



**Sinclair Community College
Department of Public Safety
Sinclair Police
Annual Security Report for 2010
Huber Heights Learning Center**



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, 15 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.

This annual 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 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 Huber Heights. 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 College community, and others, of the activities provided by and involving your Sinclair Department of Public Safety that exists within the Sinclair Community 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 the 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's Huber Heights campus is located within the City of Huber Heights. More than 700 students are enrolled and there are over 30 full and part-time faculty and over 10 staff to support the institution. In addition, Sinclair's downtown campus is located in Dayton and three additional campuses are located in Eaton, Englewood and Mason.

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 (Dayton 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 (Dayton 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 the Huber Heights 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 contacting Huber Heights Police by dialing (937) 233-1565, or any Learning Center staff member at the main information counter or by calling the center at (937) 233-5550.

Students, faculty and staff may also elect to report crimes to a "Campus Security Authority" listed below, however it is preferred that the 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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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 Huber Heights 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 if time permits. 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> and posted on NIXLE. 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 at the Dayton Campus.

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Immediate Notifications in the Event of An Emergency

If there is an in-progress significant emergency or dangerous incident that poses an immediate threat to the members of the Sinclair community such as an earthquake, active shooter, structure fire, hazardous materials leak, or similar major incident, the college will use some or all of the various communication systems listed below to quickly communicate information to the campus community. Sinclair will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

- All campus e-mail and/or all student e-mail accounts
- Notification on the official college site on NIXLE (see below for sign-up information)
- Campus emergency paging system (Dayton Campus only)

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 Director of Public Safety/Chief of Police or his designee. Once the emergency is over, an “all clear” message will be made using some or all of the various communication systems listed above.

Sign up at Nixle for emergency campus messages

The Department of Public Safety has partnered with Nixle.com to introduce an emergency communication service to help keep you informed of emergency and critical information on campus. Nixle delivers trustworthy and important neighborhood-level public safety and community event notifications instantly sent to you by cell phone text message, email, and web. There is NO spam or advertising. Nixle is available at no cost (standard text message rates apply for cell phone subscribers who do not have text plans with their cell phone providers). The service is simple to use, reliable and trusted.



You can choose to have information sent to your e-mail accounts, text messages to your cell phone, or just view the information on the web page. This system is not a replacement for the campus public address warning system or the college website, which will continue to be the primary means of making emergency announcements to the entire campus. You may sign off Nixle at any time.

To Register

- Go to <http://www.nixle.com>
- Click “Sign In Here” and then “Register Now for Free”
- Create an account by choosing a User Name and Password
- Enter an e-mail address and cell phone number where you would like to receive messages (*You will immediately receive a text message asking you to reply with “yes” in order to activate the service on your mobile device.*)
- Enter your address

You will then be subscribed to the government agencies using Nixle in your home area.

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To Subscribe to Sinclair's System

- Log in at <http://www.nixle.com>
- Click "Search Businesses, Agencies, & Community Groups" (in blue under the map on the right)
- Add "Sinclair" under Find and "Dayton" under Near
- Click "Go"
- Check the box under Sinclair Community College and then click "Subscribe to Selected Agencies"

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.

Huber Heights Police or Fire, Sinclair Police and/or Learning Center staff will announce building evacuation instructions by telephone or in person. Any Sinclair staff or faculty person may also issue an evacuation notification of a classroom or office area and then notify Huber Heights and/or 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 out of the building.
- 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.
- If smoke is present, stay low. The best quality air is near the floor.
- Exit the building and go to your pre-determined designated area at least 300 feet away from the building.
 - Report any missing persons to the Learning Center staff and/or Huber Heights Police and/or Sinclair Police and the location where last seen.
 - Do not return to the building from your designated area until told to do so by Huber Heights Police/Fire, Sinclair Police or Learning Center staff.

Evacuation Collection Area

- North parking lot (facing St. Rt. 201)

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Access to Campus Facilities

During regular business hours, the Huber Heights Learning Center is 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 prior written permission from the appropriate college official or by admittance by Sinclair Police. 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.

Only faculty, staff, contractors and students with special permission and proper ID card are admitted to the Huber Heights Learning Center when the building is closed. Everyone must enter and exit through the main entrance doors. No one is permitted to allow anyone else entrance to the building unless authorized by the appropriate college official or by Sinclair Police.

Remaining in a building after the campus has closed

Staff, faculty and contractors remaining in the 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 the 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 Huber Heights Learning Center during the regular school year are:

Fall, Winter, & Spring

Monday - Thursday:	8:00 AM - 10:00 PM
Friday:	8:00 AM - 5:00 PM
Saturday:	8:00 AM - 12:30 PM (closing hours may vary)
Sunday & Holidays:	Closed

Summer

Monday - Thursday:	8:00 AM - 10:00 PM (closing hours may vary)
Friday:	8:00 AM - 5:00 PM
Saturday, 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 Sinclair Police staff conducts formal inspections of exterior lighting on a regular basis. The results of these inspections are forwarded to the building coordinator, 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 building coordinator of repairs needed.

As part of the routine and directed patrols, the Sinclair Police and Huber Heights Police officers personnel inspect exterior doors on campus facilities. Exterior doors on all campus buildings are locked and secured each evening by the Sinclair staff. These employees report door and security hardware operating deficiencies to ensure prompt repairs are made. In addition, landscaping is evaluated on an annual basis.

Map of Crime Reporting Boundaries – Huber Heights Learning Center



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Crime Statistics 2008-2010

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.

The Sinclair Police work with Huber Heights Police to provide accurate statistics for Sinclair's properties that are located off campus and for public property surrounding campus owned or controlled property.

Notifications are sent to Huber Heights Police and college personnel, 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.

Huber Heights Learning Center

Crimes	2008			2009			2010		
	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	0	0	0	0	0	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	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	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	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Referrals for Disciplinary Action

Weapons: carrying, possessing	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	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).
 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).

There were no hate crimes reported in 2008, 2009 and 2010.

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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, 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. Huber Heights Police investigate incidents of a criminal nature and initiates, before a court of law, any required legal action.

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 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.

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 at the Dayton Campus.

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 the Sinclair Police provide:

Escorts

The department provides escorts during evening hours to any member of the campus community at no charge. Students, faculty or staff are encouraged to contact the Safety Information Officer and request an escort whenever they feel the need to do so. Appointments for escorts are not accepted.

Speaker's Bureau

Sinclair Police is available to speak to any group on campus regarding services provided by the department on safety awareness. 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.

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Emergency Telephones

In-house telephones are located in every classroom and lab throughout the building. These telephones provide easy contact with the main information desk for both general assistance requests and emergencies.

Safety Awareness Expo

Sinclair Police, working in partnership with the Miami Valley Crime Prevention Association, sponsor the annual Safety Awareness Expo each Fall Quarter at the Dayton Campus. 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. The department also announces its annual Partners In Safety awards to campus departments and organizations that have assisted the Sinclair Police in keeping the campus safe.

Closed-Circuit Television Surveillance

A series of closed-circuit television cameras are located in strategic locations throughout the building.

CPR, AED and Standard First-Aid Training

All Sinclair Police Officers and Safety Information Officers assigned to the Huber Heights Learning Center are trained in CPR, AED and standard first-aid.

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 building coordinator.

Prohibition of Firearms

Firearms are prohibited from all Sinclair campuses 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 located at the Dayton Campus) 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.

Public Log

Sinclair Police prepares and maintains an incident log for public viewing and is available 24 hours a day at the main information desk.

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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 5.

Environmental Hazards

The policies and procedures of Sinclair's Dayton Campus involving environmental health and safety also govern the Learning Centers and the Courseview Campus Center. 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 outside contractors.

Drug and Alcoholic Beverages 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, 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 Dayton Campus' 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 Huber Heights Police and to notify learning center staff immediately. The victim can elect to report the crime to any of the individuals listed on page 4. 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

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.

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 both parties will be informed of the outcome of any hearing. 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 Dayton Campus’ Counseling Services Department and Campus Ministry from within the college. Outside campus resources include the Abuse and Crisis Center of Warren County and the Victim/Witness Division in the Warren County Prosecutor’s Office. The Sinclair Title IX coordinator will conduct an investigation of the incident independent of the police department in accordance with the Clery Act.

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 sponsors the annual Safety Awareness Expo that takes place during fall quarter at the Dayton Campus. The Expo provides the opportunity for all students, staff and faculty to learn more about safety from a variety of area safety agencies. All personnel and students are encouraged to take advantage of these programs. For further information, contact Sinclair Police at (937) 512-2700.

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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 and the Warren 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 further 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.

Sinclair Police maintains a list at the Dayton campus of registered sex offenders who are required to advise the department when they register for class.

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

<u>Butler County Sheriff</u>	www.butlersheriff.org/
<u>Clark County Sheriff</u>	www.clarkcountysheriff.com/
<u>Clermont County Sheriff</u>	www.clermontsheriff.org
<u>Clinton County Sheriff</u>	www.clintonsheriff.com
<u>Darke County Sheriff</u>	www.darkecountysheriff.org/
<u>Greene County Sheriff</u>	www.co.greene.oh.us/sheriff/
<u>Hamilton County Sheriff</u>	www.hcso.org
<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 Police make every effort to protect and serve everyone in the campus community, but the college cannot help those unwilling to help themselves. The Sinclair Police 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.



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How to Contact Police Agencies for any Sinclair Campus and the Learning Centers

Dayton Campus

Sinclair Police

Office: Building 7, room 7112

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

Emergency: cell phone users dial (937) 512-2700 or dial 9-1-1 from any campus phone

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

Courseview Campus Center

Mason Police

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

Emergency: dial 9-1-1 for Mason Police

Englewood Learning Center

Englewood Police

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

Emergency: dial 9-1-1 for Englewood Police

Huber Heights Learning Center

Huber Heights Police

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

Eaton Police

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

Emergency: dial 9-1-1 for Eaton Police