

ANNUAL SECURITY, SAFETY & FIRE REPORT



Annual Security Report

ANNUAL SECURITY REPORT

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South Suburban College Annual Security Report

1. SSC ANNUAL SECURITY REPORT

South Suburban College (SSC) is fully committed to providing a safe, inclusive, and supportive campus environment for all students, faculty, staff, and visitors. This Annual Security Report (ASR) is prepared and published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). It provides the campus community with important information regarding campus safety and security policies, emergency procedures, and annual crime statistics for South Suburban College's Main Campus and Oak Forest Center.

This comprehensive report also highlights SSC's ongoing efforts in crime prevention, safety awareness, emergency preparedness, and response strategies. It outlines important policies and procedures relating to incident reporting, sexual misconduct, dating and domestic violence, stalking, and other safety-related issues. In addition, the report provides an overview of the College's protocols for emergency notifications, timely warnings, and evacuation procedures, demonstrating SSC's commitment to readiness and transparency.

Crime statistics included in this report cover the three most recent calendar years and document reportable offenses that occurred on campus, in campus-controlled facilities, and in certain public areas adjacent to SSC locations. These statistics are compiled by the South Suburban College Police Department, in coordination with local law enforcement agencies.

This document is published annually in accordance with federal and state mandates, including the Clery Act, the Violence Against Women Act (VAWA), and the Illinois Campus Security Enhancement Act. Importantly, Clery Act reporting requirements do not conflict with the Family Educational Rights and Privacy Act (FERPA). Per U.S. Department of Education guidance, law enforcement records maintained by the campus police are not considered educational records and are therefore exempt from FERPA restrictions.

South Suburban College ensures this report is readily accessible to all members of the College community. It is available electronically through the Campus Police section of the official SSC website at <https://www.ssc.edu>, and hard copies can be requested from the Campus Police Office or by calling (708) 596-2000. Each year, around October 1st, a college-wide communication is issued to remind students and employees of the report's availability and relevance.

The preparation and dissemination of this ASR is led by the South Suburban College Police Department, with support from surrounding law enforcement agencies. The Police Department operates 24/7 from the Main Campus in South Holland and is dedicated to fostering a culture of safety, awareness, accountability, and prevention across all SSC locations.

We encourage every member of our campus community to review this report and remain actively engaged in making South Suburban College a safe and welcoming place to learn, teach, and work.

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2. CLERY ACT COMPLIANCE

In accordance with the Clery Act, South Suburban College conducts an annual test of its Emergency Response and Evacuation Procedures. These tests evaluate the College's emergency preparedness and communication systems. Each test is documented with the date, time, type of test, and whether it was announced or unannounced. This practice ensures that SSC remains ready to respond effectively to potential threats and maintains compliance with federal safety mandates. The following crime statistics are compiled and reported in compliance with the Clery Act. They reflect reported incidents at South Suburban College's Main Campus and Oak Forest Center for the years 2021 through 2024. These statistics include offenses that occurred on campus, in certain non-campus buildings or properties, and on public property immediately adjacent to campus.



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Annual Crime Statistics

The following crime statistics are compiled and reported in compliance with the Clery Act. They reflect reported incidents at South Suburban College's Main Campus and Oak Forest Center for the years 2021 through 2024. These statistics include offenses that occurred on campus, in certain non-campus buildings or properties, and on public property immediately adjacent to campus

Main Campus Crime Statistics

Crime Category	2024	2023	2022	2021
Murder	0	0	0	0
Arson	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Battery	3	0	1	1
Assault	1	0	1	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	1	0	0
Criminal Sexual Assault	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Violations	0	1	0	0
Thefts	4	6	8	1
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Hate Crimes	0	0	0	0

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Oak Forest Center Crime Statistics

Crime Category	2024	2023	2022	2021
Murder	0	0	0	0
Arson	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Battery	0	0	0	0
Assault	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Criminal Sexual Assault	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Violations	0	0	0	0
Thefts	4	6	8	1
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Hate Crimes	0	0	0	0

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Daily Incident Log

As required by the **Clery Act**, South Suburban College maintains an up-to-date **Daily Crime and Incident Log**. The log is available online through the **Campus Police section of the SSC website** and includes timely summaries of reported incidents. Information typically includes:

- Incident or case number
- Type of incident
- Date and time reported
- General location of occurrence
- Disposition or status of the report

The log ensures transparency and allows the campus community to stay informed about public safety matters.

Campus Security Authority and Campus Access

With an active academic community that serves thousands of students, faculty, staff, and visitors throughout the year, **South Suburban College (SSC)** functions much like a small municipality. As with any public-facing institution of this scale, occasional emergencies, incidents, and criminal activity may occur that require law enforcement attention and coordinated response.

The **South Suburban College Police Department** is a fully certified law enforcement agency staffed by sworn police officers with full arrest powers. These powers are granted under the authority of the **Illinois General Assembly**, specifically **110 ILCS 805/3-42.1**, which governs police departments within community college districts. SSC police officers are certified by the **Illinois Law Enforcement Training and Standards Board (ILETSB)** and regularly complete **continuing education, scenario-based training, and specialized certifications** to enhance readiness beyond their basic law enforcement academy education.

All SSC officers are subject to rigorous hiring standards, including a **comprehensive background investigation**, psychological screening, and successful completion of state-mandated firearms and use-of-force training. Officers also maintain qualifications under the **Illinois Private Security Act** and relevant state statutes pertaining to police conduct and responsibility.

The **jurisdiction of the South Suburban College Police Department** encompasses the **Main Campus in South Holland**, the **Oak Forest Center**, and adjacent properties including parking lots, roadways, and perimeter areas under SSC's operational control. SSC officers provide year-round patrol coverage, response to emergencies, enforcement of laws and campus policies, and proactive safety initiatives.

SSC is in Cook County, within a network of experienced and well-resourced municipal police, fire, and emergency services. The **SSC Police Department works in close collaboration** with surrounding agencies such as the **South Holland Police Department, Oak Forest Police Department, Cook County Sheriff's Office**, and various emergency management authorities to ensure effective response planning, mutual aid support, and crime prevention strategies.

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To further enhance preparedness and interoperability, the South Suburban College Police Department maintains **Memoranda of Understanding (MOUs)** with key municipal and county law enforcement agencies. SSC is also a participating member of regional public safety and mutual aid organizations such as the **Illinois Law Enforcement Alarm System (ILEAS)**—the largest statewide law enforcement mutual aid network in Illinois—and maintains engagement with regional intelligence-sharing and emergency coordination teams.

These partnerships ensure that the College is able to respond quickly and effectively to emergencies, coordinate complex incidents across jurisdictions, and maintain a high standard of public safety service for the campus community.

Campus Security Authorities (CSAs)

In accordance with the **Jeanne Clery Act**, South Suburban College identifies **Campus Security Authorities (CSAs)** as employees in roles with significant responsibility for student and campus activities. These individuals are trained to receive and report crimes brought to their attention by students or others. CSAs are not expected to investigate crimes but rather ensure timely documentation and reporting to the appropriate campus or law enforcement officials.

The following South Suburban College officials are designated as Campus Security Authorities:

- **President:** Dr. Lynette Stokes (x5799)
- **Vice President of Administration / Director of Campus Police:** Patrick Rush (x5721)
- **Director of Human Resources:** Charlotte Guyton (x5754)
- **Dean of Student Development:** Dr. Anissa Jones (x5708)
- **Vice President of Student and Enrollment Services:** Devon Powell (x5816)
- **Chief of Campus Police:** Ramonde D. Williams (x5726)
- **Director of Physical Plant:** Justine Papp (x5727)
- **Director of Public Relations:** Dr. Kellie Martin (x5846)
- **Vice President of Academic Services:** Dr. Tasha Williams (x5716)
- **Chief Financial Officer / Treasurer:** Thomas Agnew (x5722)
- **Executive Director of Information Technology & Academic Computing:** James Martin (x5894)
- **Executive Director of Extension Services & Workforce Development:** Kenneth Cohn (x6042)
- **Night Supervisor, Custodial Services:** Joe Marjan (x2443)
- **Manager of Plant Operations & Maintenance:** Kevin Hickey (x2207)

Questions regarding CSA responsibilities or how to report crimes should be directed to the **Office of the Dean of Student Enrollment Services** at **(708) 596-2000**.

Pursuant to federal law, SSC must report **Clery-specific crimes**, including **hate crimes, violations of the Violence Against Women Act (VAWA)**, and certain **arrests and disciplinary actions**. SSC must also report **unfounded crimes** under specific circumstances.

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Reporting of a Crime, Emergency or Suspicious Activity

All members of the South Suburban College community—including students, faculty, staff, and visitors—are strongly encouraged to report any crimes, suspicious activity, or public safety-related incidents promptly and accurately to the South Suburban College Police Department or, when appropriate, to the local law enforcement agency with jurisdiction.

Response to a Reported Crime

When a crime, emergency, or suspicious incident is reported to the **South Suburban College Police Department**, a timely and appropriate response is initiated. Depending on the situation, officers may be dispatched immediately, or the reporting party may be asked to visit the **Campus Police Office** to provide a formal statement. All SSC officers are trained to thoroughly document, investigate, and respond to reported incidents in accordance with law and institutional policy.

During an investigation, the officer will work closely with the individual to gather critical information, identify potential witnesses, and collect evidence. The goal of the investigation is to determine the facts, identify the responsible party, and proceed with administrative or criminal remedies as appropriate. When applicable, individuals may be referred to the **Student Code of Conduct process** or to the **criminal justice system**.

Confidential Reporting

SSC recognizes that reporting crime or misconduct can be a difficult experience. Victims and witnesses may hesitate to come forward due to fear of retaliation, confusion about whether a crime occurred, or concern about potential social or legal consequences.

To support a safe reporting environment, the **South Suburban College Police Department** offers a way for individuals to report crimes **voluntarily and anonymously** through the **Silent Witness Reporting Form**, which is available through the College website. This online form allows users to provide information about criminal behavior or suspicious activity without revealing their identity.



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3. Law Enforcement Authority and Interagency Relationships

With an active academic community that serves thousands of students, faculty, staff, and visitors throughout the year, **South Suburban College (SSC)** functions much like a small municipality. As with any public-facing institution of this scale, occasional emergencies, incidents, and criminal activity may occur that require law enforcement attention and coordinated response.

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SSC is in Cook County, within a network of experienced and well-resourced municipal police, fire, and emergency services. The **SSC Police Department works in close collaboration** with surrounding agencies such as the **South Holland Police Department, Oak Forest Police Department, Cook County Sheriff's Office**, and various emergency management authorities to ensure effective response planning, mutual aid support, and crime prevention strategies.

To further enhance preparedness and interoperability, the South Suburban College Police Department maintains **Memoranda of Understanding (MOUs)** with key municipal and county law enforcement agencies. SSC is also a participating member of regional public safety and mutual aid organizations such as the **Illinois Law Enforcement Alarm System (ILEAS)**—the largest statewide law enforcement mutual aid network in Illinois—and maintains engagement with regional intelligence-sharing and emergency coordination teams.

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4. Emergency Procedures Overview

South Suburban College maintains comprehensive emergency protocols designed to address various situations, including HOLD, SECURE, LOCKDOWN, EVACUATION, and SHELTER-IN-PLACE. Emergency response actions are coordinated by the Campus Police Department with support from local and state agencies as needed. All students and employees are encouraged to report suspicious behavior under the 'If You See Something, Say Something' campaign. Increased self-awareness and timely reporting of unusual or concerning incidents play a vital role in campus safety.

Emergency Assistance Call Boxes

While SSC officers actively patrol the campus and respond rapidly to emergency situations, they cannot be in all locations. To enhance safety and enable immediate communication, the College maintains a network of **emergency call boxes** located throughout the **Main Campus and Oak Forest Center**.

These call boxes are strategically placed in **well-lit, high-traffic areas**, including **parking lots, building entrances, and pedestrian pathways**. The call boxes connect directly to the SSC Police Department dispatch center, which is staffed 24 hours a day, seven days a week—including weekends and holidays.

Emergency call boxes may be used to:

- Report a crime in progress or suspicious behavior
- Request assistance for any type of emergency
- Request a safety escort to a vehicle or campus building
- Alert police to unsafe or threatening conditions

These systems are a critical part of SSC's campus security infrastructure and offer a rapid, visible, and accessible means for seeking assistance when needed most.

Emergency Call Box Use and Campus Safety App Awareness

If you ever feel unsafe, threatened, or observe anything—or anyone—who appears suspicious or out of place on campus, do not hesitate to use one of the **emergency call boxes** located throughout the **South Suburban College Main Campus and Oak Forest Center**. Simply press the **emergency button** to be immediately connected with the **SSC Police Department's dispatch center**, where trained personnel will assess your situation and dispatch assistance to your location.

Each call box is mapped and directly linked to the College's 911 Communication Center, allowing officers to pinpoint the exact location and respond quickly and appropriately to the nature of the call.

As part of the College's approach to promoting proactive safety, **all students, faculty, staff, and visitors are encouraged to familiarize themselves with the locations of emergency call boxes**, particularly those near frequently used entrances, walkways, and parking areas. Being aware of these resources helps reduce response time in emergencies and enhances personal preparedness.

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Mobile Safety Technology

To further enhance campus safety, South Suburban College is exploring and implementing mobile safety platforms that allow for **real-time communication and emergency alerts**. These apps provide students and staff with a **virtual safety network**—linking users with friends, family, and SSC Police personnel while on campus.

Through a personal safety app (when implemented), users may be able to:

- Send anonymous or direct tips to Campus Police
- Receive real-time safety alerts, weather updates, or emergency notifications
- Set a safety timer and share their location with trusted contacts
- Use GPS-enabled features to contact Campus Police quickly

Details about the College's safety communication tools, apps, and emergency alert registration will soon be available/accessible via the **South Suburban College website** at www.ssc.edu or through the **MySSC Portal**. Once logged in, look for the “**Campus Safety**” or “**SSC Alerts**” tab for more information.

The College is committed to providing tools that help students and employees take an active role in their personal safety and in the broader effort to maintain a secure campus environment.

Updates will be provided as new information becomes available or as the situation develops. SSC tests its emergency notification system at least annually and provides training to key staff and dispatch personnel on system usage.



Evacuation Procedures

If an evacuation is necessary:

- Follow the directions given by Campus Police, emergency personnel, or building evacuation coordinators.
- Evacuate in a calm and orderly manner to designated assembly areas posted throughout the buildings.
- Do not use elevators unless instructed to do so by first responders.
- Individuals with disabilities should follow established accommodation plans or request assistance via 911 or Campus Police.

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Shelter-in-Place Protocols

“Shelter-in-place” means to remain indoors in a safe location due to an external threat such as severe weather, hazardous materials, or a nearby security risk.

Steps to follow:

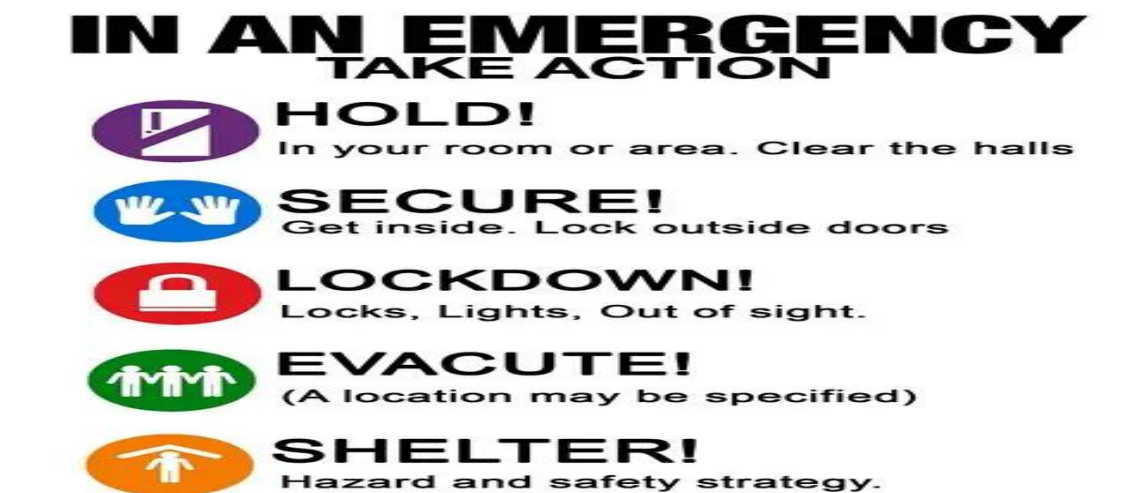
1. Stay inside the building you are in. If outside, proceed to the nearest building immediately.
2. Locate a secure interior room, ideally without windows and above ground level.
3. Close and lock all windows and doors.
4. Shut off fans, heaters, or ventilation systems, if accessible.
5. Silence your phone but keep it nearby for updates.
6. Wait for official notification from SSC Alerts or emergency personnel before exiting.

Lockdown vs. Secure vs. Evacuation

SSC uses standardized emergency actions:

- **Lockdown:** Immediately stop activity, lock doors, turn off lights, silence phones, hide, and stay silent.
- **Secure:** Move indoors, lock exterior doors, continue regular activities inside.
- **Evacuate:** Leave the building immediately via the safest route.
- **Shelter:** Take cover for severe weather or environmental hazards.
- **Hold:** Remain in current location due to a non-threatening issue elsewhere on campus.

Regular drills are conducted to familiarize students and staff with these responses.



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5. Crime Prevention Programs

The South Suburban College Police Department is committed to maintaining a safe and secure educational environment and offers a variety of crime prevention services:

- **Public Awareness and Communication**
The SSCPD collaborates with the college's Public Relations office to keep students and employees informed about safety-related issues, reported incidents, and preventative measures via newsletters, alerts, and digital signage.
- **Safety Presentations and Workshops**
Officers regularly present crime prevention workshops and awareness seminars upon request to departments, faculty, student groups, and staff organizations. Topics include personal safety, workplace violence prevention, identity protection, and emergency procedures.
- **Community Emergency Response Team (CERT)**
Trained SSC staff volunteers support the campus police during emergencies by assisting with evacuations, triage, and crowd control. CERT members receive ongoing training and participate in drills coordinated with local emergency service

6. Personal Safety Awareness

Your safety begins with you. Being aware and taking proactive measures significantly reduces the risk of becoming a victim. The following suggestions are offered to enhance personal safety:

- **Stay Alert** – Be conscious of your surroundings at all times.
- **Speak Up** – Report any unusual or suspicious activity, people, or vehicles immediately to Campus Police.
- **Secure Property** – Always lock your vehicle and conceal valuables out of sight or place them in the trunk. Never leave personal items like backpacks, purses, or electronics unattended.
- **Report Incidents** – All crimes or suspicious behavior should be reported. Call 911 in the case of an emergency or notify South Suburban College Campus Police or the appropriate campus administrator. No proof is required to report suspicions—early reporting is key to crime prevention and safety.

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7. Access to Campus Facilities

South Suburban College buildings and grounds are open during **normal business hours**, typically from **7:30 a.m. to 10:30 p.m. M-R, 7:30 a.m. to 8:00 p.m. on Friday**, except on designated holidays. **After-hours access** is restricted and may be granted on a case-by-case basis through coordination with Campus Police and respective departmental leadership.

Faculty, staff, and authorized students requiring entry outside of regular hours must have prior approval and use their **college-issued ID card or access credentials**, where applicable. Main entrances and designated secure doors are monitored and managed through the College's electronic access system and regular operation personnel attentiveness. Requests for building access should specify location and justification and can be submitted through the **Human Resources Department** and processed by the **SSC Police Department**.

Maintenance and Security of Facilities

The **Physical Plant and Facilities Operations Department**, in partnership with the **SSC Police Department**, conducts routine inspections and maintenance to uphold the safety and security of all campus structures. Well-lit pedestrian paths, parking areas, and facility entrances support visibility and deterrence. **Exterior lighting and emergency call box functionality** are reviewed monthly, and issues are addressed promptly.

All exterior doors are secured each evening through key lock or using automated locking systems. Campus Police officers perform nightly checks on door integrity, lock functionality, and alarm systems. Anyone observing damaged locks, broken windows, or security risks is urged to contact the SSC Police Department immediately at **(708) 596-2000 Ext 2235**.

To promote visibility and eliminate concealment areas, **landscaping and vegetation are regularly trimmed and maintained** by Facilities staff. Maintenance teams also respond to reported concerns that may pose safety hazards in real-time.

8. Fire Safety and Missing Student Policy

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South Suburban College does not provide on-campus residential housing. As such, the institution is not required to maintain an Annual Fire Safety Report or a Missing Student Notification Policy under the Higher Education Opportunity Act (HEOA).

9. Nondiscrimination and Title IX Compliance Statement

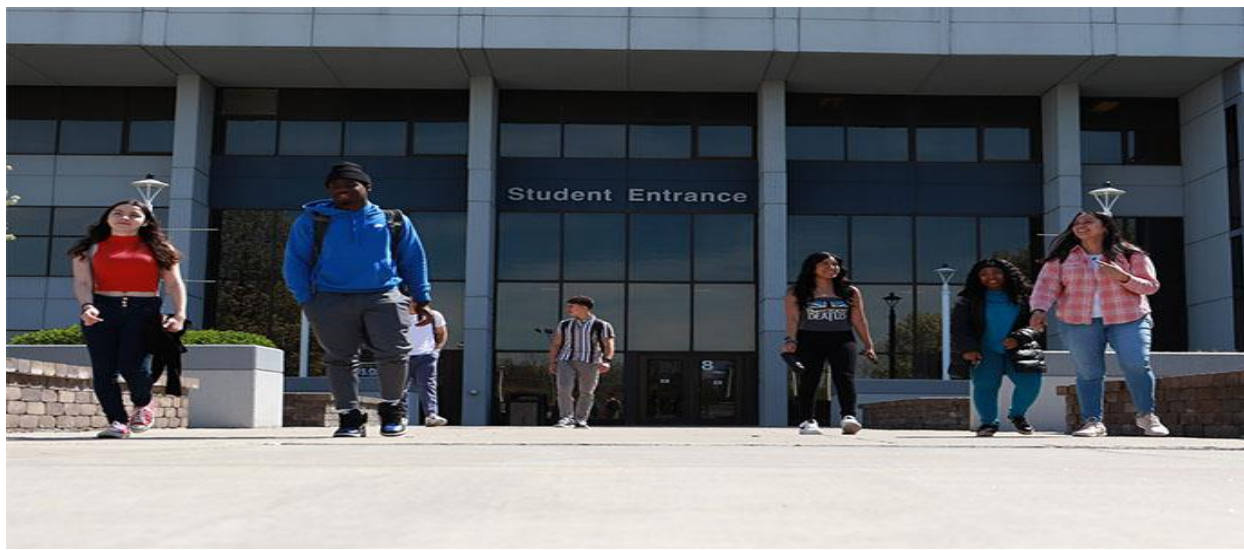
In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other federal, state and local laws, South Suburban College (SSC) does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity or expression, pregnancy, religion, national or ethnic origin, disability, or veteran status in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities.

The Dean of Student and Enrollment Services is the individual designated by SSC to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws.

Questions or concerns regarding Title IX, Section 504 or other aspects of SSC's equal opportunity or affirmative action programs should be directed to:

Manager of Human Resources
South Suburban College
15800 South State St.
South Holland, Illinois, 60473
Phone: 708-596-2000

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10. Emergency and Community Contact Numbers

South Suburban College | Village of South Holland | Local Public Services

SSC MAIN CAMPUS – South Holland, IL

South Suburban College

SSC Main Line: (708) 596-2000

SSC Campus Police (24/7 Dispatch): (708) 596-2000 Ext. 2235

Campus Emergency Line (On-campus phone): Dial 2235

EMERGENCY SERVICES

Dial 911 for Fire, Police, or Medical Emergencies

SSC POLICE DEPARTMENT

- Chief of Police – Ramonde D. Williams: Ext. 2235
- Emergency Response / Dispatch: Ext. 2235 (2nd Fl Safety Desk #2238)
- Non-Emergency Inquiries: (708) 596-2000 Ext. 5721
- Silent Witness Reporting (Confidential): Available via www.ssc.edu (Campus Police tab)

VILLAGE OF SOUTH HOLLAND PUBLIC SAFETY SERVICES

• **South Holland Police Department**

Non-Emergency Line: (708) 331-3131

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- **South Holland Fire Department**

Non-Emergency Line: (708) 331-3121

- **South Holland Emergency Management Agency (EMA):**

Contact via Village Hall or Police Department

OTHER ESSENTIAL GOVERNMENT SERVICES

- **Department of Public Works – South Holland**

(708) 210-2900

- **Village of South Holland – General Info**

(708) 210-2900

- **Thornton Township Offices**

Main Line: (708) 596-6040

Youth & Family Services: (708) 596-6040 Ext. 3152

Senior Services: (708) 596-6040 Ext. 3150

Transportation Services: (708) 596-6040 Ext. 3162

- **Cook County Sheriff's Office – District 5**

Patrol Services (Markham): (708) 865-4700

- **Cook County Office of Emergency Management**

(312) 603-8180

STUDENT SUPPORT SERVICES

- **SSC Food Pantry**

Located in Room 2348 (South Holland Main Campus)

Hours and availability may vary – appointments recommended

Contact: (708) 596-2000 Ext. 2395

Email: sscpantry@ssc.edu

- **CEDA (Community and Economic Development Association of Cook County)**

South Suburban College Partner Site

Assists with LIHEAP, water assistance, and other support programs

Appointments & Info: (800) 571-2332

Website: www.cedaorg.net

ADDITIONAL SSC LOCATIONS

SSC Oak Forest Center

16333 S. Kilbourn Ave., Oak Forest, IL 60452

Main Line: (708) 225-6000

Campus Security Assistance: (708) 596-2000 Ext. 2235

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