

ANNUAL SECURITY REPORT

Effective October 1, 2021



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FOREWARD

The following is Heartland Community College's Annual Security Report (ASR). Required by federal law, this report contains policy statements and crime statistics for all campuses. The policy statements address the College's policies, procedures, and programs concerning safety and security, such as policies for responding to emergencies, sexual offenses, stalking, domestic violence, and harassment. Three years of statistics are included for certain crimes that were reported to have occurred on or immediately adjacent to any Heartland campus.

To obtain a paper copy of this report, contact Heartland's Assistant Director, Public Safety-Emergency Management. Contact information is available at the end of this report.

ANNUAL SECURITY REPORT

I. Criminal Acts

Heartland Community College has a low crime rate and the College community enjoys an environment where safety and security are high priorities. Employees, students and guests on all campuses have a shared responsibility for their safety and security and are asked to be vigilant in observing their surroundings. If someone witnesses a crime or is in fear for his/her safety, they can contact 9-1-1 via any campus or cellular phone. In addition, at the Normal campus, Public Safety may be contacted from any campus phone, by activating any Code Blue station in the parking lots, or by activating the intercom in any Area of Rescue Assistance located on the upper floor landings in each building stairwell.

Public Safety staff are available at the Normal campus 24 hours-a-day/7 days-a-week. Persons on the Lincoln or Pontiac campuses should contact the receptionist on duty or 9-1-1 for emergencies.

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 collaboratively plan and coordinate emergency response procedures.

II. 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 and emergency notifications to the College community if a Clery reportable crime or other significant emergency or dangerous situation occurs that may affect the College community. Whenever a Clery reportable offense or other emergency situation is reported to campus authorities, and in the opinion of the College administration (e.g. President and Vice Presidents) that offense represents a serious or continuing threat to students and employees, the College will immediately issue a “Timely Warning” or “Emergency Notification” to the College community.

Timely Warnings and Emergency Notifications are sent primarily through the HCC Alerts text messaging system (information on how to subscribe is below) or e-mail notification, and additional methods of communication may be utilized to alert specific, impacted populations.

- For the Normal campus, anyone with information they believe warrants a Timely Warning or Emergency Notification should report the circumstances to Public Safety by phone or in person at the desk located in the lower level of the Student Commons Building. Contact information for Public Safety and other key personnel is located at the end of this document.
- For the Lincoln and Pontiac campuses, Timely Warnings and Emergency Notifications will originate from the respective Director or designee. If a situation arises affecting the Pontiac or Lincoln campuses that in the judgment of the Director or designee constitutes an ongoing or continuing threat to their campus, a Timely Warning or Emergency Notification will be issued for that campus. Text messaging and/or e-mail will be the primary method of notification, and additional means of communication will be utilized if appropriate.

In all cases, Timely Warnings and Emergency Notifications will be issued in a manner determined by the authorizing official. Multiple members of the College emergency response team, the President and Vice Presidents, the Executive Director of Facilities, Director of Risk Management and Public Safety, or the Assistant Director of Public Safety-Emergency Management can transmit a Timely Warning or Emergency Notification through e-mail messages, HCCAlerts text messaging, the Emergency Notification System on the main campus or the Cisco Speaker Phones on all campuses.

To sign-up for HCCAlerts, send the text message "JOIN" to 1-877-200-7477. An automatic reply message will confirm successful enrollment. The service is free, but fees or charges applied by the cellular service carrier are the responsibility of the person signing up for the service.

The College's [Timely Warning policy](#) is available on Heartland's website.

The College's [Emergency Notification policy](#) is available on Heartland's website.

In all cases, the circumstances of a potential threat will be confirmed by the Director of Risk Management and Public Safety, Assistant Director of Public Safety, Emergency Management, Public Safety Coordinator, or other College officials, and the information will be relayed to the College Administration. If the threat is deemed imminent, the College will without delay – but while taking into account the safety of the community – initiate an emergency message. 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 not limited to, HCCAlerts text messages, broadcasts over the College Emergency Notification System, utilizing the Cisco Phone speaker system, mass e-mails, or postings on the College website. Face-to-face communications may be used in addition to the Cisco Phone speaker system at the Pontiac or Lincoln campuses due to their smaller sizes. In circumstances 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 disseminate information. In all cases, messages will be focused on awareness of the incident and response actions for the affected population.

In some cases, such as Tornado Warnings, the process is pre-approved, and guidelines are included in the College Emergency Operations Plan and in departmental response plans.

The College tests its ability to send out information to the College community 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, Cisco Phone speaker system and the HCCAlerts text messaging system are tested regularly.

III. 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 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 (CSAs) on crimes reported to them, which may or may not be captured in local law enforcement records. Names of persons reporting incidents to CSAs may be kept confidential upon request, but the incidents will be reported for inclusion in annual crime reporting. Student discipline records for specific offenses (i.e. violations of liquor laws, drug laws, or weapons offenses) are also included in the report. A list of CSAs is located in this document on page 24.

As of October 1, 2015, the College began to report crimes that were later determined to be “unfounded.” Unfounded offenses are those that were initially reported to local law enforcement, Public Safety, or to a CSA, and were later determined not to 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.” Unfounded crimes are recorded 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 community members may also find crime statistics in the [Annual Security Report](#).

In addition to the [Annual Security Report](#) and as required by law, the College reports its [procedures for preventing sexual violence and incidents](#) regardless of where they occurred to the Illinois Attorney General and on the College website.

IV. Daily Crime Log

The College maintains a Daily Crime Log at the Normal campus that provides a summary of all criminal offenses reported to Public Safety. The Daily Crime Log is available for viewing Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding holidays. Anyone can view the Daily Crime Log by going to the Public Safety Desk in the lower level of the Student Commons Building during the hours stated above and asking to view the log. Incidents on the Lincoln and Pontiac campus will be included in the Daily Crime Log for the Normal campus.

V. Alcoholic Beverages

Alcohol is prohibited on any Heartland Community College property unless previous authorization has been granted for special events by the President or a Vice President. Illinois law and local ordinances set the minimum age of 21 years for the possession, consumption, or purchase of alcoholic beverages. Those found in violation of these laws can face fines and a possible jail sentence. In addition, an arrest for Driving Under the Influence of alcohol (DUI), or the possession or consumption of alcoholic beverages by someone less than 21 years of age may also result in the offender losing his/her driver’s license.

Penalties also exist for anyone that sells alcoholic beverages or hosts an event where alcoholic beverages were served to anyone under 21 years of age. In addition to criminal penalties, persons who violate state or local laws are also in violation of the Code of Student Conduct and Employee Handbook, as relevant, and in some cases 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 of violations of alcohol laws, contact your local police or sheriff's department. Additional information on the Code of Student Conduct or employee disciplinary process can be obtained from the Dean of Students or the Executive Director of Human Resources, respectively.

VI. Illegal Drugs

All Heartland Community College properties have been designated as "Drug Free" zones by law. Accordingly, the illegal possession, sale, manufacture, or distribution of any controlled substance is a violation under both state and federal law and prohibited on any College campus. The enforcement of drug laws is the responsibility of law enforcement, and the College will cooperate fully with law enforcement. Violators are subject to college disciplinary sanctions as well as prosecution under state and federal law.

VII. Drug or Alcohol Abuse Educational Programs

The College Violence Prevention Committee, the Associate Vice President of Enrollment and Student Services, and the Student Counseling Services 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 and may collaborate with local agencies to bring alcohol awareness programs to its campuses. The College provides alcohol programming during Alcohol Awareness Month (October) and participates in the CORE Drug and Alcohol Survey from time to time. 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. 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.

Students who need assistance with alcohol or drug problems should contact Student Counseling Services. Employees who need assistance should contact the Human Resources Office or their Employee Assistance Program.

VIII. To Report a Crime

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

Non-emergency incidents on the Normal campus, which include suspicious activity or person(s) in the parking lots or campus buildings, should be reported to Public Safety. Non-emergency incidents at the Lincoln and Pontiac campuses should be reported to the Director of the site or other staff members.

In a **non-emergency** situation and to remain anonymous, a crime or incident may be reported to any CSA, a list of which is included at the end of this report. All incidents reported to CSAs are included in the College's Annual Crime Statistics.

A CSA is empowered to act on behalf of the College during specific incidents. CSAs do not investigate alleged criminal acts or determine guilt of a potential violator. The role of the CSA is to help facilitate services to the victim, and to assist in reporting of certain crimes as required by the Clery Act. Persons who report crimes to a CSA can remain anonymous; however, the CSA must report such incidents for inclusion in the annual crime data and for the issuance of a Timely Warning or Emergency Notification, when appropriate. Reports to CSAs are not part of a student's permanent record or transcript.

The College encourages the victim or witnesses to a crime to promptly report the incident to police. Police reports are public records under law, and there is no assurance of confidentiality with incidents reported to police.

In those cases where a victim can make a police report, they may choose not to do so. In cases where the victim of a crime is incapacitated to the point, they are unable to decide to file a police report, local law enforcement will be notified. Anytime anyone is in danger, local law enforcement will be contacted for everyone's protection.

The College does not have pastoral counseling. Counselors at the Student Counseling Services serve as the College's Confidential Advisors and, therefore, are exempt from the reporting requirements unless disclosure is required under law.

All reports will be investigated to the extent permitted by law and circumstances. The College cannot guarantee confidential reporting, but it is the intent of the College to identify victims of a crime only when required by law. Violations of law by students or employees will also be referred to the Dean of Students or Executive Director of Human Resources as appropriate, who will initiate the College disciplinary processes when appropriate.

IX. Hate Crimes

A Hate Crime is a criminal offense committed against a person or property that is motivated to some extent by the offender's bias because of an actual or perceived status of the victim. Bias is a negative opinion or attitude toward a group of people 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 kind on its campuses. Effective November 1, 2017, the College began mandated reporting of Hate Crimes to the Illinois Attorney General and the Illinois Human Rights Commission. **All incidents of potential Hate Crimes at the College will be referred to the appropriate law enforcement agency as required by law.**

X. Security of Campus Facilities

The College's Normal campus has a 24-hour security presence. Public Safety Officers patrol the inside of all campus buildings and the campus grounds. Public Safety 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 the Normal Police Department. The Lincoln and Pontiac campuses are leased properties and are provided police services by the Pontiac and Lincoln police departments. Local law enforcement will conduct criminal investigations and make arrests when appropriate. The College also maintains a strong relationship with state and federal law enforcement agencies.

The Normal campus has a system of closed-circuit cameras that is monitored at the Public Safety Desk. Public Safety also monitors a system of alarms throughout the campus, emergency telephone calls (9-1-1), and Area of Rescue Assistance alarms. Code Blue phone kiosks are in all parking lots on the Normal campus and may be activated in an emergency. If a 9-1-1 call is made from a campus landline on the Normal campus, Public Safety will receive a notification that the call has been made and can help responding emergency agencies with the incident.

Both the Lincoln and Pontiac campuses have staff members on duty anytime classes are in session, or the building is open. For a life-threatening emergency or a crime in progress, you may contact local law enforcement or other emergency response agencies. Parking areas for both the Lincoln and Pontiac campuses are located adjacent to the campus, but they are privately owned and not under the control of the College.

The College has no residence halls and does not recognize any non-College student housing facilities, or any other buildings or property owned by other College groups or organizations. All College buildings have established hours and no buildings are open overnight. During business hours, the College facilities are open to students, employees, contractors, and invited guests. Authorized persons who are on the Normal campus outside of regular building hours are required to check in with Public Safety when they arrive on campus, and again when they leave campus. Persons are not permitted in the Lincoln or Pontiac campuses outside of established building hours without the consent of the Director for the campus.

During periods of extended closing (e.g., Christmas-New Year closure, Thanksgiving closure, and other holiday periods), the College will permit access to the College facilities with prior approval.

Maintenance on campus is performed by both College employees and contracted workers. All contractors (e.g., custodial services, grounds maintenance, and food service) and vendors are expected to register at the Public Safety desk in the Student Commons Building upon arrival and expected to check out at the Public Safety desk prior to leaving the campus. If in doubt about the authenticity of anyone doing work on the Normal campus, contact Public Safety.

Maintenance at the Lincoln and Pontiac campuses is coordinated through the Facilities Division and work is completed by either College employees or local contractors. The Directors at the Lincoln and Pontiac campuses should be contacted for questions on the authenticity of workers for those campuses.

XI. Educational Programs, Crime Prevention

All people on campus are expected to partner with the College to maintain the safety and security of the College community. To assist in this effort, an orientation video is available for students, employees, campus vendors and contractors, and visitors that outlines basic College safety features. New employees view the video on the first day of employment, and students view the safety video during the first days of classes at the beginning of each semester.

The [College's Safety Video](#) may be viewed at any time from any internet-connected computer.

The College provides opportunities for students and employees to learn more about the College's emergency planning and procedures. Emergency response information training is offered on topics such as school and workplace violence, active shooter/armed assailant response, defusing volatile situations, as well as home and travel safety information. In addition, the College provides awareness level training on sexual assault, dating violence, domestic violence, and stalking. The College will consider requests for other crime prevention training seminars from the College community.

The College offers on-line training in Active Shooter response to both students and employees. The training is based on the U.S. Department of Homeland Security training, "Run, Hide, Fight," which aligns with the College's response procedure. A more detailed lecture-based training is available upon request from the Associate Director of Public Safety for Operations.

Training seminars of special interest or concern may also be requested through the Associate Director for Public Safety for Operations.

XII. Off-Campus Criminal Activity

Heartland Community College does not provide law enforcement or security services to any off-campus location. During an emergency at an off-campus location, immediately call 9-1-1. Non-emergency situations and the filing of police reports should be called into the police/sheriff's department business phone number and not 9-1-1. Local law enforcement may notify the College in the event a College student or employee has been detained or arrested for a criminal offense.

XIII. 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 the 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 the victim shall be treated as the alleged victim for purposes of notification of the final disposition of disciplinary actions.

More information can be found on the College's website in the [Policy and Procedures for Preventing and Responding to Sexual Misconduct](#). For additional information, contact the Dean of Students.

XIV. Emergency Communication Procedure

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

The College encourages everyone to report non-emergency situations on the Normal campus to Public Safety. Non-emergencies at the Lincoln or Pontiac campuses should be reported to the Director of the site, or on-duty staff members. Classrooms and conference rooms on all campuses are equipped with telephones capable of contacting 9-1-1. Phones on the Normal campus have a speed-dialing feature to connect the caller with Public Safety when non-life-threatening assistance is needed. On the Normal campus, Code Blue phones are in campus parking lots and stairwells have Area of Rescue Assistance alarms that are available for emergency assistance.

During an emergency, 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. In emergencies on the Normal campus, the campus community will be initially notified by the Emergency Notification System. Additional information may be sent by the Cisco Speaker Phone system, text message (HCCAlerts), College website, or other appropriate method.

At the Lincoln and Pontiac campuses, the initial notification will be made either by activating the Cisco Speaker Phone system, face-to-face communications or activating the fire alarm system.

Each classroom, laboratory, and conference room have an [Immediate Action Guide](#) that provides initial actions for specific incidents including evacuation of the campus. The guides are developed in conjunction with the College Emergency Operations Plan (EOP), and all students and employees should review the Guide to know response actions for an emergency. The [Immediate Action Guide](#) is available on the College's website.

The College maintains communications internally with cellular phones and a College radio network. The College can communicate with local emergency response agencies via telephone and the StarCom21 statewide emergency communications network.

The College has an Assistant Director of Public Safety-Emergency Management who coordinates and facilitates the emergency preparations of the College. The College EOP is reviewed both internally and externally by local response agencies. The College tests portions of its plan annually and participates in exercises involving local emergency response agencies from throughout the College's district.

XV. 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 established the [Emergency Management](#)

[Planning Committee \(EMPC\)](#) to oversee and facilitate the emergency planning and preparation for the College. The EMPC meets monthly to review items and ensure plans, processes and procedures are established and current to provide for the best emergency preparation for the College community.

Each year the College conducts at least one test on portions of the EOP to help determine College response capabilities. This drill is frequently done in conjunction with emergency response agencies in the College's district. Whenever possible, the College complies with the United States Department of Homeland Security, Homeland Security Exercise and Evaluation Program. As part of this compliance, a report is completed at the conclusion of the drill to provide feedback and recommend areas of improvement for the College. Additional drills and exercises may be conducted, typically in conjunction with larger exercises conducted on a local, regional, state, or national level.

Several recent drills and exercises, as well as areas of focus, include:

- EOC/EMPC Tabletop Exercise (January 28, 2019)
 - Operational coordination
 - EOC operations, shelter-in-place, evacuation, HazMat Operational Guide, Quick Access Emergency Information, College Emergency Response work center
 - Public information and warning
 - Operational communications (HCC to local response agencies)
- Annual Tornado Drill, first Tuesday in March (March 3, 2020)
 - Public information and warning (text alerts and ENS)
 - Shelter-in-place protocol
 - Operational coordination
- Tabletop exercise hosted by Central Illinois Regional Airport (April 9, 2019)
 - Public information and warning
 - Operational coordination
 - Mass care services
- Full-Scale Exercise hosted by Central Illinois Regional Airport (June 22, 2019)
 - Operational communications
 - Operational coordination
 - On-scene security and protection
 - Public health and medical services
- Functional Exercise, hosted by Logan County EMA (September 11, 2019)
 - Operational coordination
 - Public information and warning
 - Situational assessment
 - Disaster intelligence and damage assessment
- Disaster Preparedness & Community Resiliency Executive Workshop (December 17, 2019)
 - Operational Coordination (ISU, IWU, Bloomington and Normal administration, fire, police, emergency medical services)
 - Operational Communications
 - Public Information and Warning
 - Public Health and medical services.

The College formed the [College Violence Prevention Committee \(CVPC\)](#) in compliance with state law to help coordinate educational programs and safety related processes in order to reduce violence in all forms. The CVPC meets four times a year and is a campus-wide multi-disciplinary team that, in addition to its other functions, develops the College Violence Prevention Plan and supports the Behavioral Intervention Team (i.e., threat assessment team) for the College.

The College offers a variety of educational programs coordinated by the CVPC. In addition to seminars on crime prevention, active shooter/armed assailant response, and recognizing signs of someone on a pathway to violence, one-hour seminars on responding to emergencies on campus, including an overview of the [Immediate Action Guide](#) are available. All seminars are open to students and employees, and can be scheduled by contacting the Safety and Emergency Services Analyst. Additional information can be obtained from the [Campus Safety webpage](#).

XVI. Evacuation of Parts or All of the Campus

When the environment inside of a building poses a greater risk than the outside, an evacuation of all, or parts of the College may be required. When in the opinion of the College administration a situation exists on the Normal campus where all or portions of the campus require evacuation, the College will use the Emergency Notification System (ENS) as the primary form of communication to initiate the evacuation. The ENS is the College's emergency public address system reaching both inside and outside the buildings of the Normal campus, and can be activated 24-hours a day by a number of College officials. Secondary alerts about the evacuation may be made through the Cisco Speaker phone capability and the College's text alert system (HCCAlerts), which will alert those coming to campus. Subsequent updates and supplemental information may utilize mass e-mails or the College website.

For evacuations at the Lincoln and Pontiac campuses, the Cisco Speaker Phone system, building fire alarm or face-to-face communications will be used to alert persons to the need to evacuate.

When deemed prudent, the College website or mass e-mails will be the primary method to provide follow-up information and updates to the College community. In those cases where a portion of the College is impacted (e.g., fire alarm in one building), face-to-face communications may be used to update the evacuees or notify them that the building can be reoccupied.

The College has fire alarm systems for all buildings that automatically activate both audible and visual alarms. In addition to wall pull stations, smoke and heat detectors that automatically activate the alarm system monitor many areas of the campus. Upon fire alarm activation, all persons should evacuate the buildings and remain with other classroom members until a responsible party has accounted for everyone.

The College [Immediate Action Guide](#) provides details on the procedures for building evacuation, including knowing the building exits and alternate exits in the event a primary

exit is blocked. Classes and office suites should congregate at pre-selected assembly areas outside of the buildings and account for personnel and students after an evacuation.

Whenever you hear the ENS message to evacuate a building or the fire alarm is activated, you should evacuate as instructed. If you need assistance from the second or third floors of a building, go to the nearest safe stairwell landing and use the Area of Rescue Assistance intercom to contact Public Safety. If you are at the Pontiac campus and are unable to leave the second floor of the building, you should contact desk staff or call 9-1-1 and advise them of your situation.

Persons who are unable to leave campus under their own abilities (e.g., someone who does not have a car on campus) will be moved to a safe location until arrangements can be made to get them off-campus.

XVII. 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 Dean of Students, Student Counseling Services and the Assistant to the President for Equity, Diversity, and Inclusion to provide educational opportunities and services for all students and employees.

Information on specific prevention programs dealing with domestic violence, dating violence, sexual assault, and stalking are available from the Assistant to the President for Equity, Diversity, and Inclusion. College-wide programming will be advertised 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 available on the College website. In addition, the following definitions are incorporated into the College violence prevention procedures and standards.

1. **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 Sexual Misconduct policy](#). Consent is defined under [Illinois law \(720 ILCS 5/11-1.70\)](#).
2. **Domestic Violence** includes felony and misdemeanor crimes of violence committed by:
 - a. a current or former spouse of the victim
 - b. a person with whom the victim shares a child in common
 - c. a person who is cohabiting with or has cohabited with the victim as a spouse
 - d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction
 - e. 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 Illinois General Assembly's website provides State of Illinois law on [Domestic Violence](#).

3. **Dating Violence** means a crime of 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:
 - the length of the relationship
 - the type of relationship
 - the frequency of interaction between the persons involved in the relationship

Dating violence is a form of [Domestic Violence](#), as described on the Illinois General Assembly's website.

4. **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](#) is illegal under Illinois law, as described on the Illinois General Assembly's website.

5. **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. [Sexual Assault](#) is illegal under Illinois law, as described on the Illinois General Assembly's website, but State definitions may differ from the Federal definitions for the same conduct.

The College does not have sworn law enforcement officers and relies on local police for crime statistics. The College will compile data and report all criminal offenses as defined by Illinois statutes, and annually report crime data 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 for reporting. 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.

Interim Protective Measures: Victims of sexual assault, domestic violence, dating violence, and stalking are encouraged to file police reports with local law enforcement. Anyone working on or attending classes on the Normal campus with an Order of Protection or Civil No Contact Order should bring a copy of the Order to the Public Safety desk in the Student Commons Building. Persons at the Lincoln or Pontiac campuses should take a copy of the Order to the Director at their respective campus.

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 for

medical assistance, visa/immigration assistance, and legal aid. Students and employees may be eligible for a Leave of Absence or to make other arrangements to be absent from the College. For victims on the Normal campus, enhanced patrols are possible by Public Safety. Students should contact the Assistant to the President for Equity, Diversity and Inclusion for more information or assistance. Employees should contact the Employee Assistance program or Human Resources. A listing of community resources can be obtained from the Assistant to the President for Equity, Diversity and Inclusion.

Programming: The College conducts educational programming for 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 collaboration with local resources and agencies, the 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. Beginning in the Fall of 2015, the College began presenting "What is Consent?" Lunch-and-Learn events to help address issues of sexual assault. The College participates in the Not in Our Town movement that addresses bullying and all forms of intolerance (e.g. harassment, stalking, racism, etc.).

College groups wishing to have sexual assault, domestic violence, dating violence, stalking, or harassment prevention training seminars should contact the Assistant to the President for Equity, Diversity, and Inclusion. 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 identifying support services regardless of where the incident occurred. It is the victim's decision whether to notify law enforcement; but if they wish to file a report, it should be reported to law enforcement where the incident occurred. Survivors can obtain additional information explaining student/employee rights and options, and reporting incidents to local law enforcement from the Assistant to the President for Equity, Diversity and Inclusion.

In some cases, the College may be able to assist 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, including but not limited to information on student financial aid, immigration and visa resources, risk reduction measures and personal safety information, and medical or counseling services. A written copy of a victim's rights and options is available from the Assistant to the President for Equity, Diversity, and Inclusion.

Any student or employee who is seeking an Order of Protection should ensure the College is listed as a protected location. The College will assist persons who have obtained an Order of Protection, but enforcement action can only be taken by law enforcement. If you work or have classes on the Normal campus, give a copy of the Order of Protection to the Assistant to the President for Equity, Diversity, and Inclusion. If the perpetrator is also a student or employee of the College, or may interact with children at the Child Development Lab, Challenger Learning Center, or any other program on campus, notify the Assistant to the President for Equity, Diversity and Inclusion.

There is no legal requirement or College rule requiring the completion of a police report for any crime related to sexual assault, domestic violence, or stalking. Employees who become aware of incidents of sexual assault, dating violence, domestic violence, and stalking must immediately report them to the Assistant to the President for Equity, Diversity and Inclusion.

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

1. Local hospitals
2. Livingston County Institute for Human Resources (Pontiac)
3. Logan-Mason Mental Health Center (Lincoln)
4. McLean County Center for Human Services (Bloomington)
5. ADV+SAS (Pontiac)
6. PATH (McLean and Livingston County)
7. Prairie Center Against Sexual Assault (Lincoln)
8. Stepping Stones (YWCA-Bloomington).

If you are the victim of a crime, it is imperative you protect the crime scene and any other related areas to maintain evidence integrity that could 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.

It is the College's intent not to disclose the identity of a victim of sexual assault, domestic violence, dating violence, or stalking unless required by state or federal law. This non-disclosure of information 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 period 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.

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

A full description of the College's disciplinary process is available in the [Student Handbook](#) available on the College's website.

Employees are subject to sanctions consistent with law and District #540 Board of Trustees' policies and Administrative Standards, which include action up to and including termination. The College has the authority to remove or prohibit anyone it 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).

XVIII. Sex Offenders

Sex offenders are required by law to register with local law enforcement and the College if they work at or attend an institution of higher education. Persons applying for classes at the College who are Registered Sex Offenders should contact the Assistant to the President for Equity, Diversity and Inclusion prior to beginning any classes or activities. Employees or perspective employees who are required to report as Registered Sex Offenders should contact Human Resources.

The Illinois State Police website includes a [central registry of sex offenders](#).

XIX. Crime Statistics

The College is providing the last three calendar years of crime data in compliance with the Clery Act. Statistics below are assembled from crime reports obtained from local law enforcement, the Daily Crime Log, the Dean of Students disciplinary records, and the Assistant to the President for Equity, Diversity and Inclusion. All three College campuses are included in this report.

CRIME STATISTICS FOR CALENDAR YEARS 2018-2020

REPORTED OFFENSES	2018	2019	2020
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, Rape, HCC Campus	0	0	0
Sex Offenses, Rape Non-Campus	0	0	0
Sex Offenses, Rape, Public Property	0	0	0
Sex Offenses, Rape, Unfounded	0	0	0
Sex Offenses, Rape, Total	0	0	0
Sex Offenses, Fondling, HCC Campus	1	0	0
Sex Offenses, Fondling, Non-Campus	0	0	0
Sex Offenses, Fondling, Public Property	0	0	0
Sex Offenses, Fondling, Unfounded	0	0	0
Sex Offenses, Fondling, Total	1	0	0
Sex Offenses, Incest, HCC Campus	0	0	0
Sex Offenses, Incest, Non-Campus	0	0	0
Sex Offenses, Incest, Public Property	0	0	0
Sex Offenses, Incest, Unfounded	0	0	0
Sex Offenses, Incest, Total	0	0	0
Sex Offenses, Statutory Rape, HCC Campus	0	0	0
Sex Offenses, Statutory Rape, Non-Campus	0	0	0
Sex Offenses, Statutory Rape, Public Property	0	0	0
Sex Offenses, Statutory Rape, Unfounded	0	0	0
Sex Offenses, Statutory Rape, Total	0	0	0
Robbery, HCC Campus	0	0	0

REPORTED OFFENSES	2018	2019	2020
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	1	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	1	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

Violence Against Women Act Reportable Offenses	2018	2019	2020
Domestic Violence, HCC Campus	1	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	1	0	0
Dating Violence, HCC Campus	1	0	0

Dating Violence, <i>Non-campus</i>	0	0	0
Dating Violence, <i>Public Property</i>	0	0	0
Dating Violence, <i>Unfounded</i>	0	0	0
Dating Violence, <i>Total</i>	1	0	0
Stalking <i>HCC Campus</i>	1	0	0
Stalking, <i>Non-Campus</i>	0	0	0
Stalking, <i>Public Property</i>	0	0	0
Stalking, <i>Unfounded</i>	0	0	0
Stalking, <i>Total</i>	1	0	0

ARRESTS and DISCIPLINARY ACTION for SELECTED OFFENSES	2018	2019	2020
Liquor Law Arrests, <i>HCC Campus</i>	0	0	0
Liquor Law Arrests, <i>Non-Campus</i>	0	0	0
Liquor Law Arrests, <i>Public Property</i>	0	0	0
Liquor Law Arrests, <i>Total</i>	0	0	0
Liquor Law Violations Referred for Disciplinary Action, <i>HCC Campus</i>	0	0	0
Liquor Law Violations Referred for Disciplinary Action, <i>Non-Campus</i>	0	0	0
Liquor Law Violations Referred for Disciplinary Action, <i>Public Property</i>	0	0	0
Liquor Law Violations Referred for Disciplinary Action, <i>Total</i>	0	0	0
Drug Law Arrests, <i>HCC Campus</i>	0	0	0
Drug Law Arrests, <i>Non-Campus</i>	0	0	0
Drug Law Arrests, <i>Public Property</i>	0	0	0
Drug Law Arrests, <i>Total</i>	0	0	0
Drug Law Violations Referred for Disciplinary Action, <i>HCC Campus</i>	0	0	0
Drug Law Violations Referred for Disciplinary Action, <i>Non-Campus</i>	0	0	0
Drug Law Violations Referred for Disciplinary Action, <i>Public Property</i>	0	0	0
Drug Law Violations Referred for Disciplinary Action, <i>Total</i>	0	0	0
Illegal Weapons Possession Arrests, <i>HCC Campus</i>	0	0	0
Illegal Weapons Possession Arrests, <i>Non-Campus</i>	0	0	0
Illegal Weapons Possession Arrests, <i>Public Property</i>	0	0	0

ARRESTS and DISCIPLINARY ACTION for SELECTED OFFENSES	2018	2019	2020
Illegal Weapons Possession Arrests, Total	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, HCC Campus	0	1	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	1	0

HATE CRIME STATISTICS FOR CALENDAR YEARS 2018-2020

OFFENSE/Hate Crimes	2018	2019	2020
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

OFFENSE/Hate Crimes	2018	2019	2020
Robbery, Unfounded	0	0	0
Robbery, Total	0	0	0
Aggravated Assault, HCC Campus	0	1	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	1	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

OFFENSE/Hate Crimes	2018	2019	2020
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
Associate Vice President, Enrollment and Student Services	Amy Munson-Pawlik
Executive Director, Facilities	Jim Hubbard
Dean of Students	Kim Kelley
Director, Risk Management & Public Safety	Kevin Eack
Director, Student Engagement	Skyler Guimond
Associate Dean, Adult Education	Kerry Urquizo
Director, TRIO Student Support	Pamela Sweetwood
Dean, Enrollment Services	Lindsay Eickhorst
Director, Child Development Lab	Kadi Juris
Director, Fitness and Recreation Center and Athletics	Ryan Knox
Asst. to the President, Equity, Diversity and Inclusion	Terrance Bond
Director, Heartland Comm. College Pontiac	Stacey Shrewsbury
Director, Heartland Lincoln Center	Kristi Powell
Associate Director, International Programs	Gavin Lee
Coordinator, TRIO Academic and Retention Services	vacant
Asst. Director, Student Access and Accommodation Services	Kori Folkerts
Public Safety Coordinator	Steve Riesenber
Assistant Director, Public Safety-Emergency Management	Keith Gehrand
Other CSAs	
Registered Student Organizations, All advisors and sponsors	
All Athletic Department Coaches	
Public Safety officers	
Project TRIO Peer Educators and Peer Mentors	
Counseling Services Peer Mentors	
Success Coaches	
Tutors	

PHONE NUMBERS

Police/Law Enforcement

Lincoln Police Department	217.732.2151
Livingston County Sheriff's Department	815.844.2774
Logan County Sheriff's Department	217.732.4159
McLean County Sheriff's Department	309.888.5030
Normal Police Department	309.888.5030
Pontiac Police Department	815.844.5148

EMERGENCY- 911

Heartland Community College contacts

Asst. to the President for Equity, Diversity and Inclusion	309.268.8238
Associate Dean, Adult Education	309.268.8433
Associate Director, International Programs	309.268.8043
Assistant Director, Student Access & Accommodation Services	309.268.8251
Associate Vice President, Enrollment and Student Services	309.268.8249
Associate Director, Public Safety-Operations	309-268-8204
Dean of Enrollment Services	309.268.8417
Dean of Students	309.268.8057
Director, Heartland Comm. College Lincoln	217.735.1731
Director, Heartland Comm. College Pontiac	815.842.6777
Director, Advisement and Career Services	309.268.8031
Director, Child Development Lab	309.268.8208
Director, Fitness and Recreation Center and Athletics	309.268.8189
Director, Student Engagement	309.268.8055
Director, TRIO Student Support Services	309.268.8168
Executive Director, Facilities	309.268.8453
Executive Director, Human Resources	309.268.8130
HCC Employee Assistance	800.433.7916
Human Resources	309.268.8130
Project Trio, Coordinator Academic & Retention Svcs	309.268.8421
Public Safety Desk	309.268.8300
Asst. Director, Public Safety-Emergency Management	309.268.8454
Student Counseling Services	309.268.8390

Sexual Assault Assistance Services

ADV+SAS (Pontiac)	800.892.3375
Livingston County Institute for Human Resources	815.844.6109
Logan-Mason Mental Health Center	217.735.1413
McLean County Center for Human Services	309.829.5351
PATH (McLean and Livingston counties)	800.570.PATH (7284)
PATH (Bloomington)	309.827.4005
Prairie Center Against Sexual Assault (Lincoln)	217.753.8081
Stepping Stones (YWCA-Bloomington)	309.662.0461 (x272)