

COLLEGE VIOLENCE PREVENTION PLAN

Effective August 1, 2019



HEARTLAND
COMMUNITY COLLEGE

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APPROVAL

Annually, the College Violence Prevention Committee will review, update, and modify as necessary the College Violence Prevention Plan. The plan will be forwarded to the Emergency Management Planning Committee and the Vice President of Business Services and Institutional Effectiveness for review, concurrence and approval recommendation. The recommended plan will then be forwarded to the College President for final approval. After College approval, the plan will be forwarded to the counties where the College has campuses for their emergency management agencies to review and comment. Signatures will be obtained on the original written plan, and the written plan with original signatures will be retained for seven years.

The College Violence Prevention Plan will be posted online for members of the College community and the public at large to view. Each year the newly approved plan will replace all previous plans.

Effective Date: August 1, 2019

Annual Reviewers:

Keith A. Gehrand
Safety & Emergency Services Analyst
Heartland Community College
Primary Point of Contact

James E. Hubbard
Executive Director of Facilities
Heartland Community College
Chairman, Campus Violence Prevention Committee

Douglas E. Minter
VP, Business Services & Institutional Effectiveness
Heartland Community College

Bob Clark
Director
McLean County Emergency Management Agency

Daniel Fulscher
Director
Logan County Emergency Management Agency

Charles Schopp
Director
Livingston County Emergency Management Agency

Keith Cornille, Ed.D.
President
Heartland Community College

FOREWORD

The safety and security of students, employees, and visitors to the College campuses is one of the highest priorities for Heartland Community College. In compliance with the Illinois Campus Security Enhancement Act (110 ILCS 12/20), the following College Violence Prevention Plan (CVPP) is provided. The CVPP was developed utilizing representatives from across the College and local communities.

The CVPP will provide a general overview of existing College policies and procedures addressing violence at any Heartland Community College campus location. In addition, the CVPP provides an overview of two key teams: (1) the College Violence Prevention Committee, and (2) the Behavioral Intervention Team.

The College Violence Prevention Plan is available to the College community via the Web at:

<https://www.heartland.edu/studentLife/safety.html>



LETTER OF PROMULGATION

This plan is approved and formally adopted as the College Violence Prevention Plan (CVPP) for Heartland Community College. The CVPP details violence prevention strategies of the College. It is designed to comply with federal and state regulations, and to provide a review of policies and procedures for dealing with violence in the College community. The CVPP is dedicated to ensuring any reasonably known behavioral or mental health issue, or violent incident is addressed in accordance with established College policies and applicable sections of law.

The CVPP is in keeping with the mission and values of the College and shall be consistent with the policies and procedures established by the College.

Approved and adopted this 1st day of August 2019.

Keith Cornille, Ed.D., President
Heartland Community College

DISTRIBUTION LIST OF CVPP RECIPIENTS

The College Violence Prevention Plan (CVPP) will be made available to the Heartland Community College (HCC) community via the College website at <https://www.heartland.edu/studentLife/safety.html>. Copies of the CVPP, either printed or electronic, will be distributed to the following individuals.

CVPP Recipient	Date Issued	Issued By	Full or Partial CVPP
President		K. Gehrand	Full
Provost and VP of Academic Affairs		K. Gehrand	Full
VP of Business Services and Institutional Effectiveness		K. Gehrand	Full
VP of Enrollment and Student Services		K. Gehrand	Full
VP of External Relations		K. Gehrand	Full
Executive Assistant (Executive Office)		K. Gehrand	Full
Executive Director of Facilities		K. Gehrand	Full
Chief Information Officer		K. Gehrand	Full
Dean of Student Support Services		K. Gehrand	Full
Associate Director of Equity, Compliance and Title IX		K. Gehrand	Full
Associate Director, Lincoln Campus		K. Gehrand	Full
Associate Director, Pontiac Campus		K. Gehrand	Full
Coordinator of Safety and Security Services		K. Gehrand	Full
Safety and Emergency Services Analyst		K. Gehrand	Full
Director of Fitness and Recreation Center and Athletics		K. Gehrand	Full
Executive Director of Human Resources		K. Gehrand	Full
McLean County Emergency Management Agency		K. Gehrand	Full
Logan County Emergency Management Agency		K. Gehrand	Full

CVPP Recipient	Date Issued	Issued By	Full or Partial CVPP
Livingston County Emergency Management Agency		K. Gehrand	Full

COLLEGE VIOLENCE PREVENTION PLAN

I. Introduction

The safety and security of the College's students, employees, and visitors is a major priority for Heartland Community College. To this end and in compliance with the Illinois Campus Security Enhancement Act, the College will develop and annually review its College Violence Prevention Plan (CVPP). The College desires to have a plan that involves all aspects of the College community and all three campuses.

The potential for violence is present everywhere in our nation, and it is prudent for the College to identify and attempt to mitigate any potential violence to the College community. All persons on the College campuses, regardless of their affiliation(s) or course(s) of study, should be able to pursue their intended purposes in an environment free from violence or harassment.

This plan outlines processes used by Heartland Community College and local resources to prevent violence on College property. This plan has been developed with local and countywide organizations, and the procedures are our standards for a response. This plan serves as a foundation for emergency management, violence prevention, and outlines the implementation of Heartland Community College's Violence Prevention Committee and College's Behavioral Intervention Team.

II. College Violence Prevention Committee

Heartland Community College recognizes the importance of an environment free from violence, harassment, or intimidation while acknowledging the diversity of its students, employees, and visitors. The College Violence Prevention Committee (CVPC) was established to create and maintain the CVPP for the protection of College students, employees and visitors. Membership of the CVPC includes representatives from a wide variety of College departments and the CVPC make-up can be viewed in Appendix A. The College also maintains memberships on local, county and statewide organizations related to violence prevention and assistance to victims.

The CVPC is directed to review the CVPP annually, and provide modifications as necessary. The revised CVPP will be reviewed by the College's Emergency Management Planning Committee (EMPC), and additional changes will be made as necessary. Once endorsed by the EMPC, the plan will be submitted to the Vice President of Business Services and Institutional Effectiveness who will, in turn, forward the recommended revised plan to the College President for final approval. After approval, the plan will be sent electronically to the emergency management agencies of Livingston, Logan, and McLean County for their review, comment, and signature.

You may view a copy of the policy related to the CVPC at:
<https://www.heartland.edu/studentLife/safety.html>

III. College Behavioral Intervention Team

The College has established a Behavioral Intervention Team (BIT) to serve as the College Threat Assessment Team as required by law. The BIT is responsible for addressing alarming or concerning behaviors brought to the attention of College officials. The BIT is to review the alarming or concerning behaviors, gather additional facts, develop and implement a course of action, and monitor progress. The goal of the BIT is to help increase the safety and security for everyone at the College while assisting the person of concern to remain part of the College community whenever possible. Police intervention, student discipline, mental health assessment and treatment, tutoring, and obtaining other assistance are all tools that may be utilized by the BIT process to help mitigate the threat or concern.

There are two levels of BIT intervention. The first is by the Core-BIT which performs an initial review of concerns. The Core-BIT will decide if immediate actions are needed, and if more information is necessary to fully assess the potential for violence or injuries. If more information is needed, then the second level, an Expanded-BIT may be created. The Expanded-BIT is a more encompassing team consisting of additional College and off-campus resources as appropriate.

Additional College resources will typically be related to the alarming or concerning behaviors reported or discovered, and are typically College employees. Off-campus resources that may be included are law enforcement, mental health services, and other local service agencies.

The Core-BIT will meet periodically to participate in training to assist them in carrying out their assigned duties. The Core-BIT will also be responsible for reviewing the BIT policies and procedures to improve the operational procedures and implement changes as deemed necessary.

Both on-campus and off-campus expanded-BIT members will receive training when appropriate and available.

The primary method of contacting the BIT twenty-four hours a day will be to call the "SAFE Phone" at **309-268-SAFE (7233)**. You may remain anonymous if you wish, but members of the BIT may need to follow-up with you in some cases so we will ask for your name and contact information.

You may also send an E-mail to BIT.reports@heartland.edu for any case where there is no apparent immediate urgency. Please be aware that this e-mail is only monitored Monday through Friday, 8am to 4pm. Messages received via the BIT e-mail address will be acknowledged as soon as possible.

To review the Behavioral Intervention Team policy, you may go to:

<https://www.heartland.edu/studentLife/safety.html>

Alternatively, you may contact the Dean of Students (309-268-8410) or the Safety and Emergency Services Analyst (309-268-8454).

More information on BIT and warning signs can be found at:

<https://www.heartland.edu/studentLife/safety.html>

IV. College Policies Related to the College Violence Prevention Plan

The College has established policies on preventing or mitigating potential harm to members of the College community. These policies are listed as shown below and can be found at <https://www.heartland.edu/studentLife/safety.html>

- College Violence Prevention Committee Policy
- College Violence Prevention Policy
- Behavioral Intervention Team Policy
- Harassment Policy
- Policy and Procedures for Preventing and Responding to Sexual Misconduct and Sexual Violence.

V. Reporting Emergencies

The College places great emphasis on providing safe and secure campuses, and although the College works to be free from hazards, emergencies can and do occur. The College routinely conducts threat and vulnerability surveys, and tests its emergency response plans and procedures to help mitigate these hazards and emergencies.

1. "9-1-1"

"9-1-1" can be called at all College campuses. At all three campuses, "9-1-1" is answered 24 hours a day, 365 days a year by local agencies. Any individual in need of immediate police, fire, or medical assistance on any campus should call "9-1-1" from any campus or cellular phone.

When "9-1-1" is called from any Normal campus phone, it will go directly to McLean County's consolidated communications center (Metcom). Additionally, the College Public Safety Desk will receive a notification that a "9-1-1" call is being placed from the campus (without any details), and will respond accordingly.

Any "9-1-1" calls placed on a cellular phone anywhere in McLean County are immediately routed to Metcom as well. However, emergency calls placed to "9-1-1" from a cellular phone will not generate a notification to the Public Safety Desk; this is a function only available for wired phones on the main campus.

Any "9-1-1" calls placed from a campus phone or cellular phone from the Heartland Lincoln Center or Heartland Pontiac Center will be immediately routed to Logan County 9-1-1 Center or to LivCom (Livingston County Communications), respectively. Both the Lincoln and Pontiac campuses are provided emergency services by full-time local emergency response agencies located within minutes of the campuses. Emergency calls to either the Lincoln or Pontiac campuses will be reported to the Public Safety at the Normal campus by staff at the respective campuses. Staff members are present at both campuses anytime a class or event is taking place. Public Safety will follow their protocols for notifying College officials of incidents.

2. Public Safety (Normal campus only)

Public Safety for the Normal campus is located at the Security Desk in the Student Commons Building (Room 1100). Public Safety is staffed by contracted security professionals who are on campus 24 hours a day, 365 days a year. They will respond to complaints, calls for assistance, and medical emergencies. All Officers are trained in first aid, and are certified in Cardiopulmonary Resuscitation (CPR) and in the use of Automated External Defibrillators (AED).

Officers can be seen patrolling the Normal campus parking lots, making patrols inside of buildings, or completing exterior building checks. Officers also provide periodic inspections of the emergency alarm systems maintained by the College. They may be contacted on a campus phone at extension 8300, or from off-campus or cellular phone at 309-268-8300. Public Safety monitors the Normal campus' security camera system 24 hours a day.

3. Harassment Complaints

Harassment complaints are taken seriously by the College, and procedures have been established to ensure a thorough investigation of all complaints. Students with harassment complaints can report them to the Associate Director of Equity, Compliance, and Title IX. Employees with harassment complaints should report them to the Executive Director of Human Resources. The Policy and Procedures for Sexual Misconduct and Sexual Violence Policy, can be found at:

<https://www.heartland.edu/studentLife/safety.html>

4. Threats

Any threats which indicate an imminent threat to any of the College campuses should immediately be reported to local law enforcement. Threats or potential threats affecting the College are serious events, and Heartland has established procedures for working with local law enforcement to investigate imminent threats to the College.

For threats which do not appear to be imminent, the College's Behavioral Intervention Team (BIT) discussed previously may be contacted. The BIT is responsible for receiving any potential-for-violence information from any student, employee, or visitor. An assessment of violence potential is then made by the Core-BIT. Additional information on identifying threatening or concerning behaviors can be found at:

<https://www.heartland.edu/studentLife/safety.html>

5. Hate Crimes

The College prohibits violence of any kind on any of the campuses. In some cases, criminal acts are committed by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals. When this happens, the offender has committed a hate crime that carries enhanced penalties and consequences. The College will work with local law enforcement to investigate and prosecute hate crimes.

If you are the victim of or witness a hate crime on the Normal campus, contact local law enforcement, or Public Safety at 309-268-8300. If you are on the Heartland Lincoln or Pontiac campuses, you should contact the local police department to report the incident. All incidents of hate crimes on any of the campuses should be reported to the Associate Director of Equity, Compliance, and Title IX as soon as possible.

VI. Reporting of certain offenses under the Violence Against Women Act - Reauthorization

Effective July 1, 2015, the Violence Against Women Act – Reauthorization added additional offenses for which the College may provide information and services to students. The new offenses are Domestic Violence, Dating Violence, and Stalking. These offenses should be reported to the Associate Director of Equity, Compliance and Title IX or the Dean of Student Support Services. For additional information on assistance with these incidents go to:

<https://www.heartland.edu/studentLife/safety.html>

Students or employees who are victims of Dating Violence, Domestic Violence, or Stalking, regardless of where the incident occurred, are able to request assistance from the College. All incidents of Dating Violence, Domestic Violence, or Stalking should also be reported to local law enforcement.

Additional information on the College’s efforts to prevent incidents of Sexual Assault, Dating Violence, Domestic Violence, or Stalking may be found at:

<https://www.heartland.edu/studentLife/safety.html>

VII. Violence Prevention Awareness Training

Under Illinois law, all College employees participate in child protection training provided by the Illinois Department of Children and Family Service upon their employment with the College. Some positions that work with children and have a license or certificate are required to complete refreshers on child protection and abuse reporting more frequently. All College employees and students are to view the College’s Safety video at the beginning of each semester. The College also provides online training for responding to Active Shooter scenarios for all students and employees. Periodically the College conducts drills or exercises related to Active Shooter situations.

Beginning in the Spring 2017, the College provided online awareness level training on Title IX compliance to all College employees. New employees are provided Title IX awareness level training when they begin their duties at the College. All employees are provided ongoing training in Title IX compliance as part of the College’s Compliance Committee overall training plan

In order to generate awareness of local community services, the College conducts informational seminars and materials on a variety of violence prevention topics. Those topics include sexual assault, workplace/school violence, defusing volatile situations, threat assessment awareness, stalking, dating violence and domestic violence. The College also works with local, state, and national organization efforts to bring additional awareness topics to the College community.

Persons wishing to find out additional information on violence awareness training should contact the Dean of Students (309-268-8410).

VIII. College Mental Health and Counseling Services

Persons with mental illness comprise about 20% of the adult population, and most persons with a mental illness pose no threat to anyone. For all campuses, if you see someone who is experiencing a crisis and may pose an immediate threat to themselves or others, contact local law enforcement for assistance. Law enforcement will stabilize the situation and activate local mental health services.

On the Normal campus and for persons who do not pose an immediate threat to themselves or others, the McLean County Center for Human Services provides 24 hour assistance through their Crisis Team that can respond to locations in the county. For the Lincoln and Pontiac campuses, persons in crisis should go to their local hospital for mental health assistance.

The College has counseling services for enrolled students. Counselors are licensed in the State of Illinois and provide a wide range of services. In addition, they provide informational sessions and other awareness campaigns that may benefit students. Students from all three campuses are eligible to receive services from the Student Counseling Center. In some cases the student may be referred to outside agencies to obtain additional mental health services. College counselors can work with mental health agencies in Livingston, Logan, and McLean Counties when necessary.

College employees have the option of obtaining counseling and/or mental health assistance with their medical insurance or through the College's Employee Assistance Program. Employees may also obtain assistance directly from their local mental health provider.

Guests to the College who are in crisis will be referred to local mental health agencies for evaluation and treatment as necessary.

IX. External Counseling Services

1. Students

When necessary or requested, College counselors will assist students in obtaining mental health services from off-campus agencies. On the Normal campus, the McLean County Center for Human Services Crisis Team can be contacted to provide immediate assistance. The Crisis Team is available to anyone in McLean County 24 hours a day, 365 days a year. They may be contacted at 309-827-5351.

When external counseling or crisis counseling is needed at either the Heartland Community College – Lincoln or Heartland Community College – Pontiac campus, students can contact the Student Counseling Center to obtain information regarding mental health providers. Emergency crisis intervention services for Lincoln and Pontiac campuses are available from local mental health agencies. Students at the Heartland Lincoln Campus can contact Logan-Mason County Mental Health Center at 217-735-1413. Students at the Heartland Pontiac Campus may call the Livingston County Institute for Human Resources at 815-844-6109.

When a student mental health emergency occurs on any College campus during office hours (8am – 5pm, Mon-Fri), contact Student Counseling Services for help. After hours and on weekends, call PATH at 1-800-570-7284 (PATH).

If employees know of a student who may need mental health assistance, and it is not an emergency situation, the employees may make a student referral to the Student Counseling Center through a “Counseling Referral Form” available from the Student Counseling Center. When completed, the form should be sent to the Director of Student Counseling Center to make the referral. If the matter requires a more immediate response, employees can contact the Student Counseling Center by phone or accompany the student to the Counseling Center in the Student Commons Building.

2. Employees

Mental health services are available to all full-time employees through their medical insurance benefits. Employees may also obtain counseling services through the College’s Employee Assistance Program by calling 1-800-433-7916. Assistance is also available to employees in crisis from their county mental health providers. For more information on obtaining assistance, employees may contact the Coordinator of Employee Benefits in the Human Resources Office at 309-268-8147.

Employees in immediate need of crisis intervention services should contact PATH at 1-800-570-7284, 24 hours a day or the Employee Assistance Program at 1-800-433-7916.

X. Additional Campus Resources

1. Code Blue Call Phones

Code Blue call phones are located in all parking lots on the Normal campus. Each phone is connected directly to Public Safety and can be used to summon assistance or report suspicious activities.

2. Video cameras

Video cameras are located strategically in all buildings and parking lots on the Normal campus only. The cameras are monitored on a 24 hour basis, 365 days a year by Public Safety.

3. Areas of Rescue Assistance

Areas of rescue assistance are located in stairwell landings in all buildings on the Normal campus. The Area of Rescue Assistance is labeled and is connected to Public Safety in the Student Commons Building. During an emergency or evacuation, persons needing assistance can activate the alarm and Public Safety will dispatch assistance.

4. Mass Notification Procedures

Mass notification procedures exist for all three College campuses. The College works with all three county’s local emergency response agencies to obtain and disseminate emergency information. Once the College receives credible information of a violent threat or other emergency, the College will issue a Timely Notice to the College

community using multiple methods of communicating to the students, employees, and visitors regarding the violent threat. The College community will receive Timely Warnings via the College's text message system. Timely Warnings may also be issued on the Normal campus via the Emergency Broadcast System. The Timely Warning policy can be viewed at:

<http://www.heartland.edu/documents/heoa/TimelyNoticePolicy.pdf>

All students and employees may opt-in for HCCAlerts by texting JOIN to 877-200-7477.

HCCAlerts will only send text messages when there is a serious safety concern affecting the campus, including campus closures due to severe weather. You should enter the number 877-200-7477 into your phone contacts as "HCCAlerts" for rapid identification of these messages.

Heartland does not charge a fee for this service. Review your particular mobile device's texting or data plan for service details specific to your account. The College will not share your phone number or mobile information with any other organizations. For more information regarding Safety and Emergency Services, visit:

<https://www.heartland.edu/studentLife/safety.html>

The College has an emergency notification system consisting of public address speakers in and outside all buildings on the Normal campus. The system is tested periodically to ensure good working order. All three campuses have the ability to notify students and employees via e-mail, website notifications, and through local media. All methods of mass communication can be activated 24 hours a day, 365 days a year.

After any initial warning message, students and employees should monitor the College website for updates and additional information:

<http://www.heartland.edu>

5. Victims of Certain Offenses under the Violence Against Women Act – Reauthorization

Victims of certain offenses under the Violence Against Women Act – Reauthorization may obtain assistance in filing a report, receiving medical services, rearranging class assignments, and other services. Incidents of Domestic Violence, Dating Violence, Stalking, and Harassment are traumatic and can affect one's ability to function in daily activities. Student or employee victims of these crimes can contact the Associate Director of Equity, Compliance, and Title IX, Dean of Student Support Services, or Executive Director of Human Sources for assistance. For more information go to:

<https://www.heartland.edu/studentLife/safety.html>

This assistance is available regardless of whether the crime occurred on the College campus or elsewhere.

XI. Violence Prevention Initiatives

The College works with external agencies to provide students and employees the safest campuses possible. The College has a long history of working with external agencies in all three counties where campuses are located, which has helped to ensure safety for the entire

College community. The College prides itself on being a resource for these communities by participating in county-wide drills, learning from them, and improving upon procedures and responses to make everyone safer. This approach extends to local first responders (e.g. police, fire, emergency medical services) as well as mental health resources.

The College has an equally long history of working with local resources to provide assistance to students and employees who are victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The College strives to increase the awareness of these incidents to students, employees, and College guests. In addition, the College offers (1) awareness level instruction on risk reduction strategies on personal safety, workplace violence, school violence, and (2) response procedures for emergencies at the College and elsewhere as students and employees travel away from the College. The College works with local and regional initiatives to help ensure students and employees have access to information on the nature and scope of these incidents, plus how someone can get assistance from the College and local resources.

XII. Emergency Situations

The College takes its responsibility to protect students, employees, and guests on campus from violence very seriously. Everyone on campus has a shared responsibility to be prepared to respond to emergencies. The College's Safety and Emergency Services Analyst helps to prepare the College to respond and recover from these violent incidents. In addition, the College created the Emergency Management Planning Committee (EMPC) to coordinate College preparation, mitigation, response, and recovery efforts. The EMPC membership consists of representatives from many areas of the College.

The College has specialized College Incident Response Teams to respond to, and support the response to events and incidents affecting the College. In order to test its procedures and capabilities, the College routinely conducts drills and exercises of its planning and preparation. Frequently the College participates in drills conducted by local emergency response agencies to ensure the College is prepared to address violent events. The College works with local emergency response agencies in planning such events and practicing the College response. Whenever possible, the College will be compliant with the National Incident Management System for emergency response to violent events.

Appendix A: Members of College Violence Prevention Committee

1. Executive Director of Facilities (Chair)
2. Executive Director of Human Resources
3. Associate Vice President of Enrollment and Student Services
4. Dean of Students
5. Dean of Enrollment Services
6. Chief Information Officer
7. Director of Public Safety
8. Director of Student Counseling
9. Director of Fitness and Recreation Center and Athletics
10. Coordinator of Student Access and Accommodation Services
11. Coordinator of Tutoring
12. Director of Student Engagement
13. Associate Director of Equity, Compliance and Title IX
14. Student Representative/Trustee
15. Safety and Emergency Services Analyst