



**Sinclair Community
College Campus Police
Department
Annual Report
2004**



**This report is provided as a part of Sinclair Community
College's commitment to safety**

**Ronald C. Labatzky
Chief of Police**

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A Message from the Chief of Police

I want to take this opportunity to introduce YOUR campus police department and provide you with some information that will enlighten you on what exactly the department does and how we operate. This annual report represents one of our efforts to comply with the provisions of the Jeanne Clery Act. While the reported crime on campus is very low, we must keep in mind that the potential for crime does exist anywhere, including Sinclair's campus. By establishing partnerships across campus, our department, along with the on-going relationship with students, faculty and staff, we can successfully minimize the potential for incidents that may occur on campus.

The men and women of the Campus Police Department are dedicated to maintaining a safe campus environment. We can only achieve a truly safe campus through the cooperation of all students, faculty and staff. Each of us must assume personal responsibility by reporting crime and taking precautions to prevent ourselves from becoming a victim.

The information in this report is meant to inform the campus community of the policies, procedures and programs that exist at Sinclair Community College, as they relate to safety awareness. I urge you to take the time to read it thoroughly or review it online at <http://www.sinclair.edu/departments/police>. Please feel free to contact me with any questions or concerns.

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Sinclair Community College

The information in this report is provided as part of Sinclair Community College's commitment to campus safety and to meet compliance standards set forth in the Jeanne Clery Act. Sinclair Community College is located in downtown Dayton situated over 50 acres near I-75 within the city of Dayton. More than 24,000 students are enrolled and there are approximately 1,500 full and part-time faculty and over 300 staff to support the institution.

Reporting Criminal Actions or Emergencies

Crimes occur throughout society, and college campuses are not exempt. Sinclair prides itself for its safety record and is committed to continue providing a safe environment. Each individual must take responsibility to be aware of his or her own environment to reduce the chance of becoming a crime victim. While on campus be aware of personal safety along with the safety of personal belongings. Students, faculty, staff and visitors are expected to conduct themselves as law-abiding members of the campus community. If an incident of a criminal nature occurs, it should be reported to Campus Police who will investigate the incident and initiate the required legal actions. Everyone is encouraged to promptly and accurately report any crime or incident that negatively affects the college by calling Campus Police at extension 2700 (from any campus phone), or off-campus (937) 512-2700, or by stopping by the Campus Police Office, room 7112 (first floor of Building 7).



The Campus Police Department maintains a continuous liaison with the Dayton Police Department especially when a serious crime occurs on adjacent streets or sidewalks to the campus. If an incident occurs, a Campus Police Alert flyer will be posted on bulletin boards throughout campus as soon as possible. It is important for students, faculty and staff to not only stay aware of crimes occurring on campus but also to adjacent streets and sidewalks surrounding the campus.

Emergency Blue Light Network intercoms are located outside throughout campus and are identified by a blue light atop a pole that houses the telephone. These telephones have been placed throughout the campus and parking lots. In addition to the emergency telephones, there are a number of closed-circuit television surveillance cameras, which assist in monitoring parking lots and other selected areas on campus.

Telephones are also located on the basement and third levels of Buildings 1-6, the third floor of Building 10, the fourth and first floors of Building 11 and on each level in Buildings 12, 13, 14, 19 and 20. These phones are not only for emergency use to contact Campus Police but can also be used to contact other campus offices.

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Access to Campus Facilities

To help increase the ability of the Campus Police Department to maintain a safer and more secure campus environment, the following established policy serves as a reminder for persons using the campus facilities after closed hours.

To access campus facilities when the buildings are closed:

Buildings 1-7, 8, 10-12

- Only faculty, staff, contractors and students with special permission and proper ID card are admitted.
- Everyone must enter through the southeast entrance of Building 7. This door is equipped with an intercom and camera monitoring system connected directly to Campus Police.
- Upon being properly identified, the electronic door lock will be activated to allow entry into the building.
- After entering (and before exiting) Building 7, each individual must sign in or sign out on the log located in the Campus Police lobby.

Building 9

- Only faculty, staff, contractors and students with special permission and proper ID card are admitted.
- Upon arrival at the building, contact Campus Police to be allowed entry into the building. The officer will ask your name, location and how long you plan on working in the building.
- Before leaving the building, contact Campus Police and exit through the east emergency exit doors (located just past the Day Care Center offices).

Building 13

- Only faculty, staff, contractors and students with special permission and proper ID card are admitted.
- Individuals who possess electronic access cards can use the card reader located at the main entrance doors to enter the building. All other individuals can contact Campus Police by activating the intercom located adjacent to the card reader. Upon entering the building, contact Campus Police and provide your name, location and how long you plan on working in the building.
- Before leaving the building, contact Campus Police and exit through the same doors that you entered previously.

Buildings 14

- Only faculty, staff, contractors and students with special permission and proper ID card are admitted.
- Everyone must enter through the northeast entrance of Building 14. The inner door is equipped with an intercom and camera monitoring system connected directly to Campus

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- Police. Upon entering the building, contact Campus Police and provide your name, location and how long you plan on working in the building.
- Upon being properly identified, the electronic door lock will be activated to allow entry into the building.
- Before leaving the building, contact Campus Police and exit through the same doors that you entered previously.

Buildings 15, 16

- Only faculty, staff and contractors are admitted. No students are permitted in these buildings.
- Individuals who have electronic access cards can use the card reader located at the rear of the building to enter. All other individuals can contact Campus Police by activating the intercom located adjacent to the card reader. Upon entering the building, contact Campus Police and provide your name, location and how long you plan on working in the building.
- Before leaving the building, contact Campus Police and exit through the same doors that you entered previously.

Buildings 19, 20

- Only faculty, staff, contractors and students with special permission and proper ID card are admitted.
- Everyone must enter through the main entrance of the building. The inner door is equipped with an intercom and camera monitoring system connected directly to Campus Police.
- Upon being properly identified, the electronic door lock will be activated to allow entry into the building. Upon entering the building, contact Campus Police and provide your name, location and how long you plan on working in the building.
- Before leaving the building, contact Campus Police and exit through the same doors that you entered previously.

Remaining in a building after the campus has closed

Staff, faculty and contractors remaining in a building after closing hours must notify Campus Police and indicate their location and expected time of departure. Subsequent to the daily closing of the campus, all building exit doors and interior motion detection alarms will be activated and closely monitored. Any violations of these alarmed areas will be documented for future reference.

Students and visitors will not be authorized to remain in a closed building or gain access to a building or area after closed hours, unless prior written permission is on file or accompanied by a faculty or staff member.

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The normal open hours for the campus during the regular school year are as follows:

Fall, Winter, & Spring

Monday - Thursday: 6:30 AM - 10:30 PM

Friday: 6:30 AM - 6:00 PM

Saturday: 7:15 AM - 5:30 PM

Sunday: *(see current Bulletin for times and buildings)*

Holidays: Closed

Summer

Monday - Thursday: 6:30 AM - 10:00 PM

Friday: 6:30 AM - 5:00 PM

Saturday: *(see current Bulletin for times and buildings)*

Sunday & Holidays: Closed

Maintenance and Security of Campus Facilities

Sinclair Community College maintains a strong commitment to safety and security. Exterior lighting is an important component in keeping the campus safe. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted, and the Campus Police staff conducts formal inspections of exterior lighting on a regular basis. The results of these inspections are forwarded to the Facilities Management Office, who gives high priority to maintenance of exterior lights needing repair or replacement. In addition to these weekly inspections, Campus Police officers routinely identify formal lighting problems in the course of their patrols and notify the Facilities management Office of repairs needed.

As part of the routine and directed patrols, Campus Police Department personnel inspect exterior doors on campus facilities. Exterior doors on all campus buildings are locked and secured each evening by Campus Police. These officers report door and security hardware operating deficiencies to ensure prompt repairs are made.

Closed-circuit cameras monitor many parking areas of the campus. These cameras forward their pictures to the display and control screens located in the Campus Police Department's Communication Center in Building 7. Communications Officers routinely use the close-circuit television system to identify problems that may require a police response. Parking areas are regularly patrolled by Campus Police.

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Law Enforcement Authority and Local Partnerships

To reduce crime and ensure members of the campus community are as safe and secure as possible, the Sinclair Police Department employs 21 full-time sworn professional police officers. All full-time officers have attended over 450 hours of training through the Ohio Peace Officer Training Academy and are certified as police officers by the State of Ohio. In addition, the officers undergo continuing specialized training in firearms, first aid, CPR & AED, defensive tactic, legal updates, and other law enforcement related subjects to maintain their skills. The department also employs three full-time dispatchers 65 part-time security officers, five student officers, and one clerical staff person who serve in supporting roles. The members of these units do not have statutory arrest powers, but work to assist police with security matters. The department has motorized patrol, bike patrol, and foot patrol of campus buildings, grounds, and parking garages and lots.

The Campus Police Department operates 24-hours a day, seven days a week, including holidays when the campus is normally closed. Firm but reasonable enforcement of State laws, Dayton City ordinances and rules and regulations of the college, coupled with crime prevention and safety programs, helps to meet these responsibilities. It is the goal of every member of the Campus Police to promote, preserve, and deliver feelings of safety through quality services to the members of the campus community.



It is the policy of the Campus Police Department to encourage accurate and prompt reporting of all crimes or incidents to police. Sinclair Campus Police investigates incidents of a criminal nature and initiates, before a court of law, a required legal action. Campus Police Officers are empowered by the State of Ohio to arrest any offender and bring that person before the local court system for judgment. We make timely warning reports to the campus community or serious crimes, such as murder, manslaughter, robbery, arson, aggravated assault, burglary, motor vehicle theft, rape and hate crime. These serious crimes are reported to the campus community using Crime Alert bulletins and the Clarion student newspaper. Crime Alert bulletins are posted on bulletin boards throughout campus and on this web site. If needed, assistance is available from the Dayton Police Department, Montgomery County Sheriff's Department, Ohio State Patrol, the Miami Valley Crime Laboratory, and the Federal Bureau of Investigation. Sinclair Campus Police cooperates with all local police authorities, state authorities, and federal authorities in the exercise of its responsibilities.

The Sinclair Students Activities Office is responsible for on-campus student disciplinary proceedings. Campus Police and the Student Activities Office work collaboratively to resolve incidents of student misconduct that affect College policies and procedures. Sinclair Community College maintains an open campus environment and encourages the community to participate in activities that are open to the public. However, the College reserves the right to restrict unauthorized persons from its grounds when appropriate.

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Safety Awareness and Crime Prevention

Escort Service

The department provides an escort service 24 hours a day. Students, faculty or staff are encouraged to contact Campus Police at 2534 or stop by room 7112 and request an escort whenever they feel the need to do so. A uniformed officer will be assigned as an escort to any destination on campus or any area immediately adjacent to campus property. No appointments for escorts are accepted.

Speaker's Bureau/Orientation Programs

Campus Police provide orientations to selected general academic classes at the beginning of each quarter. In addition, officers are available to speak to any group on campus regarding services provided by the department and safety awareness. In 2004, Campus Police conducted over 50 orientations. For additional information on obtaining a speaker, contact Campus Police at (937) 512-2534.

Safety Committee

This committee meets to identify and address general safety issues on campus. It is comprised of a variety of staff, faculty and one student representative and works in conjunction with Campus Police.

Emergency Telephones/Emergency Blue Light Network

Emergency and help telephones are located on the third floor and basement levels of Buildings 1-6, the third floor of Buildings 10 and 11, the fourth and first floors of Building 11, at the elevators in Building 12, in stairwells in Buildings 13, 14, 19 and 20. These telephones provide easy contact with Campus Police for both general assistance requests and emergencies. In addition, a network of blue emergency light intercoms is located outside throughout campus including at every stairwell in the Fifth Street multi-level parking garage (Lot A).

Closed-Circuit Television Surveillance

A series of closed-circuit television cameras are located in strategic locations throughout campus, including the Fifth Street multi-level parking garage (Lot A).

Safety Awareness Expo

Campus Police and the Student Government Association sponsor the annual Safety Awareness Expo each October as part of Fall Fest activities. The Expo provides the opportunity for students, faculty and staff to interact with over 75 police agencies, state agencies, local community groups, fire departments; campus student services departments and student clubs. In addition, a variety of demonstrations and entertainment are featured. The department also announces its annual Partners In Safety awards to campus departments and organizations that have assisted Campus Police in keeping the campus safe.

CPR, AED and Standard First-Aid Training

All full-time Campus Police officers are trained in CPR, AED and standard first-aid. In addition, the Physical Education Department offers quarterly CPR and first-aid classes.

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Printed Crime Prevention Materials

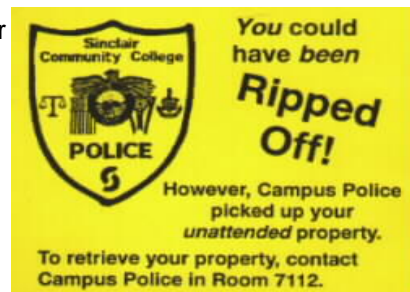
A variety of crime prevention and safety brochures are available at no charge to students, faculty and staff. An information rack is located on the first floor of Building 7 next to the Campus Police office.

Security Assessments

The Campus Police Department has one specially trained officer to conduct security assessments for campus offices and organizations. Assessments are conducted upon request of a particular department or organization and as a proactive crime prevention campaign. Assessments are designed to identify problems and recommend corrective action to improve security on campus. In 2004, 14 assessments were completed in a variety of areas across campus.

Rip Off Card Program

Campus Police strive to keep the rate of thefts down each year but your help is needed. Theft is, by far, the most common crime that occurs on campus. In order to help reduce the likelihood of someone becoming a theft victim, the Rip Card Program was developed. All officers carry yellow "Rip Off Cards" that are left in lieu of any found property on campus. It only takes "seconds" for someone to steal over \$100 worth of textbooks packed in a book bag or a purse containing cash and credit cards. Often these types of theft can easily be prevented if the owner simply keeps the item with them.



Crime Reporting

Sinclair Community College makes every effort to keep the campus community informed about safety-related problems. The college's duty to inform is taken very seriously. As a result, information related to crime and criminal activity is provided to the community in an accurate and timely fashion. Notification efforts and methods include, but are not limited to, the following initiatives:

Annual Report

A comprehensive annual report of safety-related information is compiled, published and distributed on the department's web site (www.sinclair.edu/departments/police) and is available at the Campus Police office (room 7112) at no charge.

Campus Police Safety Report

Sinclair's student newspaper, the Clarion, and the college's internal web site publish the "Campus Police Safety Report" on a regular basis.

Public Log

The Campus Police Department prepares and maintains an incident log for public viewing. This log is available 24 hours a day.

Campus Police Alerts

Campus Police will provide timely warning notices to the campus community whenever an incident is considered by the college to represent a threat to the campus community. Notices may be made via flyers on bulletins and distributed to offices, e-mail and/or fax notices to offices and on the department's web site (www.sinclair.edu/departments/police).

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Crime Statistics 2002-2004

Crimes	2004			2003			2002		
	a	b	c	a	b	c	a	b	c
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	2	0	0	1	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	1	0	5	1	0	2	1	0	0
Aggravated Assault	2	0	1	0	0	2	0	0	0
Burglary	3	0	0	2	0	1	3	0	1
Arson	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	1	1	0	0	1	0	1
Ethnic Intimidation	0	0	0	0	0	0	0	0	0

Arrests/Referrals for Disciplinary Action

Liquor Law Violations	1	0	0	0	0	0	0	0	0
Drug Related Violations	11	3	8	6	0	3	0	0	2
Weapons Possession	1	1	0	0	0	0	0	0	0

Hate Crimes Legend

Race = ra	a. = On campus crimes
Gender = g	b. = Crimes in or on an off-campus building or property
Religion = re	c. = Crimes reported on public property (adjacent public streets and sidewalks.)
Sexual Orientation = s	
Ethnicity = e	If any of the above crimes are classified as a hate crime, the
Disability = d	symbol noted to the left will be documented next to the number
	reporting that crime.

Sinclair Community College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Sinclair Community College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Sinclair Community College Police Department or by accessing the following web site:

<http://www.sinclair.edu/departments/police>

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Drug and Alcohol Policies

In addition to maintaining strict compliance with all state and federal laws, Sinclair Community College has its own drug and alcohol policies. The following acts are prohibited on college premises, at college-controlled property or at college-sponsored activities and events:

- Distribution, possession or use of any illegal drug/or the use, possession of any controlled substance without legal authorization
- Providing alcoholic beverages to individuals under 21 years of age
- Possession of alcoholic beverages by individuals under 21 years old
- Illegal possession of an open container of an alcohol beverage
- Public intoxication
- Driving while intoxicated

In addition to disciplinary sanctions imposed through college procedures, including suspension or expulsion from the college, students and employees may face criminal prosecution under city, state and federal laws. College employees may be disciplined under direction of the Human Resources Office. Faculty and staff members are not excluded from prosecution merely by virtue of their position of employment. The Sinclair Community College Student Handbook provides more details regarding the college's Substance Abuse and Prevention Policy for Students. For additional information, contact the Prevention Education Resource Center (room 10316).

Sexual Assault Policy

Sinclair Community College does not tolerate sexual assault, coercion, exploitation, or other forms of sexual misconduct that offends the dignity of any member of the college community. Sexual assault, whether occurring on campus or at college-sponsored activities, is both a violation of the standards of the college and a criminal act within federal and state laws. Individuals who believe they have been the victims of a sexual assault may pursue resolution on campus and/or criminal action against an alleged perpetrator.

The college strongly encourages any person who has been sexually assaulted either on or off-campus to contact Campus Police or the police department where the incident occurred. If an individual becomes the victim of a sexual assault, the importance of preserving evidence as may be needed for proof of criminal sexual assault is stressed. Should a victim choose to pursue on-campus disciplinary procedures through the Student Conduct Board, both the accused and the accuser are entitled to the same opportunities to have others present and be informed of the outcome. Options and available assistance in changing classes subsequent to an alleged sexual assault can be arranged, provided such options are reasonably available. Sanctions imposed by the Student Conduct Board range from verbal warnings to expulsion depending on the severity of the offense. It is important to realize that on a national level, at least one third of all reported sexual assault victims know their attacker – this person may have been a date, steady boyfriend or girlfriend, or casual friend. This is called “acquaintance rape” and it can happen to anyone.

There are several educational programs, such as self-protection, date rape, sexual assault and fire safety seminars that are available for any group or organization on campus. The RAD Program (Rape Aggression Defense course) is also available. RAD provides basic information on personal safety, awareness, risk reduction and avoidance. The program teaches practical defensive techniques that require no special skills. In addition, the Student Government

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Association (SGA) and the Campus Police Department co-sponsor the annual Safety Awareness Expo that takes place during the Fall Festival activities. The Expo provides the opportunity for all student, staff and faculty to learn more about safety from a variety of area police, sheriff and fire departments. All personnel and students are encouraged to take advantage of these programs. For further information, contact Campus Police at ext. 2534 or (937) 512-2534.

On Campus Resources

Campus Ministry	(937) 512-2768
Campus Police	(937) 512-2700
Counseling Services	(937) 512-2752

Off-Campus Resources

Crisis Care	(937) 224-4646
Greene County Victim/Witness HelpLink	(937) 376-5111 (937) 225-3000 Or 2-1-1 (except cell phones)
Montgomery County Victim Witness	(937) 225-5623
Planned Parenthood	(937) 226-0780
WomanLine	(937) 223-3446

Campus Sex Crime Prevention Act

This Federal Law provides for tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, working, or volunteering on campus. This Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. The Sinclair Community College Police Department is notified about individuals registered as Sexual Predators and individuals registered as Habitual Sex Offenders.

Listed below are web sites for sexual predators in Montgomery and surrounding counties:

<u>Butler County Sheriff</u>	www.butlersheriff.org/
<u>Clark County Sheriff</u>	www.clarkcountysheriff.com/
<u>Darke County Sheriff</u>	www.darkecountysheriff.org/
<u>Greene County Sheriff</u>	www.co.greene.oh.us/sheriff/
<u>Miami County Sheriff</u>	www.co.miami.oh.us/sheriff/

<u>Montgomery County Sheriff</u>	www.co.montgomery.oh.us/sheriff/
<u>Preble County Sheriff</u>	www.preblecountysheriff.org/
<u>Warren County Sheriff</u>	www.wcsooh.org/

Community Responsibility

The cooperation and involvement of students, faculty and staff in their own safety and security is crucial to maintaining a safe campus environment. All members of the Sinclair community can assume responsibility for their own safety and well being, and security of their belongings, by taking simple, common sense precautions. Sinclair staff makes every effort to protect, serve and care for everyone in the campus community, but the college cannot help those unwilling to help themselves. The Sinclair Community College Police Department hopes that all members of the campus community for a partnership built on mutual respect and cooperation, and through this partnership ensure a safe and secure learning and working environment.

