Police Department Queues in Kbox

Forms moved from the old employee portal to Kbox

Lost Key is its own queue. Those who have lost their keys will need to fill out this form as well as the facilities services form.

The Police Department queue includes the Authorized Student Use during Non-Business Hours (student pass), Extended Stay Vehicle, and Student Volunteer Review forms.

The information required on these forms has not changed and detailed instructions are available.

**Lost Key**

1. Notification via KBOX are to be submitted at any time that a key is lost.

2. Submit a ticket by selecting the LOST KEY – Police Department queue and completing all required fields.

3. Submit a Facilities Services Work Order for a new key through KBOX.

**Authorization for Student Use of College Facilities During Non-business hours**

1. Submit a ticket in KBOX by selecting the Police Department queue anytime a student will need access to campus facilities during non-business hours, when no direct supervision will be present.

2. Actual student employees are exempt. If you have a student employee that needs access, please contact the Campus Police Department to arrange access.

3. Students will not be given unsupervised access [form or not] for any work that would involve them using open flames/heating elements, power tools, hazardous chemicals or the like.

4. Fill out all fields in the ticket prior to the date the student will need access.

5. You may attach an electronic copy in .PDF format of all student names and ID numbers to the ticket.

6. Access times are restricted to Monday-Thursday 7AM-Midnight and Friday-Sunday 7AM to 10PM.

7. Students are to contact the Campus Police Department upon arrival and departure at 217-786-2278 during business hours or 217-622-3853 during non-business hours.

**EXTENDED STAY VEHICLE FORM GUIDELINES**

It is allowable for campus community members to leave their personal vehicle in a campus parking lot overnight if participating in a College sponsored trip; however, the College, nor any of its employees, can guarantee the safety of any personal property left here, and are not responsible for any damage occurring to your vehicle while here.

If you are planning to leave your vehicle on campus during your College sponsored trip, training, or convention, please…

1.Submit a KBOX ticket by selecting the Police Department queue and complete all pertinent fields prior to the date of departure.

2.For vehicles being left as part of a group function (athletic events, field trips), a single ticket should be submitted by a staff member in the related department.

3.For vehicles being left singly as part of an employee training or convention, a single ticket should be submitted out by the participating employee.

4.If participants are carpooling, list just the information related to the vehicle being left on campus.

5.List all vehicle information for each vehicle being left on campus. This can be entered into the ticket or attach an electronic document with all information.

6.Park in a well-lighted area.

7.If in a group that’s leaving several vehicles, please park in lot #17.

8.Do not leave anything of value in your vehicle, especially in plain view.

9.Ensure that all windows are rolled up, and your vehicle is locked.

**Student Volunteer Reviews**

All students performing volunteer work that involves minors in any way must be reviewed prior to starting any such work.

It is the responsibility of the faculty member, club advisor, etc. to follow the procedure below to ensure that all students have been reviewed. If a student has not been reviewed, they CANNOT participate in the event.

1. Plan in advance and allow for a 48 hour turnaround time period for the process to be completed.

2. Obtain and digitally document the full legal name of each student (including middle initial), date of birth, and a copy of the student’s Driver’s License or State Identification Card.

3. To ensure confidentiality of information, please submit the list and ID copies to the following individuals;

 a. If a Student Club or Student Life related – Student Engagement Coordinator

 b. If course related – Dean overseeing that department

 c. Events other than the above – Vice President of the department

4. The individuals listed above will submit the list and ID copies via the Police Department queue in KBOX for review.

 a. The digital documentation in Step 2 should be attached to the ticket in a .PDF format.

5. Keep a record of the student names (but not the ID copies) that you submit so you will know which students have been reviewed if there will be multiple events and the makeup of the participating students may change during the year.

6. Within 48 hours, the LLCC Police Department will communicate one of the following messages;

 a. Email back to the individual listed above who submitted the information indicating all individuals are cleared to participate, or

 b. If a student is found to be ineligible for participation, the Chief of the LLCC Police

Department will inform the Vice President of the area, who will then communicate the information to the necessary club advisor, faculty member, supervisor, etc. and ensure communication with the student as well.

7. All information submitted to the Police Department will be retained in the Police Department KBOX queue. Once a student has been reviewed s/he does not need to be reviewed again until the following academic year. However, all students must be reviewed annually for continued participation even if they were reviewed in a prior year.

All information that is part of this procedure is to be treated as highly confidential and should not be discussed with anyone except the Vice President(s), LLCC Police, and specific student.