

Carl Sandburg College 2015 Crime Report



Public Safety

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CAMPUS SECURITY and FIRE SAFETY REPORT

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

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

This document is to serve as written policy for Carl Sandburg College Public Safety, and to familiarize you with the DPS, inform you of Public Safety policies and procedures, describe Public Safety programs and services available, and report the on-campus occurrence of criminal incidents and arrests. Please review this information carefully. Your suggestions and comments are encouraged and should be directed in writing or verbally to the director of Public Safety at 309-341-5325 or kcanfield@sandburg.edu.

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

Crime and You

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

The department will give timely notice to the college community of a known crime on the campuses that poses a serious and continuous threat to the campus community (See the section Notification to Carl Sandburg College about an Immediate Threat, page 19, for information about how Sandburg communicates if there is an immediate threat to the health and safety of the community). You play a critical role in preventing and reducing crime in our college community. The key to crime prevention in the Sandburg community is a continuous, active role taken by you regarding your personal safety and security. You should function responsibly concerning your personal safety, your personal property and college property entrusted to your care. Do not

allow yourself to be found or placed in a situation that leaves you vulnerable to possible bodily harm. Be alert to and aware of your surroundings. Report suspicious people and activity immediately. Secure your car, office and other property, and protect them from possible theft or damage by others.

Reporting Crimes and Incidents

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

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

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

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

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

Reporting Emergencies:

1. When on Sandburg's Galesburg main campus, the quickest way to obtain professional help for an emergency is to telephone the DPS. Call the local police department when at Bushnell and Carthage campuses, and also when at the Galesburg Annex and Adult Learning Center,

Sandburg Mall Galesburg.

2. When calling, stay calm and carefully explain the situation to the emergency operator. Be sure to provide the location of the incident. DO NOT hang up the telephone until instructed to do so.

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

Emergency: **DPS** 309-341-5499 or Emergency call boxes on the Main Campus.

Galesburg Annex Building: 209 E. Main St, Galesburg Illinois 61401

Emergency: Galesburg Police Department: 309-343-9151 or 911

Carthage Branch Campus: 305 Sandburg Drive, Carthage Illinois 62321

Carthage Charger Center: 1160 Buchanan, Carthage Illinois 62321

Emergency: Hancock County Sheriff's Department 217-357-2115 or 911

Bushnell Extension Center: 380 E. Main St Bushnell Illinois 61422

Emergency: Bushnell Police Department 309-772-9524 or 911

Supporting Law Enforcement Agencies:

Galesburg Campus:

Galesburg Police Department – 309-343-9151

Carthage Campus:

Carthage Police Department – 217-357-2245

Hancock County Sheriff's Department – 217-357-2115

Bushnell Campus:

Bushnell Police Department – 309-772-9524

McDonough County Sheriff's Department – 309-833-2323

Accurate and Prompt Crime Reporting

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

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

are forwarded to the vice president of Student Services for review for potential judicial action.

Voluntary Confidential Reporting:

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

Pastoral and Professional Counselors (Crime Reporting)

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

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

Annual Campus Crime Report Preparation

Compilation and distribution of the report is mandated for all institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965. Specifically, the law requires institutions to disclose information about campus security policies and procedures and to provide statistics concerning the occurrence of certain criminal offenses by designated categories. The report must also include statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education, vehicle(s) for reporting, and procedures for handling reports of sexual assault. Each year, an email and/or flier notification is made to all enrolled students and faculty/staff that provides the web site (www.sandburg.edu/life/clery-crime-reports) to access this report, as well as the following notice. Copies of the report may also be obtained at the DPS on the Galesburg Campus, room D201, or by contacting the DPS at 309-341-5304, or writing the director of Public Safety, 2400 Tom L. Wilson Blvd, Galesburg, Illinois 61401. All prospective employees and

students may obtain a copy by following the above procedures, as indicated on the respective employment/enrollment applications.

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

- The crime statistics gathered are from official reports filed with the DPS and local law enforcement agencies with jurisdiction on each campus.
- Crime statistics are also gathered from the campus security authorities, which may or may not have been reported directly to the DPS.
- Statistics gathered from local law enforcement agencies and campus security authorities are reviewed and compared to DPS reports to avoid double counting.
- Crimes are classified using the Federal Bureau of Investigation’s Uniformed Crime Reporting (UCR) Handbook standards and definitions (with the exception of NIBRS definitions being used for Sex Offenses as required by the Clery Act). (Starting on page 36)
- Incidents will be investigated to the fullest extent possible, to include requesting support from local law enforcement to: substantiate the allegations, pursue prosecution or referral for disciplinary action, if justified, and/or determine the allegations to be unfounded in accordance with the FBI UCR Handbook standards. Unfounded crimes are not counted in the crime statistics.
- For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Daily Open/Crime Log

The DPS maintains a daily log, which depicts all crimes reported to the department, except when disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. Information may be temporarily withheld if there is a clear and convincing evidence that release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. Information will be disclosed once the adverse effect is no longer likely to occur. Standard notation on the log includes the nature, date occurred, time occurred, date reported and general location of each crime, and the disposition of the complaint, if known. Logs are available for review at the DPS during normal business hours (8:00 a.m. to 5:00 p.m.), Monday through Friday, excluding college-recognized holidays.

Access to and Security of Facilities

Sandburg’s facilities exist to support the institution’s principal functions of higher education and community service. In addition to classrooms, laboratories and offices, the college has food

service, recreation and athletics, art center, administrative support, maintenance and utility facilities. Currently, Sandburg does not maintain on-campus residential facilities.

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

Sandburg acts to maintain secure and safe facilities for use by its students, employees, community service participants and visitors through: 1) the work of Public Safety, through its internal key and lock system; 2) alarm systems; 3) the regular work of Sandburg maintenance and custodial personnel; 4) adequate interior and exterior lighting; 5) internal (on foot) and external patrols (vehicular); 6) fostering an awareness among members of the college community about safety and security matters; and 7) timely reporting to the proper authorities of criminal or suspicious activities at all Sandburg campuses.

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

Maintenance of Facilities

The Department of Facilities Services maintains the campus and facilities with a concern for safety and security, and makes repairs and adjustments as quickly as possible when safety and security are affected. DPS officers assist by reporting potential safety and security hazards to the Department of Facilities Services (309-341-5293), making on-the-spot adjustments, or implementing interim safety and security measures where possible. Everyone who comes onto Sandburg's campuses is encouraged to report safety or security hazards to the DPS at 309-341-5304.

Public Safety Authority

The DPS is a combined department with both sworn and non-sworn officers. Currently Sandburg employs two (2) sworn police officer with full police powers to include arrest and duty responsibilities in accordance with Illinois Compiled Statute (ILCS) 50, Act 705. nine (9) non-sworn officers possess arrest authority and duty responsibilities in accordance with ILCS 110, Act 805, as amended, to make "private citizens arrest", unless summons by a commissioned officer in accordance with Illinois Compiled Statues. Under Illinois law, a private citizen may arrest another when he has reasonable grounds to believe that an offense other than an ordinance violation is being committed. Additionally, sworn police officers must meet all requirements of

the Illinois Police Training Act and receive the same basic training as regional, city and county peace officers.

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

Sandburg DPS is a member of the Illinois Law Enforcement Alarm System which is a state-wide Mutual Aid Agreement. Written Memorandum of Understanding for investigation of alleged criminal offenses has been formalized with the City of Galesburg, but the DPS typically conducts the initial investigation of all on-campus criminal offenses unless the DPS has an immediate need for the resources and assistance of the appropriate local law enforcement agency. The Sandburg DPS works closely with the investigative staff of local law enforcement agencies listed above when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

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

Security Awareness and Crime Prevention Programs

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

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

The DPS participates in student, employee and faculty orientations and faculty workshops, as well as first year college student classes, to provide information about the DPS and the services provided. Periodically, the DPS schedules security awareness presentations on campus.

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

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

Crime Prevention Services and Programs

Engravers:

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

Security Escort Services:

The DPS will provide personal escort service on campus to any person who feels threatened or apprehensive. A DPS officer will escort you from one building to another on campus or to your vehicle in a campus parking lot. To obtain an escort, contact the DPS at 309-341-5304, at the Carthage and Bushnell campuses this will be coordinated by the respective personnel. The Sandburg dispatcher will ask for a callback number. This ensures that if an emergency arises, the dispatcher can call you back and advise you how long it may take for the escort to reach you.

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

Crime Prevention and Security Awareness Presentations:

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

Personal Safety:

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

Theft Prevention:

Discusses prevention measures and reporting procedures.

Alcohol/Drug Awareness Briefings/Information:

Covers the causes and effects of the DUI driver and Alcohol Impact Simulation. In 2015, this information was shared during the Campus Safety Awareness Month.

Other means of providing prevention information

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

Public Safety Tips: Various safety and security tips may be distributed periodically in the form of a flier and/or posted on bulletin boards, television screens (electronic signs).

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

Substance Abuse

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

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

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

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

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUGS

The college years are a very special time of life. For many students, it is a time of new freedom and choices. It is a time of new personal discovery and the possibilities for the future are open and endless. Decisions are made daily that profoundly influence a student's future – i.e. whether to go to class, whether to go to work, whether to study or whether to “party”. With each decision, consequences - either positive or negative result.

It is no secret that “recreational drug use and social drinking” is part of the college environment. Students are often faced with peer pressure to experiment with substances – street drugs, non-prescribed pharmaceuticals, newly emerging synthetic substances and/or alcohol. Some students seem to participate in such activities with little to no apparent consequence. But this is deceptive. The physical and psychological effects of alcohol and drug use/abuse are many and varied. The effects are unpredictable and vary from person to person. Whether a person decides to use alcohol or drugs is a personal decision. But sadly, alcoholism and drug dependence, are not simply a matter of choice. For some, that can lead to full blown addiction, legal problems, illness, disability or even death. For those with a family history of alcoholism or addiction, chances of developing a problem increase dramatically.

The following list of potential health risks, although not exhaustive, are given in order to assist students in making informed decisions about their bodies and health. Health consequences may be immediate or delayed, short-term or long-term. Alcohol and drugs, by design, produce physical and/or psychological change(s) and can interfere with the brain's ability to take in, sort, and synthesize information. Simply stated, alcohol and drugs are toxins and therefore toxic to the human body.

Potential Risks:

Academic Risks

- Poor academic performance
- Unwanted pregnancy
- Impact on future career prospects
- Memory loss
- Impaired judgment
- Poor hand and eye coordination
- Poor concentration

Mental Health Risks

- May exacerbate pre-existing conditions
- Psychological dependence
- Increased risk of suicide
- May cause
 - Depression
 - Paranoia
 - Anxiety

- Anger

Physical Risks

- Physical dependence and/or drug tolerance
- Violent behavior and aggressive acts
- Headaches
- Nausea and/or vomiting
- Muscle weakness
- Liver, lung, and kidney problems
- Brain damage
- Hallucinations, tremors, and convulsions
- Hyperactivity or sluggish behavior
- High blood pressure
- Seizures
- Strokes
- Heart attacks, cardiac arrest and/or respiratory arrest
- Sleep Disturbances
- Unwanted sexual activity (i.e. date rape)
- Sexually transmitted diseases, including HIV/AIDS
- Painful withdrawal symptoms (tremors, panic attacks, chills, sweating, muscle cramps, etc.).

Personal/Social Risks

- Financial difficulties
- Domestic violence
- Deterioration of the family structure
- Motor vehicle accident injuries
- Inability to secure employment due to failed drug tests
- Reduced job performance or loss of employment

Helpful Informational Resources:

Health effects - <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>

Emerging trends with great health risk - <http://www.drugabuse.gov/drugs-abuse/emerging-trends>

Understanding use vs. addiction

http://www.helpguide.org/mental/drug_substance_abuse_addiction_signs_effects_treatment.htm

Information summarized from the following sources:

<http://www.american.edu/ocl/studentguide/upload/health-risks-associated-with-alcohol-and-drugs.pdf>

PREVENTING ALCOHOL AND DRUG ABUSE

Understanding why people use alcohol and drugs can help prevent abuse. Knowing the underlying reasons for use and the payoff involved can help people start to explore alternative ways to get their needs met. Many people are unaware of why they use. Seeking the help of a professional is sometimes needed. Counselors, advisors, pastors, teachers, etc, can help people understand the payoff of substance use and assist in the exploration of alternative methods to get the same pay off. Although substance use is never encouraged, it should be noted that not all people who use substances will develop a problem.

Young people are most vulnerable to alcohol and drug abuse during times of transition. College is a huge transitional period when young people are confronted with many new emotional and social challenges. When asked why they use, young people most commonly respond that they want to change the way they feel, or to “get high.”

Other possible reasons include:

- Escape school and family pressures
- Low self-esteem
- Acceptance by peers
- Difficulty adjusting to change
- To feel adult-like or sophisticated
- Curiosity
- Perception of low risk associated with alcohol and drug use
- Availability of alcohol or drugs
- Self-medicating a mental health disorder such as anxiety, bipolar disorder, depression or ADHD
- Role modeled behavior by family members, friends, and/or public figures or entertainers
- Boredom
- Stress Relief
- Rationalization that prescription medication is approved by a doctor
- Unintentional dependence due to medication prescribed for an injury
- Attempts to cover painful past memories

What can you do to protect yourself and reduce the risk of alcohol and drug problems?

The National Council on Alcoholism and Drug Dependence, Inc. cite the following 10 tips:

1. **Don't Be Afraid to Say No:** Sometimes, our fear of negative reaction from our friends, or others we don't even know, keeps us from doing what we know is right. Real simple, it may seem like “everyone is doing it,” but they are not. Don't let someone else make your decisions for you. If someone is pressuring you to do something that's not right for you, you have the right to say no, the right not to give a reason why, and the right to just walk away.
2. **Connect with Your Friends and Avoid Negative Peer Pressure:** Pay attention to who you are hanging out with. If you are hanging out with a group in which the majority of kids are drinking alcohol or using drugs to get high, you may want to think about making

some new friends. You may be headed toward an alcohol and drug problem if you continue to hang around others who routinely drink alcohol, smoke marijuana, abuse prescription drugs or use illegal drugs. **You don't have to go along to get along.**

3. **Make Connections with Your Parents or Other Adults:** As you grow up, having people you can rely on, people you can talk to about life, life's challenges and your decisions about alcohol and drugs is very important. The opportunity to benefit from someone else's life experiences can help put things in perspective and can be invaluable.
4. **Enjoy Life and Do What You Love - Don't Add Alcohol and Drugs:** Learn how to enjoy life and the people in your life, without adding alcohol or drugs. Alcohol and drugs can change who you are, limit your potential and complicate your life. Too often, "I'm bored" is just an excuse. Get out and get active in school and community activities such as music, sports, arts or a part-time job. Giving back as a volunteer is a great way to gain perspective on life.
5. **Follow the Family Rules about Alcohol and Drugs:** As you grow up and want to assume more control over your life, having the trust and respect of your parents is very important. Don't let alcohol and drugs come between you and your parents. Talking with mom and dad about alcohol and drugs can be very helpful.
6. **Get Educated about Alcohol and Drugs:** You cannot rely on the myths and misconceptions that are out there floating around among your friends and on the internet. Your ability to make the right decisions includes getting educated. Visit Learn about Alcohol and Learn about Drugs (<https://ncadd.org/learn-about-alcohol> & <https://ncadd.org/learn-about-drugs>). And, as you learn, share what you are learning with your friends and your family.
7. **Be a Role Model and Set a Positive Example:** Don't forget, **what you do is more important than what you say!** You are setting the foundation and direction for your life; where are you headed?
8. **Plan Ahead:** As you make plans for the party or going out with friends you need to plan ahead. You need to protect yourself and be smart. Don't become a victim of someone else's alcohol or drug use. Make sure that there is someone you can call, day or night, no matter what, if you need them. And, do the same for your friends.
9. **Speak Out/Speak Up/Take Control:** Take responsibility for your life, your health and your safety. Speak up about what alcohol and drugs are doing to your friends, your community and encourage others to do the same.
10. **Get Help!:** If you or someone you know is in trouble with alcohol or drugs, get help. Don't wait. **You are not alone.**

Information summarized from the following resources:

<https://ncadd.org/for-youth/prevention-tips>

<http://www.justice.gov/dea/pr/multimedia-library/publications/prevention4teens.pdf>

<http://thejenniferact.com/2011/05/12/reasons-why-people-use-drugs/>

Alcohol and Drug Addiction Resources

Crisis Hotlines, Support Groups, Counseling and/or Treatment Programs

Information and Crisis Hotlines

- **Abater Addiction and Mental Health Hotline** — 24-hour crisis line for drug, alcohol and dual diagnosis. Crisis counseling and referral. 1.800.511.9225.
- **Addiction Recovery USA** - Alcoholism Information & Treatment (877) 292-5411
- **Recovery Referral Service** (800) 459-2053
- **Drug Abuse & Addiction Centers** (888) 279-6932

Support Groups

- **Alateen** — Support for children that have been effected by someone else's drinking. Galesburg meetings for children ages 11-19 meet on Thursdays, 5 p.m. at Bridgeway. Meetings available for Churchill and Lombard Jr. High School students at the schools during the academic year. Visit www.niafg.org or call 309.342.0146.
- **Alcoholics Anonymous** — Usually one or more meeting daily in Galesburg, Monmouth, Knoxville, Oquawka and Abingdon. Times and locations vary - Call 24 hr. answering services 309.343.1530 or 309.337.2711 for information or assistance.
- **Al-Anon Info Service** — Support for family and friends of persons who have been effected by someone else's drinking. For local group times visit: www.niafg.org; www.al-anon.alateen.org or call 309-342.0146.
- **Narcotics Anonymous** — Check www.centralillinoisna.org or call for local meeting times.

Galesburg Counselors Specializing In Addiction Counseling

- **Bridgeway** — Outpatient counseling. DUI evaluations and services, treatment services. 2323 Windish Dr., Galesburg. Call 309.344.2323, dial 0 and ask for Intake.
- **The Consultants** — (James and Carolyn Sward) – Outpatient counseling for general addiction issues. DUI evaluations and classes. Email jamesward@hotmail.com or sward47@hotmail.com. 309.343.2396.
- **Healthy Pathways Counseling** — April Brobston, LPC (Supervised by Steven Foshay) Specializes in couple's communication and addiction recovery. Reduced rates to cash clients - 45.00 individual and 50.00 for couples. Limited slots for truly needy clients at 25.00 per session. Bondi Building, 311 East Main Street #205, Galesburg. [Email: april.brobston@gmail.com](mailto:april.brobston@gmail.com). Website: www.aprilbrobston.com. Fax: 309-343-6005. Phone: 309-351-5255.

In-Patient Treatment Programs

- **Illinois Institute for Addiction Recovery at Proctor Hospital** — Inpatient and outpatient treatment for all types of addiction. www.addictionrecov.org. 1.800.522.3784
- **Narconon** — Need help with addiction? Provides long-term inpatient care. 1.800.556.8885.
- **Riverside Retreat – Robert Young Mental Health Center** – Rock Island (309) 779-3000
- **White Oaks Center** – Peoria (309) 671-8040 or (309) 692-6900

Quad City Area Alcohol and Drug Resources

- Center for Alcohol and Drug Services – Rock Island (309) 788-4571 or East Moline – (309) 792-1125
- Psychological Services, Inc. – Moline (309) 757-9000
- Good Shepherd Foundation – Geneseo (309) 944-6205 or (309) 944-3258

- Bridgeway, Inc – Kewanee (309) 852-5541
- Alcohol Education and Intervention Services (A.E.I. Services) – Moline (309) 644-0224
- River Bend Christian Counseling – Moline (309) 757-0300
- Tri-County Alcohol and Drug Services, LLC - East Moline (309) 752-9740
- Alcohol and Drug Education Clinic, Inc – Rock Island (309) 794-1097
- Family Counseling and Psychology Center, P.C., DUI Services - Rock Island (309) 788-6374
- Alcohol and Drug Educational Services – Rock Island (309) 786-2992

Peoria Area Alcohol and Drug Resources

- Drug Abuse & Addiction Centers – Peoria (309) 713-3841
- Illinois Alcohol and Drug Evaluation – Peoria (309) 692-6277
- Alcohol & Drug Evaluation Service - Peoria (309) 692-9236
- Teen Challenge Illinois - Peoria (309) 673-3716
- Chapin & Russell Associates – Peoria (309) 279-5624
- Alcohol & Drug Professionals - Pekin (309) 346-2002
- Peoria Alcohol & Drug Rehab - Pekin, (309) 270-1491
- Alcohol & Drug Professionals – Canton (309) 649-1002
- DUI Countermeasures Inc – Peoria (309) 676-7868
- Tap Resources, Inc. – Peoria (309) 676-8762
- Lisa M Birdoes –Peoria Heights (309) 589-0910
- Robert E Lewis, Peoria Heights (309) 682-0566
- Richardson Counseling Ctr., Bartonville (309) 633-1030
- DUI Countermeasures Inc. Pekin (888) 212-3414
- North Central Behavioral Health Systems – Canton (309) 647-1881
- Health Directions - Mental Health Services – Canton (800) 288-5912
- White Oaks – Peoria (309) 671-8040 or (309) 692-6900
- Human Service Center – Peoria (309) 689-3051
- Robert E Lewis Psychologist – Peoria (309) 682-0566

Substance Abuse Counseling and Treatment

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

Community support groups are available also. Group information is available through the Human Resource Center, at 309-341-5264.

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

offense, the information shall be provided, upon request, to the next of kin of the alleged victim. Written request shall be submitted to the vice president for Student Services.

Emergency Response and Evacuation Procedures

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

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

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

Notification to the Carl Sandburg College about an Immediate Threat

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

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

- Sandburg departments (Public Safety, Physical Plant)
- Sandburg campus administrators/directors: Carthage and Bushnell
- Local law enforcement: Knox/Hancock/McDonough County sheriff's Departments; Galesburg/Carthage/Bushnell police Departments and Illinois State Police, to include mutual aid agencies.

- Local fire departments: Galesburg/Carthage/Bushnell Volunteers, to include mutual aid agencies.
- Local hazard material teams: Galesburg/Hancock County/Macomb City, to include mutual aid agencies.
- County health departments: Knox/Hancock/McDonough
- Local/county/state emergency services directors/coordinators; Knox/Hancock/McDonough
- National Weather Service
- Federal Aviation Administration (FAA)
- Federal Bureau of Investigations (FBI)
- State/local Environmental Protection Agency
- Secretary of State Police/Bomb and Arsenal Teams to include bomb dogs

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

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

Students, staff and faculty members are requested, encouraged and expected to notify the Sandburg DPS of any situation or incident on campus that involves a significant emergency or

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

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

Testing Emergency Response and Evacuation Procedures

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

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

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

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

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

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

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

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

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

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - 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 as you are able. College staff will turn off ventilation as quickly as possible.
6. Make a list of the people with you and ask someone to call the list in to Public Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Timely Warning Notices:

In the event that a crime is reported on campus or in a building or property that the institution owns or controls and is using for educational purposes, that, in the judgment of the director of Public Safety, or designee, constitutes a serious or ongoing threat to the community, a campus wide “timely warning notice” will be issued. Timely warning notices are typically issued for the following Uniform Crime Reporting Program/National Incident Based Reporting System classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by DPS. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Sandburg community members and a timely warning notice would not be distributed. Sexual assault cases are reviewed and a decision to issue a warning is made on a case-by-case basis depending on several factors, such as when the incident was reported versus when it occurred. Sexual assault cases are often reported weeks and months after the assault occurred, thus not affording the college the opportunity to distribute a “timely” warning notice to the community. DPS will also review the facts of each case and the amount of information known by the department, as these cases are often reported to DPS via a third party and the specific facts surrounding the cases that would be included in a timely warning notice are often unknown.

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

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

A timely warning may be issued using some or all of the following methods of communication: electronic mail, timely warning posters at facility entrances and bulletin boards, electronic display boards or through the Black Board Emergency Notification System. In addition to sending the notice using some or all of the methods described, the Marketing and Public Relations Department may also post a notice on the campus-wide home pages (www.sandburg.edu) and/or Department of Public Safety website at www.sandburg.edu/life/public-safety. A timely warning notice will not be issued for an incident that leads the college to issue an emergency notification to the campus community. In addition to providing known facts regarding the incident, the timely warning notice also will contain safety recommendations to assist people from falling victim to a similar occurrence.

Anyone with information warranting a timely warning notice is encouraged to report the circumstances to the DPS (309-341-5304) for any of the Carl Sandburg campuses, Campus Security Authorities and/or local law enforcement. The campus reviews information that is

reported to DPS by members of the community, by campus security authorities and by the local police/sheriff's departments to determine if a reported crime poses a serious on-going threat to members of the college community.

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

Sexual Assault Prevention:

Carl Sandburg College takes the safety of our students seriously and strives to provide a safe and healthy environment for all of our students, staff, faculty and guests.

The Campus Sexual Violence Act (Campus SaVE) is proposed as a new amendment to the Violence Against Women Act of 1994. This act requires college campuses to provide information, training and ongoing prevention and awareness programs to combat sexual violence.

Sandburg's policy against sexual violence

It is the responsibility of the College and all employees to maintain a safe and healthy environment for our students. Carl Sandburg College prohibits any violence towards students, employees and visitors including but not limited to domestic violence, dating violence, sexual assault and stalking.

Education and Prevention Programs

Sandburg engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. 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 faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Illinois;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Sandburg has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students, included during the spring and fall fests; participating in and presenting information and materials during new employee orientation, when requested; participating in the Spring and Fall Faculty orientation program; presenting programs throughout the year on at least a bi-yearly basis, including sessions such as: clothes line projects, speaker series, an annual poster series and web-based training programs.

What is sexual violence?

The Campus Sexual Violence Act requires institutions to educate students and employees on prevention and awareness of sexual assault. According to the Illinois Criminal Code, the following definitions apply.

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ChapterID=53&ActID=1876>

Dating violence is defined on the Department of Justice website.

<http://www.ovw.usdoj.gov/datingviolence.html>

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 is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in the relationship

Sexual assault: 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: A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she know 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.

Consent: means 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 accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.

CARL SANDBURG COLLEGE'S NOTICE OF COMPLAINANTS RIGHTS

Complainants Rights

Carl Sandburg College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Carl Sandburg College as well as federal law whether sexually based or not and include dating violence, domestic violence, and stalking. Because you are reporting a possible form of sex-based discrimination, Carl Sandburg College wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights and Carl Sandburg College's responsibilities.

As a complainant of sexual assault, dating violence, domestic violence or stalking, you can receive a full copy of our institution's policy. The POLICY has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your right to file criminal charges as well as the availability of medical, counseling and support services. We also offer additional remedies to prevent contact between a complainant and an accused party, such as a temporary or permanent changes in academic, transportation and working conditions, if reasonably available. The policy also addresses possible sanctions and interim and/or long-term protective measures that Sandburg may impose following a report through the final determination of our discipline process. If you would like more information than is contained in this document regarding any process or procedure, or if you'd like to make a report, ask questions about the POLICY, or need to request an accommodation to your working arrangements regardless of whether or not you chose to report the crime to law enforcement or campus police, contact the College's Title IX Coordinator Rick Eddy at 309-341-5234 or in person in room E113 on the main Galesburg Campus.

Definitions

The following definitions are helpful in understanding Sandburg's policy prohibiting sex-based discrimination:

Consent is defined in Illinois as 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 accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.

Sexual Assault: Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. In the State of Illinois, a person commits a sexual assault by, A person commits criminal sexual assault if that person commits an act of sexual penetration and: uses force or threat of force, knows that the victim is unable to understand the nature of the act or is unable to give knowing consent, is a family member of the victim, is under 18 years of age; or is 17 years or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

Domestic Violence: Includes felony or misdemeanor crimes of violence 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 cohabitating with or has cohabitated with the victim as a spouse, 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

Dating Violence: Means violence committed by a person—

(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (EMS, campus police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like counseling center, Dean).

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Cottage Hospital or St. Mary's Hospital, both located in Galesburg Illinois. In Illinois, evidence may be collected even if you chose not to make a report to law enforcement, but you may be required to give your name and information. 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 as may be necessary to the proof of criminal activity may be preserved. 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 also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to Sandburg hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. To report an incident involving a sexual assault, domestic violence, stalking, and dating violence, contact the Sandburg Public Safety Department at 309-341-5304. Sandburg's Director of Public Safety will assist any victim with notifying local

police if they so desire. The Galesburg Police Department may also be reached directly by calling 309-343-9151, in person at 150 S. Broad St. Galesburg Illinois. Additional information about the Galesburg Police department may be found online at: www.ci.galesburg.il.us .

In Illinois, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights: The purpose of this Act is to implement, preserve and protect the rights guaranteed to crime victims by Article I, Section 8.1 of the Illinois Constitution to ensure that crime victims are treated with fairness and respect for their dignity and privacy throughout the criminal justice system and to increase the effectiveness of the criminal justice system by affording certain basic rights and considerations to the witnesses of violent crime who are essential to prosecution, <http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54> . Further, Sandburg complies with Illinois law in recognizing orders of protection by: Carl Sandburg College Department of Public Safety will honor orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court. Please bring a copy of the order to the Department of Public Safety on the Galesburg campus in D209, the same applies for the Carthage or Bushnell campuses.

To get an order of protection, you have several options. You can contact the state or district attorney or inform the police that you wish to apply for an order of protection. You can also go to the county in which you or your abuser resides and ask the Court Clerk for order of protection forms. Emergency orders become effective immediately upon a judge signing the papers.

After the paperwork is filed, a hearing date will be set (typically within 14 days) and you will be required to appear in court on that day. The hearing may take place in family court or criminal court. The judge will ask you to prove that you have experienced abuse or been threatened with violence. Witnesses, police reports, hospital and physician reports and evidence of physical abuse or assault are often necessary to convince the judge to issue an order of protection.

A complainant may then meet with Public Safety 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 not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. Protection from abuse orders may be available through your local courthouse starting with the circuit clerk's office. Please contact the Carl Sandburg College's Department of Public Safety for further help.

To the extent of the victim's cooperation and consent, college offices, including the Office of Student Success and its counselors and advisors will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal Sandburg investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable 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. The College does not publish the name of crime victims nor house identifiable information regarding victims in the

campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request of the Director of Public Safety.

Male Victims:

While most victims of sexual assault are women, some men are also victims.

Male victims will receive the same services as women. Emotional support, optional counseling, legal advocacy and medical treatment are available to assist all those recovering from sexual assault.

Disciplinary Procedures Following a Complaint

Whether or not criminal charges are filed, Sandburg or a person may file a complaint under the POLICY 2.28 alleging that a student or employee violated Sandburg's policy against sexual violence. Reports of all domestic violence, dating violence, sexual assault and stalking made to the Department of Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Sandburg's disciplinary process will include a prompt, fair, and impartial investigation and resolution process, extension of timeframes for good cause will be granted with written notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The POLICY provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board;
2. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated Sandburg's Student Conduct Code?";
4. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
5. The accuser and the accused each have the right to appeal the outcome of the hearing by notification in writing to the chief student services officer and will be notified simultaneously in writing of the final outcome after the appeal is resolved.
6. Sandburg forbids retaliation against anyone for reporting any form of harassment, assisting in making such a complaint, or cooperating in an investigation of the complaint. If you feel you have been retaliated against, you are to notify one of Sandburg's two EEO officers immediately as specified in the "Reporting Harassment" according to Procedure number 2.22.1.1.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in Sandburg's policy against Sexual Harassment, which can be located at <http://docushare.sandburg.edu/dsweb/Get/Document->

[11372/Policy 2.21](#) in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the PROCEDURE on Student Harassment and Sexual Harassment 2.21.1.1.

In all cases, investigations that result in a finding of more likely than not that a violation of the POLICY occurred will lead to the initiation of disciplinary procedures against the accused individual. Sandburg sanctions including:

1. Admonish;
2. Warning probation;
3. Referral;
4. Educational project assignment;
5. Disciplinary probation;
6. Withholding of transcript;
7. Bar against readmission;
8. Restitution;
9. Suspension of privileges;
10. Suspension of eligibility for athletic and non-athletic extracurricular activities;
11. Denial of diploma;
12. Suspension; and
13. Expulsion.

These sanctions may be imposed upon those determined to have violated this policy. Sandburg may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: notification to local authorities, class changes, employment changes disciplinary action up to expulsion. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. 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.

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

On Campus, notify the Office of Student Services advisors or counselling staff. Off campus services notify the following services:

Galesburg Public Library — Provides material for dealing with abuse, including books and legal resources. Free Internet access is available. 309.343.6118.

Knox County Child Advocacy — Child Advocacy Center- Providing services to child victims of sexual abuse and serious physical abuse cases in Knox, Warren and Henderson Counties. 309.344.8416.

Knox County State's Attorney Victim Advocate — Provides emotional support, court advocacy, service referrals, case status updates and scheduling info for victims or survivors of violent crimes once the criminal case has been filed. 309.345.3886.

Safe Harbor Family Crisis Center, 24-Hour Crisis Line — Provides confidential help to individuals who are experiencing violence in their relationships through court advocacy, a 24 hour crisis line, emergency safe house, counseling, food and clothing and referral services. Walk-ins welcome. 1188 W. Main St., Galesburg. 309.343.SAFE (7233).

Victim Services, 24-Hour Crisis Line — All services are free and confidential. Services in Knox County are for sexual abuse/assault survivors only. Crisis intervention, legal advocacy and follow-up counseling services. www.wirpc.org/victimservices. 309.837.5555.

Bridgeway Inc., 2323 Windish Drive, Galesburg Illinois 309-344-2323

ABH, 2101 Windish Drive Galesburg Illinois 309-342-6852

Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- 1) Being afraid of your partner.
- 2) Constantly watching what you say to avoid a “blow up.”
- 3) Feelings of low self-worth and helplessness about your relationship.
- 4) Feeling isolated from family or friends because of your relationship.
- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- 7) Being monitored by your partner at home, work or school.
- 8) Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with Campus Safety and/or the Title IX Coordinator and ask for a “no contact” directive from Sandburg to prevent future contact
4. Consider getting a protective order or stay away order.
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.

6. Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From RAINN)

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

Traveling around campus (walking)

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking on campus late at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, call campus safety for an escort.

Title IX

Individuals may also report sexual misconduct, to include sex offenses, to the institution's Title IX coordinator. That position is responsible for coordinating the institution's compliance with Title IX. The Title IX coordinator is the Director of Registrar and can be reached at 309-341-5234. The institution's sexual harassment policy for discrimination can be found in Board Policies 2.21 (students) and 2.22 (employees), and can be obtained in hard copy from the Office of Human Resources.

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

residence halls.

Campus Sex Crimes Prevention Act (CSCPA) of 2000

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

In accordance with the CSCPA, the college must notify the Sandburg community of where this information can be obtained. To request information regarding registered sex offenders, including those enrolled or employed at CSC, visit the Illinois State Police website at www.isp.state.il.us (Registered Sex Offender Information), National Sex Offender Public Registry at www.nsopr.gov or Sandburg's Department of Public Safety website, www.sandburg.edu/life/sex-offender-information, or visit the Department of Public Safety, 2400 Tom L. Wilson Blvd Room D201, Galesburg Ill. during normal operating hours, Monday through Friday, 8 a.m. to 5:00 p.m., excluding holidays per the published college calendar.

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

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

Crime statistics 2013 through 2015

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

Crime Statistics Chart:

The crime statistics chart is divided into four reportable categories and covers the three previous calendar years of the reporting period. For example, the October 2016 report compiles crime statistics for the calendar years of 2013, 2014 and 2015. The reportable categories include: 1) Campus, 2) On-campus residential facilities, 3) Non-campus and 4) Public property. Residential

facilities are counted also in the “On-campus” crime category; however, the law requires institutions to separate the number of “on-campus” crimes that occur in residential facilities. Currently, Carl Sandburg does not maintain residential facilities on its campuses. See definitions in the section titled “Crime Location Definitions.”

Crimes are classified using the Federal Bureau of Investigation’s Uniformed Crime Reporting Handbook standards.

The statistics in the Hate Crime chart are separated by category of prejudice, but the numbers for each specific crime category are part of the overall statistics reported each year. The 2008 revisions of the Higher Education Opportunity Act added: Larceny-Theft, Simple Assault, Intimidation, Destruction, Damage, or Vandalism of Property to the Hate Crime chart. See definitions in the section titled “Crime Statistic Definitions.”

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

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

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

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

vice president for Student Services from other members of the Carl Sandburg College community.

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

New this year, since President Obama signed the Violence Against Women’s Act in March of 2013, we must report the offenses of domestic violence, dating violence, sexual assault and stalking. These offenses do not require an arrest but merely being reported.

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, 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 who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating violence: The term “dating violence” means violence committed by a person:

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the relationship

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress.

CRIME LOCATION DEFINITIONS

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

CAMPUS: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purpose, including residence halls; and (2) Any

building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person that is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

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

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

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

CRIME STATISTICS DEFINITIONS

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

CRIMINAL HOMICIDE - Manslaughter by Negligence: The killing of another person through gross negligence.

CRIMINAL HOMICIDE - Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

SEX OFFENSES - FORCIBLE: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes Forcible Rape, Forcible Sodomy, Sexual Assault with an Object and Forcible Fondling.

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

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

- **Sexual Assault with An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will

where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent mental or physical incapacity.

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

SEX OFFENSES - NONFORCIBLE: Unlawful, non-forcible sexual intercourse. This includes Incest and Statutory Rape.

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

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

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

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

- **Unlawful Entry–No Force.** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access.
- **Attempted Forcible Entry.** A situation where a forcible entry into a locked structure is attempted but not completed.

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

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

DRUG ABUSE VIOLATIONS: Violations of state and local laws relating to the unlawful possession, sale, use, growth, manufacture, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

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

The 2008 revisions of the Higher Education Opportunity Act added: Larceny-Theft, Simple Assault, Intimidation, Destruction, Damage, or Vandalism of Property to the Hate Crime chart. These offenses are defined as:

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

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

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

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

CRIME STATISTICS 2013 through 2015

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

Calendar Year 2013

DPS-Department of Public Safety PD-Police Department	Galesburg Campus							
	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Sub-Total	Reported to DPS	Reported to Local PD	Reported to non-DPS	Sub-Total
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses--Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapon Law Violations/Stalking, Domestic violence & dating violence								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Stalking Complaints	0	0	0	0	0	0	0	0
Domestic Violence	1	0	0	1	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.
This Galesburg Campus report includes the Annex.

Calendar Year 2014

DPS-Department of Public Safety PD-Police Department	Galesburg Campus							
	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Sub-Total	Reported to DPS	Reported to Local PD	Reported to non-DPS	Sub-Total
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	1	0	1
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses--Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapon Law Violations/Stalking, Domestic violence & dating violence								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	1	1	0	1	0	0	0	0
Stalking Complaints	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0

Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.
This Galesburg Campus report includes the Annex.

Calendar Year 2015

DPS-Department of Public Safety	Galesburg Campus							
	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non- DPS	Sub- Total	Reported to DPS	Reported to Local PD	Reported to non- DPS	Sub- Total
PD-Police Department								
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses--Non- forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapon Law Violations/Stalking, Domestic violence & dating violence								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Stalking Complaints	0	0	0	0	0	0	0	0
Domestic Violence	1	0	0	1	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0

Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.
This Galesburg Campus report includes the Annex.

Calendar Year 2013

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

Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.
This Carthage Campus report includes the Charger Center

Calendar Year 2014

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

Carl Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.
This Carthage Campus report includes the Charger Center

Calendar Year 2015

DPS-Department of Public Safety PD-Police Department	Carthage Campus							
	On-Campus				Public Property			
	Reported to DPS	Reported to Local PD	Reported to non-DPS	Sub-Total	Reported to DPS	Reported to Local PD	Reported to non-DPS	Sub-Total
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Sex offenses-Forcible (Totals)	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0
Sexual Offenses--Non-forcible (Totals)	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Liquor, Drug and Weapon Law Violations/Stalking, Domestic violence & dating violence								
Liquor Law Arrests	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Weapons Law Possession Arrests	0	0	0	0	0	0	0	0
Weapon Law Possession Violations Referred for Discipline Action	0	0	0	0	0	0	0	0
Stalking Complaints	0	0	0	0	0	0	0	0
Domestic Violence	1	0	0	1	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0

Sandburg College does not maintain on-campus dormitories or residential halls that are reportable under this category.
This Carthage Campus report includes the Charger Center

Calendar Year 2013

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

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

Calendar Year 2014

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

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

Calendar Year 2015

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

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

For the reportable years of 2013, 2014 and 2015 there have been no hate crimes reported for the main campus, Bushnell or the campuses in Carthage. Hate crimes would be reported by race, gender, religion, sexual orientation, ethnicity, national origin, gender identity or disability based on the crime statistics listed above.

It is the mission of Carl Sandburg College to provide an environment conducive to learning. The illegal use of controlled substances is harmful to the health of the individual and may hinder learning. Therefore, the illegal use of controlled substances, as well as their manufacture, distribution, dispensation, or possession is prohibited on Carl Sandburg College property or as any part of College activities, events, classes, programs, or services.

The College administration shall strive to maintain a drug-free campus for all College employees and students. Educational programs will be offered to insure that all College individuals have the opportunity to become aware of the issues regarding drug use/abuse in the work place, including:

- 1) The dangers of substance abuse;
- 2) The policy of the college regarding a drug-free work place;
- 3) The community resources for drug counseling and rehabilitation programs; and
- 4) The penalties that may be imposed upon students/employees for drug abuse violations.

Students/employees who feel they have a drug abuse problem are encouraged to ask for assistance so as to be referred to an appropriate drug rehabilitation and treatment program. Students with such problems should notify the chief student services officer or a counselor. Employees should contact their immediate supervisor. Employee or student behavior that is inappropriate, disruptive, and/or dangerous as a result of the use of illegal drugs will not be tolerated. Employees/students should report such behavior to the supervising vice president. Pending or subsequent to any legal penalties that may be imposed upon the student or employee, the supervising vice president may require the student or employee to participate satisfactorily in a recognized substance abuse program approved by the college. If the student/employee refuses, disciplinary actions may be taken and could include:

1. A verbal warning.
2. A written reprimand.
3. Suspension (with or without pay for employees).
4. Termination of employment or expulsion from school.
5. Reporting such person to local, state or federal law enforcement agencies.

Visitors using, in possession of, or under the influence of a controlled substance will be prohibited from using College facilities and/or reported to appropriate law enforcement agencies. If the student or employee finds the disciplinary action unjustified, he/she may elect to file a complaint according to the existing complaint procedures in the College catalog or College policy manual. Faculty may elect to file a complaint according to the Grievance Procedure (Articles 7 & 11) of the Professional Negotiations Agreement.

It is further a policy of Carl Sandburg College, District 518, to provide a "drug-free work place" as defined by the Drug-Free Work Place Act of 1988 (DFWA). Employees are required by the DFWA to report any conviction for a drug-related crime occurring in the work place to their supervising vice president within five days of the date of the conviction. This law does not require reporting of alcohol-related convictions. The College will report that employee to the appropriate federal agencies within 10 days as well as require the employee to participate satisfactorily in an appropriate drug abuse assistance program within 30 days from said dates.

Each student/employee of the College will receive a written copy of the College Policy Statement and will be notified of educational programs required by the Drug-Free Schools and Communities Acts Amendments of 1989. Each student/employee will be notified that he/she must abide by the Policy statement.

REGULATION on Substance Abuse Number penalties:

1. Students and faculty members, administrators and other employees are responsible as citizens for knowing about and complying with the provisions of the Illinois Compiled Statutes 720 ILCS 570 the Illinois Controlled Substance Act and 720 ILCS 550 Cannabis Control Act which indicate that the manufacture, possession, sale, distribution and use of illicit drugs/cannabis is prohibited.

Carl Sandburg College will not tolerate the use, possession, sale, delivery and/or manufacture of illicit drugs/cannabis on campus.

The criminal penalties for these crimes vary based on amount and packaging at the time of arrest. Please review these State of Illinois laws for more information.

The illegal use or abuse of alcohol by students, visitors, or employees is prohibited on Carl Sandburg College property or activities. Student, visitor or employee behavior that is disruptive or dangerous as a result of the consumption of alcohol will not be tolerated and such behavior should be reported to the supervising vice president. Educational programs will be offered to insure that all College individuals are aware of the issues concerning the use and abuse of alcohol. This will include:

- 1) the dangers of alcohol abuse,
- 2) the policy of the College concerning an alcohol- free school,
- 3) the community resources for alcohol counseling and rehabilitation programs, and
- 4) the penalties that may be imposed upon students or employees for violations of the College regulation on alcohol.

If a student or employee feels he/she has a problem with alcohol, the College will assist in a program that helps with this type of problem. Students with such a problem should notify the chief student services officer or a counselor. Employees should contact their immediate supervisor. Pending or subsequent to any legal penalties that could be imposed, the immediate supervisor may require participation in a recognized alcohol rehabilitation program approved by the College. If the student/employee refuses, disciplinary action may be taken and could include:

1. A verbal warning.
2. A written reprimand to employees.
3. Suspension with or without pay for employees or expulsion from school.
4. Termination of employment.

Visitors using alcohol or who are intoxicated from alcohol will be prohibited from using College facilities. If the student or employee finds the disciplinary action unjustified, he/she may elect to file a complaint according to the existing complaint procedures in the College catalog or college policy manual. Faculty may elect to file a complaint according to the Grievance Procedure (Articles 7 & 11) of the Professional Negotiations Agreement.

Each employee/student of the College will receive a written copy of the College Policy Statement and educational programs required by Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and the requirement that they abide by it. The College administration will review the Regulation on Alcohol biannually to determine its effectiveness and implement changes as needed and to insure that rehabilitation or disciplinary actions are enforced.

4/91

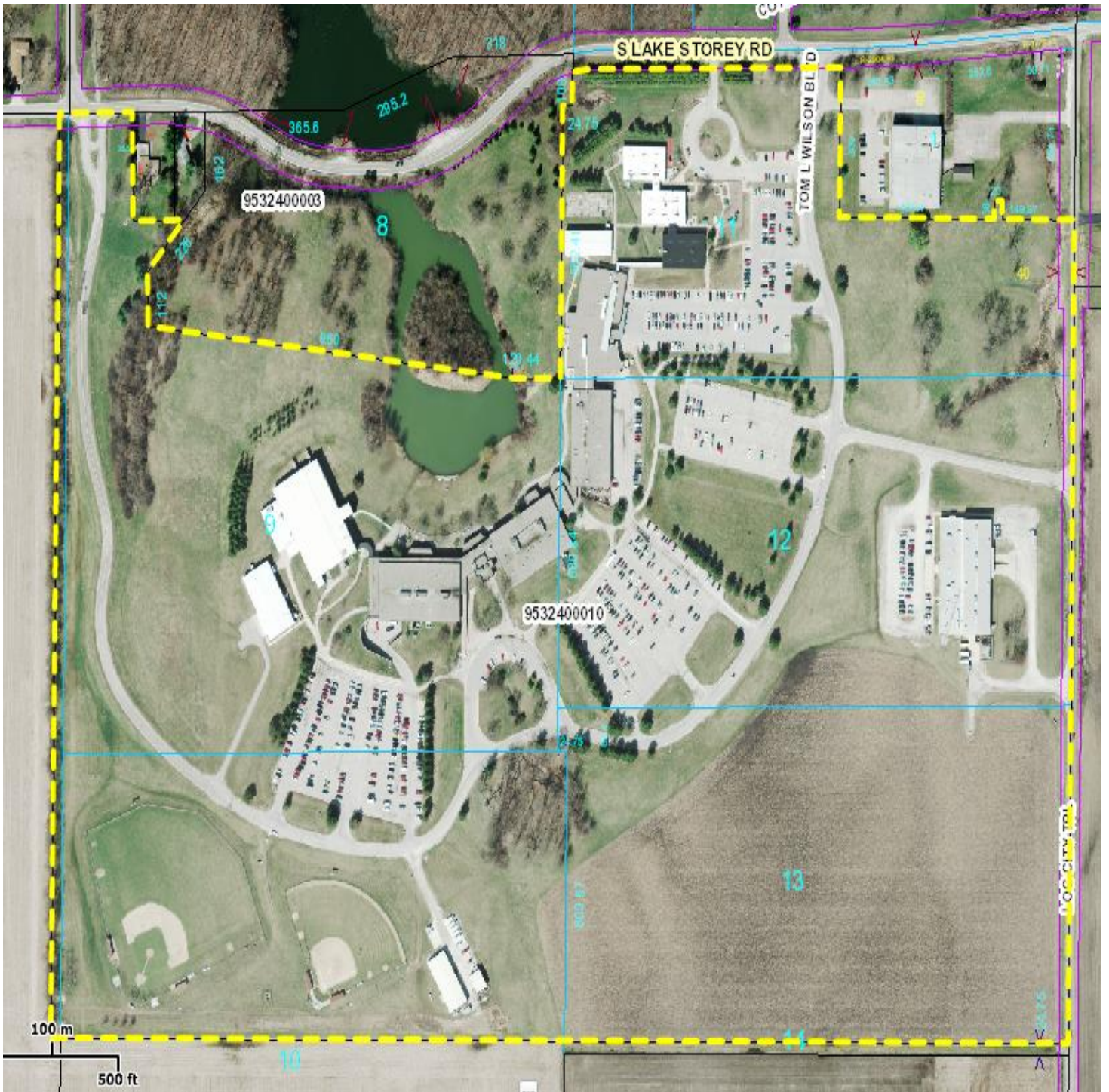
REGULATION on Alcohol Abuse penalties:

1. Carl Sandburg College community members are expected to observe and obey Illinois Compiled Statutes 235 ILCS 5/6-16 and City of Galesburg ordinance 113.006 stating that any person under the age of 21 cannot purchase, attempt to purchase, possess, or be served any intoxicating beverage.

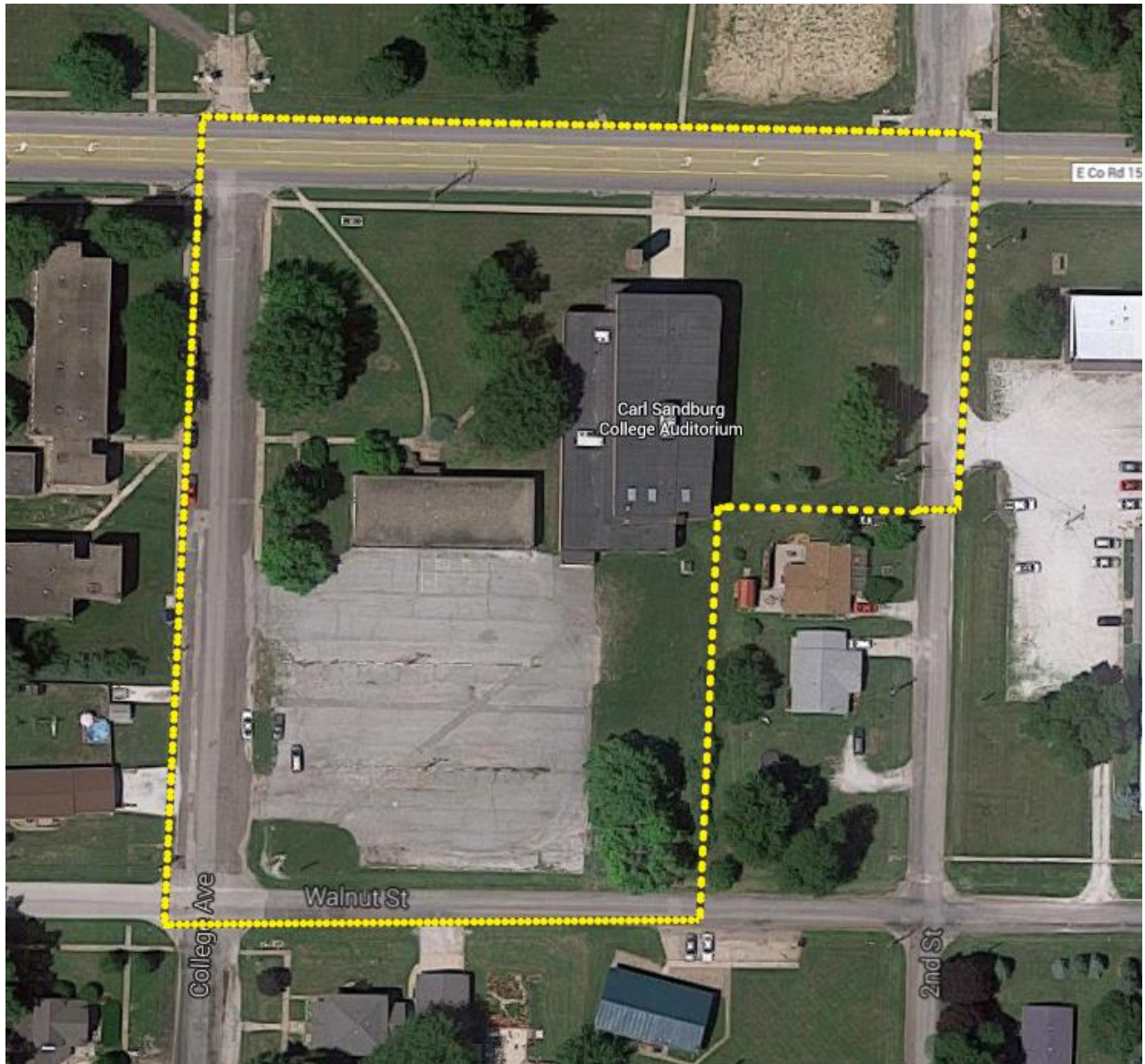
2. Illinois Liquor Control Act make it illegal for any person under the age of 21 to purchase, possess or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages. Proof of age may be required when purchasing alcohol.

A person found guilty of this section will be guilty of a class A misdemeanor.

**CARL SANDBURG COLLEGE MAIN CAMPUS
2400 TOM L. WILSON BLVD., GALESBURG ILLINOIS**



**CARL SANDBURG COLLEGE AUDITORIUM
1160 BUCHANAN, CARTHAGE, ILLINOIS**



**CARL SANDBURG COLLEGE ANNEX
209 EAST MAIN STREET, GALESBURG, ILLINOIS**



EXTENSION CENTER
380 EAST MAIN ST., BUSHNELL, ILLINOIS



BRANCH CAMPUS
305 SANDBURG DR., CARTHAGE, ILLINOIS

