Morton College Police Department

Annual Crime Statistics and Security Report
Jeanne Clery Act Compliance Document
Published September 2014
Introduction

Safety and security issues are extremely important concerns of parents, students, faculty, staff and visitors to our campus. As an academic community made up of approximately 5000 students plus a faculty and staff population of just over 500. Morton Community College understands this concern. We accept the responsibility for providing a learning environment that is as free as possible from any threats to the safety or wellbeing for all of us who work here.

Cicero Illinois is an urban community with a population of around 57,000 residents, and Morton Community College is located in a residential neighborhood on the south side of the city. Historically Cicero has been described as a pleasant place to live where crime statistics are low. However, being aware of the potential for criminal activity provides us with the opportunity to be proactive in our approach to the safety and security of our campus.

Campus Police Authority

The Morton College Police Department (MCPD) staff is here to serve you. We endeavor to do everything reasonable to provide for the safety and security of our students, staff, faculty and visitors. The College Campus Police Department procedures are coordinated by the Campus Director and Chief of Police. This department is comprised of (4) full time police officers, (16) part time police officers who are armed and who have arrest powers have the same arrest, detention, and police authority as any other police officer in Illinois. Additionally, Morton College police officers have the authority to enforce Morton College regulations. They have high visibility and are known to faculty, staff and students. The Campus Police Department is located in the first floor, ground level of the C building room 119C.

The College campus Police Officers conduct foot and vehicle patrols of the campus 24 hours a day when school is in session. The College Campus Police Officers enforce all policies and procedures included in the student handbook. Morton College Police work closely with the Cicero Police Department, Berwyn Police Department and Stickney Police Department as well as state and federal authorities. Additionally Morton College Police maintains a written mutual aid agreement between all municipal agencies.

Reporting Crime on Campus

Crime in-progress or other emergencies on campus should be reported immediately to the Morton College Police Department by dialing 911 (for emergencies only). The Morton College Campus Regulations Library Policy and Procedure inform students and other members of the campus community about the procedures to follow for reporting crimes. The department will make every effort to resolve the conflict and identify the offender or hazard. Non-emergency reports may be made in person at MCPD, Building C or by calling (708) 656-8000 X 2200.
Crime Prevention Programs

The Morton College Police Department offers a variety of programs and information to help the campus community deal with public safety issues. If you would like a presentation on any safety or security related topic, please call Chief Leonard Rutka at (708) 656-8000 EX; 2203 or email at leonard.rutka@morton.edu.

For more information about crime prevention programs visit the Morton College website @ www.morton.edu

Communication

The College Campus Police Department sends copies of crime reports/case reports to a limited number of people, depending upon the circumstances. Those who may receive a copy include College President, Inspector General, College Provost, Academic Dean, Vice President, and others as needed to keep them informed of security incidents. Students who engage in criminal activities off campus are referred to the Dean of Student Development, EX: 2401 Room 115B.

The Morton College Campus must provide timely warnings to the campus community when certain crimes are reported to Campus Staff and are determined by the chief of police (or the chief’s designee) to represent a threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to the Morton College Police Department. Timely warnings will withhold the names of victims as confidential. The Morton College Campus may issue these warnings via postings on campus, through the Campus Alert system, through local news media, or in other ways. The individual or office responsible for issuing the warning will vary depending on how the warning is issued.

The College does a test of the emergency response and evacuation or shelter in place procedures at least once a year and the College Campus Police department documents the description of the exercise and collects feedback for evaluation and improvement of emergency response. Emergency procedures are published annually in the Morton Community College Student Handbook.

The Morton College Campus policy on emergency evacuation and response can be found in the Regulations Library at Policy and in Procedure.

Confidential Reporting

Individuals who witness or are the victim of crime, but who wish to remain anonymous, may report the crime to the Morton College Campus Police Department on a confidential basis. To do so, individuals should specifically request that they remain anonymous. The report ensures that the occurrence of the crime will be included in the Morton College Campus annual report, assists the police in determining if there is a pattern of crime with regard to a particular
location, method, or suspect, and enables the police, in appropriate circumstances, to alert the campus community to potential dangers. Filing an anonymous report may limit the ability of the police department to provide specific assistance or to investigate or solve a crime.

**Evacuation Procedure:**

In the event of a fire, the Morton College Campus expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Morton College Campus Police at (708)-656-8000 EX: 2200. Students and/or staff should check in at the assembly area identified in the building emergency plan. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

In the event of another significant emergency, the Morton College Campus evacuation procedures will be influenced by the nature and magnitude and immediacy of the emergency. Evacuations may be for a single building or group of buildings, a campus neighborhood, or the entire campus. Evacuation information will be disseminated using any combination of communication mediums that may be useful given the nature of the incident. Information may include known hazards, general direction to travel or avoid, precautions that may be taken, and where to assemble, if appropriate.

**Safety of buildings and grounds**

The College’s buildings and grounds are monitored and patrolled by the campus police department. The physical plant department maintains the building and grounds with a concern for safety and security. They inspect campus facilities to provide prompt service and respond quickly to reports of potential hazards. The campus lighting is normal for the size and nature of the campus and the physical plant staff and the campus police safety officer monitors the campus safety as well as lighting improvements when needed and or recommended. The physical plant maintains an afterhours call out schedule whereby physical plant staff can be called to campus after hours to address and repair any safety concerns that need immediate attention.

Emergency Call boxes and telephones are located in the lobbies, foyers, elevators, entrances and parking areas of the campus this includes (25) Panic Alarms assigned to administrative and staff members throughout the college campus. These devices are primarily for emergency services and campus police department. There are (31) interior call boxes and (5) exterior
parking area call boxes. They are equipped with a red emergency button which when pushed, automatically connects to the Campus Police Department dispatchers.

Security surveillance recording cameras are mounted in all campus hallways, entrances, courtyards and parking area of the campus. The cameras recordings are monitored by the campus police officers and campus police department’s dispatchers.

All campus classrooms, offices and entrance doors are equipped with “keyless card access cards” that are assigned to police officers, staff, and teachers of the campus.

All security call boxes, surveillance cameras, fire alarm panels, and keyless card access systems are checked daily for any malfunctions.

**Campus Alert System**

The Morton College Campus employs a campus alert system used to inform students and employees about emergencies on campus. Students and employees can sign up to receive alerts via phone, email, or text messaging. For more information or to sign up for campus alerts, visit [http://www.campusalert.morton.edu](http://www.campusalert.morton.edu).

**Clery Act**

Morton College is committed to informing the campus community of the obligations concerning crime and safety as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Clery Act also requires campuses to log and report any fires that occur in on-campus. A “fire” is here defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. All fire statistics for the past three years can be found in the Fire Safety Report section.

Further information concerning the requirements of this act may be found at [www.ed.gov](http://www.ed.gov).

**Alcohol and Drug Policy**

It is the policy of the Morton College to provide a drug and alcohol free environment and workplace as defined by the Drug Free Workplace Act of 1988 and the Safe and Drug Free Schools and Communities Act of 1994. Morton College prohibits the use, possession, distribution, dispensing and manufacture of illicit drugs or alcohol on Campus property, including buildings, grounds, in College vehicles or any College-leased facility. Anyone on campus under the influence of drugs or alcohol is subject to appropriate sanctions consistent with local, state and federal laws, and may include incarceration and/or monetary fines. Students who violate this policy will be governed by the College's Code of Student Conduct and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution. Incidents involving employees will be processed in accordance with applicable laws and labor-management agreements. Please reference Morton College Board Policy 8.16 for more information.
Educational programs discussing prevention and abuse of alcohol or drugs are offered periodically by the Student Activities Office. These programs are open to all students and employees.

**Programs for Students Requiring Assistance**

Any Morton College student who has a drug or alcohol related problem may call upon the College for assistance. Anyone needing help should contact the Dean of Student Development and Ombuds Services 708.656.8000, extension 2401.

**Programs for Employees Assistance**

Morton College Board Policy 8.4.2 has established an Employee Assistance Program (EAP) for employees. The EAP offers referral and assessment service for both employees and their family members who may be dealing with personal problems including substance abuse (including alcohol) and/or addictions. The EAP is administered by Health Management Systems of America (HMSA). If you feel that you or a family member needs help, HSMA can be reached 24 hours a day, 7 days a week at 1-800-767-5320. If you would like more information on HSMA, please feel free to contact Human Resources at (708)656-8000, extension 2300.

**Campus Smoke Free Enforcement**

Smoking in non-designated areas or campus vehicles is prohibited by the provisions of the “The Smoke-free Illinois Act” (410ILCS 82/15). No person may smoke any tobacco or simulated cigarette within any building owned or operated by Morton Community College. This prohibition also applies to all college owned or leased vehicles. Violators of this policy will be referred to the appropriate administrative office for review and appropriate administrative action. Policy violations may also be subject to citations and or fines issued by the Morton College Police Department.

1. **Citations:**
   Violators may be issued citations by Morton College Campus Police.

2. **Fines:**
   a. First citation - $50.00
   b. Second citation - $100.00
   c. Subsequent citation may be issued in an amount up $250.00, depending on the nature of the violation.

3. **Repeated Offences:**
   a. For students, shall be reported to the Dean of Student Development and Ombuds Services. Repeated offences are in violation of the Student Code of Conduct and could lead to administrative actions.
   b. For employees, all citations shall be reported to the facility or staff member’s immediate supervisor and Human Resources. Repeated offences are in violation of Board Policy and punishable by disciplinary action.
Members of the public and/or visitors that use tobacco on Morton College Property will be asked by Morton College Campus Police to extinguish any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, Morton College Campus Police may direct the visitor to leave Morton college Campus property.

Morton College recognizes that individuals may require help to quit smoking. Referrals for smoking cessions and educational materials are available through the Morton College Health and Wellness Program; Quitting Smoking Blue Cross and Blue Shield of Illinois “Fit Facts Brave the Crave” contact; If your craving for nicotine continues, call 800-QUIT-NOW (800-784-8669) for help.

**Prohibition of Concealed Carry on Morton College Campus**

Morton College expressly prohibits the carrying of concealed weapons in college owned or controlled buildings and grounds, athletic fields, artistic or entertainment venues, officially recognized college-related organization property, whether owned or leased, and any real property, including sidewalks, and common areas under the control of Morton College, as pursuant to Illinois Public Act (430 ILCS 66) - the Firearm Concealed Carry Act.

**Campus Sex Crimes Prevention Act**

In compliance with the Campus Sex Crimes Prevention Act, Public Law 106-386 Section 1601 it is noted that the identity of "Registered Sex Offenders" known to Morton College and registered as students or employed by Morton College is available to interested persons at the MCPD, Building C upon request.

Information is also available online at the Illinois Sex Offender Information website at [http://www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/).

Morton College Police department also recommends students, faculty and staff members to review the Sexual Assault and prevention guide in Appendix A of this report.

**Fire Safety**
Fire Safety equipment such as fire alarms, extinguishers, crash bars, and smoke detectors are located in all College buildings for safety and should be used only in emergency situations. No items may be moved to or stored within 18 inches of the ceiling so as not to interfere with the functioning of the sprinkler system. Tampering with fire equipment, disconnecting smoke alarms, or intentionally activating a fire alarm constitutes a class 4 state felony and may lead to incarceration. The College will also take disciplinary action. Finally, legal action and a fine up to $1000 may be pursued by the Morton College Campus Police. Malfunctioning smoke alarms should be reported at once to Campus Police (708-656-8000 ex: 2200) 24 hours-a-day. Students who do not cooperate in evacuating a building when a fire alarm is sounded will be subject to disciplinary action and a $50 minimum fine. Intentionally seeking to burn items near College property will result in a fine of $50 and possible disciplinary action.

Students should also assist in the promotion of basic fire safety principles. Fire exits should not be blocked and fire doors should not be propped open, and belongings should not be placed in hallways or stairwells.

The Fire Safety Report in its entirety can be found at the conclusion of this Report, including all information required by law concerning fires on-campus.

**Statistics on Reported Crimes**

Crime statistics gathered at Morton College have been reported to the U.S. Justice Department’s Uniform Crime Reporting System since 1992. The previous three years’ worth of statistics are available in Appendix B or by visiting the Morton College Police Department in Building C during normal business hours.
Appendix A

If you are raped or sexually assaulted:

• Get to a safe place as soon as you can.

• Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.

• Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.

• Contact the Morton College Police Department immediately (708)-656-8000 extension 2200 on campus.

• Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.

• Contact someone you trust to be with you and support you.

The sexual assault policy works under the umbrella of and in concert with Morton College’s Discrimination, Harassment, and Retaliation Policies. “Sexual assault” is defined as forcing, threatening, or coercing an individual into sexual contact against the individual’s free will with or without the individual’s consent. It includes, but is not limited to, any sexual act performed on an individual or any sexual act required to be performed by an individual against that individual’s free will. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was incapacitated by drugs (including alcohol) or was otherwise unable to consent. Victims of a sexual offense are encouraged to report any incident immediately to by contacting Campus Police at 708-656-8000 ex: 2200.

Reporting

The first priority of a student who has been subject to sexual assault should able to get to a place of safety and then to obtain necessary medical treatment. Victims of sexual assault may seek and receive medical care free of charge from a local hospital emergency department without submitting a police report. The Morton College Police Department strongly encourages victims to report incidents of sexual assault in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Morton College Police Department. Individuals are encouraged, but not required, to file a police report. Filing a police report will not obligate the victim to pursue a complaint through the criminal process, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:
• ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;

• provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and

• make the victim aware of resources available for confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Morton College Police Department, and the Office of the Dean of Student Development will also be notified. The victim of a sexual assault may choose for an investigation to be pursued either through the criminal justice system, through a University disciplinary process (when an alleged perpetrator is a student, faculty or staff), or through both processes. Victims may also choose not to proceed as a complainant in a criminal process or in a disciplinary process. A representative from the Morton College Police Department or the Office of the Dean of Student Development will guide the victim through the available options and support the victim in his or her decision.

Past Abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

Male Victims

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

Counseling Options

Various Morton College counseling options are available to student victims of sexual assault through the Morton College Counseling Center. Support services are also available outside the College Campus (for example from the Chicago Rape Crisis Hotline, YW Care Hotline, Pillars and Pillars 24-hour sexual assault hotline). The offices of the Dean of Students, the Morton College Counseling Center can provide referrals to other non-College Campus counseling options.

Off Campus

Chicago Rape Crisis Hotline (888) 293-2080

YW Care Hotline (708) 748-5672

Pillars (708) 788-6759

Pillars 24-hour sexual assault hotline: (708) 482-9600
After reporting the offense, Campus Police will be responsible for the victim and chain of evidence to see that the victim shall be transported by ambulance if penetration or any other physical injury occurred during the assault.

It is important to report a sex offense as soon as possible for the protection of the victim and to ensure proper medical/psychological support. In addition, quick reporting enables us to alert the campus community and possibly prevent further violations. At all times, we will work confidentially with the victim, empowering the individual to make informed and realistic decisions as to the disposition of the case.

**College Disciplinary Action**

If you have been sexually assaulted by another student or students and are considering taking action through the college, you are encouraged to discuss the matter with the Dean of Student Development and Ombuds Services or her designee. This will allow you a chance to review the procedures should you decide to file a formal complaint through the college’s disciplinary/judicial system. This discussion does not obligate you to pursue official action. If you decide to take part in the college adjudication process, you should contact the Dean of Student Development and Ombuds Services. Charges may either be filed directly by you or by the college on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the college’s Code of Student Conduct regulations. Assailants could be subject to disciplinary action pending review by the college judicial system. Those students found responsible for violating the code in this way could be suspended or expelled. Under the college’s disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic situation on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceedings alleging sexual assault.

Students and employees found responsible for sexual assault may be criminally prosecuted in the state or federal courts and, as more fully described in the pertinent Policies, may be terminated from employment or suspended or expelled from the Morton College Campus for the first offense.

**Criminal Investigation and Charges**

Depending on the timing of your report and preference, it may be possible for you to make a statement in the presence of the Morton College police officer and the local police at the same time. Be advised that questioning can be difficult. Remember, you may request that a support person be with you during the police interview. If it is possible for the assailant to be apprehended, the suspect will be taken by police before the local judge and charged with the appropriate offense(s) at a preliminary arraignment. You do not need to be present for this proceeding. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the conditions of bail is usually that the suspect not try to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call the Morton College Police.
department or the local police. Bail can be revoked, and additional charges can be filed if necessary. The prosecutor or deputy prosecutor will represent you without cost throughout the criminal proceedings. You may also speak with an attorney of your choice.
Appendix B