



Reporting of Crimes

The faculty, staff, and students of the City Colleges of Chicago are requested to report all criminal activity, suspicious persons or emergencies they encounter promptly to the Office of Safety & Security for the purpose of making timely warning reports and the annual statistical disclosure. CCC Policy also encourages accurate and prompt reporting of all crimes to the Campus Safety & Security and the CPD when the victim of a crime elects to or is unable to make such a report.

The officer who is assigned to the security desk will dispatch other officers to the scene and notify the Chicago Police Department and/or Fire Department as needed. Each reported incident will be thoroughly investigated and documented by the staff of Campus Safety & Security using the City Colleges of Chicago's incident reporting system. Based on the results of Campus Safety & Security's investigation, the Chicago Police Department may be notified and prepare a written report when required.

The Chicago Police Department's emergency number is 911 and the non-emergency number is 311. Campus Safety & Security at each CCC location maintains a Daily Crime Log at the lobby security desk of Campus Safety & Security as mandated by the Clery Act. The Daily Crime Log contains information regarding criminal incidents or alleged criminal incidents reported to Campus Safety & Security during the past 60 days. The Daily Crime Log is updated daily and is available for inspection by students, faculty, staff and visitors any time during normal campus operating hours.

The information memorialized in the Daily Crime Log includes the following:

- Incident report number
- Type of crime reported
- Date/time the incident was reported
- Date/time the incident occurred
- General location of the incident
- Disposition of the case

Campus Safety & Security

On receiving a report of a crime, the Campus Safety & Security personnel will investigate the incident and record all information on an incident report. If the investigation determines that any criminal law was violated, the security personnel will immediately notify the Chicago Police Department. If elements of probable cause are satisfied, security personnel will apprehend the alleged offender if he/she is still on campus, identify and interview all witnesses, secure the crime scene, and assist the Chicago Police Department in any manner necessary to ensure a successful criminal prosecution.

A security investigation will not be closed until one of the following occurs:

- The alleged offender is arrested and sufficient supportive evidence is recovered;
- The missing or stolen property is recovered;
- The incident is resolved to the satisfaction of the complainant;
- All possible leads have been exhausted or the investigation cannot move forward due to lack of information, evidence, or cooperation by the complainant or witnesses;
- A state, county or municipal law enforcement agency assumes responsibility for the investigation.