

# **ANNUAL SECURITY REPORT 2013**



This information is provided by Lakeland Community College in compliance with the Jeanne Clery Act.

For more information on campus safety,  
contact the Lakeland Community College Police Department at  
440-525-7241.

[www.lakelandcc.edu/police](http://www.lakelandcc.edu/police)

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# **ANNUAL SECURITY REPORT 2013**

## **INCLUDING CRIME STATISTICS FOR 2010-2012**

### **LAW ENFORCEMENT AUTHORITY**

The Lakeland Community College Police Department was created in 1978 pursuant to a state law giving the Campus Police primary jurisdiction on all College property and grounds. The Main Campus lies within the cities of Willoughby, Kirtland, and Mentor; and within the Village of Kirtland Hills. The Campus Police also has jurisdiction at the Holden University Center in conjunction with the Kirtland Police Department.

College police officers are classified as state university law enforcement officers and derive their law enforcement authority from the Ohio Revised Code Section 3345.04. The Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and in areas immediately adjacent to the campus. Campus Police have access to the available State of Ohio databases that are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information. The Campus Police have discretion to refer minor offenses to the Dean of Students for disciplinary action.

The Campus Police Department is staffed 24 hours per day, 365 days per year, and offers numerous services to the College community. The College Police Department receives and provides mutual aid to communities surrounding the College: Kirtland, Kirtland Hills, Willoughby, and Mentor, if needed. The College participates in a mutual aid agreement that encompasses every jurisdiction in Lake County. The College works closely with federal, state and local agencies to protect the learning environment. Local police, fire and SWAT personnel are invited to tour the College each year as part of the College's emergency preparation program.

### **CAMPUS PROTECTION**

The Lakeland Police Department is dedicated to the fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property, community policing, quality education, crime prevention, and the timely provision of related services to the College community. However, the police cannot do it alone.

Students and employees are encouraged to promptly and accurately report all crimes to the Campus Police Department. Your concerns will be handled by a trained public safety official in both a professional manner and as confidentially as the law allows. A follow-up may be conducted to identify criminals, recover stolen property, and when possible, prosecute offenders.

### **REPORTING A CRIME**

Students, faculty, staff, community members and guests are encouraged to report all crimes, suspicious behavior, or public safety related incidents to the Campus Police by calling 440-525-7241. Campus Police is located in room A-2 in the basement of A-Building. Emergencies can be reported by dialing 911 on any College telephone. All crimes, accidents, or injuries, should be reported immediately to the Campus Police. At Lakeland Community College, students and employees are encouraged to work together with the Campus Police to enhance the safety and security of the entire College community.

Victims of sexual assault may also report such crimes to the Dean of Students, located in room S-243

(440-525-7358) or the College Psychologist, located in room A-1016 (440-525-7205), who will assist them in notifying the authorities if the victim requests assistance of these personnel.

The College academic counselors do not have procedures for reporting crime statistics. The counselors, at their discretion, may inform those they counsel of procedures for reporting crimes voluntarily. There are no provisions for confidentially reporting crime for inclusion in the Annual Security Report.

It is also important for all crimes to be reported to the Campus Police Department to ensure their inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

### **EMERGENCY TELEPHONES**

There are a number of emergency telephones and call boxes on campus that can be utilized to report a crime, fire, accident or any other type of emergency. The parking lot call boxes are marked with distinctive blue lights and will connect the user with the Campus Police immediately. Hallway and lobby telephones are set up to dial directly to the Campus Police emergency dispatcher. In time of need, the internal phones can simply be “knocked off” the hook in order to summon the Campus Police immediately.

### **CRIMES AT LAKELAND EAST**

The Madison Village Police Department serves the Lakeland East campus. Should a crime occur at this site, students and employees are asked to contact the local police first (440-428-3421 or 911 for emergencies), and report the problem to the Campus Police as soon as possible. The Lakeland police will work with the local police to complete the investigation and to keep the victim updated on a timely basis. Campus Police personnel visit Lakeland East several times a year to conduct fire inspections, safety inspections and crime prevention reviews, and to assist and support on-site employees and students with security and safety related matters.

### **CRIMES AT STUDENT ACTIVITIES (OFF-CAMPUS)**

The College does not have any officially recognized student organizations with off-campus locations. Student organizations occasionally meet off-campus and, conceivably, someone could become a crime victim at such events. In this case, club and organization advisors or coaches, and/or the victim, should report the incident to both the agency in whose jurisdiction the crime occurred, and to the Lakeland police department, as soon as practical.

### **CONFIDENTIALITY**

Ohio’s public records law (Ohio Revised Code §149.43) does not permit the College to promise confidentiality to those who report crimes to anyone except a professional counselor whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

### **PRIORITY DETERMINATION**

When an incident is reported to the Campus Police Department, a diligent effort will be made to (a) investigate the incident, and (b) determine the facts. When multiple incidents occur during the same time period, they will be prioritized as follows:

- Matters involving personal safety, violence, or life-threatening circumstances
- Property offenses or incidents
- Requests for other services

## DAILY CRIME LOG

A daily crime log is available for review during normal business hours at the dispatch center in the basement of Building A. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each reported crime.

## NOTIFICATION TO THE COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT OR EMERGENCY

If the Lakeland Community College Police Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Lakeland community, the Lakeland Police Department will immediately determine the content of the message and will use some or all of the systems described below to communicate the threat to the Lakeland community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Lakeland Police Department will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to Lakeland Community College Police Department, local police departments, and the Kirtland Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the event of a serious incident that poses an immediate threat to members of the Lakeland community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Lakeland campus community.

These methods of communicating include SchoolMessenger, a system that provides voice, email and text message alerts to members of the college community. Current credit students and employees have automatically been enrolled in our Emergency Alerts System using the phone number(s) provided at registration and your Lakeland email address. Students must be sure to provide the Admissions Department with any updated phone numbers. Employees must contact Human Resources with updated numbers. If you provide Lakeland with your cell phone number, within 1-2 days you will receive an opt-in text. You must reply to the opt-in text to get text alerts.

You have the option of adding additional text, phone and emails, or customizing your account. After receiving your activation code, which you should receive by Lakeland email by the 3<sup>rd</sup> day of classes, go to <https://contactme.schoolmessenger.com/> to manage your account.

- 1) After clicking on the above link, click "Sign up now"
- 2) Enter your Lakeland Email, choose a password and complete the form and click "Sign Up"
- 3) Now check your Lakeland email. You should instantly receive an email from Reliance Co.(SchoolMessenger) with a unique confirmation link.
- 4) Click the link in the email (or copy/paste the link) and the activation page will be pre-filled with your confirmation code. Then enter the password you chose above and click submit.
- 5) Click "Click here to begin" and enter your Lakeland ID and your activation code, click "ADD"
- 6) Click the "Contacts" tab, then under the actions column, click "edit". You can then add text, email and phone contacts. Be sure to checkmark the boxes of the method and alerts you want to receive.
- 7) If you have any questions go to: [www.lakelandcc.edu](http://www.lakelandcc.edu) and click FAQ.

If you don't receive the email with your activation code or have deleted it, contact the Help Desk at 440-525-7570 or email: [lcchelpdesk@lakelandcc.edu](mailto:lcchelpdesk@lakelandcc.edu) so they can provide it to you.

The notification may also be spread via the InformaCast Messaging System, a system which sends alerts through the internal college telephones. In some cases, the fire alarms may be used to evacuate the facility or broadcast messages. Information will be made available to the larger community through the College's Community and College Relations Department who may use social media or the College website.

Updates to the Lakeland community about any particular case resulting in an emergency alert may be distributed via SchoolMessenger and InformaCast or may be posted on social media. Both members of the Lakeland community and members of the larger community may also call Lakeland at 440-525-7000 for updates.

Lakeland community members are encouraged to notify the Lakeland Community College Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. Lakeland has the responsibility for responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Lakeland Police Department has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

## **TIMELY WARNINGS**

Lakeland Community College issues notices, called Timely Warnings, to the College community when the Campus Police Department becomes aware of dangerous criminal situations on campus property or on public property immediately adjacent to and accessible from the campus. The Lakeland Community College Police Department works closely with the surrounding police departments to review current criminal activity and share information about such matters. In the event that a situation arises that constitutes an ongoing or continuing threat to the College community, the College will issue a campus-wide alert. The alerts are generally written by the Chief of Police or designee and they are approved and distributed to the College community by the Campus Police Department. Every attempt is made to distribute the alert as quickly as possible, however, the release of the alert is subject to the availability of facts concerning the incidents. Alerts will be made via SchoolMessenger, InformaCast, and/or in any other way that makes it likely to reach as many students and employees as possible. Updates to the Lakeland community about any particular case resulting in a Timely Warning may be sent by SchoolMessenger and InformaCast.

Alerts are distributed for any Clery Act crime (See Crime Statistics in the back of this book for classifications and definitions) where the facts of the case indicate there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to the other Lakeland community members and a Timely Warning would not be distributed. The Lakeland Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Alert is warranted. Timely Warnings may also be issued for other crime classifications, as deemed necessary. A record of Timely Warnings issued is available from the Campus Police Department. Anyone with information warranting a Timely Warning should report the circumstances to the Campus Police Department, by phone (911 or 440-525-7241) or in person at the dispatch center located in the basement of A Building (A-2).

## **EMERGENCY EVACUATION PROCEDURES AND POLICIES**

### **EMERGENCY RESPONSE**

College departments are responsible for developing contingency plans and continuity of operation plans for their staff and areas of responsibility. The College conducts an emergency response exercise each year, such as a table top exercise or field exercise, and conducts tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Lakeland Community College police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. The Incident Command System (ICS) is utilized when responding to incidents and Lakeland Community College officers work with local safety agencies to manage, mitigate, and recover from incidents.

General information about the emergency response and evacuation procedures for Lakeland Community College are publicized each year as part of the College's Clery Act compliance efforts, and is available on the LCC Police Department website.

### **COLLEGE EVACUATION PROCEDURES**

When an evacuation order is given, or the alarms sound, everyone should collect their personal gear (including protective clothing) and leave the building. Groups should gather at a predetermined assembly point for a "headcount," and should not return to the building until told to do so by the police. Members of the College community are encouraged to assist anyone who may be having difficulty in leaving the building safely, or should try to summon assistance as quickly as possible. If you hear an order to evacuate or a fire alarm, leave at once.

### **SHELTER-IN-PLACE PROCEDURES - WHAT IT MEANS TO "SHELTER-IN-PLACE"**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "Shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### **BASIC "SHELTER-IN-PLACE" GUIDANCE**

If an incident occurs and the building you are in is not damaged, stay inside the building in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators.) Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

### **HOW YOU WILL KNOW TO "SHELTER-IN-PLACE"**

A shelter-in-place notification may come from several sources, including the Lakeland Police Department, other College employees, a local police or fire department, or other authorities utilizing the College's emergency communications tools.

### **HOW TO "SHELTER-IN-PLACE"**

No matter where you are, the basic steps of sheltering-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel. The Lakeland police department website, [www.Lakelandcc.edu/police](http://www.Lakelandcc.edu/police), provides additional information and tips for individual emergency preparedness and the Emergency Response Handbook can be downloaded from the website. The handbook provides information on how to prepare for and respond to the most likely emergency situations that may arise on campus.

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - a. An interior room;
  - b. Above ground level; and
  - c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)

6. Turn on a radio or TV and listen for further instructions.
7. Make yourself comfortable.

## **BUILDING ACCESS/SECURITY**

Lakeland Community College Main Campus is open from 7:00 a.m. - 11:00 p.m. Monday through Friday, and from 7:00 a.m. - 5:00 p.m. on weekends. The College is closed on designated holidays. Faculty, staff, administration, and contractors may enter after hours if they coordinate with the College Police Department. After-hour access is limited to the loading dock door. Students must have on file, in advance with the Campus Police, a letter of authorization from a dean or department head specifically stating the purpose, date(s), time(s), and location(s) of access. Visitors may enter the facility for any authorized special event when the College is otherwise closed. When closed, all College exterior doors are locked, allowing only authorized entry as set forth above. The College does not have any campus residences. Patrols by police personnel and surveillance by closed-circuit television, along with alarm equipment in critical areas, are utilized to maintain the safety and security of the facilities.

### **LAKELAND EAST**

Lakeland East is located at 201 Water Tower Drive, Madison, Ohio 44057  
Phone numbers: 440-525-7411 or 440-428-5500

Office Hours at Lakeland East:

Monday - Thursday 8:30 a.m. - 10 p.m.\*

Friday Closed\*

Saturday 8:30 a.m. - noon\*

\*Hours subject to change based on semester schedule and holiday breaks.

Summer hours vary; please contact us at 440-525-7411 in advance. There is no after-hour access to Lakeland East.

### **THE HOLDEN UNIVERSITY CENTER**

The Holden University Center is located directly across the street from the main campus at 4242 Route 306. There is no after-hour access to the Holden University Center.

## **CAMPUS SECURITY AND SAFETY**

Lakeland takes a proactive approach to campus safety. In addition to motor and foot patrols, Lakeland Police utilize College shuttle buses to patrol the campus. Surveillance cameras are used to monitor some parking lots, hallways, and lobby areas at all campuses. All exterior locations are well lit during the evening hours and through the night. The grounds are maintained by a professional grounds keeping staff. Pedestrian and vehicular safety, along with access for the disabled, is evident in all landscape, construction, and renovating considerations. A special work-order system is used to give priority to safety-related matters.

The Campus Police Department works closely with the Facilities Management Department to prevent fires and explosions, service and maintain fire detection and alerting systems, while working with local fire officials to conduct regular inspections designed to insure that the College meets all applicable fire protection and fire prevention standards.

## **CRIME PREVENTION & EDUCATION**

The Campus Police Department employs a crime prevention officer to conduct workshops and seminars aimed at making everyone aware of potential risks and dangers, as well as sharing responsibility for a crime-free campus. Most workshops are designed to help students and employees avoid criminal victimization and to know what to do should they be victimized. Informational meetings are held on a monthly basis (last Wednesday of the month) for

students, faculty and staff. These meetings cover a wide range of subjects from personal safety, theft protection, crime prevention, and fire safety, as well as educational sessions on current event topics. During orientation, the campus police participate in-person or via video presentation to discuss crime on-campus and the services provided by the Campus Police Department. Throughout the year, the Campus Police Department offers timely crime prevention activities and training on responding to an active shooter situation. The Campus Police distribute information through displays, bulletin boards, articles in the campus newspaper, and on the police page at [www.lakelandcc.edu](http://www.lakelandcc.edu).

In addition, the Men's Resource Center and the Women's Center also offer services and programs geared toward the education and awareness of violent crimes against women. Topics include domestic violence awareness and awareness of dating violence, sexual assault, and stalking.

For more information, contact the Campus Police Department at 440-525-7241, the Men's Resource Center at 440-525-7447, and the Women's Center at 440-525-7322.

### **C.A.R.E. TEAM (CONSULTATION, ASSESSMENT, REFERRAL, EDUCATION)**

As part of the College's proactive approach to crisis management, the institution has established a C.A.R.E. team, which stands for Consultation, Assessment, Referral, and Education. It is designed to detect and assess persons in crisis and incidents and then coordinate a community-based response to the situation if applicable. The C.A.R.E. team includes the College Police Chief, Psychologist, Students with Disabilities Counselor, Assistant Provost, Dean of Students, and several other members, including highly trained counselors and police officers. The primary objective of the C.A.R.E. team is to "connect all of the dots" relating to potentially dangerous situations before violence occurs, without violating student or employee confidentiality, and to enhance the quality of communication between student support professionals working at the College.

### **SEXUAL OFFENSES**

While most victims of sexual assault are women, some men are also victims. Male victims at Lakeland receive the same services as women.

If you are a victim of a sexual assault at the college:

- 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.
- Do not eat, drink liquids, smoke, or brush teeth if oral contact took place.
- Get medical attention as soon as possible to make sure you are physically well and to permit collection of important evidence in the event you may later wish to take legal action
- Contact the Lakeland Community College Police Department by phone at 440-525-7241, or in person in room A-2 in the basement of A-Building.
- Contact a trusted friend or family member to be with you and support you.

Sexual offenses (including attempts) should be reported immediately to the Campus Police Department. If the victim chooses, he/she can also report the sexual assault to the Dean of Students and/or the College Psychologist. At the victim's request, the Dean of Students or the College Psychologist can and will assist the victim in notifying the authorities.

- Richard Novotny, Associate Vice President of Student Development and Dean of Students
  - Room S-243
  - 440-525-7358
- Dr. Kenneth Browner, College Psychologist
  - Room A-1016 (inside Counseling Office)
  - 440-525-7205

The reasons for reporting to the Lakeland Community College Police Department are:

1. To take action which may prevent further victimization, including issuing a Timely Warning to warn the campus community of an impending threat to their safety;
2. To apprehend the assailant;
3. To seek justice for the wrong that has been done to you; and
4. To have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

Time is a critical factor for evidence collection and preservation. Filing a police report with the Campus Police will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. You may have a support person with you during the interview and/or, if you request, a victim advocate will be notified immediately. College police personnel and several College employees are trained to handle and investigate such matters in a sensitive and timely manner. The victim's identity will be kept confidential within the limits of the law, and the victim will be kept apprised of developments by the Campus Police throughout the entire investigative and legal process.

In some cases, the College student health office can refer students to off campus counseling services, mental health agencies, and victim rights offices. Employees can easily and confidentially access off-campus community resources through the Department of Human Resources or the Campus Police Department. Comprehensive counseling and psychological services are available to all full-time, part-time and potential students. You may see counselors by appointment or on a walk-in basis. For more information, call 440-525-7200, stop by A-1027, or log on to [www.lakelandcc.edu/counseling](http://www.lakelandcc.edu/counseling) and select from several topics. If you are experiencing a mental health crisis, please follow these procedures:

1. Stop by the Counseling Center, located in office A-1027 (across from the bookstore) or call 440-525-7200. Tell the receptionist that you would like to speak with the psychologist and that it is an emergency. When he is on campus, he is on call, and he is usually able to respond to crises immediately.
2. If he is not on campus, the receptionist will direct you to the appropriate resources. You can also call the Lake County Mental Health Crisis Hotline at 440-953-8255 or 800-411-0103. After the situation has been resolved, please contact the psychologist so that he can follow up with you.

Off-campus community resources include:

Cleveland Rape Crisis Center - 24-Hour Hotline: 216-619-6192  
526 Superior Ave., Suite 1400, Cleveland, OH 44114

Victim Resource Center of UHHS Laurelwood Hospital - Hotline: 800-777-7244  
35900 Euclid Ave., Willoughby, OH 44094

Eastlake Police Victims Assistance Program 24-Hour Hotline: 440-680-4117  
35150 Lakeshore Blvd., Eastlake, OH 44095

Forbes House - 24-Hour Hotline: 440-357-1018  
PO Box 702, Painesville, OH 44077

Fairview Hospital Emergency Department SANE Program - 216-476-7278  
18101 Lorain Rd., Cleveland, OH 44111

WomenSafe, Inc. - 24-Hour Hotline: 888-285-5665  
PO Box 656, Chardon, OH 44024

Domestic Violence Center - 24-Hour Hotline: 216-391-HELP  
PO Box 5466, Cleveland, OH 44101

Student victims may ask that their academic situation or schedule be changed after an alleged sexual assault if such changes are reasonably available. Requests should be made to the Dean of Students.

College disciplinary proceedings are detailed in the Student Handbook. The proceedings provide, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College Conduct Code could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Upon written request from an alleged victim of any crime of violence or a non-forcible sex offense allegedly occurring on campus, the College shall provide the results of any disciplinary proceedings conducted by such institution against the alleged perpetrator of such crime, without unreasonable delay. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **STALKING AND DOMESTIC VIOLENCE**

Victims of stalking and domestic violence should contact the Campus Police so that they can assist and support them as much as possible while they learn and/or work at the College. For more information, contact the Campus Police Department at 440-525-7241.

## **SEXUAL PREDATORS**

Any student, employee or visitor can access any information involving individuals who are identified as a sexual offender. This includes individuals working at or attending class at Lakeland Community College. This information may be obtained by contacting the Lakeland Community College Police Department located at the main campus in room A2. The link to obtain real time information is located at [www.lakelandcc.edu/police](http://www.lakelandcc.edu/police).

## **DISCIPLINARY ACTIONS**

The College's Board of Trustees is responsible, by law, for regulating student, visitor, and employee conduct. Procedures for disciplining faculty and employees are available from the College's Department of Human Resources. Student Conduct Code and Persona Non-Grata policy information is available from the office of the Director for Student Activities.

In the case of student or employee conduct which involves an alleged or proven violation of criminal law, police authority may be invoked. Disciplinary action may be taken if the conduct also involves a violation of College standards, or if the interests of the academic community are distinct from those of civil authority.

Upon written request from an alleged victim of any crime of violence or a non-forcible sex offense allegedly occurring on campus, the College shall provide the results of any disciplinary proceedings conducted by such institution against the alleged perpetrator of such crime, without unreasonable delay. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. (See the Student Handbook for more information.)

## ALCOHOL AND DRUG POLICIES

The College works to provide an environment free of alcohol and drug abuse. The possession of, use of, distribution of, or any attempt to use or distribute, any illegal substance, controlled substances, or alcoholic beverage, without a permit, is prohibited on all College properties, owned or leased, and at all College activities. The Campus Police strictly enforce state and federal laws pertaining to controlled substances. Violators are subject to criminal prosecution, fine, imprisonment and disciplinary action by the College.

It is illegal in the State of Ohio to possess or consume an alcoholic beverage by anyone under 21 years of age. It is a violation of College policy to consume or possess alcohol in any public or private area of the campus without prior College approval. Violation of these policies or laws may be subject to arrest or sanctions by the College.

The College administration enforces Board Policy 3354:2-20-72, Drug-free and Alcohol-free Workplace. The College provides services related to drug and alcohol use and/or abuse.

In the event that a student is found responsible for a drug or alcohol offense, sanctions are set forth that must be completed by the student within a certain period of time. Classes are used as an educational tool to provide the student with awareness of the dangers of drugs and alcohol usage. In addition, an initial and follow up meeting with the college psychologist may be included in the overall sanctions. The classes that may be assigned as sanctions through the Lakeland Student Conduct Code are *Under the Influence*, *Marijuana 101*, and *Personal Best*. Students who would like more information on these classes should contact the Dean of Students at 440-525-7358.

In the event that a Lakeland Community College employee is found to have issues with drugs or alcohol they are given resources to assist in education and awareness of the dangers of such usage. Lakeland Community College refers their employees to the IMPACT Employee Assistance Program. IMPACT is a national firm with a niche in higher education based out of Beachwood, Ohio. IMPACT employs licensed counselors and operates a 24/7 day a week hotline.

Community resources available to both students and employees include:

Lake-Geauga Center on Alcoholism and Drug Abuse  
209 Center Street, Unit E, Chardon, Ohio 44024  
Phone: 440-285-9119 or 440-942-6722

Lake-Geauga Recovery Centers, Inc.  
9083 Mentor Ave., Mentor, OH 44060  
Phone: 440-255-0678

ADAMHS Board of Cuyahoga County  
2012 W. 25<sup>th</sup> Street, 6<sup>th</sup> Floor, Cleveland, OH 44113  
Phone: 216-241-3400

## CRIME STATISTICS

Lakeland publishes this annual statistical report to comply with the statutory mandates imposed by the Jeanne Clery Act. The statistics are gathered daily, correlated monthly and published annually by the Campus Police Department in this document entitled "Annual Security Report". This report is prepared in cooperation with the surrounding local law enforcement agencies of the Main Campus and Lakeland East and the Dean of Students. This annual report is made available to perspective and current students and employees as required by law.

Links to the Annual Security Report are posted on the Lakeland Community College website on the Police Department page, Admissions page, and the Human Resources page. All current employees and registered students have a personalized myLakeland page for accessing important services, emails and announcements. A link

to the Annual Security Report is prominently displayed in the Announcement section of their page. Copies of the report may also be obtained at the College Police Department located in the basement of A Building (A-2). All prospective employees may obtain a copy of the report from Human Resources in room A-2005.

U.S. Department of Education Crime Statistics for the calendar years 2010-2012, for Lakeland's main and satellite campuses, are included at the end of this report.

## **EMERGENCY MANAGEMENT PLAN**

The Director of Public Safety and Chief of Police is responsible for coordinating College-wide emergency planning, crisis preparation, and emergency readiness.

## **WEB PAGE**

The Lakeland Police Department can be accessed via the internet at:

[www.lakelandcc.edu/police](http://www.lakelandcc.edu/police)

## **QUESTIONS**

Questions concerning these topics should be directed to the Lakeland Community College Chief of Police at 440-525-7241, or via e-mail at [gjenkins@lakelandcc.edu](mailto:gjenkins@lakelandcc.edu).

Prepared September 2013

## CRIME STATISTICS FOR 2010 - 2012

<b>CRIMINAL OFFENSES <u>ON CAMPUS</u> CALENDAR YEARS 2010-2012</b>											
OFFENSE	MAIN CAMPUS Including the Holden University Center			EAST CAMPUS (MADISON VILLAGE)			WEST CAMPUS (WILLOWICK) Closed in June 2012			PAINESVILLE CAMPUS Closed in June 2011	
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	2	0	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0

<b>CRIMINAL OFFENSES <u>ON PUBLIC PROPERTY</u> WHICH IS WITHIN THE CAMPUS, NEXT TO OR BORDERING THE CAMPUS AND THAT IS EASILY ACCESSIBLE FROM THE CAMPUS CALENDAR YEARS 2010-2012</b>											
OFFENSE	MAIN CAMPUS Including the Holden University Center			EAST CAMPUS (MADISON VILLAGE)			WEST CAMPUS (WILLOWICK) Closed in June 2012			PAINESVILLE CAMPUS Closed in June 2011	
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0
Sex offenses—Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0

<b>ARRESTS AND DISCIPLINARY ACTIONS <u>ON CAMPUS</u> CALENDAR YEARS 2010-2012</b>											
	<b>MAIN CAMPUS Including the Holden University Center</b>			<b>EAST CAMPUS (MADISON VILLAGE)</b>			<b>WEST CAMPUS (WILLOWICK) Closed in June 2012</b>			<b>PAINESVILLE CAMPUS Closed in June 2011</b>	
<b>OFFENSE</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>
ARRESTS: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: Drug Abuse Violations	1	5	1	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: Liquor Law Violations	0	2	1	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Liquor Law Violations	1	0	0	0	0	0	0	0	0	0	0

<b>ARRESTS AND DISCIPLINARY ACTIONS <u>ON PUBLIC PROPERTY</u> WHICH IS WITHIN THE CAMPUS, NEXT TO OR BORDERING THE CAMPUS AND THAT IS EASILY ACCESSIBLE FROM THE CAMPUS FOR CALENDAR YEARS 2010-2012</b>											
	<b>MAIN CAMPUS Including the Holden University Center</b>			<b>EAST CAMPUS (MADISON VILLAGE)</b>			<b>WEST CAMPUS (WILLOWICK) Closed in June 2012</b>			<b>PAINESVILLE CAMPUS Closed in June 2011</b>	
<b>OFFENSE</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>
ARRESTS: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: Drug Abuse Violations	0	2	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0

**HATE CRIME STATISTICS**  
**ON CAMPUS**  
**AND**  
**ON PUBLIC PROPERTY WHICH IS WITHIN THE CAMPUS, NEXT TO OR BORDERING THE CAMPUS**  
**AND THAT IS EASILY ACCESSIBLE FROM THE CAMPUS**

**CALENDAR YEARS 2010-2012**

OFFENSE	MAIN CAMPUS Including the Holden University Center			EAST CAMPUS (MADISON VILLAGE)			WEST CAMPUS (WILLOWICK) Closed in June 2012			PAINESVILLE CAMPUS Closed in June 2011	
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex offenses—Forcible	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0

## DEFINITIONS OF CLERY CRIMES

As per the Uniform Crime Reporting Handbook:

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

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

**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 or violence and/or by putting the victim in fear.

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: 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. (Classify as motor vehicle theft all cases where vehicles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

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

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

**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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to 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.)

Sex Offenses Definitions as per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

#### **Sex Offenses - Forcible**

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

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

**Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will: or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

#### **Sex Offenses - Nonforcible**

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

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

## HATE CRIMES

Lakeland Community College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

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

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

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

If a hate (bias) related crime is reported, we also need to report the type of bias involved in the crime, race, religion, ethnicity, gender, sexual orientation, or disability.