

Security Policy

Crimes, safety issues and other related emergencies must be reported immediately to the Security Department. The Security Department may be reached by dialing extensions 6348 or 777/995-9009 from any telephone on the Olive-Harvey College main campus or 6770 at the South Chicago Campus. You may also contact the Security Department in person at Room 1109 A in the main building or Room 1 at South Chicago. The report should be made to any Security Officer on duty. The Security Officer will complete an incident report and ask you to endorse it. Please notify your immediate supervisor or your instructor, as the case may apply, of all incidents.

Enforcement of Criminal Laws

Policy

It is the Security Department's responsibility to protect Olive-Harvey College students, faculty, staff, and property from violations of criminal statutes. Security officers, who are also off-duty Law Enforcement Officers, have the authority to make arrests. They may do so when they have evidence that a crime has been committed. Students, faculty and staff members must report all violations of the law that occur at Olive-Harvey College to the Security Department.

Responding to a Report of a Crime

Once Security has received a report of a crime, it will investigate the incident. All information that is obtained is recorded on an Incident Report Form. If Security determines that any laws have been broken, the following procedures are followed:

- i. The Chicago Police Department is notified immediately.
- ii. If possible, Security Officers will apprehend the alleged offender(s).
- iii. Any witnesses will be identified and interviewed.

- v. The crime scene will be secured and evidence safeguarded.
- x. The Security Director will be notified of the crime.

Cooperation in Criminal Prosecutions

- i. Olive-Harvey College students, faculty, and staff members are expected to assist police in preparing charges, and to appear as witnesses in any criminal prosecution that results from an incident that occurs on Olive-Harvey College grounds.
- ii. The Security Director is responsible for assisting the police and the state attorney in working with all victims and witnesses.
- iii. Olive-Harvey College security personnel are required to attend any court hearing related to campus incidents in the following situations:

- The Security Officer has signed a court complaint.
- The Security Officer is the arresting officer.
- The Security Officer is required as a witness by the prosecutor.
- The Security Officer is served with a subpoena.

Security Investigations

- i. Investigations of criminal incidents on Olive-Harvey College campuses are not closed until one of the following occurs:
 - An arrest is made.
 - The property is recovered.
 - The incident is resolved to the satisfaction of the complainant.
 - All possible leads have been exhausted, or the investigation cannot move forward because of lack of information, evidence, or cooperation by the complainant or witnesses.
 - The Chicago Police Department assumes responsibility for the investigation.

- ii. Only the Director of Security can terminate the investigation of an incident that occurred on the campus.

Reporting Requirements

- i. Incident Reports
 - The Security Officer who was involved in a security incident completes an incident report. Any additional staff member who was involved completes a separate report.
 - All incident reports are completed and submitted to the Security supervisor for review before the conclusion of the shift in which the incident took place.

CCC Alert Notification System

Please report all crimes to the Security Department as soon as possible. When a campus emergency has been declared, the Security Director will activate the CCC Emergency Alert System that will advise students and staff that an on campus incident is in progress. The alert system will give detailed information as to what action is being taken and what each person is required do. Once the Incident has been cleared, the alert will be cancelled.

Crime Statistics

Crime statistics by calendar year are shown in the following tables.

Olive-Harvey College Main Campus

Classification	1100L	1100C	1100D
Criminal homicide	0	0	0

Sex offense (forcible or non-forcible)	0	0/i*	0
Robbery	0/x*	0/ii*	0/i*
Aggravated assault	0	0/ii*	0/iii*
Burglary	0/v*	0/c*	0/ii*
Motor vehicle theft	0/iii*	0/x*	0/x*
Manslaughter	0	0	0
Arson	0	0	0
Hate crimes	0	0	0
Arrests or referrals for campus disciplinary action:			
Liquor law violations	0	1	0
Drug law violations	0	0	11
Weapons possession	0	1	0

South Chicago Campus

Classification	1100L	1100C	1100D
Criminal homicide	0	0	0
Sex offenses (forcible or non-forcible)	0/i*	0	0
Robbery	0/i*	0/ii*	0/ii*
Aggravated assault	0	0/i*	0/iii*
Burglary	0/i*	0/v*	0/x*
Motor vehicle theft	0/ii*	0/iii*	0/m*
Manslaughter	0	0	0
Arson	0	0	0
Hate crimes	0	0	0
Arrests or referrals for campus disciplinary action:			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Weapons possession	0	0	0

The asterisk (*) designates incidents, reported to the Chicago Police Department, that occurred on public or private property adjacent to the Olive-Harvey College campuses but not owned or controlled by Olive-Harvey College.

Drug-Free Workplace Policy

The Board is committed to providing a drug-free workplace for its employees and students in accordance with Public Law No. 100-LMO, the Anti-Drug Abuse Act of 1988. Regulations and guidelines in accordance with this law have been published by the District and shall be disseminated on a regular basis. It is the policy of the Board of Trustees of City Colleges of Chicago (hereinafter City Colleges) that its workplaces be drug-free. Accordingly, the following rules and regulations are effective as of July 1, 1988.

Regulations

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee while on City Colleges premises or while performing work for City Colleges is prohibited.

Being under the influence of any controlled substance while on City Colleges premises or while performing work for City Colleges is prohibited.

As a condition of his or her employment, each employee shall agree in writing to abide by the terms contained in this policy; and

Agree to notify City Colleges of any criminal drug statute conviction for a violation occurring on City Colleges premises no later than five (5) days after such conviction.

Disciplinary and other Employer Action

Violation of these prohibitions may result in disciplinary action, up to and including termination.

City Colleges shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of such a conviction. City Colleges shall notify the appropriate federal agency from which it receives grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.

City Colleges may also require an employee who violates this policy to satisfactorily attend an employee assistance program or a substance abuse assistance or rehabilitation program.

Definitions

For the purposes of the above rules and regulations, the following definitions apply:

A controlled substance is one:

which is not legally obtainable;
 which is being used in a manner different from that prescribed; or
 which is legally obtainable but has not been legally obtained.

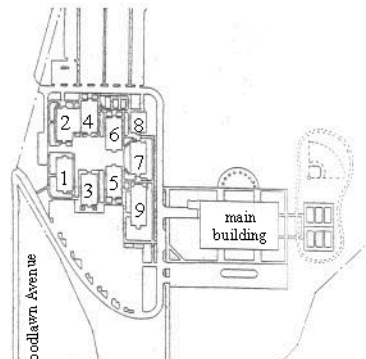
ii. A conviction is defined as a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal statutes.

For additional information:

Crime in the immediate vicinity of Olive-Harvey College may also be researched using the Chicago Police Department's CLEAR Map (formerly Citizen ICAM) website at <http://gis.chicagopolice.org>.

A listing of registered sex offenders, who are required to register with the State of Illinois and who may be enrolled on campus, can be obtained online. The Illinois State Police provides an online listing of registered sex offenders at <http://www.isp.state.il.us>.

The Olive-Harvey College Security Policies and Crime Statistics Report is available on the College's website, www.oliveharvey.ccc.edu.
 Olive-Harvey College
 Main Campus
 Security Office Rm. 110M
 CCIII-IIIMI-LIIIVD

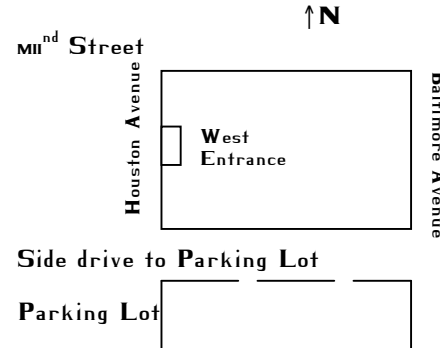


Olive-Harvey College
 South Chicago Campus
 Security Office Rm. 1
 CCIII-IIIMI-LCCO

Main Campus
 Security Office Rm. 110M
 10001 S. Woodlawn Ave.
 Chicago, IL 60644
 CCIII-IIIMI-LIIIVD

South Chicago Campus
 Security Office Rm. x
 11000 E. 71st St.
 Chicago, IL 60643
 CCIII-IIIMI-LCCO

Michael P. Ross Director



**SECURITY
 POLICIES
 AND CRIME
 STATISTICS
 REPORT
 2009**

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