

ANNUAL SECURITY REPORT

2011



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

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

www.lakelandcc.edu/police

Lakeland
Community College

ANNUAL SECURITY REPORT 2011

INCLUDING CRIME STATISTICS FOR 2008-2010

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 College lies within the cities of Willoughby, Kirtland, and Mentor; and within the Village of Kirtland Hills.

College police officers are classified as state university law enforcement officers and derive their law enforcement authority from the Ohio Revised Code. 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. Emergencies can be reported by dialing 911 on any College telephone or pay phone. 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. Federal law allows an alleged victim of certain

types of sexual assault to report such activity to a campus administrator or counselor. You may also report a crime to the Dean of Students located in S-243 (440-525-7358).

The College 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.

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

BUILDING ACCESS/SECURITY

Lakeland Community College 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.

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

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. The Campus Police distribute information through displays, bulletin boards, articles in the campus newspaper, and on the police page at www.lakelandcc.edu. For more information, contact the Campus Police Department at 440-525-7241. The College does not have any officially recognized student organizations with off-campus locations.

SEXUAL PREDATORS

The College Police Department monitors registered sexual offenders and shares registration information with the College community as mandated by law. 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.

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.

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.

STUDENT ACTIVITIES (OFF-CAMPUS)

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.

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.

Lakeland Community College's abuse program is open to the entire College family; students, faculty and staff. Through a series of tests and diagnostic interviews available, the individual risk is assessed. Often a family member's drug use is discovered. Depending on the individual's medical insurance, a recommendation is made for securing either in-patient or out-patient drug treatment. Lakeland's substance abuse program, therefore, acts as a clearinghouse to connect individuals with a treatment that matches the severity of their disease as well as their ability to pay for such treatment. A list of treatment facilities in the area is available in health services. Lakeland's drug and alcohol abuse prevention program for its students and employees meets or exceeds the program's minimum standards mandated by the U.S. Department of Education pursuant to the provisions of Public Law 101-116 (The Drug Free Schools and Communities Act as amended, 1989).

SATELLITE CAMPUSES

Local police agencies serve the College's satellite campuses. Should a crime occur at one of these sites, students and employees are asked to contact the local police first, 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 will visit the satellite campus sites 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. The Campus Police has jurisdiction at the Holden University Center in conjunction with the Kirtland Police Department.

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.)

SEXUAL OFFENSES

If you are a victim of a sexual assault at the college, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Sexual offenses (including attempts) should be reported immediately to the Campus Police or to a College dean or counselor. 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. 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 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.

College disciplinary proceedings are detailed in the Student Handbook. The proceedings provides, 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. Student victims may ask that their academic situation be changed after an alleged sexual assault if such changes are reasonably available. Requests should be made to the Dean of Students.

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 a document entitled "Annual Security Report". This report is prepared in cooperation with the surrounding local law enforcement agencies of the Main Campus and Satellite Campuses and the Dean of Students. This annual report is made available to perspective and current students and employees as required by law.

Each year, an email notification is made to all enrolled students and employees that provides the web site to access this report. 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. The full text of the report may be accessed on our web page

at www.lakelandcc.edu/police. The report is under the link on the left side of the page entitled "Annual Security Report 2011"

U.S. Department of Education Crime Statistics for the calendar years 2008-2010, for Lakeland's main and satellite campuses, are included at the end of this report. The Dean of Students provides statistics on disciplinary actions.

CRISIS INTERVENTION TEAM

As part of the College's proactive approach to crisis management, the institution has established a Crisis Intervention and Assessment Team (CIAT) designed to detect and assess Persons in Crisis (PIC) and incidents, and then coordinate a community-based response to the situation if applicable. The CIAT team includes the College Police Chief, Psychologist, Students with Disability Counselor, Assistant Provost, Dean of Students, and several other members, including highly trained counselors and police officers. The primary objective of the CIAT 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.

EMERGENCY RESPONSE ALERTS

The Campus Police will, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, immediately notify and alert the campus community by issuing an Emergency Response Alert unless such notification will compromise efforts to contain the emergency. The decision to notify or to delay notification can only be made by law enforcement officials and will be made upon the initial known facts of the situation and after assessing whether or not conditions pose an immediate threat to the health and safety of students or staff. The Emergency Response Alert should not be confused with a Timely Warning regarding an ongoing criminal threat issued in compliance with Clery Act standards. Dissemination systems and evacuation procedures will be tested annually and records kept of such tests by the Campus Police Department.

TIMELY WARNINGS AND PROMPT REPORTING

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, either on or off campus, that constitutes an ongoing or continuing threat to the College community, the Lakeland Community College Police Chief (or his designee) will issue a campus-wide alert. Timely warnings and alerts will be made via messenger, email, in-house telephone messaging, closed circuit cable TV, and in any other way that makes it likely to reach as many students and employees as possible. 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).

COLLEGE EVACUATION PROCEDURES

Emergency evacuation orders will be made by the Chief of Police, or the Officer-In-Charge, and the highest ranking available College official. In the event of a serious life-threatening emergency posing a substantial risk of serious physical harm, any police officer, fire official, or College administrator may

evacuate all, or any portion, of the facility. The word will be spread via email, telephone, messenger, and bullhorn. In some cases, the fire alarms may be used to evacuate the facility.

Evacuation route information will be posted in all assembly rooms, classrooms, laboratories, hallways, and office areas throughout the College. When an evacuation order is given, or the alarms sound, everyone should collect their personal gear (including protective clothing) and leave the building following a pre-designated evacuation route. 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.

DAILY CRIME LOG

The Campus Police Department maintains a daily crime log, as mandated by the federal Clery Act. It is available for inspection during normal business hours by the general public at the dispatch center in the basement of Building A.

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.

BACKGROUND INVESTIGATIONS

The Campus Police Department conducts background investigations on all perspective employees and current employees who request pass keys and/or alarm codes. Student employees who handle cash and/or confidential documents are also background checked by the Campus Police. Fingerprinting and identify confirmation are components of the background checks conducted by the police.

WEB PAGE

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

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.

Prepared August 2011

**CRIMINAL OFFENSES ON CAMPUS
CALENDAR YEARS 2008-2010**

OFFENSE	MAIN CAMPUS			EAST CAMPUS (MADISON VILLAGE)			WEST CAMPUS (WILLOWICK)			PAINESVILLE CAMPUS		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses—Forcible	1	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	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	1	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	4	1	2	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

**CRIMINAL OFFENSES ON PUBLIC PROPERTY WHICH IS WITHIN THE CAMPUS, NEXT TO OR BORDERING THE CAMPUS
AND THAT IS EASILY ACCESSIBLE FROM THE CAMPUS**

CALENDAR YEARS 2008-2010

OFFENSE	MAIN CAMPUS			EAST CAMPUS (MADISON VILLAGE)			WEST CAMPUS (WILLOWICK)			PAINESVILLE CAMPUS		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	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	0
Sex offenses—Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	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	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

**ARRESTS AND DISCIPLINARY ACTIONS ON CAMPUS
CALENDAR YEARS 2008-2010**

OFFENSE	MAIN CAMPUS			EAST CAMPUS (MADISON VILLAGE)			WEST CAMPUS (WILLOWICK)			PAINESVILLE CAMPUS		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
ARRESTS: Weapons: Carrying, Possessing, etc.	0	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	0
ARRESTS: Drug Abuse Violations	1	0	1	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	0
ARRESTS: Liquor Law Violations	1	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Liquor Law Violations	0	0	1	0	0	0	0	0	0	0	0	0

ARRESTS AND DISCIPLINARY ACTIONS ON PUBLIC PROPERTY WHICH IS WITHIN THE CAMPUS, NEXT TO OR BORDERING THE CAMPUS AND THAT IS EASILY ACCESSIBLE FROM THE CAMPUS

FOR CALENDAR YEARS 2008-2010

OFFENSE	MAIN CAMPUS			EAST CAMPUS (MADISON VILLAGE)			WEST CAMPUS (WILLOWICK)			PAINESVILLE CAMPUS		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
ARRESTS: Weapons: Carrying, Possessing, etc.	0	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	0
ARRESTS: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Drug Abuse Violations	6	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: Liquor Law Violations	0	0	0	0	0	0	0	0	0	1	0	0
DISCIPLINARY REFERRALS: Liquor Law Violations	0	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 2008-2010

	MAIN CAMPUS			EAST CAMPUS (MADISON VILLAGE)			WEST CAMPUS (WILLOWICK)			PAINESVILLE CAMPUS		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/Non-negligent man-slaughter	0	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	0
Sex offenses Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	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	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	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	0