

Career Center of Southern Illinois

Campus Security Report

Campus Security

The Career Center of Southern Illinois (CCSI) campus is located in a rural area of Monroe County. The campus is surrounded by a security fence with an alarm system.

CCSI is under the jurisdiction of the Monroe County Sheriff's Department. Medical emergencies are transported by the New Athens Ambulance Service and the Hecker Volunteer Fire Department serves the CCSI campus in emergency situations.

All emergencies and crimes should be reported to the main office. An investigation of the incidence(s) will be reported to the Monroe County Sheriff's Department or to the appropriate medical or fire services. BSN nurses are available during the day.

CCSI offers a crime prevention program for students and has an evacuation procedure posted in all areas in case of emergency condition.

In compliance and support of the Higher Education Amendments of 1992, CCSI is committed to eliminating sexual harassment on the campus, whether it involves students, faculty, or staff. Members of the campus can expect to be free of sexual harassment, and thus all members should guard against it. If a member of the student body, faculty, or staff believes that they have been the victim of a sex offense, it should be immediately reported to the CCSI Director, Assistant Director, Counselor, or to any other campus authority. Once the offense is reported, the member will be informed of his/her options to notify proper law enforcement authorities and will be assisted by campus authorities if the member chooses to do so. If deemed appropriate, the policy and procedures as defined in the CCSI-Beck School of Practical Nursing Student Handbook will be followed with respect to the rights of the accuser and the accused and any disciplinary action which is taken. It is important to preserve all physical evidence that may be necessary to the proof of the sexual assault.

CCSI, through the Nursing and Counseling Departments, provides information to promote the awareness of rape, acquaintance rape, and other sexual offenses. The Counseling Department can provide the members of the campus with counseling referrals and assistance.

This report, including campus crime statistical information for preceding years, will be available to all current and potential students and employees on an annual basis.

Campus Crime Statistics			
CRIME	2011	2012	2013
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Burglary (From Motor Vehicle)	0	0	0
Motor Vehicle Theft	0	0	0
ARRESTS			
Liquor Laws Violations	0	0	0
Drug Abuse Violations	2	2	1
Weapons Violation	0	0	0

The Career Center of Southern Illinois policy is that sexual harassment is not acceptable conduct at the Center. Furthermore, the Center shall take all steps reasonably necessary to prevent sexual harassment from occurring, which will include affirmatively raising the subject and expressing strong disapproval thereof, and developing methods to sensitize all concerned.

Definition

Sexual harassment is defined by THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION in the following terms:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly as terms or condition of an individual's employment; or
2. submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive working environment.

Procedure

If an individual believes an incident of sexual harassment has occurred, he or she may wish to discuss the alleged behavior with a trusted friend or colleague on a confidential basis. The Director and the Counseling Center are also available for consultation. The individual may elect either to pursue the matter on an informal basis or to file a formal complaint.

Informal Process

1. Meet with the accused and discuss the behavior of the accused and, if appropriate, request such behavior be stopped; or
2. Meet with the supervisor of the accused and ask that the supervisor meet with the accused to discuss the behavior of the accused and, if appropriate, ask that such behavior be stopped; or
3. Meet with a Designated Official of the Center (Director) and ask that the official meet with the accused to discuss the behavior of the accused and, if appropriate, ask that the behavior be stopped.

In meeting with the accused, the supervisor or the Designated Official will fully inform the accused of the nature of the complaint and will additionally inform the complainant of the outcome of the discussion with the accused.

In the event that the incidents of sexual harassment continue or if the individual wishes formally to file a complaint, the following procedure should be followed:

Complaints against Staff, Faculty or Students

The individual should submit to the Director a written and signed complaint which clearly spells out all particulars concerning the incident(s) of sexual harassment including the name and position of the accused. The Director will investigate the complaint, with assistance from the Guidance Director. The complainant and the accused will be interviewed. The accused will be furnished with a copy of the complaint and will have an opportunity to respond. The accused will be notified that an investigation is underway. Within a reasonable period of time (normally not longer than 20 days) the Director will submit a report outlining his or her findings and, if appropriate, disciplinary or corrective action to be taken. Both the accused and the complainant will be informed of the results of the investigation. The disciplinary or corrective action will not take effect until the time period for requesting a formal hearing has expired, and neither the complainant nor the accused has in fact requested a formal hearing within that time period.

Formal Hearing

A formal hearing of a sexual harassment complaint may be requested if:

1. The complainant is not satisfied with the decision of the informal process or if the harassment continues.
2. The accused is not satisfied with the decision of the informal process.

Such a request is to be made in writing to the Director within 10 working days of the formal decision or repetition of harassment.

The Director will convene a three person hearing panel. The Director will preside as a non-voting member. The panel will review all previous findings and the disciplinary action that has been taken, if any. Additionally, the panel will interview the complainant and the accused to determine if there is any new evidence related to the case.

After reviewing the written summary and considering any new evidence, the panel will communicate its findings and, if appropriate, recommendations for disciplinary and/or corrective action to be taken to the Regional Superintendent via the Director. After reviewing the recommendations from the panel, the Regional Superintendent will report to the complainant and the accused, outlining the panel's findings and any disciplinary and/or corrective action taken within a reasonable period of time (normally no longer than 20 days.)

The Center recognized the sensitive nature of sexual harassment behavior and has endeavored within this policy and procedure to provide a positive atmosphere to correct and eliminate such behavior. The Center as well as the individual must at the same time recognize that in determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the record as a whole and the totality of the circumstances, including the nature of the sexual harassment and the context in which the alleged incidents occurred. The Center will, to the best of its ability, maintain confidentiality on all matters relating to the investigation of sexual harassment. Retaliation against an employee or student for filing a sexual harassment complaint offers grounds for subsequent harassment complaint. The above procedure does not abrogate the rights of either the accused or the complainant to pursue such matters through existing grievance procedures.