



# 2024 ANNUAL SECURITY REPORT

Information for the 2023-2024 Academic Year



## Preparation of the Annual Security Report

Kishwaukee College publishes this Annual Security Report to foster and maintain a safe campus environment, and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with the DeKalb County Sheriff's Department, the Director of Campus Safety & Security, the Title IX Coordinator, and the Director of Student Success. The Annual Security Report provides Kishwaukee College policies related to safety and security including alcohol and drugs, sexual misconduct, crime prevention and how and where to report crimes. It also includes crime statistics for the previous three years for crimes that occurred in Kishwaukee College's Clery geography.

## Notification of Availability

Each year, Kishwaukee College sends an email notification to all enrolled students and current employees that provides the website link to access the report. A complete hard copy of this report including printouts of web links is available in the Director of Campus Safety and Security Office, located within the Sheriff's Office in room C2177. For more information visit the [Campus Safety & Security webpage](#).

## Introduction and Overview

Kishwaukee College is a comprehensive, two-year college offering five transfer degrees, and over 70 occupational degrees and certificates along with 5,000 credit and

non-credit students annually. The main campus is located in a rural setting six miles west of Northern Illinois University in DeKalb County. Such a diverse campus provides enrichment for all who attend. Founded in 1968, the College serves a district population of 100,000 with over 400 faculty members and staff. Roughly half a million square feet of facilities are located on our 120-acre campus.

## The DeKalb County Sheriff's Department

To assist in maintaining a safe environment, the College has contracted with the DeKalb County Sheriff's Department to provide campus security services. As such, the DeKalb County Sheriff's Deputies have full police authority including that of arrest, granted by the Illinois General Assembly under 110 ILCS 685/30-45(11) in DeKalb County.

The DeKalb County Sheriff's Office has more than 35 sworn Patrol and Investigations Deputies that are certified as peace officers in accordance with state law and receive basic and advanced law enforcement training and education governed by the Illinois Law Enforcement Training and Standards Board.

The DeKalb County Sheriff's Office maintains intergovernmental agreements and working relationships with the Illinois State Police, City of DeKalb Police Department, Northern Illinois University Police Department, as well as all other municipalities in the county and numerous other local, state, and federal law enforcement agencies.

Collaborative Policing: By mutual agreement with the Kishwaukee Community College, Dekalb County Sheriff's Office have Deputies assigned to patrol campus. The Sheriff's Office assigns one Sergeant and one full time deputy to the Kishwaukee main campus. The Dekalb County Sheriff's Office also maintains mutual aid agreements to communal resources in the following areas:

- DeKalb County Major Case Squad: By mutual agreement with the DeKalb City Police Department, Sycamore Police Department and Northern Illinois University Police Department, the Dekalb County Sheriff's Office provides personnel, equipment, and other resources to investigate serious or expansive incidents of crime that occur within DeKalb County.
- DeKalb County Special Operations Team: By mutual agreement with the DeKalb City Police Department, Sycamore Police Department and Northern Illinois University Police Department, the Dekalb County Sheriff's Office provides personnel, equipment, and other resources to respond and mitigate dangerous incidents that present significant risk to the public and law enforcement.
- Illinois Law Enforcement Alarm (ILEAS) System: By mutual agreement with the Illinois Law Enforcement Alarm System, the

Dekalb County Sheriff's Office provides local law enforcement across Illinois with assistance for emergency response to natural disasters, civil unrest, and terrorism prevention.

### How to Report a Crime and other Emergency

Students, faculty, staff, and community members are strongly encouraged to report criminal activity, suspicious persons and circumstances, serious incidents, and other emergencies in an accurate and timely manner to Campus Law Enforcement and to appropriate College officials. Reports of criminal activities on campus will be investigated by the Campus Security Office/Dekalb County Sheriff's Department in cooperation with appropriate federal, state, and or local authorities. The Campus Security Office will work with individuals reporting crimes to obtain all the information necessary including evidence, identifying potential witnesses to investigate all crimes to determine the appropriate disposition. Anyone reporting criminal activity or witnessing crimes are expected to cooperate with college officials and law enforcement officers in the filing of campus incident reports. Crimes should also be reported for the purposes of providing timely warnings to the community along with formulating the annual security reports.

## **Emergency Reporting to On-Campus Safety DeKalb County Sheriff's Department**

On-campus emergencies requiring immediate police assistance should be reported from the nearest phone by calling 911 or the on-campus Sheriff's Department by dialing extension number 9529. All classrooms and offices have landline phones located within. When calling 911, dispatchers can identify the room location through a programmed system called E911. The college also has red emergency phones located in all campus hallway wings for direct calling to 911. For a more accurate and timely response, yellow signs have been posted within classrooms and office areas, which identify the room number and closest access door for first responders to enter. Also, within the classrooms, there are maps of the wing that identifies "you are here", AED location, primary and secondary evacuation routes, along with shelter in place locations. If you are off campus and there is an emergency, call 911.

### **Non-Emergency Reporting**

Reports of any suspicion or actual occurrence of criminal activities that do not require immediate police emergency assistance should also be reported for an appropriate investigation to be conducted.

Reports made to the On-Campus Sheriff's Office or Director of Student Success will be considered formal reports for the college and will be investigated through administrative procedures.

Official	Location	Phone #
On-Campus DeKalb County Sheriff's Department	Room C2177	815-825-9529 Ext. 9529
Director of Student Success	Room C2119	815-825-9738 Ext. 9738

### **Campus Security Authorities (CSA):**

To further encourage the timely reporting of crimes on campus, the Jeanne Clery Disclosure of Campus Security and Campus Crime Act identifies and defines Campus Security Authorities (CSAs) as College faculty and staff members with "significant responsibility for student or campus activities."

The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some individuals may be more comfortable reporting incidents to other campus-affiliated individuals. All crimes reported to CSAs must reported be to Campus Safety in a timely manner so that they can be evaluated for inclusion in the daily crime log and to determine if a timely warning or emergency notification should be issued to the campus community. The Sheriff's Department will investigate if the victim wants police assistance.

Some Examples of CSAs at Kishwaukee College include:

Official	Location	Phone #
Director of Student Success	Room C2119	815-825-9738 Ext. 9738

Director of Campus Safety/Security	Room C2178	815-825-9465 Ext. 9465
Title IX Coordinators	Room C2165 or C1100	815-825-9807 Ext. 9807 or 815-825-9732 Ext. 9732
Sheriff's Department	Room C2177	815-825-9529 Ext. 9539
Athletic Department (including coaches and athletic trainer)	Variety of Rooms but main Athletic Room is Room C1120	815-825-9528 Ext. 9528
Coordinator Student Activities	Room C1123	815-825-9527 Ext. 9527
Cadet Corp	Room C2207	815-825-9431 Ext. 9431

### Confidential Reporting Procedures

We encourage anyone who has been a victim or a witness to a crime to immediately report the incident by filing a report with one of the campus security authorities, however we understand that sometimes reporting an incident can be emotionally challenging with a lot of uncertainty. The Clery Act provides ways to report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, even if the victim does not want to pursue action with the college or criminal justice system. Kishwaukee College has partnered with Safe Passage to provide confidential advisory services to students affected by sexual misconduct.

**Safe Passage:** provides confidential advisory services to students affected by sexual misconduct.

815-756-5228.

Students may confidentially report an incident to these agencies:

### Talkspace

<https://www.talkspace.com/kish>

### Northwestern Medicine Ben Gordon Center

866-242-0111

<https://www.bengordoncenter.org/>

### Sinnissippi Center, Inc. Of Ogle County

800-242-7642

<https://sinnissippi.org/>

### Pastoral and Professional Counselors

Campus Pastoral Counselors and Professional Counselors when acting as such, are not considered Campus Security Authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged to inform person(s) that there are procedures to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. **Kishwaukee College does not have a Campus Pastoral Counselor or a Professional Counselor on staff.**

An on-line resource that Kishwaukee College provides to students free of charge is **Talkspace**.

- Visit [www.talkspace.com/kish](http://www.talkspace.com/kish)
- Click "Get Started"
- Enter "KishTherapy" when prompted for your organization name
- Includes text, voice messages, video, online live sessions (One 30-minute

session per month. If you need more than one session a month, please contact your assigned Academic Advisor or [advising@kish.edu](mailto:advising@kish.edu) (*Additional sessions can be reimbursed through champion fund application*)

### **Campus Daily Crime Log**

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to or identified by the campus police or security department and have occurred within the college's geographical location. Crimes reported to the Campus Security Office/Dekalb County Sheriff's Office must be entered on the crime log within two business days (A business day is Monday through Friday, except for days when the institution is closed). There are two exceptions to this rule if the disclosure of the crime is prohibited by law or if the disclosure of the crime would jeopardize the confidentiality of a victim. The crime log is maintained in the on-campus Security Office, Dekalb County Sheriff's Office, C2177. The most recent 60 days is available for anyone to view or obtain a hard copy of Monday through Thursday from 8am to 4pm. For entries older than 60 days, the log must be made available within 2 business days of request.

### **Access to Campus Facilities**

As a public community college in the State of Illinois, Kishwaukee College endeavors to provide safe and open access to its facilities for students, staff, and visitors during its posted regular hours of operation. However, access to some

facilities and doors during regular hours of operation may be restricted for the safety and protection of individuals, equipment, or facilities. Restriction to some areas and doors maybe controlled by proximity access cards along with security cameras strategically placed throughout campus to deter incidents from occurring but also to help with evidentiary value when investigating an incident. While our campus is open, the DeKalb County Sheriff's Department along with the Cadet Corp patrols the campus on a regular basis. Security rounds are completed to ensure exterior doors/hardware is functioning properly, malfunctioning lights and unsafe physical conditions are reported to the facilities department so that repairs can be made. Staff members are encouraged to report any safety concerns regarding facility maintenance to campus operations. Access to facilities or equipment after normal hours of operation must be authorized by college senior leadership staff.

The Security Office Hours of Operation are Monday-Thursday 7:00am – 10:00pm Friday 7:00am - 4:00pm\* \*Excluding Fridays during the 12 summer weeks when campus is closed.

### **Off Campus Living**

Kishwaukee College does not offer off-campus living and does not have any recognized student organizations with non-campus locations.

### **On-Campus Living**

Kishwaukee College does not provide any on-campus living.

## Crime Prevention and Safety Awareness

The Kishwaukee College Director of Campus Safety and Security works in conjunction with the Director of Campus Operations, the Executive Director of Campus Operations and Informational Technology and the On-Campus DeKalb County Sheriff's Department when it comes to crime prevention strategies. Various programs and methods exist for informing students and staff about campus security procedures, being responsible for one's own security and the security of others and crime prevention strategies. Staff and students have access to the Annual Security Report and crime statistics to assist them in crime prevention and reporting. Other strategies include:

**Staff-In-Service** The Director of Campus Safety and Security presents the current safety and security plans, any updates to those plans and new security measures for the calendar year.

**Visit Day** Prospective students visit the college and have an opportunity to see what Kishwaukee College has to offer. Campus Safety and Security provides information as to their services on campus, has available the annual security report, and hands out crime prevention information.

**New Student Orientations** Include campus security discussions and information on emergency response procedures including information on emergency alerts/notifications, and where to find more information regarding safety and security

on the Kishwaukee website [Safety & Security | Kishwaukee College](#)

**Interior and exterior security cameras** that record activity and are monitored by the on-campus Sheriff's Department.

**Exterior lighting** has been enhanced so that staff and students feel comfortable walking to their vehicles at night.

**Escorts to Vehicles:** Anyone not feeling comfortable walking to their vehicle can always request an escort through our Safety and Security Department.

### Classroom Law Enforcement

**Presentations:** Upon request, our on-campus DeKalb County Sheriff's Department will conduct presentations to classes on a variety of law enforcement topics.

**Crime Stoppers Program** Crime Stoppers is a program which involves the public, the media, and the police in the fight against crime. There are numerous Crime Stoppers signs around campus with the Crime Stoppers phone number and email address encouraging those who have witnessed a crime in the county to call *815-895-3272* or *e-mail at [crimestoppers@dekalbcounty.org](mailto:crimestoppers@dekalbcounty.org)*.

### CPR/AED Certification Course

This course is taught by an American Heart Association instructor. Participants are trained to promptly recognize several life-threatening emergencies, give high quality chest compressions, and deliver appropriate ventilations and provide early use of an Automated External Defibrillator (AED). Participants complete BLS skills practice and skills testing as well as a written exam.

## **Cadet Corps**

The College's Cadet Corps program is there to assist in on-campus security while providing innovative paid internships. The Corps is comprised of full-time students who maintain a 2.0 or better GPA. Students can declare any major but must have taken and passed 9 semester hours of CRJ courses or be enrolled in the EMT or Paramedic course. They are supervised by the Director of Campus Safety and Security. Cadets respond to calls on-campus for assistance of a non-criminal nature, provide crowd control during sporting events, provide vehicle escorts and patrol campus on foot. Cadets do not have arrest powers.

## **Campus Safety Tips**

- Avoid walking alone after dark and always walk with others.
- Don't wear headphones or use other electronics that distract you.
- Tell people where you're going and when you expect to return.
- Keep to well-lit, busy routes.
- Avoid shortcuts and isolated areas.
- Have your keys ready as you approach your vehicle, and look inside before getting in.
- Carry a noisemaker on keychain. (Noisemakers are provided free of charge in the Campus Security Office, Room C2177)
- To receive an escort from anywhere on campus at any time during business hours, call the Sheriff's Department at 815-825-9529 or extension 9529, or the Cadet Corps extension 9431.

We encourage community members to promptly report any security concerns, including concerns about locking mechanism, lighting, or landscaping to the Director of Campus Safety and Security at 815-825-9465 or the Campus Operations Department 815-825-9380.

## **Emergency Preparedness**

In compliance with the Campus Security Act 110 ILCS 12 Kishwaukee College has a comprehensive, all-hazard, Emergency Operations Plan that has incorporated the National Incident Management System. The plan details the immediate response to a variety of hazards including evacuation procedures. The Kishwaukee College Director of Campus Safety and Security works in conjunction with the Senior Leadership Team with maintaining and implementing the emergency operations plans while developing and conducting exercises, conducting hazard and risk assessments, and building partnerships with external response agencies. Employees, students, and visitors can find information regarding responding to emergencies on Kishwaukee College campuses on our website at [Emergency Response Procedures | Kishwaukee College](#). The college's Emergency Preparedness Committee also put together a classroom/office emergency flip chart that has a list of actions to take during specific emergency situations. These can be found in all classrooms and office areas.



## Training, Exercises, Drills, etc.

To keep emergency operations plans current and actionable, the college conducts a minimum of one exercise per calendar year. An exercise may include but is not limited to presentations, drills, table-top exercises, functional, and full-scale drills. The purpose of an exercise is to educate and train building occupants for emergency responses along with ensuring those in incident command positions understand their roles. The drills may be-planned, announced or unannounced. Following a drill, a notification must be publicized with emergency response procedures. For documentation, the drill will provide the description of the exercise, the date, time and whether it was announced or unannounced along with an assessment and evaluation.

## Evacuation Procedures

Kishwaukee College conducts a minimum of one evacuation drill per academic calendar year. The drill is documented.

### Key points in an evacuation:

- It is important to be aware of primary and secondary evacuation routes.
- Aid those needing assistance (Individuals needing assistance should be directed to a specific area of refuge.)
- In case of fire do not use elevators.
- After exiting the building, identified personnel will assist you to the designated area away from the building.

- Remain there until you are told that you can return to the building.

## Alert Notifications

Kishwaukee College has the option to use one or more of the following alert notifications during emergencies, evacuations, and other situations where the college needs to communicate information to its stakeholders.

1. Rave Emergency Notification
2. Emergency Notification
3. Timely Warning
4. Overhead PA Announcement
5. Kishwaukee College Website and Social Media
6. Fire Alarm System

Upon notification/report of an incident, the Sheriff's Department and Campus Safety Officials have the responsibility of responding to and determining if the situation does in fact pose a threat to the health and safety of the campus community. **Upon confirmation** of a significant emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, Kishwaukee College will without delay send out an alert notifying the appropriate groups based on the emergency or the entire campus community. Timely Warning and Emergency Notifications are explained below.

### Timely Warnings:

The Senior Leadership Team in conjunction with the Director of Campus Safety and Security and the On-Campus Sheriff's

Department will work together to develop the information that would go into the Timely Warning. The decision to issue a Timely Warning will be determined on a case-by-case basis and all reports are reviewed to determine if there is a serious or on-going threat to the community.

- Timely Warnings are issued for Clery act crimes that occur on Kishwaukee College Clery geography and have been reported to law enforcement or a Campus Security Authority.
- Considered by the college to represent a serious or continued threat to students and employees.

The Timely Warning will be distributed as soon as pertinent information is available, in a manner that withholds the names of the victims as confidential, and with the goal of aiding in the prevention of similar occurrences. The warning should attempt to reach the *entire campus community*.

Information for the warning should include the crime including time and location, suspect information if applicable and known, how to report information to law enforcement and information to promote personal safety. Timely warnings are not generally issued if:

- The offender is apprehended and the threat of imminent danger for members of the community has been mitigated by the apprehension.

- If a report was not filed with the Campus Safety Office, or if the office was not notified in a manner that would allow time to post a “timely” warning for the community.
- If the crime was reported to pastoral or professional counselors, they are excluded and are exempt from Timely Warnings.

Dissemination will come from the Vice President of College Relations and her team, if not available the Executive Director of Technology and Campus Operations through Rave Alerts and social media when appropriate.

### **Emergency Notifications (all hazards approach)**

Upon confirmation of an emergency or dangerous situation on campus involving an immediate threat to the health of safety of student or employees by either the On-Campus Sheriff’s Department or Campus Safety Officials, Kishwaukee College will without delay, issue an Emergency Notification. Some examples of significant emergencies or dangerous situation include but are not limited to:

- Fire
- Armed Intruder
- Severe Weather that directly impacts the campus
- Hazardous materials spill/release

Vice President of College Relations will coordinate with Senior Leadership to determine the appropriate segments to notify based on the emergency, and the

location on campus, and then will determine the appropriate modes to use to notify.

To expediate the process of creating the content of messages, there are pre-scripted templates for the most probable or highest impact emergencies in the Rave Mobile Safety Alert. One can also create their own message to send. There are also pre-identified segments of the population that can be chosen to receive messages, or you can send to all students and employees.

Kishwaukee College will disseminate the information unless law enforcement advises to withhold the emergency notification because it could compromise efforts to assist the victim, contain, respond, or mitigate the emergency or jeopardize the investigation. The development and dissemination of the notification will come from the Vice President of College Relations and her team, if not available the Executive Director of Technology and Campus Operations through Rave Alerts and social media when appropriate.



**Communication Chart Identifying Alerts and Responsibilities**

Alert	Who Responds	Who Develops	Who Sends
Rave Mobile Safety Alert is way to communicate college emergencies and notifications via text message and e-mail to currently enrolled students and staff. Rave alerts are operated through Kishwaukee College. You are automatically opted into this service by providing your cell phone number in your student or employee profile. All Kishwaukee College e-mail addresses are automatically enrolled into the program. <a href="#">Mass Notification System   Kishwaukee College</a>	On-Campus Law Enforcement DeKalb County Sheriff's Department and Campus Safety	Vice President of College Relations will coordinate with Senior Leadership to determine the appropriate segments to notify based on the emergency, and the location on campus	Rave Team: Vice President of College Relations and her team, if not available the Executive Director of Technology and Campus Operations through Rave Alerts and social media when appropriate.

Alert	Who Respond	Who Develops	Who Sends
Emergency Notification	On-Campus Law Enforcement Dekalb County Sheriff's Department and Campus Safety	Vice President of College Relations will coordinate with Senior Leadership to determine the appropriate segments to notify based on the emergency, and the location on campus	Rave Team: Vice President of College Relations and her team, if not available the Executive Director of Technology and Campus Operations through Rave Alerts and social media when appropriate.
Timely Warning	On-Campus Law Enforcement Dekalb County Sheriff's Department and Campus Safety	Vice President of College Relations will coordinate with Senior Leadership to determine the appropriate segments to notify based on the emergency, and the location on campus	Rave Team: Vice President of College Relations and her team, if not available the Executive Director of Technology and Campus Operations through Rave Alerts and social media when appropriate.
Overhead PA System:  Located on the interior and exterior of the main campus building along with the Caukin Building, Campus Operations and the Early Learning Center.  Overhead PA System:	On-Campus Law Enforcement Dekalb County Sheriff's Department and Campus Safety	Pre-Scripted paging system dialing by number on a landline.	There is a Daytime and Evening hours list of positions available so that if someone is gone the next person is responsible.
Kishwaukee College Website/Social Media	On-Campus Law Enforcement Dekalb County Sheriff's Department and Campus Safety	Vice President of College Relations will coordinate with Senior Leadership Team to determine content	Rave Team: Vice President of College Relations and her team, if not available the Executive Director of Technology and Campus Operations through Rave Alerts and social media when appropriate.
Fire Alarm	All individuals have access to pull stations	Follow Emergency Notification Process	Follow Emergency Notification Process

## Alcohol Use and Substance Abuse Policy

### Standards

In accordance with the Drug Free Workplace Act of 1998, 41 U.S.C. §701 et seq. and section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Safe and Drug Free Schools and Community Act of 1994, 20 U.S.C. §7101 et seq. The College prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol by students and employees, contractors, and visitors on college premises or in vehicles owned or leased by the College or as part of any College activity. The Board of Trustees will regulate the delivery of alcoholic beverages in all College facilities. As a general policy, alcoholic beverages are not to be served on college premises. However, in certain specific instances, where charitable and/or cultural events are scheduled within the campus facility, exceptions to this policy may be made with the approval of the Board of Trustees or its designee, subject, however, to all applicable law.

Application for such an exception must be made in writing and with the recommendation of the President of Kishwaukee College and or his/her designee. Alcohol expenses will be paid only from Kishwaukee College Foundation funds or sponsor donations. (Policy 4.06.01)

For purposes of this policy, drugs, including alcohol, are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

For students, disciplinary sanctions for alcohol or substance abuse are contained in the Kishwaukee College Code of Student Conduct and Discipline. The complete [Code of Student Conduct Policy](#) including disciplinary procedures can be found on the website. For employees, disciplinary sanctions for alcohol or substance abuse are contained in the Board of Trustee Policy Manual (2.13.08) or the applicable Collective Bargaining Agreement. Sanctions imposed by this code may include up to and including expulsion or termination and referral for prosecution to civil/criminal authorities. Sanctions for students and employees may also include required participation in and completion of a drug or alcohol abuse assistance or rehabilitation program. Students receiving financial aid may also lose their aid. Kishwaukee College will enforce and follow all relevant local, state, and federal laws as well as Kishwaukee College policies.

Students with alcohol and/or substance abuse problems or those wanting information about alcoholism or substance abuse may contact their academic advisor or the Director of Student Success for information or referrals. (Referrals see below.) Employees may collaborate with the Employee Assistance Program through the Human Resources Department to address their needs. *The following list of off campus agencies has a memorandum of understanding with Kishwaukee College and is available for students, however, students can seek assistance from any provider.*

**Ben Gordan Center:** provides mental health and substance abuse services for adolescents, adults, and families.  
815-756-4875

**Sinnissippi Centers:** has established outpatient mental health and substance use services for children, adults, and families.  
815-562-3801

**Family Service Agency:** has established outpatient mental health and substance use services for children, adults, and families.  
815-758-8616

**New Hope Counseling:** Outpatient mental health and substance abuse services for individuals, relationships, and families.

**Employee Assistance Program**  
Contact Human Resources directly or contact ACI Specialty Benefits 855-775-4357 email [rsli@acieap.com](mailto:rsli@acieap.com)

**Alcoholics Anonymous**  
800-452-7990

**Risks Associated with Alcohol and Substance Abuse:**

- Resistance to disease, develop heart problems, contract infections, or become malnourished, physically exhausted, overdose.
- Reality is often distorted, reactions may be slower, and the risk of accidents can increase.
- Extended substance abuse can cause coma, respiratory arrest, and convulsions.

- Injected drugs increase the risk for infectious diseases such as hepatitis and AIDS.
- Damage to organs may occur.
- Negative effects of drug use while pregnant or breast feeding.

For comprehensive information health risks on alcohol and substance abuse visit the [National Institute on Drug Abuse- Commonly Abused Drugs](#)

[Illinois DUI Factbook](#)

For information on American Addiction Centers visit [Project Know: What You Need To Know About Addiction and Treatment](#)

For detailed information regarding Kishwaukee College’s Biennial Review that contains alcohol, tobacco and other drug use policies go to the college website: [College Biennial Review:](#)

**Student Code of Conduct**

Students, staff, and visitors are expected to conduct themselves in a civil manner that does not violate any federal, state, or local criminal statutes nor exhibit any illegal or prohibited behaviors as specified in the

The complete [Code of Student Conduct Policy](#) including disciplinary procedures can be found on the website

**Campus Security Policies**

**Threat Assessment Team**

Kishwaukee College is committed to maintaining a safe campus environment for all members of the college community. The Threat Assessment Team supports the campus security plan by responding to reports of students or employees displaying signs of behavioral or emotional distress that may indicate a possible threat

to the college. The multi-disciplinary team will meet on a regular basis to assess referrals, determine appropriate intervention strategies, and effectively respond to incidents of concern.

Team members include the on-campus DeKalb County Sheriff's Office, Director of Student Success, Administrative Assistant VP Student Services, Coordinator of Disability Services, Assistant Vice President, Office of Instruction, Executive Director of Human Resources and Labor Relations, Vice President Student Services, Director of Campus Safety and Security, Dean, Office of Instruction, and Director of Academic Advising and Transfer Services.

Based on individual cases the Threat Assessment Team will include additional team members consisting of faculty or staff who are connected to the incident being reviewed, specialized treatment providers when needed, and the HR department in situations dealing with college employees.

Guidelines for Referrals to the team include:

- Acts of Violence (threats, assaults, etc.) on Campus
- Statements or Evidence of Self Harm/Suicidal Thoughts
- Erratic/Bizarre/Inappropriate Statements or Behavior
- Statements Indicating Possession of a Weapon, or Displaying of a Weapon on Campus
- Writings or Drawings of a Disturbing or Threatening Nature
- Evidence of Impaired Behavior Due to Drug or Alcohol Use
- Observed Behavioral Changes Over a Period of Time

- If You Are Wondering "Should I Report This?"

If you would like to consult with a TAT member about a concern or issue, they will be happy to talk with you. If you would prefer to use the online referral form you can click on the following link: [Threat Assessment Referral Form](#).

### **Concealed Carry**

The state's concealed carry legislation allows Kishwaukee College to continue its practice of prohibiting guns on campus. *In Accordance with the Board of Trustees Policy Manual and Student Code of Conduct any possession and/or carrying of a weapon on Kishwaukee College property is illegal and prohibited.*

This extends to all College property (including College-owned vehicles and parking lots), at college-sponsored or College-related functions or events, and during times when acting as a representative of the College whether on or off college premises. The complete firearms and weapons policy can be found at the following link. [policy link](#).

### **Sex Offender Policy**

In accordance with the Campus Sex Crimes Prevention Act, Sec. 1601 of 2000 and Violent Crime Control and Law Enforcement Act of 1994, information identifying registered sex offenders who are enrolled or employed at the college may be obtained from the DeKalb County Sheriff's Office or the Internet site of the Illinois State Police who provide a list of registered sex offenders which can be accessed online at <https://isp.illinois.gov/Sor/Disclaimer>

The Illinois Sex Offender Registration Act (730 ILCS 150/3) requires any sex offender or sexual predator employed by or attending an institution of higher education to register, **within three (3) days of beginning school or establishing employment**, with the following:

- The chief of police in the municipality in which they are employed at or attend an institution of higher education;
- or the sheriff in the county in which they are employed or attend an institution of higher education located in an unincorporated area, or if incorporated, no police chief exists;
- and with the public safety or security director of the institution of higher education in which they are employed at or attend.

To comply with the higher education portion of the Illinois Sex Offender Registration Act, offenders must register at the Kishwaukee College On-Campus Security Office during business hours from 8 am-4 pm Monday-Thursday in room C2177.

### **Background Investigations**

In order to create a safe and secure work area and learning environment, and in accordance with Public Act 88-629 (110 ILCS 12/1-12/99), Kishwaukee College will conduct criminal background investigations prior to employing individuals in all full or part-time positions, student workers and volunteers.

## **Kishwaukee College Procedures Implementing the College's Policy Prohibiting Sex-Based Misconduct**

### **Purpose**

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of these Procedures is to implement the College's Policy Prohibiting Sex-Based Misconduct and Board Policy 2.13.14

Harassment/Discrimination, Board Policy Board Policy 2.13.14.01 Sexual Harassment Policy, and Board Policy 3.18 Student Harassment/Discrimination, ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the Violence Against Women Reauthorization Act ("VAWA"); Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), which requires timely warning to the community of certain immediate threats; the Preventing Sexual Violence in Higher Education Act; and other applicable law and local ordinances.



The College has an affirmative duty to take immediate and appropriate action once it knows or its management should know of an act of sex-based discrimination, sexual harassment, or other sex-based misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment, and/or misconduct in accordance with the procedures set forth below.

### **Jurisdiction**

The College's Policy Prohibiting Sex-Based Misconduct and these implementing Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- On College property;
- or Off College property if:

The conduct was in connection with a college or College-recognized program or activity; **or**

The conduct may have the effect of creating a hostile environment for a member of the College community.

### **Scope**

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require the College not to address an act of misconduct falling within the scope of these Procedures.

## **Administration**

### **Title IX Coordinators**

The College has designated the Executive Director Human Resources and Vice President Student Services as the Title IX Coordinators. Contact information for the Title IX Coordinators is as follows:

Santina Swiger  
Executive Director Human Resources  
Kishwaukee College  
21193 Malta Road Malta, IL 60150  
Telephone: (815) 825-9732  
Email: [sswiger@kish.edu](mailto:sswiger@kish.edu)

Michelle Rothmeyer  
Vice President Student Services  
Kishwaukee College  
21193 Malta Road Malta, IL 60150  
Telephone: (815) 825-9807  
Email: [mrothmeyer@kish.edu](mailto:mrothmeyer@kish.edu)

Responsibilities of the Title IX Coordinators include, but are not limited to:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.

- With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Title IX Coordinators will partner with the Department of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
- The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty, and staff on Title IX issues. Providing in-service training to the college community, including students, faculty, and staff, on Title IX policies and procedures.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.

- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.

- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinators or to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544  
Telephone: (312) 730-1560  
Email: OCR.Chicago@ed.gov

### **Kishwaukee College Department of Human Resources**

The Department of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Department of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

**Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment or Misconduct**

**On- and Off-Campus Counselors and Advocates**

The following on- and off-campus counselors and advocates can provide an immediate confidential\* response in a crisis situation, as well as ongoing assistance and support:

**Talkspace**

<https://www.talkspace.com/kish>

**Safe Passage**

815-756-5228

<https://www.safepassagedv.org/>

**HOPE of Ogle County Domestic Violence**

Services 815-562-8890 <https://hopedv.org/>

**Sexual Assault and Abuse: Sexual Assault**

Hotline 815-758-7922

**Rockford Sexual Assault**

800-564-8441

<http://www.rockfordsexualassaultcounseling.org/>

\*Indicates Confidential Advisors While the above-listed counselors and advocates may maintain a reporting person's confidentiality, the College, they may have reporting or other obligations under State law.

**Emergency Response**

Anyone who experiences or observes an emergency should immediately call **911** and/or one of the phone numbers listed below:

DeKalb County Sheriff's Office

Kishwaukee College

815-825-9529 Office: C2177

Director Campus Safety & Security

Kishwaukee College

815-825-9465

Office: C2178

**On- and Off-Campus Health Care Option**

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

Northwestern Medicine Kishwaukee

Hospital 815-756-1521

Northwestern Valley West Hospital,

Sandwich 815-786-8484

Rochelle Community Hospital

815-562-2181

\*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting

person's confidentiality vis-à-vis the College, they may have other reporting obligations under State law.

### **State of Illinois Sexual Harassment and Discrimination Helpline**

The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at (877) 236-7703.

### **Making a Report of Alleged Sex Based Misconduct**

Any student, employee or community member who wishes to avail himself or herself of these Procedures may do so by making a report to the Title IX Coordinators or College Administrators, DeKalb County Sheriff's Office, Campus Security, all faculty members, Director Student Success, Student Involvement Office, full-time staff members, coaches of College Athletics Teams, and Advisors of student clubs/organizations officially recognized by the College. Students may also make a report to any Responsible Employee, as defined below. Detailed information concerning student and employee reporting follows below.

### **Student Reporting**

The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately. Different employees on campus have

different reporting obligations with regard to alleged sex-based misconduct. Some College employees (referred to as "Responsible Employees") are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person's rights and options pursuant to these Procedures.

### **Immunity for Good Faith Reporting:**

Students who in good faith report an alleged violation of the College's Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

## **Student Reporting to the Title IX**

### **Coordinators:**

Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinators directly. The College's Title IX Coordinators are:

Santina Swiger  
Executive Director Human Resources  
Kishwaukee College  
21193 Malta Road Malta, IL 60150  
Telephone: (815) 825-9732  
Email: [sswiger@kish.edu](mailto:sswiger@kish.edu)

Michelle Rothmeyer  
Vice President Student Services  
Kishwaukee College  
21193 Malta Road Malta, IL 60150  
Telephone: (815) 825-9807 Email:  
[mrothmeyer@kish.edu](mailto:mrothmeyer@kish.edu)

### **Student Reporting to Responsible Employees**

A Responsible Employee, as defined on page 36 of this ASR, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for overseeing the College's response to the report. The following categories of employees are the College's Responsible Employees:

- Title IX Coordinators

- College Administrators College administrators (Vice Presidents, Deans, Assistant Deans, and Directors)
- Supervisors and Managerial Staff
- All faculty members
- Campus Police DeKalb County Sheriff's Officers
- Director Student Success
- Student Involvement Office
- Full-time staff members
- Coaches of college athletic teams
- Advisors of the following student clubs/organizations officially recognized by the College: Student Government Association, Phi Theta Kappa, National Society of Leadership and Success, Alpha Delta Nu, Black Student Union, Business Club, Criminal Justice Club, Educators Rising, ESports and Gaming Club, Floral Club, Horticulture Club, Kougars Cheer and Dance, Latinos Unidos, Mind Over Matter, Performing Arts Club, Student Nursing Organization (SNO), The Tabletop Gaming Club, Gender and Student Alliance, and The Green Team.

Before a student reveals any information to Responsible Employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed below.

If the student wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student that the College will consider the request, but that the College cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student's request for confidentiality.

### **Confidential Reporting**

#### **Safe Passage**

815-756-5228

<https://www.safepassagedv.org>

**Talkspace** <https://www.talkspace.com/kish>

#### **Northwestern Medicine Ben Gordon**

Center 866-242-0111

<https://www.bengordoncenter.org/>

#### **Sinnissippi Center, Inc. of Ogle County**

800-242-7642 <https://sinnissippi.org/>

The individuals in this list are Confidential Advisors. (See definition of Confidential Advisor on page 34 of this ASR.) Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

Note: While the individuals listed above may maintain a student's confidentiality

vis-à-vis the College, they may have reporting or other obligations under State law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the College community, College Police may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

### **Electronic and/or Anonymous Reporting**

The College maintains an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user, before he/she enters information, that entering personal identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at <https://www.kish.edu/student-life-student-success/filing-report>. Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours.

## **Note Regarding Student Participation in Public Awareness Events**

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sex-based discrimination, harassment or misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ rights at these events.

## **Employee Reporting**

### **Alleged Sex-Based Misconduct of a Student**

In addition to the reporting requirements for Responsible Employees, all College employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee

### **Alleged Sex-Based Misconduct of an Employee**

An employee should notify a Title IX Coordinator or the Department of Human Resources if he or she believes that the College or a member of the College community has engaged in sex discrimination, sexual harassment or other sex-based misconduct in violation of the College’s Policy Prohibiting Sex-Based Misconduct or Board Policy 2.13.14 Harassment/Discrimination and Board Policy 2.13.14.01 Sexual Harassment Policy

and Board Policy 3.18 Student Harassment/Discrimination.

## **Knowingly False Reporting**

A person who knowingly makes a false report of sex-based misconduct may be subject to a disciplinary action, up to and including termination. A determination regarding responsibility, alone, is not sufficient to conclude that a person made a false report.

## **Board Member Reporting**

Members of the College’s Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or College President. If the report is made to the College President, then the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, then the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, then the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or if the Board Chair is a witness or otherwise conflicted, then the Board Vice Chair shall consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, then the Board Secretary shall consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

## **College Response to Reports of Alleged Sex Discrimination, Harassment or Other Misconduct**

### **Processing of Report**

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter “complainant”) to:

1. Discuss the availability of supportive measures (see Section VII.B below);
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

Supportive measures (also referred to as “interim protective measures”) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
  - Increased security and monitoring of certain areas of campus;
  - Issuance and enforcement of mutual campus no contact orders; and
  - Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College’s policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College’s ability to provide the supportive measures.

The Title IX Coordinators are responsible for coordinating the College’s implementation of supportive measures.



State's Attorney Office Information:

DeKalb County State's Attorney  
815-895-6521

Ogle County State's Attorney  
815-732-1170

### **Emergency Removals and/or Administrative Leave**

Prior to initiating or completing the Grievance Process in response to a formal complaint, or in the absence of a formal complaint, the College may remove a respondent from the College's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

### **Clery Act Reporting Obligations**

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), 20 U.S.C. § 1092(f), the College will issue timely

warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The Clery Act also requires the College to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

### **Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking**

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the Preventing Sexual Violence in Higher Education Act; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint

a qualified person to undertake the investigation on his or her behalf.

### **Notice of Allegations**

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the Preventing Sexual Violence in Higher Education Act, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence,

whether obtained from a party or other source.

6. The College Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

### **Informal Resolution**

At any time after receiving the initial notice of allegations (See Section VIII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

### **Consolidation of Formal Complaints**

The Title IX Coordinator may consolidate formal complaints as to allegations against

more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

### **Dismissal of Formal Complaints**

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the College determines that Title IX is not applicable, but the College still intends to apply this Grievance Process to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for the purposes of Title IX does not preclude action under other College policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the

respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Upon dismissal—either of a complaint altogether, or of a complaint for purposes of Title IX—the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Process does not preclude action under other College policies and procedures.

### **Investigation of Formal Complaint**

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance, and/or advice,

and to conducting cross-examination during the live hearing (see Section VIII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses, or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, in electronic format. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the

Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

(1) Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and

(2) Send to each party (and the party's advisor, if any) the investigative report in electronic format for their review and written response.

### **Hearings**

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hearing the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the

participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than

the respondent committed the conduct alleged by the complainant; or

2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

### **Determination Regarding Responsibility**

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence

standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

## **Appeals**

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Executive Director Campus Relations & Kishwaukee College Foundation and Director Student Success. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Executive Director Campus Relations & Kishwaukee College Foundation or Director Student

Success or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Executive Director Campus Relations & Kishwaukee College Foundation or Director Student Success will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the or designee has concluded his/her review of the appeal, the Executive Director Campus Relations & Kishwaukee College Foundation or Director Student Success or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Executive Director Campus Relations & Kishwaukee College Foundation or Director Student Success or designee's decision is final.

### **Prevention and Education for Students**

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its Title IX Compliance Committee established

pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

### **Ongoing Prevention and Awareness Campaigns During Calendar Year 2023**

The college offered the following ongoing prevention and awareness programs:

#### **Mental Health Matters Monthly**

**Newsletter** is a campus guide for student concerns, offering up-to-date information on how Kish promotes mental well-being.

#### **Let's Walk Event or donate to support Safe Passage "Walk a Mile in their Shoes."**

During Sexual Assault Awareness Month, the college collaborated with Safe Passage, a local sexual assault and domestic violence crisis center, for the "Walk a Mile" event. Participants walked one mile around campus to support sexual assault survivors.

#### **Denim Day During Sexual Assault**

**Awareness Month**, the college partnered with Safe Passage for Denim Day. Individuals wore denim to spread awareness around sexual violence issues, to support survivors and to continue educating ourselves. A donation was collected and provided to Safe Passage.

#### **Class Presentations for Counseling Student Development (CSD) 100 classes.**

Presentation on college comprehensive policy on sexual misconduct and resources. Safe Passage has a representative that attends and promotes confidential advisor services.

## **Wellness Wednesday on Campus Event**

Safe Passage and Hope of Ogle County Domestic Violence Services has a table with giveaways, spinning wheel and provides information to students and employees.

## **Domestic Violence Month**

Safe Passage has giveaways and informational table set up on campus to promote Domestic Violence Month

## **Be an Active ByStander**

Bystander intervention can prevent violence. Step Up. Be proactive. Watch out for your friends and classmates. If you come across someone who looks like they are in trouble, check in with them and make sure they are OK. If you see someone doing something suspicious, say something. Three common ways to intervene:

- Direct approach — If you feel comfortable, make your presence known. “Hey, I’m concerned for your safety, do you need help?” or “Hey are you okay?” or “You know what? It’s time for us to go.”
- Distracting approach — Make something up to either get the person to safety such as, “Your sister is on the phone for you.” Or to get the aggressor to leave the situation, try, “Hey, buddy your car is being towed,” or “I dropped my phone, can you help me move this couch?”
- Delegation approach — Locate the person’s friends or the police to have them intervene. Ask for others to take certain actions. For example, ask them not to leave the person out of their sight.

## **How can I reduce my Risk of Sexual Assault?**

1. Avoid Dangerous Situations
2. Be aware of your surroundings. Knowing where you are and who is around may help you find a way to get out of a bad situation.
3. Try to avoid isolated areas. It is more difficult to get help if no one is around.
4. Walk with purpose. Even if you don’t know where you are going, act like you do.
5. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it isn’t the best place to be.
6. Try not to load yourself down with packages or bags because this can make you appear more vulnerable.
7. Make sure your cellphone is with you and charged and that you have cab money.
8. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
9. Avoid putting music headphones in both ears so you can be more aware of your surroundings, especially if you are walking alone.

## **Protect yourself in Social Situations (RAINN)**

1. When you go to a social gathering, go with a group of friends. Arrive together, check-in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
2. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement



immediately. Local authorities can be reached by calling 9-1-1 in most areas of the U.S.

3. Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you've left your drink alone, get a new one.
4. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, common open containers.
5. Watch out for your friends, and vice versa. If a friend seems out of it, is too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
6. If you suspect you or a friend has been drugged, contact law enforcement immediately. Local authorities can be reached by calling 9-1-1 in most areas of the U.S. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

### **Training**

The Title IX Coordinators, campus law enforcement, campus security, Responsible Employees and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk

reduction, consent, reporting obligations, investigation, procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlined in Section VIII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues

related to sexual violence. Confidential Advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's Grievance Process. The College, in conjunction with its Title IX Compliance Committee established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes, and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

#### **Training for All New Employees**

Training is provided to all new employees on Title IX, Violence against Women's Act, Mandated Reporter, Workplace Violence Prevention and Harassment Prevention through the Human Resources onboarding process.

#### **Definitions for the College's Sex Based Misconduct Procedures**

**Bystander Intervention:** see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

**Complainant:** an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.

**Confidential Advisor:** a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence.

Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" are not Confidential Advisors.

**Consent:** knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.

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

**Domestic Violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction received grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim: is cohabitating or has cohabitated with the victim as a spouse or intimate partner, shares a child in common with the victim; or commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the State of Illinois.

**Education Program or Activity:** a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

**Hate Crime:** an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity,

color, marital status, military status or unfavorable military discharge.

**Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.

**Incapacitation:** when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.

**Intimidation:** to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex-Based Misconduct and these Procedures.

**Preponderance of the Evidence:** when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.

**Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.

**Responsible Employee:** a College employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty.

**Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment, or misconduct.

**Sexual Assault:** any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due

to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape, and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.

**Sex-Based Misconduct:** Misconduct on the basis of sex, sexual orientation, or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking.

**Sexual Exploitation:** when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- Such conduct has the purpose or effect of interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits, or opportunities.

Examples of conduct of a sexual nature may include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
- Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.

- Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.

**Sexual Violence:** Physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

**Survivor:** An individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.

**Survivor-Centered:** See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

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

**Threat:** Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

**Trauma-Informed Response:** See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

## **National Hotlines:**

- Sexual Assault and Abuse: Sexual Assault Hotline 815-758-7922
- Suicide Hotline 24 Hour Suicide Hotline 800-784-2433
- National Center for Victims of Crime 800-394-2255
- National Domestic Violence Hotline 800-799-SAFE
- National Sexual Assault Hotline 800-656-HOPE

## **Campus Crime Statistics**

### **Classifying Crime Statistics**

The statistics on the following pages are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the Clery Act. Publication of this annual report is required by federal law. The annual crime statistics were compiled by the On-Campus Dekalb County Sheriff's Department, Student Conduct, Title IX, Human Resource Department, Campus Security Authorities, and other relevant local and state law enforcement agencies.

The college compiles the annual crime statistics for one year, however the report includes Clery statistics for the previous two years. Additionally, these statistics include people referred for campus disciplinary action for categories required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Referrals occur when a person is not arrested for Weapons, Drug Abuse or Liquor Law Violations, but is instead referred for campus disciplinary action. Statistical information for certain non-

campus locations or property owned or controlled by the college, as well as public property within or immediately adjacent to and accessible from campus, are collected or requested from local police departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported.

The crime statistics tables are reflective of the requirements mandated by federal law for compiling this report. Kishwaukee reports the crimes required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority or local police agency.

The daily crime log is maintained in the on On-Campus Dekalb County Sheriff's Department, in room C2177 located at 21193 Malta Road, Malta, IL. The most recent 60 days is available for anyone to view or obtain a hard copy of Monday through Thursday from 8am to 4pm. For entries older than 60 days, the log must be made available within 2 business days of request.

### **Counting Crimes:**

The number of victims involved in a particular incident is indicated for the following crime classifications: murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, incest, statutory rape) and aggravated assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime

statistics. The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): robbery, burglary, and arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of motor vehicle theft, each vehicle stolen is counted.

In cases involving Weapons, Drug Abuse or Liquor Law Violations, each person who was arrested is indicated in the arrest statistics. The statistics captured under the “Judicial Referrals” section for Weapons, Drug Abuse and Liquor Law Violations indicate the number of people who were referred to Student Conduct for violating those specific laws. Statistics for hate crimes are counted in each specific Clery-reportable crime category and therefore are part of the overall statistics reported for each year. The only exception to this is the addition of a bias-motivated larceny, simple assault, intimidation, and destruction/damage/vandalism of property; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance documents.

### **Definitions of Reportable Crimes and Other Associated Terms**

*Murder and Manslaughter by Negligence:* The willful(non-negligent) killing of one human being by another.

*Negligent Manslaughter:* The killing of another person through gross negligence.

*Sex Offenses:* Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- *Rape:* The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- *Fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- *Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape:* 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 persons by force or threat of force, violence and/or causing the victim 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 unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

*Motor Vehicle Theft:* The theft or attempted theft of a motor vehicle. (All cases are classified as motor vehicle theft where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.)

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

*Domestic Violence:* A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred.

*Dating Violence:* Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. The existence of a dating relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

*Stalking:* Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. For the purposes of this definition: (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim, (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

*Hate Crimes:* A criminal offense committed against a person or property which is motivated, in whole or in part, by the



offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, gender identity, ethnicity, or national origin. This includes all the crimes listed above, plus larceny/theft, simple assault, intimidation, and destruction/damage/vandalism of property. The law requires that the statistic be reported as a hate crime for these additional categories even though there is no requirement to report the crime classification in any other area of the compliance document.

*Larceny-Theft (when motivated by bias):* The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

*Simple Assault (when motivated by bias):* 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 (when motivated by bias):* 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 (when motivated by bias):* To willfully or

maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

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

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

*Unfounded Crimes:* An institution may withhold, or subsequently remove, a reported crime from its crime statistics in

the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution and the failure to make an arrest do not “unfound” a crime report.

### ***Clery Geography***

*On-Campus:* All property, owned or controlled by an institution within the same reasonably contiguous geographical area used by the institution in direct support of, or in a manner related to, institutional educational purposes; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person and is used by students and supports institutional

purposes (such as a food or other retail vendor).

*On-Campus Student Housing Facilities:* Kishwaukee College does not provide any on-campus housing facilities for students.

*Non-Campus:* Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is being used in direct support of, or in relation to, the institution’s educational purposes, is frequented 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 is within the campus or immediately adjacent to and accessible from the campus. The Clery Act does not require disclosure of crime statistics for public property that surrounds non-campus buildings or property. *Clery reportable offense crime definitions are taken from the Handbook for Campus Safety and Security Reporting 2016 Edition.*

## Campus Crime Statistics

The following report of criminal offenses is for violations that occurred on-campus in the last three years. The College did not have any crimes occur at off-campus sites, nor on public property adjacent to the campus, as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### Kishwaukee College On-Campus Crime Statistics 2021 – 2023

Criminal Offenses: On Campus	Year 2021	Year 2022	Current Year 2023
Murder/non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>VAWA Offenses</b>			
Domestic Violence	0	0	0
Dating Violence	0	1	0
Stalking	0	1	1
<b>Arrests</b>			
Weapons carrying, possession etc.	0	0	0
Alcohol Violations	0	0	0
Drug Violations	0	0	0
<b>Disciplinary Referrals</b>			

Weapons carrying, possession etc.	0	0	0
Alcohol Violations	0	0	0
Drug Violations	0	0	0
Unfounded Crimes	0	0	0

Hate Crime Reporting

2023: No hate crimes reported.

2022: No hate crimes reported.

2021: No hate crimes reported.

### Kishwaukee College Off-Campus Crime Statistics 2021 – 2023

Criminal Offenses: Off Campus	Year 2021	Year 2022	Year 2023
Murder/non-negligent manslaughter	0	n/a	0
Manslaughter by Negligence	0	n/a	0
Rape	0	n/a	0
Fondling	0	n/a	0
Incest	0	n/a	0
Statutory Rape	0	n/a	0
Robbery	0	n/a	0
Aggravated Assault	0	n/a	0
Burglary	0	n/a	0
Motor Vehicle Theft	0	n/a	0
Arson	0	n/a	0
<b>VAWA Offenses</b>			
Domestic Violence	0	n/a	0
Dating Violence	0	n/a	0
Stalking	0	n/a	0
<b>Arrests</b>			

Weapons carrying, possession etc.	0	n/a	0
Alcohol Violations	0	n/a	0
Drug Violations	0	n/a	0
<b>Disciplinary Referrals</b>			
Weapons carrying, possession etc.	0	n/a	0
Alcohol Violations	0	n/a	0
Drug Violations	0	n/a	0
Unfounded Crimes	0	n/a	0

Hate Crime Reporting

2023: No off-campus sites.

2022: No hate crimes reported.

2021: No hate crimes reported.

The Kishwaukee College Campus Safety Report can be found at the [U.S. Department of Education website](#)

Questions regarding the Annual Security Report can be directed to:

DeKalb County Sheriff's Office  
815-825-9529  
[ckuhns@dekalbcounty.org](mailto:ckuhns@dekalbcounty.org)

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