, if any, shall be conveyed to the complainant and the respondent simultaneously and in writing as noted above via the College of Lake County email system and will be delivered via U.S. mail at the same time.

Both individuals will be informed in writing simultaneously of any change to the results that occur prior to the time that such results become final and when such results become final. The complainant will be notified of any sanctions/outcomes that are specific to the complainant (e.g., the respondent has interim suspension and is ordered by the institution to have no contact with the complainant, etc.).

Confidentiality

Only State of Illinois licensed counselors or health care providers (acting in that capacity) are designated confidential resources. Students and employees who do not wish to disclose to the college a complaint of sexual misconduct should utilize health and counseling services either on campus or in the community where their confidentiality may be protected.

If the complainant reports to the college and requests confidentiality or asks that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his/her name or other identifiable information not be disclosed to the respondent, the College's ability to respond may be limited. If the complainant continues to ask that his or her name not be revealed, the College will take all reasonable steps to investigate and respond to the complaint consistent with the party's request, as long as doing so does not prevent the College from responding effectively to the sexual assault, domestic violence, dating violence or stalking and preventing the same to other parties. At the same time, the College will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all persons. It is a violation of college policy to retaliate against an individual bringing a complaint or providing information for an investigation, though the College will swiftly respond to any complaint of retaliation separate and apart from the allegation of sexual assault, domestic violence, dating violence or stalking.

Education records are maintained in accordance to Family Educational Rights and Privacy Act of 1974 (FERPA). All documentation related to a student's complaint, investigation and resolution is protected by FERPA and not available to the public. Non-identifying information may be shared with the Chief of Police in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A complainant's name will never be published, nor does the college post identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. To request removal of directory information, employees should contact Human Resources and students should contact the Admissions Department. The college may share information about the respondent, if the respondent is found responsible, with other colleges.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the sexual harassment policy occurred will lead to the initiation of disciplinary procedures against the respondent. College sanctions, including a verbal warning, reprimand, restitution for damages, behavioral contracts, employment termination, suspension or expulsion, may be imposed upon those determined to have violated this policy. The College may implement protective measures following the report of sexual assault, domestic violence, dating violence, or stalking which may include some or all of the following actions: interim suspension of the respondent; a "No Trespass" directive from the Institution; and/or a "No Contact" directive from the Dean or CLC Police. For students, sexual assault, domestic violence, dating violence and stalking are violations of the SRRP. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX and Compliance Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a college order of no contact; adjustment of course schedules; a leave of absence; or reassignment to a different supervisor or

position. These remedies may be applied to one, both or multiple parties involved. Violations of the Title IX and Compliance Coordinator's directives and/or protective measures will constitute violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the College.

The College of Lake County will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report or the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student.

In Illinois, this information is found at: <http://www.isp.state.il.us/sor/>.

HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up or do something about it."³ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

Below is a list of some ways to be an active bystander.⁴ If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on or try to kiss or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling or with legal assistance.

³ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

⁴ Bystander intervention strategies adapted from Stanford College's Office of Sexual Assault & Relationship Abuse.

RISK REDUCTION

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse & Incest National Network, www.rainn.org):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 from a cell phone or 5555 from any campus phone).
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting headphones/ear buds in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you've left your drink alone, get a new one.
11. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. Watch out for your friends and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors or nurses so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

- e. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
15. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

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2022 CRIME STATISTICS BY CAMPUS

College of Lake County Police Department

Crimes at Grayslake Campus (Grayslake, IL)

College of Lake County Police Department					College of Lake County Police Department				
Crimes at Grayslake Campus (Grayslake, IL)					Crimes at Grayslake Campus (Grayslake, IL)				
Offense Type	Year	On-Campus	Non-Campus	Public Property	Offense Type	Year	On-Campus	Non-Campus	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0	0	Liquor Law Arrests	2020	0	0	0
	2021	0	0	0		2021	0	0	0
	2022	0	0	1		2022	0	0	0
Negligent Manslaughter	2020	0	0	0	Drug Law Arrests	2020	1	0	0
	2021	0	0	0		2021	0	0	0
	2022	0	0	0		2022	0	0	0
Rape	2020	0	0	0	Weapons Violation Arrests	2020	2	0	0
	2021	0	0	0		2021	0	0	0
	2022	0	0	0		2022	0	0	0
Fondling	2020	0	0	0	Liquor Law Referrals	2020	0	0	0
	2021	0	0	0		2021	0	0	0
	2022	0	0	0		2022	0	0	0
Incest	2020	0	0	0	Drug Law Referrals	2020	0	0	0
	2021	0	0	0		2021	0	0	0
	2022	0	0	0		2022	0	0	0
Statutory Rape	2020	0	0	0	Weapons Violation Referrals	2020	1	0	0
	2021	0	0	0		2021	0	0	0
	2022	0	0	0		2022	0	0	0
Robbery	2020	0	0	0	CLC does not have any on campus or non-campus residential facilities.				
	2021	0	0	0					
	2022	0	0	0					
Aggravated Assault	2020	0	0	0					
	2021	0	0	0					
	2022	0	0	0					
Domestic Violence	2020	0	0	0					
	2021	0	0	0					
	2022	0	0	0					
Dating Violence	2020	0	0	0					
	2021	0	0	0					
	2022	0	0	0					
Stalking	2020	0	0	0					
	2021	0	0	0					
	2022	1	0	0					
Burglary	2020	0	0	0					
	2021	0	0	0					
	2022	1	0	0					
Motor Vehicle Theft	2020	1	0	0					
	2021	0	0	0					
	2022	0	0	0					
Arson	2020	0	0	0					
	2021	0	0	0					
	2022	0	0	0					

College of Lake County Police Department

Hate Crimes at Grayslake Campus (Grayslake, IL)

College of Lake County Police Department
Hate Crimes at Grayslake Campus (Grayslake, IL)

Category of Prejudice	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20
Offense Year	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Unfounded Reports at Grayslake

2020	2
2021	0
2022	2

College of Lake County Police Department

Crimes at Lakeshore Campus (Waukegan, IL)

College of Lake County Police Department				College of Lake County Police Department			
Crimes at Lakeshore Campus (Waukegan, IL)				Crimes at Lakeshore Campus (Waukegan, IL)			
Offense Type	Year	On-Campus	Public Property	Offense Type	Year	On-Campus	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0	Liquor Law Arrests	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Negligent Manslaughter	2020	0	0	Drug Law Arrests	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Rape	2020	0	0	Weapons Violation Arrests	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Fondling	2020	0	0	Liquor Law Referrals	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Incest	2020	0	0	Drug Law Referrals	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Statutory Rape	2020	0	0	Weapons Violation Referrals	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Robbery	2020	0	0				
	2021	0	0				
	2022	0	0				
Aggravated Assault	2020	0	0				
	2021	0	0				
	2022	0	0				
Domestic Violence	2020	0	0				
	2021	0	0				
	2022	0	0				
Dating Violence	2020	0	0				
	2021	0	0				
	2022	0	0				
Stalking	2020	0	0				
	2021	0	0				
	2022	0	0				
Burglary	2020	0	1				
	2021	0	0				
	2022	0	0				
Motor Vehicle Theft	2020	0	0				
	2021	0	0				
	2022	0	0				
Arson	2020	0	0				
	2021	0	0				
	2022	0	0				

CLC does not have any residential facilities associated with this campus.

This campus does not have any non-campus properties associated with it.

College of Lake County Police Department

Hate Crimes at Lakeshore Campus (Waukegan, IL)

College of Lake County Police Department
Hate Crimes at Lakeshore Campus (Waukegan, IL)

Category of Prejudice	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20
Offense Year	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Unfounded Reports at Lakeshore

2020	0
2021	0
2022	0

College of Lake County Police Department

Crimes at Southlake Campus (Vernon Hills, IL)

College of Lake County Police Department

Crimes at Southlake Campus (Vernon Hills, IL)

Offense Type	Year	On-Campus	Public Property	Offense Type	Year	On-Campus	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0	Liquor Law Arrests	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Negligent Manslaughter	2020	0	0	Drug Law Arrests	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Rape	2020	0	0	Weapons Violation Arrests	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Fondling	2020	0	0	Liquor Law Referrals	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Incest	2020	0	0	Drug Law Referrals	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Statutory Rape	2020	0	0	Weapons Violation Referrals	2020	0	0
	2021	0	0		2021	0	0
	2022	0	0		2022	0	0
Robbery	2020	0	0				
	2021	0	0				
	2022	0	0				
Aggravated Assault	2020	0	0				
	2021	0	0				
	2022	0	0				
Domestic Violence	2020	0	0				
	2021	0	0				
	2022	0	0				
Dating Violence	2020	0	0				
	2021	0	0				
	2022	0	0				
Stalking	2020	0	0				
	2021	0	0				
	2022	0	0				
Burglary	2020	0	0				
	2021	0	0				
	2022	0	0				
Motor Vehicle Theft	2020	0	0				
	2021	0	0				
	2022	0	0				
Arson	2020	0	0				
	2021	0	0				
	2022	0	0				

CLC does not have any residential facilities associated with this campus.

This campus does not have any non-campus properties associated with it.

College of Lake County Police Department

Hate Crimes at Southlake Campus (Vernon Hills, IL)

College of Lake County Police Department
Hate Crimes at Southlake Campus (Vernon Hills, IL)

Category of Prejudice	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20
Offense Year	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Unfounded Reports at Southlake

2020	0
2021	0
2022	0

If there are any questions or comments about this report, please contact Officer Jon Paret at jparet2@clcollinois.edu.

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