

# Oakton Community College Police Department

## Annual Security Report 2016

### **Law Enforcement Authority and Jurisdiction**

Oakton Community College serves a portion of Cook County at two campuses: Des Plaines and Skokie. It is a center for higher education, and an active part of the northeast Cook County community. Although rare, criminal activity and emergencies can occur on campus.

To combat crime and ensure public peace, the Oakton Community College Police Department is a visible part of campus life. The department is organized, trained, and equipped to provide progressive law enforcement and emergency services to the campus community.

The Oakton Police Department draws its authority from the Illinois Community College Act, which notes:

*Illinois Compiled Statutes Ch. 110 ILCS 805/3–42.1*

*...Members of the Police Department shall be conservators of the peace and as such shall have all the powers possessed by policemen in cities and sheriff's in counties, including the power to make arrests on view or warrants of violations of state statutes and city or county ordinances of the counties in which the community college is located, when such is required for the protection of community college properties and interests, and its students and personnel, and within such counties when specifically requested by appropriate state or local law enforcement officials.*

In accordance with the Illinois Compiled Statutes, the Board of Trustees of Community College District 535 confers authority on and appoints members of the Police Department to protect the properties and interest of the college, its students, and personnel, as well as enforce college traffic and parking regulations.

In cases of violation of state statutes or Oakton policies, police have two options. They may press criminal charges, or, in addition to or in lieu of pressing charges, they may refer individuals to the Office of Student Affairs if there appears to be a violation of the college's Code of Student Conduct. If referred to Student Affairs, violators must comply with all Notices to Appear served by that office. Failure to appear or comply may result in additional charges or a suspension from Oakton.

Oakton police officers have no power to serve and execute the civil process. Oakton police cooperate with all law enforcement agencies and investigate crime reports from members of the college community. Reports not relating to Oakton are referred to the appropriate agency.

Oakton Community College police officers do have the power and authority to apprehend and arrest persons involved in criminal activity on campus. In addition, Des Plaines and Skokie municipal officers have the authority to make arrests for criminal violations that take place on Oakton's campuses. Each department augments and supports the other within their jurisdictions during mutual investigations, arrests, prosecutions, and emergency responses. Local and Oakton police meet regularly to exchange ideas and concerns and maintain a close working relationship. The Oakton Community College Police Department has official mutual aid or memorandum of understanding agreements with the Des Plaines and Skokie Police Departments.

Oakton police officers are sworn peace officers who receive basic training and certification at one of the police training academies located throughout the state, regulated by the Illinois Board of Training and Standards. They have the same police authority as city police officers and county sheriffs, including powers of arrest. Additionally, the Oakton Community College Police Department can obtain immediate backup support from local law enforcement, fire protection, and emergency authorities when necessary, and cooperates fully with local law enforcement agencies.

Officers receive additional training through Northeast Multi-Regional Training, Inc.; in-house programs and programs offered by other law enforcement agencies; and professional trainers to augment and enhance their knowledge, skills, and expertise to professionally and ethically police the college. The Oakton Community College Police Department is dedicated to ongoing training and the improvement of its programs and services.

The Oakton Police Department maintains a LEADS terminal that provides trained and certified personnel with access to the National Crime Information Center, the Illinois Secretary of State databases, and national law enforcement information. These computer databases are used to enhance the Police Department by accessing criminal history data; national and

international police records; driver and vehicle information; and other local, state, and federal law enforcement information. The department also maintains access to I-CLEAR, a comprehensive data warehouse of Cook County arrest and enforcement information.

The Oakton Community College Police Department's sworn personnel and support staff are dedicated to ensuring that Oakton remains a safe environment for learning and teaching. The department is committed to developing problem-solving partnerships with faculty, staff, and students, as well as state and local government bodies. The department is committed to maintaining the highest ethical and performance standards in policies, procedures, and actions, as well as being one of the best qualified, motivated, and supervised community college police departments in the state and the nation.

## Reporting Procedures

Oakton encourages any individual on either campus to accurately and promptly report all crimes and other emergencies to the Police Department.

House phones are located throughout all campus buildings. Any emergency situation or in-progress crime at either campus can be reported to the Police Department at extension 1888 using any campus phone. Cell phone or off-campus users must dial 847.635.1888. Cell phone users must be ready to give their exact building and campus location. People may also call 9-1-1 to be directly connected to the Skokie or Des Plaines Police and Fire Departments.

The Police Department is located in Room 1170 at the Des Plaines campus, and in Room C100 at the Skokie campus.

When crimes are reported to police, officers from Oakton, and possibly from other jurisdictions such as Des Plaines Police, Skokie Police, or Cook County Forest Preserve District Police, are dispatched to that location and take appropriate action. This may include making a custodial arrest or referring the individual to the Office of Student Affairs for a Student Code of Conduct violation.

## Voluntary Confidential Reporting

Although the Police Department does encourage individuals to report crimes, victims who do not wish to pursue action within the college or criminal justice system may still make a confidential report. With permission, a police officer will compile the details of the incident without revealing the victim's identity. This record enables Oakton to keep an accurate count of the number of criminal incidents involving students, employees, and visitors; to determine whether there is a pattern of crime concerning a particular location, method, or assailant; and to alert the campus community to potential dangers. Reports filed in this manner are disclosed (in aggregate) in this report. When such reports involve allegations of sexual harassment (including sexual violence), they are shared with the college's Title IX coordinator. See page 19 for additional details about reporting procedures applicable to allegations of sexual assault.

Oakton employs professional counselors (as defined by the Department of Education) to assist students. If a student chooses to report a crime to these counselors, he/she is made aware that these professionals, when acting as such, are not required to report crimes for inclusion in this report. As a matter of policy, counselors are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis so that they can be included.

The Department of Education includes definitions for both "professional counselors" and "pastoral counselors." A "professional counselor" is defined as "an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification." Oakton does not employ any "pastoral counselors" as defined by the Department of Education.

## Security and Access to Campus Facilities

Except for declared holidays, both campuses are open to the public, and sworn, and civilian members of the Police Department maintain the security of the facilities during this time:

### Spring and Fall Semesters

Monday - Friday, 7 a.m. - 10:30 p.m. (The Police Department remains open until 11 p.m.)

Saturday - Sunday, 7 a.m. - 6 p.m.

### Summer Term

Monday - Thursday, 7 a.m. - 10:30 p.m. (The Police Department remains open until 11 p.m.)

A complete college calendar is available in the *College Catalog* and *Student Handbook*, as well as online at [www.oakton.edu](http://www.oakton.edu).

Facilities are maintained by the college's Facilities Department, which employs custodial, maintenance, HVAC, and

environmental health and safety staff, on an on-call 24-hour basis.

Oakton Community College police officers and cadets patrol the campuses, secure the buildings, and provide services during the regular college hours of operation. Police Department guards are on duty at other times.

For security, surveillance cameras record activity throughout the college buildings and property at all times.

When open to the public, the buildings are staffed by police officers and/or guards and cadets; maintenance and housekeeping personnel; and individuals who regularly staff offices and provide services. Parking lots and buildings are well lit and patrolled.

When the college is closed, all exterior doors are locked. Access to the building by the public and students is not permitted. Employees and those on college business (e.g., outside contractors on specific projects) may be permitted to enter if they have prior approval from the responsible administrator. Access is gained by contacting the Police Department via the emergency telephones located outside the main entrances of each building. Photo identification may be required, and entry and departure times are logged.

Call boxes located in the parking lots on both campuses are directly linked to the Police Department and may be used to report crimes in progress, medical crises, and other emergencies. The boxes are mounted on light poles and are highly visible. Instructions are on the front panel of each box.

Oakton does not have residence halls, dorms, or housing facilities, either on- or off-campus. The college also does not have any officially recognized student organizations with on- or off-campus housing facilities.

Facilities and landscaping are maintained by Oakton Facilities employees in a manner that minimizes hazardous conditions. The Police Department regularly patrols the Des Plaines and Skokie campuses and reports malfunctioning lights and other unsafe conditions to Facilities management for correction. Other members of the college community also assist by reporting equipment problems to the Police Department or Facilities Management.

## **Campus Safety Procedures (All Campuses)**

One scheduled emergency exercise is conducted by college staff each year. Recent drills have included an active shooter response, a bomb threat, and a tornado strike. After-action reports are prepared to summarize the events and any need for improvement.

The Police Department does not inform students and staff in advance about the designated locations for long-term evacuations because those decisions are affected by the time of day, the location of the building being evacuated, availability of the designated gathering locations on campus, and other factors such as the location and nature of the threat. Oakton Community College police communicate information to students regarding the developing situation or any evacuation status changes.

The Department provides additional support services to the college community, including:

- Parking control, traffic enforcement, and investigation of traffic accidents.
- Motorist assistance with jump starts or recovering keys locked in cars.
- Escort service to cars after dark.
- Emergency first aid.
- Campus lost and found.

### **Emergency Preparedness**

An emergency situation is defined as any event, or threat of event, at any Oakton Community College location that poses a significant risk to the life or safety of individuals, or the security of property, infrastructure, or operating systems. The College's goal is to prepare proactively for any such emergency. To do this, it uses several tools:

- The Alert!Oakton System, an emergency notification tool used to electronically contact registered students and staff by text, email, and/or phone when a threat to health or safety is imminent.
- Campus crime awareness pamphlets and emergency evacuation plans, used as a resource for students and employees. These are found in classrooms, offices, literature racks, and/or online.
- An annual emergency response drill conducted by college staff.

## **Evacuation and Emergency Plans**

### **Des Plaines Campus**

## **Announcement**

If evacuation is necessary, the Police Department assigns runners to go to each room and announce the evacuation. It also calls the Municipal Education Center and initiates a callback verification procedure. In a bomb threat situation, the Department emphasizes the need to avoid making an announcement over the PA system, sounding the fire alarm, or using radios, pagers, and cell phones—as electronic fields generated by these devices could detonate certain types of explosive devices.

The Police Department and Facilities personnel direct the evacuation. The Police Department assists evacuation facilitators in keeping the flow orderly and instructing people to use the nearest exit doors.

Evacuation facilitators leave the building at the nearest exit when areas are clear of personnel, and remain with the door supervisors until the all clear is given. Facilities personnel with radios are assigned locations to assist and provide communications between door supervisors and the Crisis Team.

## **Tornado**

When there is a tornado watch:

- The Police Department notifies the college's vice president for administrative affairs. If that individual is not available, it notifies the vice president for student affairs; the vice president for academic affairs; the associate vice president for continuing education, training, and workforce development; and the vice president for information technology.
- The Department monitors the Illinois State Police LEADS network, public radio, television bulletins, and other emergency weather channels for changes in the storm watch classifications. A tornado watch is declared when professional meteorologists determine conditions are such that there is a strong possibility of a tornado occurring in a specific geographical area. A tornado warning is declared when a tornado is sighted.

When a tornado watch for an area within 10 miles of the campus is changed to a tornado warning:

- The Police Department and Facilities personnel instruct everyone to move to clearly designated shelters within the building (if possible, at the lowest level). Shelter areas are identified with labels on the exterior doors. Maps to shelter areas are clearly marked on the room doors.
- People are instructed to take cover inside the building and to stay in the shelters until the all clear is given. Police personnel conducts a sweep of the building to assure that everyone is in a safe location. Officers and cadets unlock the shelter areas during a watch or warning.

## **Bomb Threat**

Anyone who receives a bomb threat is encouraged to call the Police Department immediately. Once such a call is received, next steps include:

- Notifying the vice president for administrative affairs, who notifies the Crisis Team, comprising the president, vice presidents, the senior level marketing communications staff person, director of facilities, and chief of police.
- Notifying the Des Plaines Police Department.
- Notifying Facilities and beginning a search of the building. The person who received the bomb threat fills out a bomb threat information form.

### **Crisis Team Assessment**

Level A: A bomb threat is received by phone, fax, or mail. The Police Department waits for the Crisis Team to advise about building evacuation.

Level B: An actual device, or suspected device, is found. The Police Department notifies the Des Plaines Fire and Police Departments and requests assistance as determined by the Crisis Team. Crisis Team members inform their respective offices, and evacuation plans are made.

### **Final Search**

When the evacuation is completed, the Police Department conducts another sweep of the building to determine if everyone has been evacuated and to make a final search for a bomb. Employees remain on campus, and faculty members instruct their students to remain and to return to class when an all clear is sounded. The Police Department reports to the Crisis Team, which may instruct it to coordinate re-entry to the building.

## **Fire**

When there is a fire, or when the fire alarm sounds, evacuation of the premises begins immediately.

- Everyone must leave the building by way of the nearest exit and gather in the campus parking lots. One lot is designated as a Command Center.
- Individuals are directed to stand away from the building and wait for further instructions.

- Employees are instructed not leave the property, and faculty members instruct their students to remain on campus grounds.
- The Police Department contacts the dean on duty, the vice president for administrative affairs, the director of facilities, and the chief of police if not already present.
- The dean on duty reports to the main lobby to meet with police personnel, the second shift housekeeping supervisor, and the Des Plaines Fire Department.
- The Police Department desk personnel broadcast the location of the trouble. An officer reports to the source of the trouble and determines further action.

### **Alarm**

When the alarm sounds, the following procedures are followed:

- Faculty members close room doors and move their students to the exits and out to the parking lots.
- The police officer on duty responds to the alarm panel and locates the source of the alarm.
- If there are other police personnel on duty, they begin to evacuate the building.
- The Facilities person on duty reports to the main entrance and assists with the evacuation, or awaits further instructions from the police officer.
- The police officer relays the alarm location information via radio or other means to the Facilities person on duty.
- The Facilities person meets Fire Department personnel at the main entrance and escorts them to the source of the alarm.
- No one is permitted to return to the building when the alarm is silenced. Instead, they must wait for official word to do so.
- The alarm is not reset until the Fire Department gives permission to do so.
- When the Fire Department gives permission to re-enter the building, the Oakton Police Department and Facilities coordinate and check each exit to inform those who may still be outside.

### **Traffic Control**

The Des Plaines Police Department is contacted for assistance with traffic at the Golf Road and Central Road entrances or as the emergency dictates. Police personnel directs traffic on campus. If available, personnel designated by the Crisis Team are stationed at parking lots C and D to prevent vehicles from driving toward the Golf Road exit.

## **Skokie Campus**

### **Announcement**

If evacuation is necessary, the Police Department assigns runners to go to each room and announce the evacuation. It also calls the Municipal Education Center and initiates a callback verification procedure. In a bomb threat situation, the Department emphasizes the need to avoid making an announcement over the PA system, sounding the fire alarm, or using radios, pagers, and cell phones—as electronic fields generated by these devices could detonate certain types of explosive devices.

The Police Department and Facilities Department personnel direct the evacuation. The Police Department assists evacuation facilitators in keeping the flow orderly and instructing people to use the nearest exit doors.

Evacuation facilitators leave the building at the nearest exit when areas are clear of personnel, and remain with the door supervisors until the all clear is given. Facilities personnel with radios are assigned locations to assist and provide communications between door supervisors and the Crisis Team.

### **Tornado**

When there is a tornado watch:

- The Police Department notifies the college's vice president for administrative affairs. If that individual is not available, it notifies the vice president for student affairs; the vice president for academic affairs; the associate vice president for continuing education, training, and workforce development; and the vice president for information technology.
- The Department monitors the Illinois State Police LEADS network, public radio, television bulletins, and other emergency weather channels for changes in the storm watch classifications. A tornado watch is declared when professional meteorologists determine conditions are such that there is a strong possibility of a tornado occurring in a specific geographical area. A tornado warning is declared when a tornado is sighted.

When a tornado watch for an area within 10 miles of the campus is changed to a tornado warning:

- The Police Department and Facilities personnel instruct everyone to move to clearly designated shelters within the building (if possible, in the lowest level). Shelter areas are identified with labels on the exterior doors. Maps to shelter areas are clearly marked on the room doors.
- People are instructed to take cover inside the building and to stay in the shelters until the all clear is given. Police

personnel conducts a sweep of the building to assure that everyone is in a safe location. Officers and cadets unlock the shelter areas during a watch or warning.

### **Bomb Threat**

Anyone who receives a bomb threat is encouraged to call the Police Department immediately. Once such a call is received, next steps include:

- Notifying the division office manager/Skokie, the director of lifelong learning programs and operations, or the assistant vice president for educational service.
- One of those named above will notify the Crisis Team, comprising the president, vice presidents, the senior level marketing communications staff person, director of facilities, and chief of police.
- Notifying the Skokie Police Department.
- Notifying Facilities and beginning a search of the building. The person who received the bomb threat fills out a bomb threat information form.

#### **Crisis Team Assessment**

Level A: A bomb threat received by phone, fax, or mail. The Police Department will wait for the Crisis Team to advise about building evacuation.

Level B: An actual device or suspected device is found. The Police Department will notify the Skokie Police and Fire Departments and request assistance as determined by the Crisis Team. The Crisis Team members will inform their respective offices, and plans for evacuation will be made.

#### **Final Search**

When the evacuation is completed, the Police Department conducts another sweep of the building to determine if everyone has been evacuated and to make a final search for a bomb. Employees remain on campus, and faculty members instruct their students to remain and to return to class when an all clear is sounded. The Police Department reports to the Crisis Team, which may instruct it to coordinate re-entry to the building.

### **Fire**

In the event of a fire, or if the fire alarm sounds, evacuation of the premises begins immediately.

- Everyone must leave the building by way of the nearest exit and gather in the Lincoln parking lot, East Lincoln parking lot, Mulford parking lot, or East Drive between the Lincoln and Mulford lots. Individuals are not permitted to remain in the Circle Drive to the south of the main entrance.
- Individuals are directed to stand away from the building and wait for further instructions.
- Employees are instructed not leave the property, and faculty members instruct their students to remain on campus grounds.

### **Alarm**

When the alarm sounds, the following procedures are followed:

- Faculty members close room doors and move their students to the exits and out to the parking lots.
- The police officer on duty responds to the alarm panel and locates the source of the alarm.
- If there are other police personnel on duty, they begin to evacuate the building.
- The Facilities person on duty reports to the main entrance and assists with the evacuation or awaits further instructions from the police officer.
- The police officer relays the alarm location information via radio or other means to the Facilities person on duty.
- The Facilities person meets Fire Department personnel at the main entrance and escorts them to the source of the alarm.
- No one is permitted to return to the building when the alarm is silenced. Instead, they must wait for official word to do so.
- The alarm is not reset until the Fire Department gives permission to do so.
- When the Fire Department gives permission to re-enter the building, the Police Department and facilities staff coordinate to check each exit and inform those who may still be outside.

### **Traffic Control**

The Skokie Police Department is contacted for assistance with traffic at the main entrance at Lincoln Avenue and the Mulford Street entrance, or at other locations as warranted.

## **All Campus Evacuation**



In most emergencies, complete evacuation of the entire campus is not necessary. If there is a major incident, however, such as a hazardous materials release or threat of explosion, it may be necessary to relocate all college individuals to a safer location.

Areas nearest to the threat are evacuated first, and subsequent evacuations take place in the order of proximity to the threat from nearest to farthest.

Once the campus is evacuated, it is secured, and no one is allowed to enter without proper authorization. The campus remains closed until the decision to re-open is made. Safety coordinators and administrators assist others within their work areas, as well as any disabled individuals, in evacuating the campus via the nearest accessible exit, getting to an area of safety, and notifying emergency responders. Once outside, they assist in keeping individuals away from the building and keeping the fire lanes clear.

## **Timely Warnings and Immediate Notifications**

### **Timely Warnings**

The chief of police or a designee develops timely warnings notices to alert members of the Oakton community to serious crimes against people that occur on campus in cases where it is determined that the incident may pose an ongoing threat. These warnings are distributed if the incident is reported either to Oakton Police directly, or indirectly through a campus security authority.

A timely warning notice typically includes the following (unless issuing such information could compromise law enforcement efforts): incident date/time or timeframe, a brief description of the incident, information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips), suspect description(s) when there is sufficient detail, police agency contact information, and/or other information as deemed appropriate by the chief or his/her designee.

Oakton issues timely warnings (aka crime alerts) for incidents of criminal homicide; aggravated assault (cases involving assaults among known parties, such as two acquaintances fighting which results in an injury, are evaluated on a case-by-case basis to determine if either individual is an on-going threat to the larger Oakton community); robbery involving force or violence (cases including purse snatching are assessed on a case-by-case basis); sexual assault (considered on a case-by-case basis depending on the facts, when and where the incident occurred, when it was reported, and the amount information known by police); major incidents of arson; and other crimes as determined necessary by the chief or his/her designee.

When a timely warning is appropriate, the chief of police or his/her designee drafts a message and forwards it to the vice president for technology and data analytics, the vice president for student affairs, and the vice president for administrative affairs.

The vice president for technology and data analytics reviews and revises the text as needed, and then transmits it electronically via Alert!Oakton posts it on the college website or sends it by email. Updates about any particular case resulting in a crime alert will also be distributed electronically via Alert!Oakton, posted on the college website or sent by email. The vice presidents for both student affairs and administrative affairs review the timely warnings and any updates and make decisions concerning possible distribution to students, trustees, officers, faculty or staff as they deem necessary and appropriate.

Timely warnings may also be posted within campus buildings, when necessary—printed and placed in the appropriate area(s) of the affected building(s). A list of the buildings where the warnings may be posted is maintained by the Police Department. Warnings are filed in the case jacket with the corresponding incident report.

The college does not issue timely warnings for the above-listed crimes if the offender has been apprehended and the threat of imminent danger has been mitigated, if a report was not filed with Oakton Community College Police, or if the Police Department was not notified of the crime in a manner that would allow it to issue the warning in a truly “timely” way. As a general guideline, reports filed more than five days after the date of the alleged incident may eliminate the opportunity for Oakton Community College Police to post a timely warning. This type of situation is evaluated on a case-by-case basis.

The Police Department advisories may be distributed for crimes (for example, a pattern of thefts or vandalism cases) that do not rise to the level of causing a serious or continuing threat to the college community. Also, such advisories may be distributed for other safety concerns (mulch fires, etc.).

The Police Department also maintains a crime log that is updated at least every other business day and contains all reported

crimes. The log is available to the public and college community at both the Des Plaines and Skokie Campus Police offices.

### **Immediate Notifications**

The Oakton Police Department immediately notifies the college community upon confirmation of a significant emergency or dangerous situation involving an urgent threat to the health or safety of students or staff occurring on campus. These notifications are sent via text, email, and/or phone to individuals who are registered in the Alert!Oakton system—easy to do through the college’s intranet, [my.oakton.edu](http://my.oakton.edu).

If a serious crime, natural disaster, or man-made emergency occurs that poses an immediate threat to the health and safety of the Oakton community, or a segment of the community, federal law requires that the college provides immediate notification. Types of incidents that may cause an immediate threat could include, but are not limited to, an active shooter on campus, a hostage/barricade situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to a Oakton owned or controlled facility, a biological threat (anthrax, etc.), significant flooding, a gas leak, or a hazardous materials spill.

Each year, the Police Department reminds the Oakton community that individuals are required to notify the Department of any situation or incident on campus involving a significant emergency or dangerous situation that may result in an immediate or ongoing threat to the health and safety of students and/or employees. The Department is responsible for responding to such incidents to determine if the situation does, in fact, pose an immediate threat. The chief of police or his/her designee publicizes the procedures to test emergency response and evacuation procedures on an annual basis.

The police supervisor on duty is responsible for confirming that there is a significant emergency or dangerous situation, and notifying the chief if that situation poses an immediate threat to the community. The chief is responsible for immediately notifying the vice president for administrative affairs, the vice president for student affairs, and the vice president for technology and data analytics, who are responsible for conducting a “shared assessment” with the chief and for developing message content and determining which segment(s) of the campus community should receive notification.

The shared assessment group then initiates the notification system using Alert!Oakton, Oakton emails, the campus public address system, and/or the Police Department public address system—unless issuing a notification will, in the judgment of the first responders (including, but not limited to, the Oakton Community College Police Department, the Des Plaines/Skokie Police Department, and/or the Des Plaines/Skokie Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. If there is an immediate threat to the health or safety of students or employees, the vice president for technology and data analytics provides updates to the campus community via Alert!Oakton, emails, and Oakton’s website, [www.oakton.edu](http://www.oakton.edu). The campus community may also be advised to call Oakton’s recorded information telephone line at 847.635.1600, then press 8, for updates.

There is a separate procedure governing timely warning (aka crime alert) notices sent to the Oakton community about serious crimes against people that occur on campus, when it is determined by the Police Department that the incident may pose an ongoing threat. If Oakton implements the Immediate Notification procedures, the college may choose not to implement the timely warning procedures.

## **Policies Regarding Illegal Drugs, Alcohol, Weapons, and Firearms**

### **Illegal Drugs and Alcohol**

Oakton prohibits the unlawful use, possession, distribution, dispensing, and manufacture of illicit drugs and alcohol on campus. Anyone under the influence of drugs or alcohol on campus is subject to appropriate disciplinary action as described in the Code of Student Conduct or college policy, including suspension, termination of employment, and referral for prosecution. Any sanctions are consistent with local, state, and federal laws and may include incarceration and/or monetary fines.

Oakton has established a Substance Abuse Policy to further encourage a drug- and alcohol-free environment. The policy can be found in the *Student Handbook*—available in the Office of Student Affairs, Student Life Offices, and Health Services Offices—or online at [www.oakton.edu/studentlife/student-handbook.pdf](http://www.oakton.edu/studentlife/student-handbook.pdf).

Educational programs discussing the use and abuse of alcohol and drugs and other personal health issues are presented periodically throughout the academic year. These programs are advertised in the *OCCurrence* student newspaper, on college bulletin boards, and through [www.oakton.edu](http://www.oakton.edu).



## **Weapons**

The possession, use, or sale of ammunition, dangerous chemicals, fireworks, major or minor explosives, or any lethal or dangerous weapon is forbidden on campus.

## **Firearms**

The Oakton Community College Police Department enforces all provisions of the Illinois Concealed Carry Act, including the storage, possession and use of firearms. Persons who possess a Concealed Firearm Carry Permit issued by the State of Illinois, or any other state, are prohibited by law from bringing any firearm, either openly carried, concealed, or partially concealed into any Oakton campus building. Signs are posted on the college entrance doors indicating that firearms are not allowed.

## **Possible Disciplinary Sanctions**

Oakton imposes appropriate disciplinary sanctions on students for the illegal possession, use, or distribution of drugs and/or alcohol; illegal possession of weapons; or illegal possession of firearms in accordance with the Code of Student Conduct, found in the *Student Handbook*—available in the Office of Student Affairs, Student Life Offices, and Health Services Offices—or online at [www.oakton.edu/studentlife/student-handbook.pdf](http://www.oakton.edu/studentlife/student-handbook.pdf).

Student disciplinary sanctions may vary from a warning to expulsion from Oakton, and may include arrest and criminal prosecution. Employee disciplinary sanctions may vary from warning to termination from employment, and may include criminal prosecution.

## **Sanctions**

1. The following sanctions may be imposed upon any student found to have violated the Student Code. All sanctions are issued in writing; a copy is placed in the student's file:
  - a. Warning: a written notice to the student that she/he is violating, or has violated, institutional regulations.
  - b. Probation: a reprimand for violation of specified regulations. Probation is for a designated time period, and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
  - c. Loss of privileges: denial of specified privileges for a designated period of time.
  - d. Fines: imposition of previously established and published fines.
  - e. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary sanctions: work assignments, service to the college or neighboring communities, or other related discretionary assignments. (Such assignments must have the prior approval of the judicial advisor.)
  - g. Withdrawal from class: administrative withdrawal from a class or classes.
  - h. College suspension: separation of the student from the college for a definite period of time, after which he/she may be eligible to return. Conditions for readmission may be specified.
  - i. College expulsion: permanent separation of the student from the college. "Administrative Dismissal" is placed on the student's transcript.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than college expulsion, disciplinary sanctions are not included in the student's permanent academic record, but become part of his or her confidential record maintained by the Office of Student Affairs. Upon separation from the college for a year or more, and upon application to the judicial advisor, the student's confidential record may be expunged of disciplinary actions. Cases involving the imposition of sanctions other than college suspension or expulsion are automatically expunged from the student's confidential record three years after final disposition of the case.
4. The following sanctions may be imposed upon groups or organizations:
  - a. Sanctions (a.) through (e.) listed above in Section 1.
  - b. Deactivation: loss of all privileges, including college recognition, for a specified period of time.
5. In each case in which a judicial body determines that a student has violated the Student Code, sanctions are determined and imposed by the judicial advisor. In cases in which persons other than, or in addition to, the judicial advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body are considered by the advisor in determining and imposing sanctions. The advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the advisor advise the accused in writing of their determination

and of sanctions imposed, if any.

## **Health Risks**

Alcohol and drugs are all mood-altering in some fashion, and affect different parts of the brain, some of which are responsible for motor skills, visual and auditory perception, short and long-term memory, and emotional wellness. Depending on dosage and duration, a substance use disorder can develop. The classifications of substances include marijuana, stimulants (cocaine), depressants (valium, alcohol), opiates (heroin), and hallucinogens (LSD). The use, misuse, and abuse of these substances are risk factors associated with heart disease, ulcers, HIV/AIDS, suicide, and clinical depression, just to name a few.

## **Counseling**

Resources are available for alcohol and other drug counseling, rehabilitation, and employee assistance programs, through:

Coordinator, Substance Abuse Counseling Programs  
Des Plaines campus, Room 2727  
847.635.1845, or extension 1845 from campus phones

Human Resources Department  
Des Plaines campus, Room 1130  
847. 635.1675, or extension 1675 from campus phones

Counseling Services  
Des Plaines campus, Room 2270  
847.635.1744, or extension 1744 from campus phones

Advising Services  
Des Plaines campus, Rooms 1912-1924  
847.635.1741, or extension 1741 from campus phones

Skokie campus, Room A100  
847.635.1400, or extension 1400 from campus phones

Office of Student Affairs  
Des Plaines campus, Room 2270  
847.635.1739, or extension 1739 from campus phones

Health Services  
Des Plaines campus, Room 1210  
847.635.1885, or extension 1885 from campus phones

Skokie campus, Room A175  
847.635.1419, or extension 1419 from campus phones

Cook County Department of Public Health  
15900 South Cicero, Building E, Oak Forest  
708.633.4000.

Full details on Oakton's drug-free school/workplace and substance abuse policies are contained in the Drug-Free Campus Handbook available from Human Resources, Advising Services, Counseling Services, and Health Services—or online at [www.oakton.edu/resource/hr/handout/drugfreebook.pdf](http://www.oakton.edu/resource/hr/handout/drugfreebook.pdf).

## **Sex Offender Registration**

Oakton is committed to providing a safe learning and working environment for all students and staff members. In accordance with the federal Campus Sex Crimes Prevention Act of 2002, it is Oakton's policy to administratively track convicted sex offenders who are enrolled in classes or employed at the college, and to communicate as necessary and appropriate to the college community. In addition, it may be necessary to place certain restrictions on these individuals in terms of their use of college facilities and resources.

In accordance with the Act, sex offenders who must register under state law are required to provide notice of enrollment or employment at any institution of higher education in the jurisdiction where the offender resides. This data for Oakton Community College District 535 is compiled by the Illinois State Police. To learn the identity of registered sex offenders on or

near either campus, visit [www.isp.state.il.us/sor/sor.cfm](http://www.isp.state.il.us/sor/sor.cfm).

The following are the Oakton campus locations and associated law enforcement agencies for registration:

Des Plaines campus – Des Plaines Police Department, 1418 Miner Street, 847.391.5400

Skokie campus – Skokie Police Department, 7300 Nilens Center Road, 847.982.5900

Upon receipt of this information, the local law enforcement agency forwards the information to the Oakton Community College Police Department. Juvenile offender information is confidential, thus is not made available.

A list of adult sex offenders currently registered for classes is available by request at Oakton Community College Police Department Headquarters, Room 1170, Des Plaines campus.

## Sexual Misconduct

It is the intent of this policy to prevent any occurrence of sexual misconduct at the college and to inform all members of the college community of the procedures to follow if questions or problems arise. To provide an environment conducive to learning and to professional performance and development, the college shall not tolerate sexual misconduct in any form by any employee, student or third person.

Oakton Community College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other prohibited acts (whether sexual in nature or not) that are forms of sex-based discrimination include dating violence, domestic violence, and stalking.

The college issues this statement of policy to inform the community of our comprehensive plan that addresses sexual misconduct and our educational programs and procedures that attend to matters of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and after it is reported to a college official\*. In this context, the college reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the community.

To oversee the implementation of this policy, Oakton Community College has established a team of staff members and administrators that includes the Title IX Coordinator and representatives from Student Affairs, Human Resources, Oakton Police, and Student Conduct. The team will meet at least once annually to develop, review, and revise protocols, policies, and procedures for addressing domestic and sexual violence on campus.

Oakton Community College is committed to maintaining a campus environment emphasizing the dignity and worth of all members of the community. Any individual who wishes to report a concern or complaint relating to discrimination or harassment may do so by contacting the college's Title IX coordinator:

Karishma Kamath  
Coordinator Student Rights/Interim Title IX Coordinator  
Oakton Community College  
Office of Access, Equity, and Diversity  
1600 East Golf Road, Des Plaines, IL 60016  
847.635.1751

The Title IX coordinator can provide information regarding both informal dispute resolution processes and formal complaint options. The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)  
400 Maryland Avenue, SW, Washington, DC 20202-1100  
Customer Service Hotline Number: 800.421.3481  
Fax: 202.453.6012, TDD: 877.521.2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov), Web: [www.ed.gov/ocr](http://www.ed.gov/ocr)

\*A "college official" is a Campus Security Authority as defined by the Clery Act, including Oakton Community College Police Department personnel, individual(s) or organization(s) specified in the policy to which students and employees should report crimes or official(s) who have significant responsibility for student and campus activities.

## Terms and Definitions

There are numerous terms used by Oakton Community College in our policy and procedures.

Sexual Misconduct can include any form of sexual harassment, sexual assault, domestic violence, dating violence, or stalking.

Sexual Harassment is illegal under both state and federal law and objectionable under any circumstance. It is the college's policy that no member of the college community may sexually harass any other member of the college community. The college shall not condone sexual harassment of or by students, faculty members, staff members, or administrators. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational or employment environment. This includes any program or activity under the auspices of the college.

Consent is defined in Illinois as "a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent." The law also states:

A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. In addition to this, prior relationship does not indicate consent to future activity; a person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent; and, when under the influence of mind-altering substances such as drugs or alcohol, one is unable to neither give nor get consent.

Sexual Assault is sexual penetration by force or threat of force, or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, sexual penetration with an object, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

Factors that can increase the seriousness of criminal sexual assault include, but are not limited to: situations where the offender is armed with, uses, or displays a firearm, dangerous weapon, or similar object; the offender causes bodily harm or death to the victim; the offender threatens or endangers the life of the victim or any other person; the assault is committed during the course of another felony; the victim is elderly or is physically or intellectually disabled; the offender delivers any controlled substance to the victim without the victim's consent or by threat or deception; or circumstances involving differing ages between the offender and victim.

Domestic Violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. It includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under this law, family or household members are defined as:

- family members related by blood or marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on a consideration of the following factors:

- (a) the length of the relationship,

- (b) the type of relationship, and
- (c) the frequency of interaction between the persons involved in the relationship.

Dating Violence is a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Dating violence is a form of domestic violence and is also known as intimate partner violence.

Illinois law states that domestic violence is physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).

Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

Comprehensive legal definitions and penalties for the crimes of domestic battery, criminal sexual assault, stalking, and other offenses can be found in Chapter 720, Section 5 of the Illinois Compiled Statutes, or on the Illinois General Assembly website at [www.ilga.gov/legislation/ilcs/ilcs3.asp?ChapterID=53&ActID=1876](http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ChapterID=53&ActID=1876).

### **Procedures for Reporting a Complaint**

Any student, employee, or third party who believes he or she has been subject to any form of sexual misconduct, or any student, employee, or third party who believes that they have witnessed an incident of sexual misconduct, should report the incident to the Vice President for Student Affairs, the Executive Director of Human Resources, the Title IX Coordinator or a designee (the "Administrator"). When possible, the report should be made in writing. Any college employee who receives a complaint of sexual misconduct shall immediately forward such complaint to the Administrator. Complaints should be submitted no later than sixty days following the date of the alleged incident of misconduct. The Administrator may waive this deadline in appropriate circumstances.

The initiation of a complaint of sexual misconduct will not result in retaliation, bias, or intimidation against the complainant or any witnesses involved in any investigation. An individual found to have engaged in retaliation, bias, or intimidation prohibited by this policy, shall be subject to discipline.

The Administrator shall investigate any information brought to the attention of the college indicating an occurrence of sexual misconduct. Upon the completion of the investigation, the Administrator shall determine whether the charges are substantiated, and the appropriate disciplinary and corrective action up to and including the suspension or expulsion of the offending party. The Administrator should notify the reported harasser of their decision and any disciplinary and corrective action in writing.

If either the complainant or reported harasser disagrees with the decision of the Administrator, they may appeal the decision to the President or designee by submitting a written request to the Administrator within 14 days of receiving the Administrator's decision. The President will review the Administrator's decision, reports, and other pertinent information and will issue their decision within 14 days of the appeal. The decision of the President shall be final.

The college has procedures in place that serve to be sensitive to those who report sexual misconduct, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Office of Student Affairs at 847.635.1739 or the Department of Human Resources at 847.635.1675 to discuss these resources and accommodations.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the college, the below are the procedures that the college will follow as well as a statement of the standard of evidence that will be used during any on campus student conduct proceedings arising from such a report:

### **Sexual Harassment**

#### **Evidentiary Standard**

Sexual harassment cases are referred to the Title IX Coordinator, the Office of Student Affairs, and/or the Department of Human Resources for prompt investigation. Cases are adjudicated through using the preponderance of the evidence standard.

## **College Procedures**

- College assesses immediate safety needs of complainant.
- College assists complainant with contacting Oakton Community College Police/local police if complainant requests AND complainant provided with contact information for the local police department.
- College provides written instructions on how to apply for Protective Order.
- College provides written information to complainant on how to preserve evidence.
- College assesses need to implement interim or long-term protective measures to protect the complainant, if appropriate.
- College provides a "No trespass" (PNG) directive to accused party if deemed appropriate.
- College provides a copy of the Sexual Misconduct Policy to complainant and informs the complainant regarding timeframes for inquiry, investigation and resolution.
- College informs the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.
- College enforces the anti-retaliation policy and takes immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

## **Sexual Assault**

### **Evidentiary Standard**

Sexual assault cases are referred to the Title IX Coordinator and are adjudicated through the Student Code of Conduct using the preponderance of the evidence standard.

### **College Procedures**

- Depending on when reported (immediate vs. delayed report), the college provides complainant with access to medical care.
- College assesses immediate safety needs of complainant.
- College assists complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.
- College provides complainant with referrals to on and off campus mental health providers.
- College assesses needs to implement interim or long-term protective measures, such as change in class schedule, and/or "No Contact" directive between both parties.
- College provides a "No trespass" (PNG) directive to accused party if deemed appropriate.
- College provides written instructions on how to apply for Protective Order.
- College provides a copy of the Sexual Misconduct Policy to complainant and informs the complainant regarding timeframes for inquiry, investigation and resolution.
- College informs the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.
- College enforces the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

## **Stalking**

### **Evidentiary Standard**

Stalking cases are referred to the Coordinator for Access, Equity, and Student Rights, and adjudicated using the preponderance of the evidence standard.

If the stalking is sexually based, it may fall under the Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the Student Code of Conduct using the preponderance of the evidence standard.

### **College Procedures**

- College assesses immediate safety needs of complainant.
- College assists complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.
- College provides written instructions on how to apply for Protective Order.
- College provides written information to complainant on how to preserve evidence.
- College assesses need to implement interim or long-term protective measures to protect the complainant, if appropriate.
- College provides a "No trespass" (PNG) directive to accused party if deemed appropriate.



## **Dating Violence**

### **Evidentiary Standard**

Dating violence cases are referred to the Title IX Coordinator for Access, Equity, and Student Rights, and adjudicated using the preponderance of the evidence standard.

If the dating violence is sexually based, it may fall under the Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the Student Code of Conduct using the preponderance of the evidence standard.

### **College Procedures**

- College assesses immediate safety needs of complainant.
- College assists complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.
- College provides written instructions on how to apply for Protective Order.
- College provides written information to complainant on how to preserve evidence.
- College assesses needs to implement interim or long-term protective measures to protect the complainant, if appropriate.
- College provides a "No trespass" (PNG) directive to accused party if deemed appropriate.

## **Domestic Violence**

### **Evidentiary Standard**

Domestic violence cases are referred to the Coordinator for Access, Equity, and Student Rights, and adjudicated using the preponderance of the evidence standard.

If the domestic violence is sexually based, it may fall under the Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the Student Code of Conduct using the preponderance of the evidence standard.

### **College Procedures**

- College assesses immediate safety needs of complainant.
- College assists complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.
- College provides written instructions on how to apply for Protective Order.
- College provides written information to complainant on how to preserve evidence.
- College assesses needs to implement interim or long-term protective measures to protect the complainant, if appropriate.
- College provides a "No trespass" (PNG) directive to accused party if deemed appropriate

## **Adjudication of Violations and Sanctions**

Whether or not criminal charges are filed, the college or a person may file a complaint under the Sexual Misconduct Policy alleging that a student or employee violated the college's policy. Reports of all domestic violence, dating violence, sexual harassment, sexual assault and stalking made to Campus Police will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The college disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. This policy provides that:

- The complainant and the accused each have the opportunity to attend an administrative meeting before a properly trained hearing panel;
- The complainant and the accused will be given timely notice of meetings at which one or the other or both may be present;
- The complainant, the accused, and appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings;
- The complainant and the accused each have the opportunity to be advised by a personal advisor/mentor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise the complainant, but not speak for the advisee at any meeting or hearing;
- A decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused violated the policy?"
- The complainant and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding,

as well as any changes to those results or disciplinary actions prior to the time that such results become final; and

- The complainant and the accused each have the right to appeal the outcome of the hearing. They may appeal the decision to the President or designee by submitting a written request to the Vice President for Student Affairs or Executive Director of Human Resources within 14 days of receiving the decision. The President will review the Administrator's decision, reports, and other pertinent information and will issue his or her decision within 14 days of the appeal. The decision of the President shall be final. Both parties will be notified simultaneously in writing of the final outcome after the appeal is resolved.
- When a complainant does not consent to the disclosure of their name or other identifiable information about the reported perpetrator, the college's ability to respond to the complaint may be limited.

### **Confidentiality**

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

### **Disclosure to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses**

Under federal law—20USCsec.1232g(b)(6)—institutions may disclose to the victim of an alleged crime of violence the results of a disciplinary proceeding brought against the accused of the crime, without prior consent of the accused.

### **Federal Statistical Reporting Obligations**

Oakton Community College Police officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location.

### **Federal Timely Warning Obligations**

Victims of sexual misconduct are also made aware that college administrators must issue timely warnings for incidents that pose a substantial threat of bodily harm or danger to members of the campus community. Oakton makes every effort to ensure that a victim's name and other identifying information is not disclosed.

### **Sanctions and Protective Measures**

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions may be imposed upon those determined to have violated this policy. These include:

Warning - A notice in writing that the accused is violating or has violated institutional regulations.

Probation - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the accused is found to be violating any institutional regulation(s) during the probationary period.

Loss of Privileges - Denial of specified privileges for a designated period of time.

Fines - Previously established and published fines may be imposed.

Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions - Work assignments, service to the college or neighboring communities, or other related discretionary assignments. (Such assignments must have the prior approval of the Title IX Coordinator.)

Educational Sanctions - Developmental activities related to specific acts of misconduct. The goal is to reduce the probability of repeat behavior, to give students the opportunity to demonstrate personal growth, and to appropriately challenge students (Mackin, M. B., 1993, ASJA Presentation).

Withdrawal from class for students - Administrative withdrawal from a class or classes.

College Suspension - Separation from the college for a definite period of time, after which the accused may be eligible to return. Conditions for readmission may be specified.

College Expulsion or Termination - Permanent separation from the college. For students, an "Administrative Dismissal" will be placed on the student's transcript.

The college may implement protective measures following the report of domestic violence, dating violence, sexual harassment, sexual assault and/or stalking. For students, sexual harassment, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual harassment, sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules\*, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Oakton Community College.

*\*Applicable law requires that, when taking such steps to separate the complainant and the accused, the college must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from their job, classes or housing while allowing the accused to remain.*

## Resources

After an incident of sexual assault and domestic violence, the survivor should consider seeking medical attention as soon as possible at one of the listed hospitals. In Illinois, evidence must be collected even if a survivor chooses not to file a report with law enforcement. Hospitals are required to notify the local police department that treatment has been given to a sexual assault survivor; however the survivor is not required to file a report.

Alexian Brothers Medical Center  
847.981.3599 (Emergency Room)  
800 West Biesterfield Road, Elk Grove Village, IL 60007

Glenbrook Hospital  
847.657.5632 (Emergency Room)  
2100 Pfingsten Road, Glenview, IL 60025

St. Alexius Medical Center  
847.490.6930 (Emergency Room)  
1555 North Barrington Road, Hoffman Estates, IL 60194

Lutheran General Hospital  
847.723.5154 (Emergency Room)  
1775 Dempster Street, Park Ridge, IL 60068

Northwest Community Hospital  
847.618.4000 (Emergency Room)  
800 W. Central Road, Arlington Heights, IL 60005

Skokie Hospital  
847.933.6950 (Emergency Room)  
9600 Gross Point Road, Skokie, IL 60076

St. Francis Hospital  
847.316.4000 (Emergency Room)  
355 Ridge Avenue, Evanston, IL 60202

It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Survivors of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the college adjudication process/hearing, panel/investigators, or police. Although the college strongly encourages all members of its community to report violations of this policy to law enforcement/Oakton Community College Police, it is the survivor's choice whether or not to make such a report and also have the right to decline involvement with the police. The Office of Student Affairs or Department of Human Resources will assist any community members with notifying local police if they so desire. See page 27 of this report for contact information for police departments.

If you have been the survivor of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator at 847.635.1745, Room 2270, Des Plaines campus and Oakton Police at 847.635.1888 (if the survivor so desires.) The college will provide resources to persons who have been survivors of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault,

domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Oakton Police or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

### **Resources for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

The college will notify victims of sexual assault, dating violence, domestic violence, and stalking in writing of how to request changes to their academic situation or seek protective measures regardless of whether the victim chooses to report the incident to law enforcement.

#### **On Campus**

Office of Student Affairs

*1600 E. Golf Road, Des Plaines, Room 2270*

847.635.1739

Counseling Services

*1600 E. Golf Road, Des Plaines, Room 2270*

847.635.1739

Oakton Community College Police Department

*1600 E. Golf Road, Des Plaines, Room 1170*

847.635.1880

*7701 N. Lincoln Avenue, Skokie, Room C100*

847.635.1422

Office of Access, Equity, and Diversity, and the Title IX Coordinator

*1600 E. Golf Road, Des Plaines, Room 2270*

847.635.1745

Karishma Kamath, coordinator for student rights

*1600 E. Golf Road, Des Plaines, Room 2270*

847.635.1751

Human Resources Department

*1600 E. Golf Road, Des Plaines, Room 1130*

Student Financial Assistance

*1600 E. Golf Road, Des Plaines, Enrollment Center*

847.635.1700

*7701 N. Lincoln Avenue, Skokie, Enrollment Center*

847.635.1400

#### **Des Plaines and Skokie Area**

Local Police

*Des Plaines*

Emergency 911; Non-Emergency 847.391.5400

*desplaines.org*

*Skokie*

Emergency 911; Non-Emergency 847.982.5900

*skokie.org*

Life Span (Domestic Violence and Sexual Assault)

*Des Plaines*

847.824.0382, *life-span.org*

24-hour Crisis Hot Line: 847.532.9540

- Legal Services
- Individual Parent and Child Counseling
- Violence prevention programming within high schools, elementary schools, and early childhood programs
- Community Education
- Agency Consultation
- 24-hour Crisis Line

Northwest Center Against Sexual Assault (Rape Crisis Center)

*Arlington Heights*

847.806.6526, [www.nwcasa.org](http://www.nwcasa.org)

24-hour Crisis Line: 888.802.8890

- Advocacy
- Crisis Intervention
- Counseling
- Prevention and Education

YWCA Evanston/North Shore (Residential Services)

*Evanston*

847.864.8445

24-hour Crisis Line: 877.718.1868

- 24-hour domestic violence hotline
- Emergency shelter (Mary Lou's Place)
- Community-based services
- Legal advocacy
- Relationship violence prevention
- Community outreach and education

Chicago Rape Crisis Hotline

24-hour Crisis Line: 888.293.2080

- Anonymous
- Provides immediate support and crisis intervention
- Provides information and referrals to survivors, significant others and professionals

### **Other Resources**

Additional resources available to persons who report being the survivor of sexual assault, domestic violence, dating violence, or stalking, include:

Illinois Coalition Against Sexual Assault - [www.icasa.org](http://www.icasa.org)

Illinois Coalition Against Domestic Violence - [www.ilcadv.org](http://www.ilcadv.org)

National Center on Domestic Violence, Trauma, and Mental Health

(Chicago and Illinois Domestic Violence Agencies and Organizations - [www.nationalcenterdvtraumamh.org/resources/chicago-and-illinois-domestic-violence-agencies-and-organizations](http://www.nationalcenterdvtraumamh.org/resources/chicago-and-illinois-domestic-violence-agencies-and-organizations))

Rape, Abuse and Incest National Network - [www.rainn.org](http://www.rainn.org)

Department of Justice - [www.ovv.usdoj.gov/sexassault](http://www.ovv.usdoj.gov/sexassault)

Department of Education, Office of Civil Rights - [www2.ed.gov/about/offices/list/ocr](http://www2.ed.gov/about/offices/list/ocr)

### **Survivor Rights and Options**

Regardless of whether a community member elects to pursue a criminal complaint, the college will assist survivors of sexual harassment, sexual assault, domestic violence, dating violence, and stalking and will provide each survivor with a written explanation of their rights. In Illinois, any victim of a crime has rights that can be found here:

<http://codes.lp.findlaw.com/ilstatutes/725/120>. Further, Oakton Community College complies with Illinois law in recognizing

orders of protection. Any person who obtains an order of protection from any jurisdiction should provide a copy to the Oakton Community College Police Department and the Title IX Coordinator. More information regarding Orders of Protection in Illinois can be found here: [www.illinoisattorneygeneral.gov/women/idva.pdf](http://www.illinoisattorneygeneral.gov/women/idva.pdf).

A complainant may then meet with Campus Police to develop an action plan for campus police and the complainant to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. Protection from abuse orders may be available through the Office of Access, Equity, and Diversity. This Office will work with the Police Department to enforce the no contact order.

To the extent of the survivor's cooperation and consent, college offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. The Title IX Coordinator can help you in securing these accommodations. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The college does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims and survivors may request that directory information on file be removed from public sources by request. Contact the Office of Student Affairs or the Department of Human Resources to assist in removing directory information.

### **Education and Prevention Programs**

A wide variety of educational programs on personal safety, health issues, and sexual assault are available throughout the academic year. Programs are scheduled at various times and locations based on need and student interest. For more information about the times, dates, and locations of programs, support groups, lectures, and other educational opportunities, please contact one of the following:

Office of Student Affairs

Des Plaines campus, Room 2270

847.635.1739 or extension 1739 from campus phones

Health Services

Des Plaines campus, Room 1210

847.635.1885 or extension 1885 from campus phones

Skokie campus, Room A175

847.635.1419 or extension 1419 from campus phones

The college offered the following educational programs in 2015:

<b>Program Name/ Topic</b>	<b>Date(s)</b>	<b>Location</b>	<b>Audience</b>
Healthy Relationships 101	February 10	Skokie, Main Lobby	Students, Faculty, Staff
Healthy Relationships 101	February 12	Des Plaines, Student Street	Students, Faculty, Staff
Safe Zone + Ally Training	March 26	Des Plaines	Students, Faculty, Staff
Law Enforcement Meet and Greet - Safety Topics	April 8	Des Plaines, Student Street	Students, Faculty, Staff
Understanding Systemic Racism	April 8-10	Des Plaines	Students, Faculty, Staff
Alcohol Awareness Display	April 14, 16-17, 20-24, 27-30	Des Plaines and Skokie	Students, Faculty, Staff
Sexual Assault Awareness - T-Shirt Design	April 15-16	Des Plaines, Student Street	Students, Faculty, Staff
Sexual Assault Awareness - Standing Silent Witness	April 20	Des Plaines, Cafeteria	Students, Faculty, Staff
Sexual Assault Awareness - Denim Day	April 29	Des Plaines and Skokie	Students, Faculty, Staff
up2us	August 21	Des Plaines	Athletic Coaches, Administrators
up2us	September 11	Des Plaines	Athletic Coaches, Students, Staff, Administrators
SafeZone+Ally Training	October 8	Des Plaines	Students, Faculty, Staff



## **Crime Prevention and Security Awareness Programs**

Because many crimes are preventable, Oakton's Police Department encourages students, faculty, and staff to be involved in protecting themselves and their property. The Police Department encourages everyone to take ownership of their safety, and to look out for the safety of others.

The majority of crime at Oakton involves the theft of unattended property, and the Police Department encourages everyone to keep valuables in their immediate possession or proximity at all times and to lock their vehicles when unattended.

The Police Department helps students and employees protect themselves in a number of Ways that include:

- A police escort to vehicles from any campus building is available at both the Des Plaines and Skokie campuses during regular hours of operation.
- In-house emergency phone systems provide access to the police dispatcher and the office's enhanced emergency phone system, which immediately traces each on-campus call to provide the location of a caller in need, even if the call is disconnected.
- An electronic video surveillance system monitors many locations at both campuses.
- Emergency call boxes are located in campus parking lots. Call boxes are also located outside most main entrances at both campuses.

### **Crime Prevention Programs**

Education is an important part of preventing crime and taking the appropriate action to lessen your chances of becoming a victim. The Oakton Community College Police Department makes ongoing efforts to educate the ever-changing community about common sense precautions and heightened awareness regarding crime.

#### **Safety Tip of the Week Bulletin Board**

Each week, the Police Department places a standing bulletin board outside the Skokie Campus Police Office providing new crime prevention safety tips to all persons who pass by the office.

#### **Police Department Parking Lot Assistance**

Any student or school employees requiring a safety companion walk to their respective vehicles. A continual deterrent to crime is our mission.

### **Security Awareness Programs**

#### **Law Enforcement Meet and Greet**

Campus Police organized a gathering of numerous police departments on "Student Street" at the Des Plaines campus. A positive interaction was made with the students, faculty, and staff to provide a partnership between schools and local law enforcement regarding laws, employment requirements for criminal justice students and safety literature dissemination. This local police department gathering will become an annual event due to a great review from students.

#### **Safety Tips of the Week**

Topics vary from sexual assault awareness, alcohol awareness, traffic safety, theft prevention, etc. The awareness board remains visible during day and night school hours.

#### **Sexual Assault Awareness Month**

April of each year is Sexual Assault and Abuse Awareness month educating everyone about how to prevent the act and how to reach out for assistance to combat this crime. The college offers literature and brochures on a daily basis.

#### **Awareness Table Weekly Pass Out Information**

Each week a table is displayed in front of the Police offices or main lobby area containing literature pass out material covering a wide range of school topics including sexual assault, ways to deal with college stress, alcohol/drug awareness addictions, theft prevention ideas and many other topics of interest.

#### **Alcohol Awareness**

April of each year is Alcohol Awareness month inspiring Oakton Community College to conduct informational display tables about alcohol abuse, binge drinking, violence associated with alcohol, DUI facts, and other awareness programs were made

available to students and employees at both campuses.

### Updated Sex Offender Listings

Each semester, the Police Department reviews the pre-registered sex offenders who are current students to determine if they are in compliance to state guidelines and requirements. This process is assisted by the Oakton Enrollment Supervisor.

## Reporting the Annual Disclosure of Crime Statistics

As required by the federal law commonly known as the *Clery Act*, the Oakton Community College Police Department compiles annual crime statistics for this report in accordance with crime definitions provided by the FBI for use in its Uniform Crime Reporting System. This report includes statistics for the previous three years concerning reported crimes that occurred on campus and at off-campus properties owned or controlled by the college and frequently used for academic purposes. The statistics in this report represent:

1. Criminal offenses of Murder/Non-Negligent Manslaughter, Negligent Manslaughter, forcible and non-forcible sex offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Domestic Violence, Dating Violence, and Stalking reported to the Police Department, campus security authorities, deans, directors, athletic coaches, and faculty advisors for student groups, and crimes occurring on each campus during the three most recent calendar years.
2. Statistics for the crimes listed above collected from local police departments, to include adjacent off-campus property.
3. Hate crimes statistics for the crimes listed above; plus the crimes of Theft, Simple Assault, Intimidation, or Vandalism, or any other crime involving bodily injury which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.
4. Arrests for categories required under the Clery Act, including liquor, drug, and weapons law violations.
5. Referrals for campus disciplinary action for categories required under the Clery Act, including liquor, drug, and weapons law violations.

Under very limited circumstances, a report of a crime may subsequently be considered “unfounded.” Per Oakton Community College Police Department policy, a report will only be classified in this manner after a thorough investigation has been conducted to include interviews, review of the evidence, supervisory review, and complete documentation.

All of the data compiled by the Police Department can be viewed on the Oakton Police Department web page at [www.oakton.edu/about/officesanddepartments/public\\_safety/safety\\_emergency/crime\\_statistics](http://www.oakton.edu/about/officesanddepartments/public_safety/safety_emergency/crime_statistics).

### Daily Crime Logs

Daily Crime Logs contain a description of criminal activity reported to Oakton Community College Police within the past 60 days and are available for inspection at the Police Department offices in Des Plaines, Room 1170, or Skokie, Room C100.

### Annual Clery Act Crime Statistics

Crime statistic tables located at the end of this report are reflective of the federal requirements for compiling this report, which became effective July 1, 2000.

## Oakton Community College — Des Plaines Campus Clery Act Crime Statistics

	On-Campus			Adjacent Public Property		
	2013	2014	2015	2013	2014	2015
<b>Criminal Offenses</b>						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0*
Negligent Manslaughter	0	0	0	0	0	0*
Forcible Sex Offense - Rape	0	0	0	0	0	0*

Forcible Sex Offense - Fondling	0	0	0	0	0	0*
Non-Forcible Sex Offense - Incest	0	0	0	0	0	0*
Non-Forcible Sex Offense - Statutory Rape	0	0	0	0	0	0*
Robbery	1	0	0	0	0	0*
Aggravated Assault	0	0	0	0	0	0*
Burglary	1	0	0	0	0	0*
Motor Vehicle Theft	0	0	0	1	0	0*
Arson	0	0	0	0	0	0*
Domestic Violence	0	0	1	0	0	0*
Dating Violence	0	0	1	0	0	0*
Stalking	0	0	0	0	0	0*
Hate Crimes	0	0	0	0	0	0*
<b>Arrests</b>						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0*
Drug Abuse Violations	0	1	0	1	0	0*
Liquor Law Violations	0	0	0	0	0	0*
<b>Referrals</b>						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0*
Drug Abuse Violations	0	1	1	0	0	0*
Liquor Law Violations	0	0	0	0	0	0*

Oakton Community College had no unfounded crime reports in 2015.

Oakton does not have any residence halls, dorms, or housing facilities either on or off campus. The college also does not have any officially recognized student organizations with on- or off-campus housing facilities.

*\*2015 Adjacent Public Property crime statistics were submitted by Des Plaines Police. A good faith effort was made to obtain statistics from another adjacent agency. However the data were not available in the format requested.*

## Oakton Community College — Skokie Campus Clery Act Crime Statistics

	On-Campus			Adjacent Public Property		
	2013	2014	2015	2013	2014	2015
<b>Criminal Offenses</b>						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	n/a*
Negligent Manslaughter	0	0	0	0	0	n/a*
Forcible Sex Offense - Rape	0	0	0	0	0	n/a*
Forcible Sex Offense - Fondling	0	0	0	0	0	n/a*
Non-Forcible Sex Offense - Incest	0	0	0	0	0	n/a*
Non-Forcible Sex Offense - Statutory Rape	0	0	0	0	0	n/a*
Robbery	1	0	0	2	0	n/a*
Aggravated Assault	0	0	0	0	0	n/a*

Burglary	0	0	0	0	0	n/a*
Motor Vehicle Theft	0	0	0	1	0	n/a*
Arson	0	0	0	0	0	n/a*
Domestic Violence	0	0	0	1	0	n/a*
Dating Violence	0	0	1	0	0	n/a*
Stalking	0	0	0	0	0	n/a*
Hate Crimes	0	0	0	0	0	n/a*
<b>Arrests</b>						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	n/a*
Drug Abuse Violations	0	0	0	0	4	n/a*
Liquor Law Violations	0	0	0	0	0	n/a*
<b>Referrals</b>						
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	n/a*
Drug Abuse Violations	0	0	0	0	0	n/a*
Liquor Law Violations	0	0	0	0	0	n/a*

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\*A good faith effort was made to obtain these crime statistics. However the data were not available in the format requested.

## Oakton Community College — Non-Campus Skokie Searle Parkway Science + Technology Park Clery Act Crime Statistics

**Note:** Oakton Community College uses portions of this facility at limited times. Crime statistics are not available for specific building areas or time frames. Any crimes listed may or may not be related to Oakton Community College activities.

	Non-Campus		
	2013	2014	2015
<b>Criminal Offenses</b>			
Murder/Non-Negligent Manslaughter	n/a	n/a*	n/a*
Negligent Manslaughter	n/a	n/a*	n/a*
Forcible Sex Offense - Rape	n/a	n/a*	n/a*
Forcible Sex Offense - Fondling	n/a	n/a*	n/a*
Non-Forcible Sex Offense - Incest	n/a	n/a*	n/a*
Non-Forcible Sex Offense - Statutory Rape	n/a	n/a*	n/a*
Robbery	n/a	n/a*	n/a*
Aggravated Assault	n/a	n/a*	n/a*
Burglary	n/a	n/a*	n/a*
Motor Vehicle Theft	n/a	n/a*	n/a*
Arson	n/a	n/a*	n/a*
Domestic Violence	n/a	n/a*	n/a*

Dating Violence	n/a	n/a*	n/a*
Stalking	n/a	n/a*	n/a*
Hate Crimes	n/a	n/a*	n/a*

**Arrests**

Weapons: Carrying, Possessing, etc.	n/a	n/a*	n/a*
Drug Abuse Violations	n/a	n/a*	n/a*
Liquor Law Violations	n/a	n/a*	n/a*

**Referrals**

Weapons: Carrying, Possessing, etc.	n/a	n/a*	n/a*
Drug Abuse Violations	n/a	n/a*	n/a*

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Liquor Law Violations	n/a	n/a*	n/a*
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