

SOLEX Medical Academy
350 E. Dundee Rd., Ste. 207
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Annual Security Report

2011 – 2012

*As required by the Campus Safety Act of 1990
(Public Law 101 – 542)*



Annual Security Report

SOLEX Medical Academy prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

The full text of this report can be accessed on our web site at <http://massage.solex.edu/assets/Docs/CrimeReport.pdf>.

The Annual Security Report is available by October 1 of each year. An e-mail notification is made to faculty, staff, and all enrolled students that provides the web site to access this report. Copies of this report may also be obtained from the Executive Director or Academic Dean by calling (847) 229-9595. Campus security policies and procedures specified by the Clery Act have been developed, approved, and published and are available for review in campus administrative offices.

I. Campus Crime Statistics

- a. Campus crime, arrest and referral statistics are compiled by the Academic Dean, who is also responsible for online submission of the Annual Campus Crime and Security Survey.
- b. Statistics include crimes reported to local law enforcement agencies for the geographic location of SOLEX Medical Academy/Cole Taylor Bank property located at 350 E. Dundee on the Northeast corner of Dundee Road and Milwaukee Avenue in Wheeling, IL. The data includes the private property of the Cole Taylor Bank building and parking lot, and adjacent sidewalks bordering the property.
- c. SOLEX Medical Academy makes a reasonable, good-faith effort to obtain crime statistics on public property immediately adjacent to our campus. No relevant arrests were reported for applicable public property.
- d. SOLEX Medical Academy does not provide residential facilities for students, nor does it utilize any non-campus buildings or property.

Occurrence	2008	2009	2010
Murder	N/A	0	0
Negligent Manslaughter	N/A	0	0
Forcible Sex Offenses	N/A	0	0
Non-Forcible Sex Offenses	N/A	0	0
Robbery	N/A	0	0
Aggravated Assault	N/A	0	0
Burglary	N/A	0	0
Motor Vehicle Theft	N/A	0	0
Arson	N/A	0	0
Arrests for liquor law violations, drug law violations, or illegal weapons possession	N/A	0	0
Referrals for disciplinary action for liquor law violations, drug law violations, or illegal weapons possession	N/A	0	0
Larceny-theft			
Simple Assault			
Vandalism			
Intimidation			
Hate Crimes	N/A	0	0

II. Disclosure of Policy Statements

- a. **Crime Prevention.** At the start of each academic program, incoming students are informed during orientation sessions about security and campus safety procedures. The orientation describes the security resources available to students, including a description of security protocols, reporting procedures, and crime-prevention measures including personal safety tips.
- b. **Crime Reporting.** SOLEX Medical Academy does not have a campus security department. Students and employees wishing to make a report of a criminal incident, whether they are a victim, witness, or third party are encouraged to do so by calling the Wheeling Police Department at 911, or contacting the Executive Director for assistance in filing a report. The link to the on-line version of the annual security report and crime report form is provided to students and employees during their initial orientation.
- c. **Non-emergency Crime Reporting.** Students and employees are encouraged to report all non-emergency criminal incidents to the Executive Director as promptly as possible, or by calling the Wheeling Police Departments at 311. Individuals are also encouraged to report problems or suspicious persons promptly.
- d. **Voluntary Confidential Reporting.** If the victim of a crime does not want to pursue action within the criminal justice system, the victim may still want to make an anonymous report. The purpose of an anonymous report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the SOLEX community. With this information, SOLEX can keep an accurate record of the number of incidents involving students, determine if there is a pattern of crime with regard to particular location, method, or assailant, and alert the SOLEX community to potential danger. Reports filed in this manner are counted and disclosed in the Annual Security Report crime statistics for the institution.
- e. **Timely Warnings**

The Executive Director is responsible for timely warnings. In the event that a situation arises either on or off campus that in the judgment of the Executive Director constitutes an ongoing or continuing threat to the campus community, a "timely warning" will be issued. The warning will be posted at the front door to the building, the reception desk, and school bulletin boards. An email notification will be issued to all administrative staff with the details of the timely warning.
- f. **Campus Security and Access**
 - i. SOLEX Medical Academy is open to students, faculty employees, contractors, guests, and potential students from 9:00 a.m. to 10:00 p.m. Monday through Friday. Access is restricted to the front door of the building, and visitors must report immediately to the reception desk. During non-business hours access to SOLEX Medical Academy facilities is by key, if issued.
 - ii. Parking lot and exterior security and safety issues are monitored by the Executive Director. In the event that security and safety of the campus community is compromised, including adequate lighting, a report is made to building management for immediate attention.
- g. **Drug and Alcohol Policy**
 - i. SOLEX Medical Academy provides a drug-free workplace. The use, possession, or distribution of alcoholic beverages or illegal drugs identified in federal and state law or regulations while on SOLEX property is prohibited.

Violations of the drug and alcohol policy can be considered as a cause for dismissal from SOLEX Medical Academy. Each reported incident will be investigated and assessed before final determination will be made as to the proper disciplinary action. The range of disciplinary actions defined by SOLEX Code of Conduct up to and including expulsion and referral for prosecution will be imposed on students for violations of this nature. In accordance with Illinois Law, persons under 21 years of age may not consume, purchase, or possess alcohol.

- ii. The Executive Director may authorize exceptions to the prohibition on alcoholic beverages for special functions.

h. Drug and Alcohol Abuse Education Programs

- i. SOLEX Medical Academy recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life. Any student or employee who suspects they may be at risk or who knows someone who is, is invited to seek services which can help.
- ii. Any student or employee with concerns regarding drug and alcohol use or for further information on education and services may speak with the Academic Dean for referrals to appropriate community organizations. SOLEX Medical Academy does not provide direct health or counseling services.

i. Programs to Prevent Sex Offenses

- i. SOLEX Medical Academy does not tolerate any form of sexual assault, abuse, or harassment. All employees receive a copy of the Sexual and Other Harassment Policy upon hire. The Executive Director obtains a written verification from the employee that documents that the individual has reviewed the policy.
- ii. The Receptionist is responsible for posting notices advising all individuals of the Sexual and Other Harassment Policy. The policy is also printed in the school catalog.
- iii. A portion of new student orientation provides specific information about rape and the prevention of sex offenses, campus safety, and self-protection.
- iv. Victims of sexual assault are encouraged to report these incidents to the Executive Director, who will promptly help the student get medical treatment and, if the student chooses, help report the incident to the Wheeling Police Department. A SOLEX staff member will accompany a student to a medical facility or to speak to the police, if the student so desires. Students are encouraged to make reports to the police, the Medical Academy, or both, as promptly as possible after the incident occurs, although it is the student's decision whether or when to report an incident. Every attempt is made to maintain the anonymity of the victim.
- v. A victim of rape or sexual assault should try to preserve all physical evidence: Do not wash, use the toilet, bathe, shower, brush teeth, or change clothing if it can be avoided. If clothes are changed, place all clothing worn at the time of the attack in a paper, not plastic, bag. The victim should get medical attention as soon as possible to make sure there are not any physical injuries and to collect important evidence that will assist with prosecution.
- vi. SOLEX will change a victim's academic schedule after an alleged sex offense if changes are requested by the victim and are reasonable available. This includes accommodations to make up academic work missed work because of time lost due to the assault, investigation, and disciplinary process as applicable.
- vii. Educational materials about the prevention of sex offenses and counseling resources for victims of sex crimes are available from the Academic Dean.

- viii. The Ethics and Professional Practices course specifically addresses sexual abuse and prevention measures.
- j. Disciplinary Actions for Alleged Sex Offenses**
- i. The Executive Director is responsible for the immediate and full investigation, verification, assessment and evaluation of any and all reported incidents of sexual and other forms of harassment. Confidentiality of the incident will be maintained in so far as it is possible during and after the investigation.
 - ii. The Executive Director is responsible for final determination for any disciplinary actions against those found to be in violation of this policy. Disciplinary actions may include but are not limited to verbal warning, corrective counseling, suspension, termination, and/or referral to local law enforcement agencies. The severity of the disciplinary action will depend on the type of offense and whether it is an initial or repeat offense.
- k. Sex Offender Registry**
- Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b) mandate that the Illinois State Police (ISP) establish and maintain a statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender. The Sex Offender Registry (www.isp.state.il.us/sor/) was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about persons convicted of sex offenses. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individuals. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution. Information compiled on this Registry may not be used to harass or threaten sex offenders or their families.
- h. Missing Student Notification Policy and Procedures**
- SOLEX Medical Academy does not provide residential services for students.
- i. Evacuation Procedures**
- Being prepared is the first step towards preventing and/or handling emergency situations. Because your safety is of utmost importance, SOLEX College has created this document to inform you of emergency and evacuation procedures that should be followed in case of disaster.

Designated Campus Security Authorities

Executive Director	847-229-9595, Ext. 113
Academic Dean	847-229-9595, Ext. 212
Program Coordinator	847-229-9595, Ext. 116

Annual Fire Safety Report

The facilities are equipped with various fire safety devices. Buildings will have at least one (1) fire drill each year.

Procedures for facility evacuation

Fire Safety and Emergency Preparedness training has been prepared for dissemination among the faculty, staff, students and managers at SOLEX Medical Academy.

Titles of each person or organization to which individuals should report that a fire has occurred

Reports that a fire has occurred are disseminated to the following individuals:

- Executive Director, Leon Linton
- Acting Director of Compliance, Patricia Flanagan
- Program Director, Daniel Laske

Plans for future improvements in fire safety

The school is committed to ongoing quality improvements in training and technology as these relate to fire safety. Ongoing awareness campaigns are in place to ensure that faculty, staff and students understand about fire safety and evacuation procedures.

Fire drills are scheduled annually. All students, faculty and staff are required to participate.

Students, staff and faculty are provided information on the following emergency procedures:

- Bomb threats
- Fire emergencies
- Life threatening injuries
- Non-life threatening injuries/first aid
- Severe weather
- Tornados
- Utilities failures
- Violent criminal behavior
- Workplace violence

Evacuation routes are posted in public spaces throughout the building. Complete information regarding evacuation and Fire statistics is located at:

<http://massage.solex.edu/assets/Docs/Annual-Crime-Report-2010.pdf>