



**Sinclair Community College
Department of Public Safety
Sinclair Police
Annual Security Report for 2009
Downtown Campus**



The information in this annual report is provided as part of Sinclair Community College's commitment to campus safety and meets the compliance standards set forth in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

**Charles J. Gift
Director of Public Safety
and Chief of Police**

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A message from the Director of Public Safety

I want to take this opportunity to introduce your Sinclair Police and to provide you with some facts about police operations. Staffed by one Chief, two Captains, four Lieutenants, 17 police officers, eight dispatchers and three student security officers plus a myriad of part-time personnel, it is important to realize that Sinclair Police is a complete law enforcement agency with full authority and arrest powers, exactly the same as any other police department within the State of Ohio. Our officers are certified through the Ohio Peace Officers Training Academy and maintain their certification through a rigorous in-service training procedure remaining current with changes as they occur. Officers are dispatched from a dispatch center, fully staffed by trained professionals 24 hours a day, seven days a week. Dispatchers have at their disposal, access to Ohio's Law Enforcement Automated Data System, the Ohio Law Enforcement Gateway (OHLEG), the National Crime Information Center computer system and local law enforcement automated data systems. Sinclair Police maintain five cruisers, four of which are marked, in order to provide a rapid response when necessary. The majority of our officers are bicycle certified and can usually be seen riding in and around the downtown Dayton campus.

This annual Jeanne Clery Report represents only one of our efforts as we comply with the provisions of the Jeanne Clery Act, a mandatory crime reporting requirement for all colleges and universities across the nation. The Jeanne Clery Act allows you to compare serious crime on every college or university as the reporting requirements are identical. Crime at Sinclair is very low, so low in fact that you are safer on the campus of the college than anywhere else in the City of Dayton. Nevertheless, we all, faculty, staff and students must keep in mind that the potential for crime does exist and as a result, we all need to be ever mindful of our surroundings and take the time to report situations which appear out of the ordinary.

The information contained within this report is provided to inform the Sinclair community, and others, of the activities provided by and involving your Sinclair Department of Public Safety that exists within the college. As the Director of Public Safety, I urge you to read the information within the website located at <http://police.sinclair.edu>. Please feel free to contact me, or any member of Sinclair Police, with any questions or concerns.

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Reporting the Annual Disclosure of Crime Statistics

The information in this annual report is provided as part of Sinclair Community College's commitment to campus safety and meets the compliance standards set forth in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Sinclair Community College is located in downtown Dayton situated over 50 acres near I-75 within the City of Dayton. More than 23,000 students are enrolled and there are approximately 1,500 full and part-time faculty and over 300 staff to support the institution. In addition, Sinclair has Learning Center campuses in Eaton, Englewood, and Huber Heights and Mason, Ohio. Sinclair also has satellite centers throughout the college's designated service area.

The full text of this annual report is also available on our web site at <http://police.sinclair.edu>. This report is prepared in cooperation with the local law enforcement agencies surrounding the main campus and alternate sites, the office of the Senior Vice President for Student Services & Marketing and the Manager of Student Leadership Development / Student Judicial Affairs. Campus crime, arrest and referral statistics include those reported to Sinclair Police, designated campus officials (also known as Campus Security Authorities), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students that provides the web site address to access this report and the location of Sinclair Police if they wish to obtain a hard copy. Faculty and staff receive similar notification through the college's Intranet system. Copies of this annual report may also be obtained from the Sinclair Police office, Building 7 (downtown campus), room 7112 by any current employee or student or by any prospective student. All prospective employees may obtain a copy from Human Resources, Building 7 (downtown campus), room 7340 and the web site address is attached to Sinclair employment applications.

Reporting Crimes and 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 a crime does occur, it should be reported to Sinclair 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 Sinclair Police by dialing extension 2700 from any campus phone or off-campus at (937) 512-2700 or by stopping by the Sinclair Police Office, room 7112 (first floor of Building 7).

Students, faculty and staff may also elect to report crimes to a "Campus Security Authority" listed below, however it is preferred that Sinclair Police be notified initially so that an investigation can be initiated immediately.

- Manager, Student Leadership Development / Student Judicial Affairs
- Senior Vice President & Provost
- Senior Vice President
- Senior Director
- Associate Provost
- Ombudsman
- Athletic Director or any coach
- Any club advisor
- Counselor, Counseling Services
- Any faculty member who supervises any overseas trips
- Associate Dean, Courseview Campus Center (Mason)
- Manager, Englewood Learning Center (Englewood)
- Manager, Huber Heights Learning Center (Huber Heights)
- Manager, Preble County Learning Center (Eaton)
- Manager, Distance Learning Programs

Sinclair Police

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Voluntary Confidential Reporting

Sinclair Police encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Sinclair Police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Miami Valley Crime Stoppers at 222-STOP or 1-800-637-5735.

Reports made in confidence to a Pastoral Counselor employed in Campus Ministry are not reported to Sinclair Police for inclusion in the annual crime statistics report.

Timely Alert Warnings

Sinclair Police maintains a continuous liaison with the Dayton Police especially when a serious crime occurs on adjacent streets or sidewalks to the campus.

It is the policy of Sinclair Community College and Sinclair Police to alert the campus community to certain crimes and safety/security issues occurring on campus, or in the immediate vicinity of the campus. Generally, this area will include the streets adjacent and/or adjoining campus property. However, notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the college community may also be issued.

Alerts are required for all incidents that constitute Jeanne Clery Act Crimes and are considered to represent a serious or continuing threat to the campus community. These crimes include: Murder and Non-Negligent Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson and Hate Crimes.

Alerts may also be issued for crimes other than "Clery Act" crimes that pose a serious or continuing threat to the campus community (e.g. kidnapping) and for non-criminal emergencies that pose a significant or continuing threat to the campus community or a segment of the campus community (e.g. weather related emergencies, maintenance issues, environmental health and safety issues, etc.).

Faculty or staff who learn of information which may warrant the issuance of a "Timely Alert" warning should notify Sinclair Police as soon as possible.

Alerts are issued at the discretion of the College President, the Chief of Staff, the Director of Public Safety, any Vice President or the Director of Public Relations. Consultation is expected among the authorizing authorities available at the time of the incident. Any Sinclair Police Lieutenant may issue alerts without authorization from the individuals listed above in emergency situations for in-progress life-threatening situations, if they are not otherwise detained at the incident.

Alerts are posted to all student e-mail accounts, all full-time and part-time employee e-mail accounts, on the campus computer network, on bulletin boards throughout the campus and on the department's web site at <http://police.sinclair.edu>. Such notifications are the decision of the President's or designee's office.

It is important for students, faculty and staff to not only stay aware of crimes occurring on campus but also on adjacent streets and sidewalks surrounding the campus. Anyone with information warranting a timely warning should report the circumstances to Sinclair Police by phone (937-512-2700) or in person at the Sinclair Police office in Building 7, room 7112.

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Campus Notifications in the Event of An Emergency

In the event of an emergency, the use any one or all of the following emergency notification systems to alert the Sinclair community will be utilized:

- All campus e-mail and/or all student e-mail accounts
- Notification on the <http://my.sinclair.edu> web page
- Notification on the college web page at <http://sinclair.edu>
- Department of Public Safety web site at <http://police.sinclair.edu>
- Notification on the official college site on Facebook®
- Notification on the official college site on Twitter™
- Campus emergency paging system
- Campus telephone system
- Personal notification
- Campus bulletin boards

An emergency message may contain the following information, depending on the specifics of the situation:

- Nature of incident
- Specific location of incident, i.e., Building, Room, Center, etc.
- Description of person(s) involved
- Description of property involved
- Necessary further instructions, i.e., shelter location, evacuation process, etc.

Notifications may be used to notify students and staff of major events of an important, but non-emergency nature, such as a widespread and long lasting power outage, or other events that require class cancellations or evacuations.

Alerts are issued at the discretion of the College President, the Executive Assistant to the President, the Director of Public Safety, any Vice President or the Director of Public Relations. Consultation is expected among the authorizing authorities available at the time of the incident. Once the emergency is over, an “all clear” message may be authorized by the President or designee.

Building Evacuations

An evacuation of a building is used to move persons out of a building by a pre-designated route (if usable) to avoid a potentially threatening situation and determines the entire building as unusable until further notice.

Sinclair Police will announce building evacuation instructions over the Emergency Broadcast System. Any Sinclair staff or faculty person may also issue an evacuation notification of a classroom or office area and then notify Sinclair Police.

In the Event of a Evacuation

- Direct persons to go immediately, in a calm and orderly manner, to the agreed-upon designated location
- Consider persons with disabilities that may need assistance evacuating
- Individuals with disabilities should exit to the next building or outside by horizontal exit (when available) or otherwise to a stairway landing. Notify Sinclair Police of the situation so that they can conduct a rescue
- Do not take personal items
- Close and lock doors behind you while exiting
- You may walk briskly but do not run
- Do not go to restrooms
- Do not return to your area for personal belongings

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- If smoke is present, stay low. The best quality air is near the floor
- Use stairway or horizontal exit to evacuate
- **DO NOT USE THE ELEVATORS**
- Exit the building and go to your pre-determined designated area at least 300 feet away from the building
- Report any missing persons to Sinclair Police and the location where last seen
- Do not return to the building from your designated area until told to do so by Sinclair Police

Evacuation Collection Areas

- Building 1 through 8, go to Third or Fourth Street lawn area
- Building 9 go to Parking Lot E
- Building 10, 11 & 12 go to Third St. lawn area north of Building 10
- Building 13 go to Parking Lot K
- Building 14, 15, 16 & 17 go to Parking Lot B
- Building 19 go to Parking Lot south of the building
- Building 20 go to Parking Lot M
- 35 Eaker Street building go to the parking lot east of the building

Access to Campus Facilities

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.

During regular business hours, the downtown campus will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all campus facilities is limited to faculty and staff with a valid ID card, individuals with prior written permission from the appropriate college official or by admittance by Sinclair Police. Some facilities may have individual hours, which vary at certain times of the year. To help increase the ability of Sinclair Police to maintain a safer and more secure campus environment, the following established procedure serves as a reminder for persons using the campus facilities after closed hours.

To access downtown 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 Sinclair 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 Sinclair Police lobby.

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Building 9, 13, 14, 16, 19, 20

- Only faculty, staff, contractors and students with special permission and proper ID card are admitted.
- Individuals who possess electronic access cards can be expected to use card readers located at any entrance door. Upon entering the building, contact Sinclair Police and provide your name, location and how long you plan on working in the building.
- Before leaving the building, contact Sinclair 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 Sinclair 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.

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

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:	<i>(see current Bulletin for times and buildings)</i>
Holidays:	Closed

Summer

Monday - Thursday:	6:30 AM - 10:00 PM
Friday:	6:30 AM - 5:00 PM
Saturday:	<i>(see current Bulletin for times and buildings)</i>
Sunday & Holidays:	Closed

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Maintenance and Security of Campus Facilities

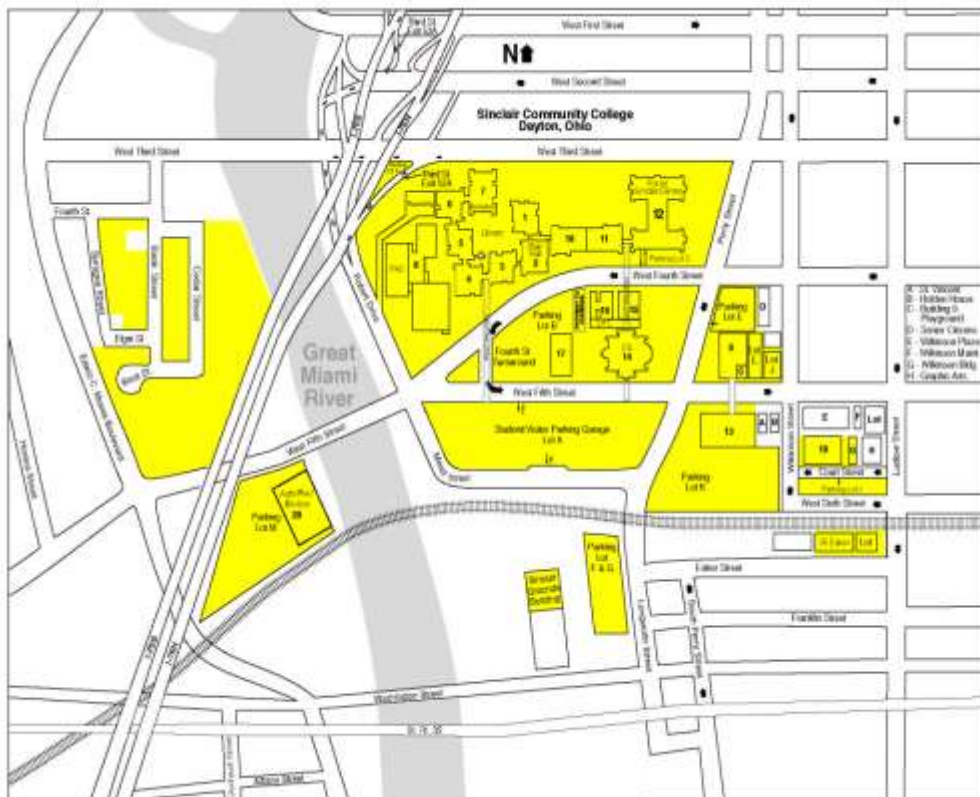
Sinclair Community College maintains a strong commitment to safety and security. Exterior lighting is an important component in keeping the campus safe. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lit, and Sinclair Police staff conducts formal inspections of exterior 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, Sinclair 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, Sinclair Police personnel inspect exterior doors on campus facilities. Exterior doors on all campus buildings are locked and secured each evening by Sinclair Police. These officers report door and security hardware operating deficiencies to ensure prompt repairs are made. Landscaping is evaluated on an annual basis in coordination with the Grounds Department. Also, all emergency blue lights are tested on a regular basis.

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



Map of Crime Reporting Boundaries – Downtown Campus



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Crime Statistics 2007-2009

Offense categories and statistical information are specified by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, originally enacted in 1990 and amended in 1998 and 2008.

Sinclair Police work with several law enforcement agencies to provide accurate statistics for Sinclair's properties that are located off campus and for public property surrounding campus owned or controlled property. Those agencies include the Centerville Police Department, the Eaton Police Department, the Dayton Police Department, the Kettering Police Department, the Englewood Police Department, the Huber Heights Police Department, the Mason Police Department and the Miamisburg Police Department.

Notifications are sent to law enforcement agencies and college personnel by the Director of Public Safety, requesting they provide all reportable crime statistics to Sinclair Police. These statistics are evaluated, totaled and included in the appropriate category based on crime, year, and the location of the incident.

Sinclair Community College does not own or maintain residential facilities.

Downtown Campus

<u>Crimes</u>	2007			2008			2009		
	a	b	c	a	b	c	a	b	c
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	1	2	0	0	1	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	3	0	1	3
Aggravated Assault	0	0	1	0	12	3	0	0	1
Burglary	6	0	0	4	9	0	0	4	0
Motor Vehicle Theft	1	0	0	0	1	0	0	1	1
Arson	0	0	0	0	1	0	0	0	0
Hate Crimes (1)	0	0	0	0	0	0	0	0	0

Arrests for Disciplinary Action

Weapons: carrying, possessing	0	0	0	1	3	0	1	1	1
Drug Abuse Violations	3	0	5	9	28**	10*	6	15	14
Liquor Law Violations	0	0	0	4	1	4	2	3	0

Referrals for Disciplinary Action

Weapons: carrying, possessing	0	0	0	0	0	0	1	0	0
Drug Abuse Violations	0	0	0	0	0	0	1	0	1
Liquor Law Violations	0	0	0	0	0	0	4	0	0

- a. = On campus
- b. = Non-campus buildings or property (any building or property owned or controlled by Sinclair that is used in direct support or in relation to Sinclair's educational purpose, is frequently used by students, and is not within the same reasonably contiguous geographic area of Sinclair). Includes satellite campuses in Montgomery and Preble counties.
- c. = Public property (adjacent public streets and sidewalks.)
- (1) = Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of their actual or perceived race (RA), religion (RE), sexual orientation (SO), gender (G), ethnicity (E) or disability (D).

**All of the drug law violations reported occurred at Wright-Patterson AFB (12), Centerville High School (11) and Miamisburg High School (5) however it is undetermined if these incidents occurred while Sinclair classes were in session.

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Sinclair Police Authority and Jurisdiction

To reduce crime and ensure members of the campus community are as safe and secure as possible, Sinclair Police employs 22 full-time and two part-time sworn professional police officers. All sworn officers have attended over 720 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 tactics, legal updates, and other law enforcement related subjects to maintain their skills.

In addition, there are three full-time and five part-time dispatchers, nine Safety Information Officers assigned to the Learning Centers and the Courseview Campus Center, over 80 part-time safety officers, three student officers, one clerical staff person who serves in supporting roles, one administrative assistant to the Chief and one safety coordinator. The members of these units do not have statutory arrest powers, but work to assist police with safety matters. The department has motorized patrol, bike patrol, and foot patrol of campus buildings, grounds, and parking garages and lots.

Sinclair Police 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 community-based policing, crime prevention and safety programs, helps to meet these responsibilities. It is the goal of every member of Sinclair Police to promote, preserve, and deliver safety through quality services to the members of the campus community.

It is the policy of Sinclair Police to encourage accurate and prompt reporting of all crimes or incidents to police. Sinclair Police investigate incidents of a criminal nature and initiates, before a court of law, any required legal action. Sinclair Police Officers are empowered by the State of Ohio to arrest any offender and bring that person before the local court system for judgment.

Sinclair Police maintain LEADS (Law Enforcement Automated Data System) and NCIC (National Crime Information Center) terminals. Through these systems, police personnel can access local and national databases to access information involving criminal history data, nationwide police records, driver/vehicle information, as well as other local, state and federal law enforcement information.

Student Judicial Affairs

Through coordination with local law enforcement agencies and other college and universities, any criminal activity engaged in by students at off-campus locations is monitored and recorded. This information is provided to the Manager of Student Judicial Affairs for any action or follow-up that may be required. The Manager of Student Judicial Affairs is responsible for on-campus student disciplinary proceedings. Sinclair Police and the Student Leadership Development Office work collaboratively to resolve incidents of student misconduct that affect College policies and procedures.

Sinclair Community College believes in providing due process for any students involved in the college judicial process. In all situations students and student organizations will be assured of fair and equitable treatment through consistent adherence to the due process procedure as described herein:

1. Be notified of any complaint filed against the student.
2. Be heard in an unbiased non-threatening environment.
3. Know the identity of the complaining party (unless it will cause a clear and present danger to the complainant).
4. Be notified of any sanctions or actions in writing.
5. Be notified of the appeals process.

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The Jeanne Clery Act mandates this report to provide sanctions for serious prohibited behaviors, including rape, acquaintance rape or other forcible or non-forcible sex offenses. These sanctions include:

- Temporary loss of privileges
- Written reprimand
- Educational assignment
- Monetary restitution
- Work/services restitution
- Referral to counseling
- Probation and permanent loss of privileges
- Withdrawal from current classes
- Suspension (including specific conditions for readmission)
- Dismissal (no readmission permitted)

Local Partnerships

Sinclair Police maintain memoranda of understanding agreements (MOU) with participating law enforcement agencies in Montgomery, Preble and Warren counties as well with the Dayton Chapter of the American Red Cross. If needed, assistance is also available from the Montgomery County Sheriff's Department, Ohio State Patrol, the Miami Valley Crime Laboratory, the Federal Bureau of Investigation and other agencies. The Sinclair Police cooperate with all local police authorities, state authorities, and federal authorities in the exercise of its responsibilities.

Emergency Response Exercises

Joint emergency response and evacuation exercises are conducted annually each August in conjunction with the Dayton Police Department S.W.A.T, the Dayton Hostage Negotiations Team, the Preble County Sheriff's Office, the Montgomery County S.W.A.T. and/or the Montgomery County Hostage Negotiation Team. Exercises are held at the downtown campus in the Library which provides a variety of unique scenarios for teams to work with. In addition to participation by Sinclair Police officers and part-time safety information officers, volunteers from campus departments and Sinclair students are utilized to simulate victims. Members from the Sinclair Police Academy also participate as observers, victims or as scenario assistants. Advance notice of the exercises is distributed by the Sinclair Public Relations Office to local media, the college web site and to all employee e-mail accounts. Joint response plans are coordinated with the local law enforcement agencies where learning centers are located.

Off-Campus Student Organizations

Sinclair Community College does not maintain off-campus student organizations. All sanctioned clubs are registered through the Student Leadership Development Office in room 8025.

Safety Awareness and Crime Prevention Programs

Each member of the campus community must take responsibility to be aware of his or her own surroundings to reduce the chance of becoming a crime victim. Below are some of the programs and initiatives that Sinclair Police provide:

Escorts

The department provides escorts 24 hours a day to any member of the campus community at no charge. Students, faculty or staff are encouraged to contact Sinclair Police at (937) 512-2700 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. Appointments for escorts are not accepted.

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Speaker's Bureau/Orientation Programs

Sinclair Police provide orientations at new student orientations and selected general academic classes throughout the year. In addition, officers are available to speak to any group on campus regarding services provided by the department on safety awareness. Information on Sinclair Police is provided by the Admissions Department during campus tours and at on-going orientation programs for new students. New employees are provided department information during their orientations. For additional information on obtaining a speaker, contact Sinclair Police at (937) 512-2700.

Safety Committee

This committee, chaired by the Director of Public Safety, meets to identify and address general safety issues on campus. It is comprised of a variety of staff, faculty and one student representative.

Emergency Telephones

In-house telephones are 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, at the elevators in Building 12, in stairwells in Buildings 13, 14, 19 and 20. These telephones provide easy contact with Sinclair Police for both general assistance requests and emergencies. These phones can also be used to contact other campus offices.

Safety Awareness Expo

Sinclair Police, working in partnership with the Miami Valley Crime Prevention Association, sponsor the annual Safety Awareness Expo each Fall Quarter. The Expo provides the opportunity for students, faculty and staff to interact with over 60 police agencies, state agencies, local community groups, fire departments; campus student services departments and student clubs as well as see a variety of demonstrations and entertainment.



Closed-Circuit Television Surveillance

A series of closed-circuit television cameras are located in strategic locations throughout campus, including the Lot A parking garage.

Emergency Blue Light Network

Emergency Blue Light Network intercoms are located outside throughout campus and are identified by a blue light atop a pole that houses the telephone.

Locations: Lot A parking garage at every stairwell

- Lot B
- Lot C
- Lot D
- Lot E
- Lot H
- Lot I
- Lot K
- Lot M
- Building 1 facing West 3rd Street
- Building 4 facing West 4th Street
- Building 7 near the Tartan Marketplace entrance
- Building 8 near the main entrance
- Building 9 at the parking lot entrance
- Building 10 near Admissions
- Building 12 facing Building 11
- Building 12 facing Perry Street
- Building 13 near the main entrance
- Building 14 east plaza
- Building 16 near the parking lot
- Building 20 in the river plaza

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CPR, AED and Standard First-Aid Training

All Sinclair Police Officers and part-time security officers assigned to the satellite campuses are trained in CPR, AED and standard first-aid.

Printed Crime Prevention Materials

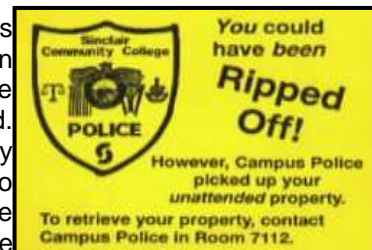
A variety of crime prevention and safety brochures are available at no charge to students, faculty and staff. An information rack is located on the first floor of Building 7 next to the Sinclair Police office.

Security Assessments

Sinclair Police 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. The Crime Prevention Officer also conducts an annual security assessment of college landscaping in coordination with the Grounds Department.

Rip Off Card Program

Sinclair Police strive to reduce the theft rate yearly 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 Off 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 crimes can easily be prevented if the owner simply keeps the item with them.



Prohibition of Firearms

Firearms are prohibited from the Sinclair campus, including parking areas and college-managed facilities. If you have a firearm and need a place to secure it, place the weapon in the trunk or storage unit of your vehicle.

Public Notification and 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 safety report is compiled, published and distributed on the department's web site at <http://police.sinclair.edu> and is available at the Sinclair Police office (room 7112) at no charge.

Sinclair Police Safety Report

Sinclair's student newspaper, the Clarion, and the college's internal web site publish the "Sinclair Police Safety Report" on a regular basis. Reports are also posted on the department's bulletin boards located on the first floor of Building 7.

Crime Log

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

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Sinclair Police Timely Alerts

Sinclair 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 at <http://police.sinclair.edu>. For additional information, please see page 4.

Environmental Hazards

The policies and procedures of Sinclair's Downtown Campus involving environmental health and safety also govern the satellite campuses. All centers will contact the downtown campus in the event of chemical spills or other environmental safety hazards. Routine hazards, including snow removal, are handled by Sinclair's Grounds Department and Parking Services at the downtown campus and by outside contractors at the satellite campuses.

Drug and Alcoholic Beverages Policies

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

- Distribution, processing, transporting, sale, purchasing and/or possession or use of any illegal drug/or the use, possession of any controlled substance without legal authorization, including mood-altering drugs
- 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 college supports students' intentions to obtain assistance for problems related to substance abuse in the following ways:

- Counseling Services will be available to provide substance abuse counseling information and referral to community resources for treatment on a confidential basis.
- No student will jeopardize or enhance his or her status as a student solely by the request to seek substance abuse counseling.
- The college will help to arrange for time away from academic work to pursue appropriate drug treatment when and only when, the Counseling Services office has had the opportunity to determine the student's situation.
- Student support services will be provided on campus to assist the student in the transition back to school following such treatment.
- Employees are referred to the college's Employee Assistance Program vendor.
- For additional information, contact the Prevention Education Resource Center or the Counseling Services (room 10424) or call (937) 512-2752.

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Sexual Assault Policy

Sinclair Community College does not tolerate sexual assault, coercion, exploitation, or other form 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 victim 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 Sinclair Police or the police department where the incident occurred.

What to Do If You Become a Victim

If an individual becomes the victim of a sexual assault, the first priority should be for the victim to get to a place of safety. The victim should then obtain the necessary medical treatment. Sinclair Police strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor because of the importance for preserving evidence that may be needed for prosecution.

The victim should report the assault to Sinclair Police but can elect to report the crime to the Manager of Student Leadership Development. Filing a police report will not obligate the victim to prosecute or subject the victim to scrutiny or judgmental opinions from the College. Filing a police report will:

- Ensure that the victim receives the necessary medical treatment and tests
- Provide the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam)
- Assure the victim has access to confidential counseling through Counseling Services

Sinclair Police will assist the victim in navigating through the criminal justice system. Sinclair Police will also pursue on-campus disciplinary procedures through Student Judicial Affairs. Both the accused and the victim are entitled to the same opportunities to have others present and be informed of the outcome. Options and assistance in changing classes subsequent to an alleged sexual assault can be arranged, provided such options are reasonably available. Sanctions imposed by Student Judicial Affairs 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.

A Sinclair Police official or a counselor from Counseling Services will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the Counseling Services Department and Campus Ministry from within the college. Outside campus resources include Crisis Care, HelpLink, Planned Parenthood, WomanLine and the Victim/Witness Division in Montgomery and Greene counties and the Dayton Municipal Court Victim/Witness program.

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, Sinclair Police sponsor the annual Safety Awareness Expo that takes place during fall quarter. 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 Sinclair Police at ext. 2700 or (937) 512-2700.

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Sex Offenses Definitions

Per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses - Forcible

Any sexual act directed against another person, forcible and/or against the person's will; or not forcible or against the person's will where the victim is incapable of giving consent.

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

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

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

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

Sex Offenses - Non-Forcible

Unlawful, non-forcible sexual intercourse.

A. Incest - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape - non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000 (CSCPA) is a federal law that provides for tracking of convicted, registered sex offenders enrolled at, or employed by institutions of higher education. This Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. This law requires the Montgomery County Sheriff's Office to provide Sinclair with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at Sinclair.

The CSCPA act amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

A list of all registered sex offenders are available on the web sites listed below.

Butler County Sheriff	www.butlersheriff.org
Clark County Sheriff	www.clarkcountysheriff.com/
Clermont County Sheriff	www.clermontsheriff.org
Clinton County Sheriff	www.clintonsheriff.com
Darke County Sheriff	www.darkecountysheriff.org/
Greene County Sheriff	www.co.greene.oh.us/sheriff/
Hamilton County Sheriff	www.hcso.org
Indiana State Offenders	www.insor.org/insasoweb/
Miami County Sheriff	www.co.miami.oh.us/sheriff
Montgomery County Sheriff	www.co.montgomery.oh.us/sheriff/
Preble County Sheriff	www.preblecountysheriff.org/
Warren County Sheriff	www.wcsooh.org/

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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 maintain the security of their belongings by taking simple, common sense precautions. The Sinclair Police make every effort to protect and serve everyone in the campus community, but the college cannot help those unwilling to help themselves. Sinclair Police hope that all members of the campus community form a partnership built on mutual respect and cooperation and through this partnership ensure a safe and secure learning and working environment.



How to Contact Sinclair Police

Downtown Campus

444 West 3rd Street

Dayton, Ohio 45402-1460

Office: Building 7, room 7112

Non-emergency: (937) 512-2700 or dial 2700 from any campus phone

Emergency: (937) 512-2700 or dial 2700 from any campus phone

Web site: <http://police.sinclair.edu>

Courseview Campus Center

5386 Courseview Drive

Mason, Ohio 45040-2363

Non-emergency: (937) 512-2700 or dial 2700 from any campus phone

Emergency: dial 9-1-1 for Mason Police

Englewood Learning Center

1150 West National Road

Clayton, Ohio 45322

Non-emergency: (937) 512-2700 or dial 2700 from any campus phone

Emergency: dial 9-1-1 for Englewood Police

Huber Heights Learning Center

7251 Shull Road

Huber Heights, Ohio 45424

Non-emergency: (937) 512-2700 or dial 2700 from any campus phone

Emergency: dial 9-1-1 for Huber Heights Police

Preble County Learning Center

450-E Washington-Jackson Road

Eaton, Ohio 45320

Non-emergency: (937) 512-2700 or dial 2700 from any campus phone

Emergency: dial 9-1-1 for Eaton Police