



1000 Viking Drive
Hillsboro, Missouri 63050

Annual Security Report Year 2007

September 2, 2008

Jefferson College Annual Security Report

Introduction

Campus security and safety are important issues in postsecondary education today. Providing students nationwide with a safe environment in which to learn and keeping students, parents and employees well informed about campus security are goals that have been voiced by many groups. These goals were advanced by the *Crime Awareness and Campus Security Act of 1990*. The U.S. Department of Education (ED) is committed to ensuring that postsecondary institutions are in full compliance with this act, and that the enforcement of the act remains a priority. Compliance with this act, now known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or *Clery Act*, provides students and families, as higher education consumers, with the information they need to make informed decisions.¹ Detailed information about this Act is available from the Department of Education including their web site at: www.ed.gov/admins/lead/safety/campus.html .

Data for the *Annual Security and Crime Statistics Report* for Jefferson College is compiled each year by the Jefferson College Public Safety Department. The report is published by October 1st each year by the Office of Research & Planning and is available online to the general public, prospective students, and employees, including all current Jefferson College students, faculty, and staff, at this site:

http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=81&Itemid=84

The Annual Report may be viewed, downloaded or printed from the web. If you are unable to obtain a hard copy from the web, you may request one from the Office of Research & Planning, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.

In addition to the posted web-based report, direct notification to prospective and current students and employees is accomplished in several ways. A notification form summarizing the availability of all required federal disclosures is included along with the application forms for student enrollment and employment at Jefferson College. The notification form is also an integral part of the student and faculty/staff handbooks. And finally, individual notification forms are e-mailed annually by October 1st to all faculty, staff, and students through the campus web-based e-mail system.

¹ U.S. department of Education, Office of Postsecondary Education, *The Handbook for Campus Crime Reporting*. 2005, p.vii.

Campus Crime and Security Policies

Purpose

The purpose of the Campus Crime and Security Policies is to delineate the procedures for students and others to report criminal actions or other emergencies occurring on Jefferson College grounds. Crime reporting on college campuses is mandated by the federal *Crime Awareness and Campus Security Act of 1990*. Compliance with this act, now known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or *Clery Act*, provides students and families, as higher education consumers, with the information they need to make informed decisions.

Reportable Crimes

Reporting of the following crimes is mandated by the Clery Act:

- Murder/non-negligent Manslaughter
- Negligent Manslaughter
- Forcible sex offences (including forcible rape)
- Nonforcible sex offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle theft
- Arson
- Hate Crimes

In addition, arrests and judicial (disciplinary) referrals for these categories are reportable:

- Illegal weapons possession
- Drug law violations
- Liquor law violations

To Report a Crime

Jefferson College encourages the accurate and timely reporting of all crimes to the College Public Safety Department and to the Jefferson County Sheriff's Office. Contact the College Public Safety Office at extension 500, or cell phone 314-630-8381, or pager at 314-205-5210.

Alternately, crimes may be reported to these designated Jefferson College *Campus Security Authorities*:

Title	Phone Extension	Building Location
President	100	Administration
Chief Academic Officer	329	Technology Center
Dean of Student Services	200	Student Center
Dean of Career & Technical Education	400	Career Education
Dean of Learning Resources	162	Administration
Business Manager	120	Administration
Director of Buildings & Grounds	501	Building & Grounds
Public Safety Supervisor	503	Building & Grounds
Safety Department Officers and Personnel	500	Building & Grounds
Manager of Student Housing	636-797-2968	Viking Woods Office
Viking Woods Student Housing Employees	636-797-2968	Viking Woods Office
Director of Athletics	386	Field House
Athletics Department Coaches	394	Field House
Advisors to Student Organizations	Various	Various

The *Campus Security Authority* will assist the individual reporting a crime to notify the Jefferson County Sheriff's Office if desired. They can also assist victims with off-campus referral services

through local hospitals, mental health agencies, and other support organizations. The *Campus Security Authority* will also assist the victim with changes in academic and/or campus living arrangements if desired and if available.

Voluntary Confidential Crime Reporting

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Public Safety Supervisor or a Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community with *Timely Warnings* to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Crime Reporting to the Jefferson County Sheriff's Office

The Jefferson College Public Safety Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the Jefferson County Sheriff's Office, or at the branch office located on the Hillsboro Campus. The Jefferson County Sheriff's Office main phone number is 636-797-5000. If the situation warrants, call 911 for the Jefferson County emergency dispatching. Because police reports are public records under state law, the Jefferson County Sheriff's Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to other Jefferson College *Campus Security Authorities*, as previously identified. The *Campus Security Authority* will assist the individual with a Sheriff's Department report and other needed services if desired.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Public Safety Supervisor, constitutes an ongoing or continuing threat, a campus wide *Timely Warning* will be issued. The warning will be issued through the college electronic *STARS* bulletin board to students, faculty, and staff and posted at strategic locations throughout the affected areas. The Public Safety Supervisor communicates with the Sheriff's Office and Local Police Departments to ensure prompt and efficient coordination of safety activities. In addition, recently installed campus software can interrupt all campus-networked computers to flash warning messages on the monitors. And finally, the recently installed voice-sound siren systems at the Hillsboro campus can alert the entire campus.

Annual Disclosure of Crime Statistics

Campus Security Authorities routinely report allegations of crime made in good faith to the Public Safety Supervisor in a timely manner. Annually in the spring, the Public Safety Supervisor contacts local law enforcement agencies for pertinent information regarding reported crimes on public property adjacent to, and easily accessible from, campus property at all three campus locations. All reportable crimes from the previous calendar year are then categorized, summarized and forwarded to the Office of Research and Planning. The Director of Research and Planning compiles these data in the *Annual Security Report* that is submitted electronically each year to the U.S. Department of Education. By October 1st each year, a formal, written report is posted on the college web site at:

http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=81&Itemid=84

Furthermore, by October 1st, a written notice that includes information about the content and method for accessing the *Annual Security Report* and all other required federal disclosures is emailed directly to each currently enrolled student and employee via the campus email system. All employees and students are routinely issued a College email address, and they are required

to check this account for official College notices and warnings. In addition, a written copy of the notice is provided as an application attachment to all prospective students and employees.

Jefferson College Facilities

Jefferson College facilities consist of the main campus in Hillsboro, the adjacent Viking Woods residential apartments, the Arnold educational center, and the Northwest attendance site.

The main campus in Hillsboro consists of twelve primary buildings in a rural setting of approximately 450 acres north of the incorporated town of Hillsboro. The campus also houses the Jefferson County Sheriff's Department south satellite center.

The Viking Woods student housing apartment complex opened in Fall 2001. The complex is adjacent to the Hillsboro campus but within the City of Hillsboro's jurisdiction. Therefore, the City of Hillsboro Police Department has jurisdiction at the Viking Woods student housing apartment complex and shall be contacted for assistance in the event of criminal activity.

The Arnold Education Center opened in Fall 2007 and is located in the city of Arnold in a modern, state-of-the-art facility. The Arnold education center is located in close proximity to the Arnold branch of the Jefferson County Library and Arnold Community Center. The Arnold City Police Department has jurisdiction at this location.

The Northwest attendance site located on Highway 30 and State Road PP opened in the Fall of 2005. The attendance center consists of space leased from the Jefferson County Northwest Branch Library at the same location. Since it is in an unincorporated area in High Ridge, the Jefferson County Sheriff's Department has jurisdiction at this site.

Campus and Facility Access

College faculty and staff have access to the campus and its facilities at all times; however, their presence may be questioned by Public Safety Department personnel. The Hillsboro campus is monitored by Public Safety Department personnel. Students and visitors may access the facilities whenever they are open. Visitors should inquire at the administrative office in each building where classes are conducted so as not to disrupt the educational processes. Again, the Public Safety Department personnel have the right to question the presence of individuals on campus, especially during the off-hours. The same policies apply to the Viking Woods student apartments on the Hillsboro campus.

Since the Arnold and Northwest campuses do not have a public safety officer on site, faculty, staff, and students at these sites are encouraged to contact the local police agencies to report any instances of criminal activity. The Arnold campus building is alarmed.

Campus Law Enforcement Authority and Jurisdiction

The Public Safety Department Supervisor (ext. 503) is assisted by Public Safety officers and several part-time security assistants. The Public Safety Department reports to the Director of Buildings & Grounds (ext. 500). The purpose of the Public Safety Department is to provide assistance, protective, and safety services to the campus community to provide a safe and secure environment within the campus. To accomplish these purposes, the Department enforces the rules of the College and works closely with local law enforcement authorities for the enforcement of the laws of the State of Missouri and the protection of those freedoms set forth in the constitution of the United States. The Department provides service and assistance in a courteous and professional manner. The Department personnel discharge their duties within the scope of the College's mission as a degree-granting institution of higher education.

Department personnel are empowered to monitor individual conduct and to issue fines for violations of campus traffic regulations. Department personnel are not permitted to carry firearms. The Department shall request the assistance of the Jefferson County Sheriff's Department in the event of criminal action on the Hillsboro or Northwest campuses and defer any arrest or official

investigation of a crime to the Sheriff's Department personnel. The Viking Woods apartments are within the jurisdiction of the Hillsboro city police, and the Arnold Education Center is within the jurisdiction of the Arnold city police.

Furthermore, the Jefferson County Sheriff's Department has a satellite office on the Hillsboro campus for the convenience of its deputies. Sheriff's deputies access their office on the Hillsboro campus grounds 24 hours a day. The Jefferson College Public Safety personnel maintain a close working partnership with the Sheriff's Department officers.

Jefferson College does not sponsor any non-campus student organizations.

Public Safety Department Crime Logs

The Public Safety Officer maintains a daily log of all crimes reported to the department in the order received and includes the nature of the crime, the date, time, general location, and reference number to the full report. Complaint dispositions including the date & time occurred and the date reported are added to the daily log when known. As a general rule, log entries or updates are completed within two business days. Most recent daily logs (within 60 days) are immediately available to the public. Older logs will be made available within two business days. All supporting records, including daily logs, are maintained for 3 years following the publication of the last annual security report to which they apply.

The Public Safety Department procedures for viewing the Daily Crime Log are as follows:

1. The logs are made available to the public every College business day by 10:00 am. College business days do not include weekends, holidays, administrative closure days, and inclement weather days.
2. Each individual requesting to view the security log is asked to sign the attached sheet.
3. The security department is not required to provide any copies of any log nor are they responsible for providing materials for a hand-written copy of the log.
4. Do not write or mark on the log so that other people may view it as well.

If there are any questions regarding the open logs, the Public Safety Supervisor (ext. 503) may be contacted Monday through Friday, between 7:00am - 3:30pm.

Crime Prevention and Security Awareness Programs

All students, faculty, and staff are strongly encouraged to accept personal responsibility their own security and the security of others. Prudent personal behavior and prompt reporting of apparent criminal activity is everyone's responsibility.

All safety personnel receive extensive training from the Public Safety Supervisor on the policies, procedures, rules, and laws affecting the performance of their duties as safety assistants. In addition, all faculty and staff are provided periodic training and information on College policies and procedures. The Human Resources Department also conducts required sessions for all employees on sexual harassment issues. Furthermore, informational brochures have been developed containing the guidelines related to drugs and alcohol (*Drug Free Workplace Guidelines*) and sexual harassment (*Sexual Harassment*) and are available through the Human Resources Office.

These brochures are also included in orientation information packets given to all new students during the initial advisement sessions. Students and employees are encouraged to accept responsibility for, and to act responsibly in behalf of, their own security and the security of others.

The Board of Trustees Policy II-023 specifically prohibits the use of illicit drugs and alcohol on campus property. Smoking in campus buildings is also prohibited. These policies are also published in the Student Handbook and the Employees Handbook

Other prevention and information programs, such as National Depression Screening Day and Alcohol Awareness Week, are coordinated through the Office of Student Development (ext. 231). There are numerous community resources that students and staff can utilize for concerns about personal, physical, mental, and legal health and well-being. Information about resources can be obtained on a professionally confidential basis from the Student Development Office (ext. 231) on the second floor of the Student Center or from the Human Resources Office (ext. 157) in the Administration Building.

At the Viking Woods student housing apartment complex, new residents are given flyers that reinforce the policies that the campus is an alcohol and drug free place. They are also given written information about emergency procedures for various types of disasters including a list of resource telephone numbers. Further educational programs are conducted for residents throughout the year by Viking Woods staff. Specific information regarding these procedures and programs can be obtained from the Viking Woods manager, (636) 797-2968.

Sexual Assault Prevention and Response

The *Student Handbook* specifies the sexual assault policy and disciplinary consequences adopted by the Board of Trustee action (Nov., 1993). Sexual assault is a serious campus concern and a violation of the rights and dignity of the individual and will not be tolerated on college property or at any College-sponsored activity.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Security Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Public Safety Officer and/or to a Housing Residential Advisor. Filing a police report with a Public Safety Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for 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/legal exam)
- ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Public Safety Department, the Jefferson County Sheriff's Department will be notified as well. If the student resides at Viking Woods, a residential advisor will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College disciplinary system or only the latter. A College representative will guide the victim through the available options and support the victim in his or her decision. Counseling and support referral services outside the College system can be obtained through these agencies:

Jefferson Memorial Hospital (636) 933-1000 or 931-4800
St. Anthony's Hospital (636) 525-1000
Community Mental Health Treatment Center (COMTREA) (636) 931-2700

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be

criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Faculty and staff disciplinary referrals are addressed in the *Faculty & Staff Handbook* and are managed in similar fashion.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Jefferson College provides a link to the Jefferson County Sheriff's Office Sex Offender Registry on its federal disclosures webpage. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable.**

Jefferson County Sheriff's Office information concerning registered sex offenders living in Jefferson County who may be enrolled or employed at Jefferson College is available at:

<http://www.jcsd.org/Offenders.htm>

Information is also available on this page for St. Louis and statewide Missouri offender lists.

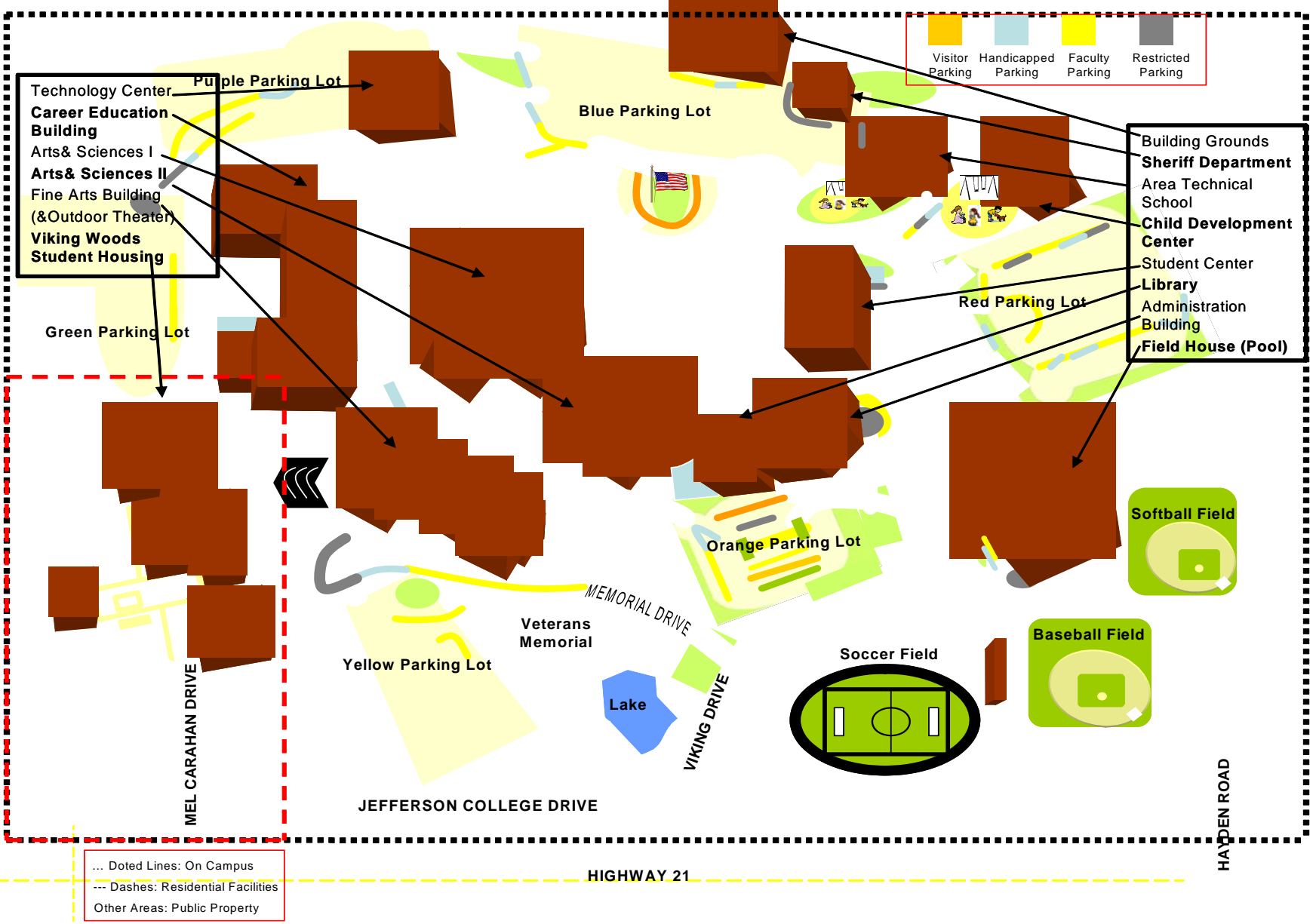
Crime Statistics Summary Year 2007

Hillsboro Campus						
Type of Offence	Year	On Campus	Residential Facility	Non-Campus Building or Property	Public Property	
Criminal Homicide						
Murder/nonnegligent manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Negligent manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offences						
Forcible sex offences	2005	1	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Non-forcible sex offences	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Robbery						
	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Aggravated Assault						
	2005	0	0	0	0	0
	2006	1	1	0	0	0
	2007	1	0	0	0	0
Burglary						
	2005	5	2	0	0	0
	2006	1	1	0	0	0
	2007	0	0	0	0	0
Motor Vehicle Theft						
	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Arson						
	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Hate Crimes						
	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Arrests						
Liquor law violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	2	2	0	0	0
Drug abuse violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Illegal weapons possession	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Judicial referrals						
Liquor law violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Drug abuse violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Illegal weapons possession	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

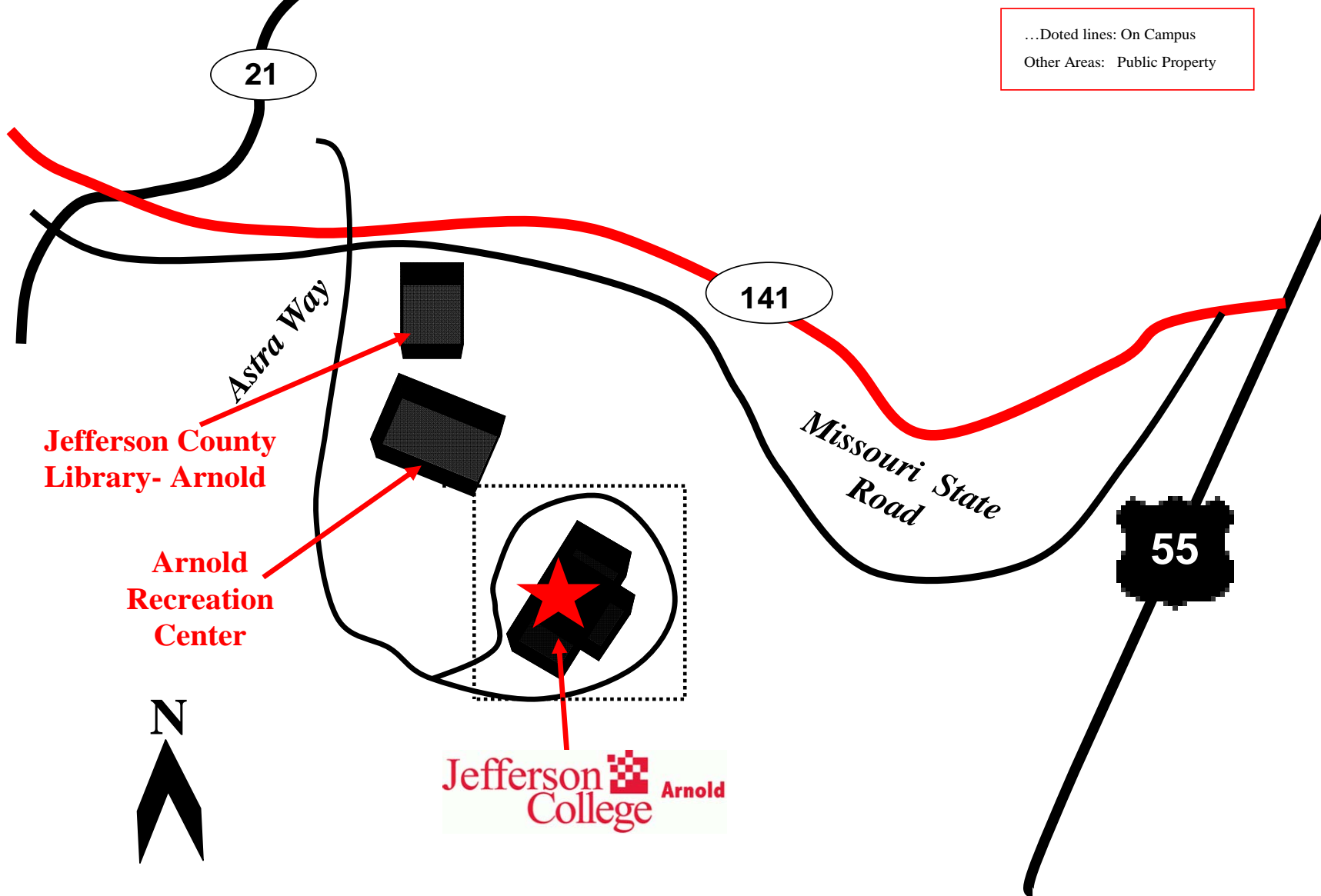
Arnold Educational Center				
Type of Offence	Year	On Campus	Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder/nonnegligent manslaughter	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Negligent manslaughter	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Sex Offences				
Forcible sex offences	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Non-forcible sex offences	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Robbery				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Aggravated Assault				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Burglary				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Motor Vehicle Theft				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Arson				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Hate Crimes				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Arrests				
Liquor law violations	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Drug abuse violations	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Illegal weapons possession	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Judicial referrals				
Liquor law violations	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Drug abuse violations	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Illegal weapons possession	2005	0	0	0
	2006	0	0	0
	2007	0	0	0

Northwest Attendance Site				
Type of Offence	Year	On Campus	Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder/nonnegligent manslaughter	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Negligent manslaughter	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Sex Offences				
Forcible sex offences	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Non-forcible sex offences	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Robbery				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Aggravated Assault				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Burglary				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Motor Vehicle Theft				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Arson				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Hate Crimes				
	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Arrests				
Liquor law violations	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Drug abuse violations	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Illegal weapons possession	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Judicial referrals				
Liquor law violations	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Drug abuse violations	2005	0	0	0
	2006	0	0	0
	2007	0	0	0
Illegal weapons possession	2005	0	0	0
	2006	0	0	0
	2007	0	0	0

Jefferson College – Hillsboro (Main Campus)



Jefferson College – Arnold (Educational Center)



Jefferson College – Northwest (Educational Attendance Site)

