



ILLINOIS CENTRAL COLLEGE CAMPUS POLICE DEPARTMENT

To: All Campus Security Authorities
From: Chief Thomas Larson
Subject: Reporting Requirements

This memo is to notify employees who are designated as ICC Campus Security Authorities of their obligation to report crimes mandated by the federal Clery Act to be included in the Annual Security Report. "Campus Security Authorities" include any employee of the college who has significant responsibility for student and campus activities outside the classroom, as defined by the Department of Education. Examples of Campus Security Authorities include, but are not limited to,

- Deans of Students
- Employees who oversee student housing or a student center
- Athletics Director or athletic team coach or assistant
- Faculty advisor to a student group or Student Activities/extracurricular activities advisor
- Health Care Professional, Student Counselor/Advisor, Victim Advocate or Sexual Assault Response Team member

Examples of individuals who would not meet the criteria for being Campus Security Authorities include:

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom
- Clerical or Cafeteria staff
- Facilities or Maintenance staff

The Clery Act is a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas. If you observe or have any knowledge of any crime listed below, immediately report the incident to ICC Campus Police Department. This applies to crimes on any college campus, any public property adjacent to campus and at locations where other college activities are taking place. Do not investigate the crime or attempt to

determine whether a crime actually took place. Simply make the report to the ICC Campus Police Department.

Listed below are the crimes Campus Security Authorities are mandated to report:

- Homicide (the willing, non-negligent killing of one person by another)
- Negligent Manslaughter
- Sex Offenses (any sexual act directed against another without consent, including instances where the person is incapable of giving consent)
- Robbery (taking or attempting to take anything of value from a person by force or threat of force or violence and/or by putting the person in fear)
- Aggravated Assault/Battery (an unlawful attack by one person upon another for purpose of inflicting severe or aggravated bodily harm)
- Burglary (unlawful entry to commit a felony or a theft)
- Motor Vehicle Theft
- Arson
- Dating or Domestic Violence (felony or misdemeanor crime of violence committed by current/former spouse, intimate partner, boyfriend/girlfriend, blood family member, person who shares a child in common, person who shared a home or other common dwelling, etc.)
- Stalking (two or more acts that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress)
- Hate Crimes (any crimes listed above plus theft, simple assault, intimidation, or destruction/damage/vandalism of property where the victim was chosen because of his/her actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, disability, or gender identity)
- All liquor, drug or weapons law violations resulting in an arrest or referral for disciplinary action

If you are in doubt as to whether to report a crime, please err on the side of caution by reporting the information. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest or referral for disciplinary action is made.

If you have any questions regarding reporting obligations, please contact the Campus Police Chief at extension 5225. Thank you for your assistance in fulfilling these federal requirements.