

ANNUAL SECURITY REPORT

Effective October 1, 2018



HEARTLAND
COMMUNITY COLLEGE

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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 Safety and Emergency Services Analyst. 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 campus 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 are able to contact 9-1-1 via any campus or cellular phone. In addition, at the Normal campus Safety and Security Services may be contacted from any campus phone, by activating any Code Blue station in the parking lots, or by activating the intercom in an Area of Rescue Assistance located on the upper floor landings in each building stairwell.

Safety and Security Services 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 *Clerly Act*. In addition to other provisions, the *Clerly Act* requires timely warnings to the College community if a significant emergency or dangerous situation occurs that involves a Clerly reportable offense. Whenever a Clerly reportable offense is reported to campus authorities or local police agencies, and in the opinion of the College administration that offense represents a serious or continuing threat to students and employees, the College will immediately issue a "Timely Warning."

Timely Warnings are sent primarily through the HCCAlerts text messaging system (information on how to subscribe is below) or e-mail notification, but 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 should report the circumstances to the Safety and Security Services desk by phone or in person at the Security desk located in the lower level of the Student Commons Building. Contact information for Safety and Security Services and other key personnel is located at the end of this document.
- For the Lincoln and Pontiac campuses, "Timely Warnings" will originate from the respective Associate Director or designee. If a situation arises affecting the Pontiac or Lincoln campuses that in the judgment of the Associate Director or designee constitutes an ongoing or continuing threat to their campus, a "Timely Warning" will be issued for that campus. Text messaging and/or e-mail notification will be the primary method of notification, but additional means of communication will be utilized if appropriate.

In all cases, once approved by a member of the Cabinet (or Associate Director at Lincoln or Pontiac campuses), the Timely Warning will be issued in the manner determined by the authorizing official. Multiple members of the College emergency response team, including but not limited to members of the Cabinet, Chief Information Officer, Executive Director of Facilities, or the Safety and Emergency Services Analyst, can transmit a Timely Warning through e-mail messages, HCCAlerts text messaging, or the Emergency Notification System on the main campus.

To sign-up for HCCAlerts, send the text message "HCCALERTS" to 292929. 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 does not have a specific policy regarding emergency warnings relative to non-Clery reportable offenses; however, the College has an emergency operations plan that provides for emergency notification of affected areas of the College. Examples of these threats would be a large fire, hazardous situation in areas surrounding any campus, and approaching tornados. When – based on the facts known at the time and in the opinion of the College Administration – a threat exists, the College will immediately notify the affected College community in the same manner as would be used for a Timely Warning for a Clery reportable offense.

In all cases, the circumstances of a potential threat will be confirmed by the Executive Director of Facilities, Safety and Emergency Services Analyst, Safety and Security Services, or other College official, 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 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 not limited to, HCCAlerts text messages, broadcasts over the College Emergency Notification System, mass e-mails, or postings on the College website. Face-to-face communications may be used at the Pontiac or Lincoln campuses due to their smaller size. 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 preapproved 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 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 (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, Safety and Security Services, 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 Safety and Security Services. The Daily Crime Log is available for viewing Monday through Friday from 8:00 am to 4:00 pm, excluding holidays. Anyone can view the Daily Crime Log by going to the Security Desk in the lower level of the Student Commons Building and asking to view it.

V. Alcoholic Beverages

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 while operating a motor vehicle 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 Student Code of 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 Student Code of Conduct or employee disciplinary process can be obtained from the Director of Student Success or the Executive Director of Human Resources, respectively.

VI. Illegal Drugs

All Heartland Community College property parcels have 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, 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 Dean of Student Support Services, 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 and may partner 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 the Student Counseling Center. 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 Safety and Security

Services. Non-emergency incidents at the Lincoln and Pontiac campuses should be reported to the Associate Director of the site or other staff member.

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 is able to 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 Center 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 Director of Student Success 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 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 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 provided by a contract security company. Officers patrol the inside of all campus buildings and the campus grounds. 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 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 Security Desk. Security 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, Safety and Security Services will receive notification that the call has been made, but the call will go directly to the McLean County 9-1-1 center.

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-campus student housing facilities or any other buildings or property owned by College groups or organizations. All campus 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 Safety and Security Services 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 Associate Director for the campus.

During periods of extended closing (e.g., Christmas closure, Thanksgiving closure, and other holiday periods), the College will permit access to the College facilities with prior approval of a member of the Cabinet or the Executive Director of Facilities.

Maintenance on campus is performed by both College employees and contracted workers. All contractors (e.g., janitorial services, grounds maintenance, and food service) and vendors are expected to register at the Security desk in the Student Commons Building upon arrival and expected to check out at the Security desk prior to leaving the campus. If in doubt about

the authenticity of anyone doing work on the Normal campus, call Safety and Security Services.

Maintenance at the Lincoln and Pontiac campuses is coordinated through Facilities and work is completed by either College employees or local contractors. The Associate 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 persons 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 and employees that outlines basic College safety plans. 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 the 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, and offers training on school and workplace violence, active shooter 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 also 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 Safety and Emergency Services Analyst.

Training seminars of special interest or concern may be requested through the Safety and Emergency Services Analyst.

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 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 Director of Student Success.

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 Safety and Security Services. Non-emergencies at the Lincoln or Pontiac campuses should be reported to the Associate 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 Safety and Security Services when non-life threatening assistance is needed. On the Normal campus, Code Blue phones in any campus parking lot and stairwell Area of Rescue Assistance alarms 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 text message (HCCAlerts), College website, or other appropriate method.

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

Each classroom, laboratory, and conference room has 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 is able to communicate with local emergency response agencies via telephone and the StarCom21 statewide emergency communications network.

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 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 works with the Safety and Emergency Services Analyst and meets monthly to review existing plans and processes, and reviews proposed and recommended initiatives.

Each year the College conducts at least one test on portions of the Emergency Operations Plan to help determine response capabilities of the College. 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.

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 facilitates 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 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 and can be activated 24-hours a day by a number of College officials. Secondary alerts about the evacuation may be made through the College's text alert system (HCCAlerts), which will alert those coming to campus. Subsequent updates and supplemental information will utilize mass e-mails or the College website.

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

In all cases, the College website or mass emails 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 or the building fire alarm is activated, you should immediately evacuate as instructed. If you need assistance from the second or third floors of any building, go to the nearest safe stairwell landing and use the Area of Rescue Assistance intercom to contact Safety and Security Services. 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 Student Success, Student Counseling Center and the Associate Director for Equity, Compliance, and Title IX 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 Associate Director for Equity, Compliance, and Title IX. 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.

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 Sex/Gender-Based 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 Illinois General Assembly's website also includes information on all [Criminal Offenses](#).

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. 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 should bring a copy of the Order to the Safety and Security Services booth in the Student Commons Building. Persons at the Lincoln or Pontiac campuses should take a copy of the Order to the Associate 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 Safety and Security Services. Students should contact the Associate Director of Equity, Compliance and Title IX for more information or assistance. Employees should also contact the Employee Assistance program or Human Resources. A listing of community resources can be obtained from the Associate Director of Compliance, Equity, and Title IX.

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 Associate Director of Equity, Compliance and Title IX. 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 Associate Director of Equity, Compliance and Title IX.

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 Associate Director of Equity, Compliance and Title IX.

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 Associate Director of Equity, Compliance, and Title IX. 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 Associate Director of Equity, Compliance, and Title IX.

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 Associate Director of Equity, Compliance and Title IX.

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 Student Code of 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, 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 Dean of Student Support Services 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](#).

CRIME STATISTICS FOR CALENDAR YEARS 2015-2017

REPORTED OFFENSES	2015	2016	2017
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	1
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	1

REPORTED OFFENSES	2015	2016	2017
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

New Reportable Offenses Based on VAWA Amendments	2015	2016	2017
This reporting began October 1, 2014 Previous history is not available or reliable in all cases.			
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	1	0	1
Dating Violence, Non-campus	0	0	0
Dating Violence, Public Property	0	0	0
Dating Violence, Unfounded	0	0	0
Dating Violence, Total	1	0	1
Stalking HCC Campus	0	0	0
Stalking, Non-Campus	0	0	0

Stalking, <i>Public Property</i>	0	0	0
Stalking, <i>Unfounded</i>	0	0	0
Stalking, <i>Total</i>	0	0	0

ARRESTS and DISCIPLINARY ACTION for SELECTED OFFENSES	2015	2016	2017
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>	3	0	1
Liquor Law Arrests, <i>Total</i>	3	0	1
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>	1	0	0
Drug Law Arrests, <i>Non-Campus</i>	0	0	0
Drug Law Arrests, <i>Public Property</i>	2	0	0
Drug Law Arrests, <i>Total</i>	3	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
Illegal Weapons Possession Arrests, <i>Total</i>	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, <i>HCC Campus</i>	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, <i>Non-Campus</i>	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, <i>Public Property</i>	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action, <i>Total</i>	0	0	0

HATE CRIME STATISTICS FOR CALENDAR YEARS 2015-2017

OFFENSE/Hate Crimes	2015	2016	2017
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

OFFENSE/Hate Crimes	2015	2016	2017
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

OFFENSE/Hate Crimes	2015	2016	2017
Criminal Damage/Vandalism, <i>HCC Campus</i>	0	0	0
Criminal Damage/Vandalism, <i>Non-Campus</i>	0	0	0
Criminal Damage/Vandalism, <i>Public</i>	0	0	0
Criminal Damage/Vandalism, <i>Unfounded</i>	0	0	0
Criminal Damage/Vandalism, <i>Total</i>	0	0	0

CAMPUS SECURITY AUTHORITIES

Position	Name
Dean of Enrollment Services	Padriac Shinville
Dean of Student Support Services	Amy Munson-Pawlik
Executive Director of Facilities	Jim Hubbard
Director of Student Success	Kim Kelley
Director of Student Engagement	Jennifer Vieley
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	

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

Assoc. Director for Equity, Compliance, and Title IX	309.268-8238
Associate Director of Heartland Lincoln Center	217.735-1731
Associate Director of Heartland Pontiac Center	815.842-6777
Associate Director of International Programs	309.268.8043
Coordinator of Disability Support Services	309.268.8251
Dean of Enrollment Services	309.268.8417
Dean of Student Support Services	309.268.8249
Director of Adult Education	309.268.8433
Director of Advisement and Career Services	309.268.8031
Director of Child Development Lab	309.268.8208
Director of Fitness and Recreation Center	309.268-8189
Director of Student Engagement	309.268.8055
Director of Student Success	309.268-8410
Executive Director of Facilities	309.268.8453
Executive Director of 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
Project Trio, Director of Student Support Services	309.268.8168
Safety and Emergency Services Analyst	309.268-8454
Safety and Security Services	309.268-8300
Student Counseling Center	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)