

Annual Security Report

2016

The Annual Security Report is provided as required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.

Annual Security Report

Effective October 1, 2017



HEARTLAND
COMMUNITY COLLEGE

The following is Heartland Community College's Annual Security Report (ASR). Required by federal law, this report contains policy statements and crime statistics for the College inclusive of all campuses. The policy statements address the College's policies, procedures, and programs concerning safety and security; for example, policies for responding to emergency situations, sexual offenses, stalking, domestic violence, and harassment. Three years' worth of statistics are included for certain crimes that were reported to have occurred on, or immediately adjacent to the campus. You may request a paper copy of this report from the Safety and Emergency Services Analyst at 309-268-8454.

Criminal Acts:

Heartland Community College has a low crime rate, and the campus community enjoys an environment where safety and security is a high priority. If someone witnesses a crime or is in fear for his/her safety, the individual can contact 9-1-1 via any campus or cellular phone. In addition, Safety and Security Services may be contacted on the Normal campus at 309-268-8300 for assistance. Safety and Security Services is staffed by a private security company and has no power of arrest.

All College campuses are provided police services by local law enforcement agencies who will respond to, document, and investigate criminal and suspicious acts. In addition, the Normal campus has 24 hours-a-day/7 days-a-week unarmed security on site. Both the Heartland Lincoln Center and the Heartland Pontiac Center have staff on duty when the building is open, who may be contacted for assistance.

Persons on all campuses have a shared responsibility for safety and security and are asked to be vigilant in observing their surroundings. Suspicious circumstances or criminal acts should be reported immediately to local law enforcement or the Safety and Security Services desk for incidents on the Normal campus. Safety and Security Services can be contacted at 309-268-8300 from any phone, by activating any Code Blue phone in the parking lots, or by activating the intercom in an Area of Rescue Assistance located on the second floor landing in each stairwell.

The College maintains a highly professional working relationship with the Normal, Lincoln, and Pontiac police departments. In addition, the College works closely with other local, county, state, and federal law enforcement agencies. Periodically, law enforcement agencies and the College meet to consider specific incident planning.

Timely Warnings/Emergency Notification:

It is the policy of Heartland Community College to comply with the Crime Awareness and Campus Security Act of 1990, also known as the *Clery Act*. In addition to other provisions, the *Clery Act* requires timely warnings be made to the College community if a significant emergency or

dangerous situation occurs that involves an immediate threat to the health or safety of students or employees. Whenever a Clery reportable offense occurs, is reported to campus authorities, or local police agencies, and is considered to represent a serious or continuing threat to students and employees, the College will issue a “Timely Warning.” In cases where the College Administration (i.e. President and any Vice President collectively or independently) feels other incidents or crimes represent a threat to the College community, an Emergency Notification may be issued.

When the College Administration believes there is an ongoing or continuing threat to the campus community, a campus-wide “Timely Warning” will be issued. Timely Warnings are sent primarily through HCCAlerts text messaging or e-mail notification, but additional methods of communication may be utilized to alert impacted populations. Anyone with information they believe warrants a Timely Warning to others should report the circumstances to the Safety and Security Services desk by phone (309-268-8300) or in person at the Security desk located in the lower level of the Student Commons Building.

For the Heartland Lincoln Center (HLC) and Heartland Pontiac Center (HPC), “Timely Warnings” will originate from the respective Associate Director or designee. If a situation arises affecting the Pontiac or Lincoln Centers that in the judgment of the Associate Director or designee constitutes an ongoing or continuing threat to the campus, a “Timely Warning” will be issued for that campus. The warning will be issued primarily through text messaging and/or e-mail notification as deemed appropriate, but additional means of communication may be utilized. At the HLC and HPC, anyone with information warranting a Timely Warning should report to the respective site Associate Director, or designee, or local police authorities.

In all cases, once approved by a member of the Cabinet (or Associate Director at HLC or HPC), the Timely Warning will be issued in the manner determined by the Cabinet member. Selected members of several offices can perform the Timely Warning through HCCAlerts text messaging or the Emergency Notification System on the main campus.

To sign-up for HCCAlerts, send the text message “HCCALERTS” to 292929. You will receive a confirmation message shortly after your submission. Text message charges may apply and any fees or charges are the responsibility of the person signing up for the service.

To view the entire Timely Warning policy, go to;
<http://www.heartland.edu/documents/heoa/TimelyNoticePolicy.pdf>

The College does not have a specific policy regarding emergency warnings relative to non-Clery reportable offenses; however, the College does have an extensive emergency operations plan that when implemented would help protect against such threats. Examples of these threats would be a large scale fire, hazardous situation in areas surrounding any campus, and approaching tornados. When in the opinion of the College Administration a threat exists, the College will notify the College community in the same manner as would be used for a Timely Warning for a Clery reportable offense.

Once a threat is confirmed by the Executive Director of Facilities, Safety and Emergency Services Analyst, Safety and Security Services or other College official, the information will be relayed to the College Administration. If the threat is deemed imminent, the College will without delay and

taking into account the safety of the community, determine the content of the message and initiate an emergency notification. This notification will be given unless issuing it will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The College will use whatever means are most appropriate including, but are not limited to, text messages, broadcasts over the College Emergency Notification System, blast e-mails, or postings on the College website. Face-to-face communications may be used at the Pontiac or Lincoln Centers due to their smaller size. In cases where a larger community outside of the College must be informed, the College will work with local news media, utilize social media, and work with local response agencies to help provide the information. In all cases, messages will be focused on awareness and response actions for the affected population.

In some cases, such as Tornado Warnings, the process is preapproved and guidelines included in the College Emergency Operations Plan and supplemental response documents.

The College has a number of officials who can activate messaging 24 hours a day in an emergency. Once authorized by the College President, a member of the Cabinet, or pre-authorized within the College Emergency Operations Plan, those persons can send out emergency messages, as necessary.

The College will test its ability to send out information in a variety of ways through its yearly drills and exercises. The College conducts at least one pre-scheduled drill per year that includes emergency messaging to at least a portion of the College Community. In addition, both the Emergency Notification System and the HCCAlerts text messaging system are tested quarterly.

To sign-up for HCCAlerts, send the text message "HCCALERTS" to 292929. You will receive a confirmation message shortly after your submission. Regular text message charges may apply and any fees or charges are the responsibility of the person signing up for HCCAlerts.

Annual Crime Statistics:

The College collects annual crime data to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found on the College website at <http://www.heartland.edu/studentRightToKnow/>. The report is prepared in cooperation with law enforcement agencies for the Town of Normal, City of Lincoln, City of Pontiac, and other police authorities as necessary. Additionally, data is obtained from Campus Security Authorities on crimes reported to them which may or may not be captured in local law enforcement records. Names of persons reporting to the Campus Security Authorities may be kept confidential upon request, but the incident is reported for data collection purposes. Student discipline records for specific offenses (violations of liquor laws, drug laws, or weapons offenses) are also included.

As of October 1, 2015, the College began to record the number of crimes reported which were later determined to be "unfounded". Unfounded offenses are those which were initially reported to local law enforcement, Safety and Security Services or to a Campus Security Authority, and were later determined to not have been a crime. After an investigation, a formal determination is made by law enforcement that the complaint was false or baseless and, therefore,

“unfounded”. This crime data is tracked in the Crime Statistics section appearing at the end of this report.

Each year an e-mail notification will be sent to all enrolled students and current employees to notify them of the availability of the Annual Security Report and the website address to access it. Prospective students and employees may obtain the crime statistics at the same website, or may obtain a copy from the Safety and Emergency Services Analyst at 309-268-8454.

Daily Crime Log:

The College maintains a Daily Crime Log at the Normal campus which provides a summary of all criminal offenses reported to Safety and Security Services. The Daily Crime Log is available for viewing Monday through Friday from 8:00 am to 4:00 pm, not including holidays. Anyone can view the Daily Crime Log by going to the Security Desk in the lower level of the Student Commons Building.

Alcoholic Beverages:

Illinois law sets the minimum age of 21 years for the possession, consumption, or purchase of alcoholic beverages. In addition, local ordinances exist which prohibit the possession, consumption, and purchase or sale of alcoholic beverages to anyone less than 21 years of age. Those found in violation of the law can face fines and a possible jail sentence. In addition, an arrest for Driving Under the Influence of alcohol (DUI), the possession or consumption of alcoholic beverages by someone less than 21 years of age while operating a motor vehicle may face loss of their driver’s license in addition to other criminal penalties.

Additional penalties exist for anyone that sells alcoholic beverages, or hosts an event where alcoholic beverages are served or provided to anyone under 21 years of age. Persons who violate state or federal laws are also in violation of the Student Code of Conduct and Employee Handbook, and may face disciplinary action by the College up to and including dismissal from the College or termination of employment.

For additional information on the legal consequences related to underage drinking, contact your local police or sheriff’s department, the county State Attorney’s office, or the Safety and Emergency Services Analyst at 309-268-8454. Additional information on the Student Code or employee disciplinary process can be obtained from the Director of Student Success or the Executive Director of Human Resources, respectively.

Illegal Drugs:

All Heartland Community College property has been designated as “Drug Free” zones by law. Accordingly, the possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal law. The enforcement of drug laws are the responsibility of law enforcement, and the College will cooperate fully with law enforcement to enforce these laws. Violators are subject to College disciplinary sanctions as well as prosecution under state and federal law.

Drug or Alcohol Abuse Educational Programs:

The College Violence Prevention Committee and the Student Counseling Center are all involved in educational events dealing with alcohol and drug concerns, health issues, wellness, sexual assault, dating/domestic violence, stalking, and harassment awareness and prevention. The College does not have residence halls and the average age of its students is slightly higher than the traditional college student. Keeping these facts in mind, the College continues to focus on health and safety concerns related to the College community including both students and employees.

The College continues to be a resource for the community while partnering with local agencies to bring awareness programs to the campus. The College provides programming during Alcohol Awareness Month (October) and when funding permits participates in the CORE Drug and Alcohol Survey. The Core Survey provides self-reported data on the patterns of behavior related to alcohol and drug use, as well as the negative consequences after the use of these drugs. This information allows the College to focus their efforts on the most needed educational events. In partnership with the local community, the College participates in the Bloomington-Normal Community-Campus Committee in a collaborative effort to find ways to combat alcohol and drug abuse in the higher education setting.

The College continues to increase awareness of sexual assault, stalking, harassment and domestic or dating violence, by a variety of college-wide activities that include, but are not limited to, the Teal Ribbon Month events. Educational programs on any of these areas can be arranged through the Associate Director for Equity, Compliance, and Title IX (309-268-8328), the Director of the Fitness and Recreation Center (309-268-8189), the Student Counseling Center staff (309-268-8390), or the Safety and Emergency Services Analyst (309-268-8454).

Students who need assistance with alcohol or drug problems should contact the Student Counseling Center (309-268-8390). Employees who need assistance should contact the Human Resources Office (309-268-8130) or the Employee Assistance Program (1-800-433-7916).

To Report a Crime:

In an EMERGENCY, call 9-1-1 immediately.

For non-emergency situations on the Normal campus, contact Safety and Security Services at 309-268-8300 to report a crime. Suspicious activity or person(s) in the parking lots at the Normal campus that may be loitering around vehicles or in the campus buildings should be reported to Safety and Security Services. Incidents at the Heartland Lincoln and Pontiac Centers should be reported to the Associate Director or other staff on site, or local law enforcement.

Victims and witnesses to criminal activity may report a crime on a voluntary and confidential basis solely for inclusion into the College's Annual Crime Statistics report. In a **non-emergency** situation and to remain anonymous, a crime or incident may be reported to a Campus Security Authority (CSA), a list of which is included at the end of this report.

A CSA is a College official who is designated to act on behalf of the College during specific incidents. CSAs do not investigate alleged criminal acts or determine guilt of a suspected violator.

CSAs act on behalf of the College to help facilitate reporting of certain crimes as required by the Clery Act, as well as to help facilitate services to victims. Persons who report crimes to a CSA can remain anonymous; however, the CSA must report the incident for purposes of crime data collection and the issuance of a Timely Warning or Emergency Notification, when appropriate.

The College encourages the victim or witness to a crime to promptly report the incident to police. Police reports are public records under law, and the College cannot assure any confidentiality with police reports. Incidents reported to any CSA may be reported confidentially and only for the purpose of inclusion in the annual crime statistics, or for purposes of Timely Warning/Emergency Notification to the rest of the campus. Reports to CSAs are not part of a student's permanent record or transcript. All cases reported to a CSA will be reported for inclusion as part of the College's Annual Security Report and the annual submission to the United States Department of Education.

In those cases where a victim is able to make a report but chooses not to file a police report, they may decline to speak with police. In cases where the victim of a crime is incapacitated to the point of not being able to decide if they want a report filed, local law enforcement will be notified when appropriate. In cases where the reporting person and others are in danger, local law enforcement will be contacted for everyone's protection.

The College does not have pastoral counseling. Counselors at the Student Counseling Center serve as the College's Confidential Advisors and, therefore, are exempt from the reporting requirements unless breaking of confidentiality is provided for under law.

All reports will be investigated to the extent permitted by law and circumstances. The College does not guarantee confidential reporting of crimes, but it is the intent of the College to identify victims of a crime only when required by law. Violations of law will be referred to the Director of Student Success or Executive Director of Human Resources to initiate the College disciplinary processes. When a potentially dangerous threat to the College community occurs, a Timely Warning or Emergency Notification will be issued.

Hate Crimes:

A Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias of someone because of an actual or perceived status. Bias is a performed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. The College prohibits discrimination based on someone's actual or perceived inclusion in one of these groups, and prohibits violence of any such kind on the campus. Effective November 1, 2017, the College will begin mandated reporting of Hate Crimes to the Illinois Attorney General and the Illinois Human Rights Commission. All incidents of Hate Crimes at the College will be referred to the appropriate law enforcement agency, as required by law.

Security of Campus Facilities:

The College's Normal campus has a 24-hour security presence provided by a contract security company. The security officers are not sworn law enforcement officers and have no powers of arrest. However, the College maintains a close relationship and history of cooperation with the

police departments in the Town of Normal, City of Lincoln, and City of Pontiac. Through an annexation agreement with the Town of Normal, police services will be provided to the Normal campus by police from the Town of Normal. The Heartland Pontiac Center and the Heartland Lincoln Center are provided police services in the areas leased by the College in those locations. Local law enforcement will be contacted to conduct criminal investigations and execute arrests, when appropriate. In addition, the College maintains and supports existing relationships with state and federal law enforcement agencies.

The Normal campus has a robust system of closed circuit cameras throughout the entire campus. This system is monitored at the Safety and Security desk located on the lower level of the Student Commons Building. All classrooms, offices, and meeting rooms on all campuses are equipped with telephones capable of summoning assistance. Contact may be made with Safety and Security Services on the main campus at telephone extension 8300. For a life-threatening emergency on any campus, 9-1-1 should be dialed from any phone. If a 9-1-1 call is made from a campus land line, Safety and Security Services will receive notification that the call has been made, but the call will be routed directly to the 9-1-1 call center for the community in which the campus is located. All parking lots on the main campus have emergency Code Blue phone kiosks that may be activated in an emergency.

Both the Heartland Lincoln Center and Heartland Pontiac Center have staff members on duty anytime classes are in session or the building is open. Staff members are able to contact local law enforcement or other emergency response agencies at any time.

The College has no residence halls and no buildings are open overnight. All persons who are on campus after building hours are required to check-in with Safety and Security Services when they arrive on campus and are required to again notify Security when they leave campus.

During business hours, the College will be open to students, employees, contractors, and invited guests. During non-business hours, access to all College facilities is restricted. Access after-hours may be granted by issuing building keys to select employees, or via admittance by Safety and Security Services. During periods of extended closing (i.e. Christmas closure, Thanksgiving closure and other holiday periods) the College will only permit access with prior approval by the Executive Director of Facilities or a member of the Cabinet.

Buildings have pre-designated hours, which may be altered when there is a demonstrated need for additional access or when emergencies necessitate changes to any posted building schedule.

Maintenance on campus is performed by both College employees and contracted workers. College custodial services are provided by a contract cleaning company. All contractors (i.e. janitorial services, grounds maintenance, and repair services) and vendors are expected to register at the Security desk in the Student Commons Building, and are given a temporary identification badge to wear while on-campus. If in doubt about the authenticity of anyone doing work on the Normal campus, call Safety and Security Services at 309-268-8300. The Associate Directors at the HLC and HPC should be contacted for questions on the authenticity of workers for the Lincoln and Pontiac centers.

Educational Programs, Crime Prevention:

All persons on campus are expected to partner with the College to be responsible for the safety and security of the College community. To assist in this effort, an orientation video is available for viewing by students and employees which outlines basic College safety plans. New employees view the video on the first day of employment and students view the safety video within the first week of class.

The Safety Video may be viewed at <https://www.heartland.edu/studentLife/safety.html> at any time.

The College provides multiple opportunities for students and employees to learn more about the College's emergency planning and procedures. The College offers training on school and workplace violence, active shooter response, defusing volatile situations, as well as home and travel safety training. In addition, the College provides awareness level training on sexual assault, dating violence, domestic violence, and stalking. The College will consider offering other crime prevention training seminars for the College community on request. Training seminars of special interest or concern can be arranged through the Associate Director for Equity, Compliance, and Title IX at 309-268-8238, or the Safety and Emergency Services Analyst at 309-268-8454.

Emergency procedures are summarized in the Immediate Action Guides located in all classrooms and meeting areas of the College. Employees may download a copy of the Immediate Action Guide by going to the intranet site and selecting "Immediate Action Guide." Non-employees may view a copy of the Immediate Action Guide by contacting the Safety and Emergency Services Analyst at 309-268-8454.

The College also offers on-line training in Active Shooter response to both students and employees. The training is based upon the U.S. Department of Homeland Security training, "Run, Hide, Fight," which mimics the College's response procedure. A more detailed lecture-based training is also available upon request.

Off-Campus Criminal Activity:

Heartland Community College does not provide law enforcement services to the campus or surrounding area; however, the College maintains a positive working relationship with the local, county, and state law enforcement agencies. The College does not serve any College organizations that have properties off-campus, such as student apartments. During an emergency at any off campus locations, immediately call 9-1-1 from any phone. Non-emergency situations and the filing of police reports should be called into the police/sheriff's department business phone number and not 911. Local law enforcement may contact the College in the event a College student or employee has been detained or arrested for a criminal offense.

Right to be informed of disciplinary actions in certain cases:

The College will simultaneously disclose results of any College disciplinary proceeding against a student alleged to be the perpetrator of a sex crime, dating violence, domestic violence, or stalking to both the victim and perpetrator. The disciplinary results of some violent crimes that resulted in a death may also be released in limited circumstances upon written request by the

next of kin. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA).

If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of notification of the final disposition of disciplinary actions.

More information can be found in the College's Policy and Procedures for Preventing and Responding to Sexual Misconduct and Sexual Violence, which is located at:

<http://www.heartland.edu/documents/policy/PolicyandProceduresforSexualMisconductandSexualViolence.pdf>

Emergency Communication Procedure:

In an emergency, dial 9-1-1 to obtain immediate police, fire, or emergency medical assistance.

The College strongly encourages everyone to report non-emergency situations on the Normal campus to Safety and Security Services at 309-268-8300. Emergencies at the Heartland Lincoln or Pontiac Centers should be reported to the Associate Director of the site, or on-duty staff members. All classrooms and conference rooms at all campuses are equipped with telephones capable of contacting 9-1-1. Phones on the Normal campus also have a speed-dialing feature to connect the caller with Safety and Security Services when assistance is needed. On the Normal campus, you may activate the Code Blue phones in any campus parking lot for emergency assistance.

During an emergency situation, the campus community may be directed to evacuate part or all of the campus, shelter-in-place (i.e. stay where they are if safe), or go to a lockdown. The campus community will be provided updated information by the Emergency Notification System, text message (HCCAlerts), College website, or other appropriate method. All classrooms, laboratories, conference rooms, and office suites are equipped with Immediate Action Guides that provide initial actions for specific incidents including evacuation of the campus. The Immediate Action Guides are developed in conjunction with the College Emergency Operations Plan (EOP), and all students and employees should review the Guide to know their duties during an emergency. A copy of the Immediate Action Guide may be downloaded by employees going to the internal intranet site and selecting "Immediate Action Guide." Non-employees may contact the Safety and Emergency Services Analyst at 309-268-8454 to view a copy of the Immediate Action Guide.

The College has a Safety and Emergency Services Analyst who coordinates and facilitates the emergency preparations of the College. The College Emergency Operations Plan is reviewed both internally and by local response agencies. In addition, the College tests portions of its plan annually and participates in exercises involving local emergency response agencies from throughout the College's district.

Emergency Planning, Testing, and Evaluation:

The College utilizes a multi-disciplinary, collaborative approach to its emergency planning and response activities. To that end, the College has established the Emergency Management Planning Committee (EMPC) to oversee and facilitate the emergency planning and preparation

for the College. The EMPC works with the Safety and Emergency Services Analyst and meets monthly to review existing plans and processes, and reviews proposed and recommended initiatives. To view the policy establishing the EMPC, employees may go to the intranet site at: <Z:\GeneralOrganizationalInformation\Policies\EmergencyManagementPlanningCommitteePolicy.pdf>. Non-employees may obtain a copy from the Safety and Emergency Services Analyst at 309-268-8454.

Each year the College conducts at least one scheduled test of the Emergency Operations Plan to help determine response capabilities of the College. This drill, often in conjunction with emergency response agencies in the College district, focuses on specific parts of the Emergency Operations Plan. Often drills and exercises are conducted in compliance with the United States Department of Homeland Security, Homeland Security Exercise and Evaluation Program. At the conclusion of the drill, an After-Action Report is completed to provide feedback and recommend modifications of the existing plans or improved response capabilities of College resources. Additional drills and exercises may be planned and executed throughout the year, typically in conjunction with larger exercises conducted on a local, regional, state, or national level.

The Immediate Action Guide provides information on a number of the most common or most dangerous incidents that the College anticipates may occur. Developed in conjunction with the College Emergency Operations Plan, the guides are posted in all classrooms and conference rooms on all campuses. Employees may obtain an electronic copy from the College intranet, and non-employees may request an electronic copy from the Safety and Emergency Services Analyst at 309-268-8454.

The College offers one-hour seminars on responding to emergencies on campus, including an overview of the Immediate Action Guide. All seminars are open to students and employees, and can be scheduled by contacting the Safety and Emergency Services Analyst at 309-268-8454.

The College developed the College Violence Prevention Committee (CVPC) for purposes of coordinating educational and procedural processes related to preventing violence in all forms. The CVPC meets four times a year and is a campus-wide multi-disciplinary team that reports to the EMPC. In addition to its other functions, the CVPC develops the College Violence Prevention Plan and helps coordinate the Behavioral Intervention Team (i.e. threat assessment team) for the College.

Evacuation of parts or all of the campus:

In some circumstances, the environment inside of a building poses a greater risk than the environment outside. When in the opinion of the College administration a situation exists where portions or all of the campus require evacuation, the College will immediately use the Emergency Notification System (ENS) to begin the evacuation. The ENS is on the main campus and is the College's public address system both within and outside the buildings. The ENS can be activated 24-hours a day. It can also be activated remotely when the situation warrants. In those cases where parts of the main campus should be evacuated, the ENS system may be utilized for specific buildings. Secondary evacuation alerts will be made through the College's text alert system, which will also alert others coming to campus.

For fires, the College has a fire alarm system that automatically activates audible alarms and alerts the security desk when a wall station is pulled. Sensitive areas are monitored by smoke and heat detectors that will activate an alarm at the Security Desk. Security officers will be immediately dispatched to the area and the fire department will be notified. For the Heartland Lincoln Center and the Heartland Pontiac Center, when a wall station is pulled and the local audible alarms go off, the staff will immediately contact the local fire department.

All students and employees should be aware of building exits, and alternate exits in the event the primary exit is blocked. Employees congregate at pre-selected Assembly Areas outside of the buildings and account for personnel and students after an evacuation.

Whenever anyone hears the ENS alert to evacuate or the building fire alarm activated, they should immediately evacuate as instructed. If you need assistance from the second or third floors of any building, go to the nearest stairwell landing and use the Area of Rescue Assistance intercom to inform Safety and Security Services of your whereabouts.

Persons who are unable to leave campus under their own abilities (i.e. someone who does not have a car on campus) will be moved to a safe location until arrangements can be made by the College to remove them from the campus.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Programs, Procedures and Reporting:

The College Violence Prevention Committee (CVPC) coordinates and facilitates programming for sexual assault prevention, domestic violence, dating violence, stalking and other topics. The CVPC works with internal and external resources, including the Student Counseling Center and the Associate Director for Equity, Compliance, and Title IX to provide educational opportunities and services for all students and employees. The CVPC policy may be viewed by employees on the intranet site at:

<Z:\GeneralOrganizationalInformation\Policies\CampusViolencePreventionCommitteePolicy.pdf>

Non-employees may obtain a copy from the Safety and Emergency Services Analyst at 309-268-8454. Information on specific prevention programs dealing with domestic violence, dating violence, sexual assault, and stalking are available from the Associate Director for Equity, Compliance, and Title IX (309-268-8238), Student Counseling Center (309-268-8390), or the Safety and Emergency Services Analyst (309-268-8454). College-wide programming will be announced via a number of methods including College-wide e-mails, fliers, and signs.

The College has a zero tolerance policy against all types of violence on the campus, including sexual assault, domestic violence, dating violence, and stalking. The Violence Prevention Policy is at: <http://www.heartland.edu/documents/safetyEmergencyResponse/violencePreventionPolicy.pdf>

For purposes of Clery Act reporting the following definitions apply:

Consent: The College defines consent as knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. A greater explanation of “consent” for determining conduct in violation of this policy can be found in the College’s Policies and Procedures for Preventing and Responding to Sex/Gender-Based Misconduct policy. Consent is defined under Illinois law and can be found at

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=072000050HArt%2E+11+Subdiv%2E+5&ActID=1876&ChapterID=53&SeqStart=14600000&SeqEnd=16100000>
(720 ILCS 5/11-1.70).

Domestic Violence includes felony and misdemeanor crimes of violence committed by:

1. a current or former spouse of the victim,
2. a person with whom the victim shares a child in common,
3. a person who is cohabiting with or has cohabited with the victim as a spouse,
4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction,
5. any other person, if the violence is committed against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the state of Illinois.

The State of Illinois law regarding Domestic Violence can be found at:

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=072000050HArt%2E+12%2C+S+ubdiv%2E+5&ActID=1876&ChapterID=53&SeqStart=21100000&SeqEnd=23000000>

Dating Violence means violence committed by a person:

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship,
 2. The type of relationship,
 3. The frequency of interaction between the persons involved in the relationship.

Illinois law includes dating violence under the definition of Domestic Violence, which can be found at:

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=072000050HArt%2E+12%2C+S+ubdiv%2E+5&ActID=1876&ChapterID=53&SeqStart=21100000&SeqEnd=23000000>

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for his or her safety or the safety of others; or
- B. Suffer substantial emotional distress.

Stalking under Illinois law is defined as outlined at:

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=072000050HArt%2E+12%2C+S+ubdiv%2E+15&ActID=1876&ChapterID=53&SeqStart=24900000&SeqEnd=26500000>

Sexual Assault shall mean any sexual act directed against another person, without consent of the victim that meets the definitions of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting Program. Illinois law may differ from the definitions provided for the same conduct. More information on Illinois law related to Sexual Assault may be found at:

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=072000050HArt%2E+11&ActID=1876&ChapterID=53&SeqStart=14300000&SeqEnd=20800000>

The College does not have sworn law enforcement and relies on local police for crime statistics. The College will record and report all criminal offenses as defined by Illinois statutes and annually report as required by the United States Department of Education. When a conflict between federal and Illinois law exists, the College will defer to federal definitions. The Annual Security Report and the United States Department of Education Annual Crime Survey will both use the definitions specified by the United States Department of Education.

For detailed information on the legal definitions of Illinois criminal offenses, go to <http://www.ilga.gov/legislation/ilcs/ilcs2.asp?ChapterID=53>

Interim Protective Measures: Victims of sexual assault, domestic violence, dating violence, and stalking are encouraged to file police reports with local law enforcement. Anyone with an Order of Protection should bring a copy of the Order to the Safety and Security Desk in the Student Commons Building. Persons at the Heartland Lincoln Center or the Heartland Pontiac Center should take a copy of the Order to the Associate Director at their respective Center.

In addition, the College can assist the victim with class schedules, or obtaining financial aid counseling, contacting mental health professionals, or referrals to community resources including medical assistance, visa/immigration assistance, and legal aid. Students and employees may be eligible for a Leave of Absence or make other arrangements to be absent from the College. Enhanced patrols are possible by Safety and Security Services. Students may contact the Associate Director of Equity, Compliance and Title IX (309-268-8238); the Student Counseling Center (309-268-8390); or the Dean of Student Support Services (309-268-8249) for more information or assistance. Employees should contact their Employee Assistance provider, Human Resources (309-268-8130), or community resources for assistance. A listing of community resources can be obtained from the Student Counseling Center; Associate Director of Compliance, Equity, and Title IX; the Executive Director of Human Resources; or the Safety and Emergency Services Analyst.

Programming: The College conducts educational programming for the students and employees throughout the academic year. The College conducts bystander training and participates in the community's sexual assault, domestic and dating violence, and sexual assault awareness campaigns. In conjunction with local resources and agencies, Heartland Community College periodically holds training for sexual assault prevention, domestic violence, dating violence, stalking, and self-defense. In addition, the College partners with local law enforcement agencies and community groups to provide additional awareness programs for the College community. The College participates in the Not in Our Town movement that addresses bullying and all forms of intolerance (e.g. harassment, stalking, racism, etc.). Beginning in the Fall of 2015, the College began presenting "What is Consent" Lunch-and-Learn events to help address issues of sexual assault.

Campus groups wishing to have sexual assault, domestic violence, dating violence, stalking, or harassment prevention training seminars should contact the Associate Director of Equity, Compliance and Title IX (309-268-8238); the Student Counseling Center (309-268-8390); or the Safety and Emergency Services Analyst (309-268-8454). Most educational programs are provided free and are often open to the public.

Procedures and Reporting: In the event an incident of domestic violence, dating violence stalking, or sexual assault occurs, the College will assist the victim in notifying local authorities and in identifying local support services regardless of where the incident occurred. The College does not have sworn law enforcement and it is the victim's decision whether or not to notify local law enforcement. If the survivor wishes to file a police report, it should be reported to law enforcement where the incident occurred. If the assault occurred in an unincorporated area, notify the sheriff's department where the incident occurred. Survivors can obtain additional information explaining student/employee rights and options from the Associate Director of Equity, Compliance and Title IX or the Executive Director of Human Resources.

Any questions related to reporting incidents to local law enforcement may be directed to Safety and Security Services at 309-268-8300 or the Safety and Emergency Services Analyst at 309-268-8454.

For detailed information, go to the College Policy and Procedures for Preventing and Responding to Sexual Misconduct and Sexual Violence discussed previously in this Report.

In some cases, the College may be able to assist you with work assignments, class schedules, and counseling. In addition, the College can provide information on community, state, and federal resources that may be of assistance. This may include, but not be limited to, information on student financial aid, immigration and visa resources, risk reduction activities and safety information, and medical or counseling services. A written copy of a victim's rights and options is available from the Associate Director of Equity, Compliance and Title IX; the Dean of Student Support Services; or the Executive Director of Human Resources.

Any student or employee who is seeking an Order of Protection should be sure the College is listed as a protected location. Give a copy of the Order of Protection to Safety and Security Services along with identifying information on the perpetrator. The College will assist persons who have obtained an Order of Protection in enforcing the Order, but enforcement action must be taken by local law enforcement. If the perpetrator is also a student or employee of the College, notify the Associate Director of Equity, Compliance and Title IX; the Dean of Student Support Services (students); or the Executive Director of Human Resources (employees). Parents of children at the Child Development Lab, Challenger Learning Center, or any other program involving youth on campus should contact Safety and Security Services.

On the main campus, all criminal offenses should be reported to Safety and Security Services 24-hours a day, or to the Associate Director for the Pontiac and Lincoln Centers during open building hours. In addition, criminal offenses including sexual assault, domestic violence, dating violence, harassment, and stalking may be reported to any of the Campus Security Authorities listed in this report, or to the Safety and Security Services desk located on the lower level of the Student Commons Building. College representatives (i.e., Campus Security Authorities, Safety and Emergency Services Analyst, Student Counseling Center, etc.) can assist in notifying the proper agencies. There is no legal requirement or College rule requiring a completion of a police report for any crime of Sexual Assault, Domestic Violence, or Stalking. However, if the victim chooses to make a police report, College representatives are able to assist them. Employees are required to report incidents of sexual assault, dating violence, domestic violence, and stalking when they become aware of them. Campus Security Authorities are also required to report incidents as required by the Clery Act, but personally identifiable information can be withheld.

Additional off-campus assistance for Sexual Assault may be obtained from:

- Local hospitals
- Livingston County Institute for Human Resources (Pontiac) @ 815-844-6109
- Logan-Mason Mental Health Center (Lincoln) @ 217-735-1413
- McLean County Center for Human Services (Bloomington) @ 309-829-5351
- ADV+SAS (Pontiac) @ 800-892-3375
- PATH (McLean and Livingston County) @ 800-570-PATH (7284) or 827-4005
- Prairie Center Against Sexual Assault (Lincoln) @217-753-8081
- Stepping Stones (YWCA-Bloomington) @ 309-662-0461 x272

Whenever you are the victim of a crime, it is imperative you protect the crime scene and any other areas to maintain evidence integrity. Evidence often left at the scene of a crime can help identify and convict the perpetrator. Leave everything at the scene as it is, and do not change clothes or conduct any personal hygiene until you have received permission from law enforcement. In the event a survivor of sexual assault, domestic violence, or dating violence would like to have forensic examination and evidence collection completed, they should go to their local hospital.

The College will not disclose the identity of a victim of sexual assault, domestic violence, dating violence, or stalking unless provided for in state or federal law. This will include the survivor's name, address, identifying data, location of offense, and accommodations made for the survivor.

When disciplinary action is initiated for sexual assault, domestic violence, dating violence, or stalking, both the accuser and the accused are entitled to a prompt, fair and impartial investigation and determination of the College's disciplinary actions. College officials investigating or hearing cases receive annual training and are impartial to both the victim and accused. The accuser and accused have the right to an advisor of their choice in all disciplinary meetings and proceedings. Your choice of advisor is not restricted, however, the ability of the advisor to participate in the proceedings is restricted. Advisors are not allowed to interview victims or witnesses, nor will they be allowed to interrupt or otherwise interfere with the proceedings.

Proceedings will be within a reasonable time frame and all parties will receive timely notice of meetings. In addition, both the accuser and the accused will be informed of the result of the disciplinary proceeding in writing. In cases of sexual assault, domestic violence, dating violence, and stalking, both the survivor and the respondent will receive simultaneous notifications of the appeal process, how they will be notified of any change in the result of the proceedings, and when the results become final. All decisions in disciplinary proceedings conducted by the College will be based on a preponderance of evidence.

Students may be disciplined up to, and including, permanent removal from the College for acts of misconduct or violation of the Student Code of Conduct. For lesser infractions, the College may require the student to participate in counseling, educational or community programs, or complete treatment from local mental health providers.

A full description of the College's disciplinary process can be found in the Student Handbook at: <https://www.heartland.edu/documents/catalog/collegePolicies.pdf>

Employees are subject to sanctions consistent with law and District #540 Board of Trustees' policies, which include action up to and including termination. The College has the authority to remove or prohibit anyone they reasonably believes poses a threat to the College or its community. For lesser infractions, the College may require the employee to participate in counseling, educational or community programs, or complete treatment from local resources.

Disciplinary action by the College is separate and independent of criminal prosecution. All disciplinary action is based on a preponderance of the evidence. Compliance with these provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 USC 1232g) commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Sex Offenders:

Sex offenders are legally required to register with local law enforcement if they work at or attend an institution of higher education. The College works with law enforcement to register sex offenders and Registered Sex Offenders are required to register with the College. Persons applying for classes at Heartland Community College who are Registered Sex Offenders should contact the Dean of Student Support Services at 309-268-8249. Employees or perspective employees who are required to report as Registered Sex Offenders should contact Human Resources at 309-268-8130.

The Illinois State Police maintains a central registry of sex offenders in the state. Persons who wish to view the Registered Sex Offender listing for the State of Illinois may go to <http://www.isp.state.il.us/sor/>. Searches may be conducted by name, town, or county where the Registered Sex Offender resides or attends school.

Crime Statistics for Calendar Years 2014-2016

REPORTED OFFENSES	2014	2015	2016
Murder/Non-Negligent Manslaughter, HCC Campus	0	0	0
Murder/Non-Negligent Manslaughter, Non-Campus	0	0	0
Murder/Non-Negligent Manslaughter, Public Property	0	0	0
Murder/Non-Negligent Manslaughter, Unfounded	0	0	0
Murder/Non-Negligent Manslaughter, Total	0	0	0
Negligent Manslaughter, HCC Campus	0	0	0
Negligent Manslaughter, Non-Campus	0	0	0
Negligent Manslaughter, Public Property	0	0	0
Negligent Manslaughter, Unfounded	0	0	0

Negligent Manslaughter, Total	0	0	0
Sex Offenses, Forcible, HCC Campus	0	0	0
Sex Offenses, Forcible, Non-Campus	0	0	0
Sex Offenses, Forcible, Public Property	0	0	0
Sex Offenses, Forcible, Unfounded	0	0	0
Sex Offenses, Forcible, Total	0	0	0
Sex Offenses, Non-Forcible, HCC Campus	0	0	0
Sex Offenses, Non-Forcible, Non-Campus	0	0	0
Sex Offenses, Non-Forcible, Public Property	0	0	0
Sex Offenses, Non-Forcible, Unfounded	0	0	0
Sex Offenses, Non-Forcible, Total	0	0	0
Robbery, HCC Campus	0	0	0
Robbery, Non Campus	0	0	0
Robbery, Public Property	0	0	0
Robbery, Unfounded	0	0	0
Robbery, Total	0	0	0
Aggravated Assault, HCC Campus	0	0	0
Aggravated Assault, Non-Campus	0	0	0
Aggravated Assault, Public Property	0	0	0
Aggravated Assault, Unfounded	0	0	0
Aggravated Assault, Total	0	0	0
Burglary, HCC Campus	0	0	0
Burglary, Non-Campus	0	0	0
Burglary, Public Property	1	0	0
Burglary, Unfounded	0	0	0
Burglary, Total	1	0	0
Motor Vehicle Theft, HCC Campus	0	0	0
Motor Vehicle Theft, Non-Campus	0	0	0
Motor Vehicle Theft, Public Property	0	0	0
Motor Vehicle Theft, Unfounded	0	0	0
Motor Vehicle Theft, Total	0	0	0
Arson, HCC Campus	0	0	0

Arson, Non-Campus	0	0	0
Arson, Public Property	0	0	0
Arson, Unfounded	0	0	0
Arson, Total	0	0	0

New Reportable Offenses Based on VAWA Amendments*	2014	2015	2016
Domestic Violence, HCC Campus	0	0	0
Domestic Violence, Non-Campus	0	0	0
Domestic Violence, Public Property	0	0	0
Domestic Violence, Unfounded	0	0	0
Domestic Violence, Total	0	0	0
Dating Violence, HCC Campus	0	1	0
Dating Violence, Non-campus	0	0	0
Dating Violence, Public Property	1	0	0
Dating Violence, Unfounded	0	0	0
Dating Violence, Total	1	1	0
Stalking HCC Campus	0	0	0
Stalking, Non-Campus	0	0	0
Stalking, Public Property	0	0	0
Stalking, Unfounded	0	0	0
Stalking, Total	0	0	0

*This reporting began October 1, 2014 and previous history is not available or not reliable in all cases.

ARRESTS and DISCIPLINARY ACTION for SELECTED OFFENSES	2014	2015	2016
Liquor Law Arrests, HCC Campus	0	0	0
Liquor Law Arrests, Non-Campus	0	0	0
Liquor Law Arrests, Public Property	3	3	0
Liquor Law Arrests, Total	3	3	0
Liquor Law Violations Referred for Disciplinary Action, HCC Campus	0	0	0
Liquor Law Violations Referred for Disciplinary Action, Non-Campus	0	0	0
Liquor Law Violations Referred for Disciplinary Action, Public Property	0	0	0

Liquor Law Violations Referred for Disciplinary Action, Total	0	0	0
Drug Law Arrests, HCC Campus	0	1	0
Drug Law Arrests, Non-Campus	0	0	0
Drug Law Arrests, Public Property	6	2	0
Drug Law Arrests, Total	6	3	0
Drug Law Violations Referred for Disciplinary Action, HCC Campus	0	0	0
Drug Law Violations Referred for Disciplinary Action, Non-Campus	0	0	0
Drug Law Violations Referred for Disciplinary Action, Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action, Total	0	0	0
Illegal Weapons Possession Arrests, HCC Campus	0	0	0
Illegal Weapons Possession Arrests, Non-Campus	0	0	0
Illegal Weapons Possession Arrests, Public Property	0	0	0
Illegal Weapons Possession Arrests, Total	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, HCC Campus	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, Non-Campus	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, Total	0	0	0

Hate Crime Statistics for Calendar Years 2014-2016

OFFENSE	2014	2015	2016
Murder/Non-Negligent Manslaughter, HCC Campus	0	0	0
Murder/Non-Negligent Manslaughter, Non-Campus	0	0	0
Murder/Non-Negligent Manslaughter, Public Property	0	0	0
Murder/Non-Negligent Manslaughter, Unfounded	0	0	0
Murder/Non-Negligent Manslaughter, Total	0	0	0
Negligent Manslaughter, HCC Campus	0	0	0
Negligent Manslaughter, Non-Campus	0	0	0
Negligent Manslaughter, Public Property	0	0	0
Negligent Manslaughter, Unfounded	0	0	0
Negligent Manslaughter, Total	0	0	0
Sex Offenses, Forcible, HCC Campus	0	0	0
Sex Offenses, Forcible, Non-Campus	0	0	0

Sex Offenses, Forcible, Public Property	0	0	0
Sex Offenses, Forcible, Unfounded	0	0	0
Sex Offenses, Forcible, Total	0	0	0
Sex Offenses, Non-Forcible, HCC Campus	0	0	0
Sex Offenses, Non-Forcible, Non-Campus	0	0	0
Sex Offenses, Non-Forcible, Public Property	0	0	0
Sex Offenses, Non-Forcible, Unfounded	0	0	0
Sex Offenses, Non-Forcible, Total	0	0	0
Robbery, HCC Campus	0	0	0
Robbery, Non Campus	0	0	0
Robbery, Public Property	0	0	0
Robbery, Unfounded	0	0	0
Robbery, Total	0	0	0
Aggravated Assault, HCC Campus	0	0	0
Aggravated Assault, Non-Campus	0	0	0
Aggravated Assault, Public Property	0	0	0
Aggravated Assault, Unfounded	0	0	0
Aggravated Assault, Total	0	0	0
Burglary, HCC Campus	0	0	0
Burglary, Non-Campus	0	0	0
Burglary, Public Property	0	0	0
Burglary, Unfounded	0	0	0
Burglary, Total	0	0	0
Motor Vehicle Theft, HCC Campus	0	0	0
Motor Vehicle Theft, Non-Campus	0	0	0
Motor Vehicle Theft, Public Property	0	0	0
Motor Vehicle Theft, Unfounded	0	0	0
Motor Vehicle Theft, Total	0	0	0
Arson, HCC Campus	0	0	0
Arson, Non-Campus	0	0	0
Arson, Public Property	0	0	0
Arson, Unfounded	0	0	0

Arson, Total	0	0	0
Larceny/Theft, HCC Campus	0	0	0
Larceny/Theft, Non-Campus	0	0	0
Larceny/Theft, Public Property	0	0	0
Larceny/Theft, Unfounded	0	0	0
Larceny/Theft, Total	0	0	0
Assault, HCC Campus	0	0	0
Assault, Non-Campus	0	0	0
Assault, Public Property	0	0	0
Assault, Unfounded	0	0	0
Assault, Total	0	0	0
Intimidation, HCC Campus	0	0	0
Intimidation, Non-Campus	0	0	0
Intimidation, Public Property	0	0	0
Intimidation, Unfounded	0	0	0
Intimidation, Total	0	0	0
Criminal Damage/Vandalism, HCC Campus	0	0	0
Criminal Damage/Vandalism, Non-Campus	0	0	0
Criminal Damage/Vandalism, Public	0	0	0
Criminal Damage/Vandalism, Unfounded	0	0	0
Criminal Damage/Vandalism, Total	0	0	0



Campus Security Authorities

Position	Name
Dean of Enrollment Services	Padriac Shinville
Dean of Student Support Services	Anita Moore
Executive Director of Facilities	Jim Hubbard
Director of Student Success	Kim Kelley
Director of Student Engagement	Ian Wilson
Director of Adult Education	Kerry Urquizo
Project TRIO, Director Student Support Services	Pamela Sweetwood
Director of Advisement and Career Services	Lindsay Eickhorst
Director of Child Development Lab	Joellen Scott
Director of Fitness and Recreation Center	Ryan Knox
Associate Director of Equity, Compliance, and Title IX	Terrance Bond
Associate Director of Heartland Pontiac Center	Linda Tesdal
Associate Director of Heartland Lincoln Center	Kristi Powell
Associate Director of International Programs	Gavin Lee
Project TRIO, Coordinator Academic and Retention Services	Tiara Randle
Coordinator of Disability Support Services	Kori Folkerts
Safety and Emergency Services Analyst	Keith Gehrand
Other CSAs	
Registered Student Organizations, All advisors and sponsors	
All Athletic Department Coaches	
Safety and Security officers	
Project TRIO Peer Educators and Peer Mentors	
Counseling Center Peer Mentors	