HEARTLAND COMMUNITY COLLEGE PLACES EXTREME IMPORTANCE ON PROTECTING THE SAFETY AND SECURITY OF ITS CONSTITUENTS. ACCORDINGLY, THE COLLEGE, AND ILLINOIS LAW PROHIBITS A REGISTERED SEX OFFENDER (RSO) ON CAMPUS TO BE NEAR ANY YOUTH, OR YOUTHS. THIS INCLUDES THE CHILD DEVELOPMENT LAB, CHALLENGER LEARNING CENTER, ANY SCHEDULED YOUTH ACTIVITY OR INDIVIDUAL YOUTH. THEIR PRESENCE ON CAMPUS IS FURTHER LIMITED IN THE FOLLOWING PROCEDURES.

ALL REGISTERED SEX OFFENDERS:

In compliance with, and as outlined in Illinois law, all RSOs will complete such forms or processes as required by the President or designee to register with the College.

It is the policy of Heartland Community College that all Registered Sex Offenders request permission to attend any class, seminar, function or activity on the campus. In addition, RSOs who fail to request permission to be on the campus will be asked to leave the campus immediately and remain off-campus until such time as they have obtained permission as outlined by the following.

OFFENDER ENROLLING FOR ACADEMIC CLASSES AT HEARTLAND COMMUNITY COLLEGE:

It is the responsibility, under College Policy and state statute, for a RSO to alert the College of their status at the point of enrolling for classes. The student must submit a written request to the Dean of Student Success for permission to be on campus. The following must also be adhered to:

- Included with the request must be the student's schedule of classes and specific details on any other obligations the student may have on campus.
- Request should be submitted to the Dean of Student Success. Request will be forwarded to the President or his/her designee for consideration.
- A new request for permission to attend Heartland must be submitted at the beginning of each academic term and when any schedule change or changes occur during a semester.
- The request should be submitted at least two weeks prior to the beginning of academic semester the request is being submitted for in order to provide adequate time for a response.

The President or designee will consider the request for permission to attend an academic program and be present on campus. Each request will be evaluated based on the merits of the requester and past conduct or behaviors. In addition,

- A written authorization to be on campus or denial will be sent to the student.
- Authorization to be on campus will include, if appropriate, any specific limitations on access by the student to facilities throughout the campus.
The authorization will include notice that violation of the terms of the authorization may result in disciplinary action up to and including dismissal from the College.

A copy of the authorization for each RSO will be provided to the Coordinator of Safety and Security Services. The Coordinator of Safety and Security Services will inform the Heartland Community College Child Development Lab and the Challenger Learning Center, as well as any other appropriate staff from areas within the College identified as inaccessible to the Registered Sex Offender.

Except for those requirements set out in the authorization letter, Safety and Security Services will informally monitor the activities of the RSO with regard to adhering to any limitations specified in the authorization.

If the RSO violates the provisions of the authorization, the Dean of Student Success shall be notified immediately for any further action deemed appropriate. Violation of conditions as stipulated in the RSO’s authorization letter may result in disciplinary action ranging up to and including expulsion.

Non-student offender:

It is the policy of the College that all RSOs must request permission to attend any class, function, or activity on the campus and it is incumbent upon the RSO to alert the College of their status. If a person from the general public is on campus and is identified as a RSO, and has not received authorization as required by the College, the individual will be directed to leave the campus immediately. Failure to leave the campus immediately could jeopardize their future presence on campus and may result in criminal arrest.

The RSO shall be advised they are to submit a written request for permission to be on campus to the Dean of Student Success and obtain authorization before they come back on campus. Additionally, should they fail to obtain authorization and return to campus they will be considered as an unwelcome person on campus and subject to criminal arrest for trespassing.

The written request must include the individual's interest/reason for being on campus and the time frame for which access is requested.

Each request will be considered on its own merits. The President or designee will consider the request for permission to be present on campus and either grant or deny the request. In addition,

- A written authorization to be on campus or denial will be sent to the individual.
- Authorization to be on campus will include, if appropriate, any specific limitations on access by the individual to facilities throughout the campus.
- The authorization will include notice that any violation of the terms of the authorization may result in the immediate rescinding of all authorization to be present on campus and criminal prosecution where appropriate.

A copy of the authorization for each RSO will be provided to the Coordinator of Safety and Security Services. The Coordinator of Safety and Security Services will inform the Heartland
Community College Child Development Lab and the Challenger Learning Center of the RSO, as well as any other appropriate staff from areas within the College identified as inaccessible to the registered sex offender.

Except for specific duties outlined in any authorization letter, Safety and Security Services will informally monitor the activities of the RSO with regard to adhering to any limitations specified in the authorization.

If the RSO violates the provisions of the authorization, the individual is to be notified immediately of the violation and will be directed to leave campus and not return until such time as the President re-authorizes in writing their permission to be on-campus.

**Current or prospective employee offender:**

As required by law, a current employee who is a RSO or becomes subject to the Sex Offender Registration Act after being employed by the College is required to notify the College of their sex offender status. The RSO shall notify their supervisor and the Executive Director of Human Resources in writing of their status as a RSO.

If a current or prospective employee is identified as a RSO, the Executive Director of Human Resources will notify the College President and the appropriate Cabinet member to determine the feasibility of retaining/hiring the individual. If continued employment, or initial employment is deemed feasible any restrictions appropriate to that individual's job duties and responsibilities, and any specific limitations on access by the individual to facilities throughout the campus would be established and communicated with the employee or perspective employee.

The President or designee will send the RSO a written explanation of restrictions to his/her job duties and responsibilities as well as any limitations on access to College facilities. The written explanation also will include notice that violation of the limitations will result in immediate termination of employment with the College. A copy of the written explanation given to the RSO will be provided to the Coordinator of Safety and Security Services. The Coordinator of Safety and Security Services will inform the Heartland Community College Child Development Lab, and the Challenger Learning Center of the presence of the RSO as well as any other appropriate staff from areas within the College identified as inaccessible to them.

Except for specific duties outlined in any authorization letter, Safety and Security Services will informally monitor the activities of the RSO with regard to adhering to any limitations specified in the authorization.

If the employee RSO violates the provisions of the authorization, the individual will be notified that disciplinary action ranging up to and including termination of employment at the College is possible.