



***CAMPUS VIOLENCE PREVENTION PLAN
(CVPP)***

May 1, 2011

Southwestern Illinois College Campus Violence Prevention Plan

In accordance with the provisions of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and 29 Illinois Administrative Code Part 305, Southwestern Illinois College (SWIC) must develop, publish, maintain and exercise a Campus Violence Prevention Plan (CVPP). This CVPP has been developed and updated to meet this requirement. The Plan has been developed and reviewed in cooperation with representatives of local Emergency Response Groups, County Emergency Services Disaster Agency (ESDA), regional Illinois Emergency Management Agency (IEMA), as well as other tasked agencies. SWIC Department of Public Safety is responsible for coordination of this effort.

The Plan identifies hazards the college may encounter; sets down responsibilities for college, county/city, and other support agencies and outlines a means for the college to request support from local agencies within St. Clair/Madison/Randolph Counties. The planning authorities and responsibilities conveyed to the college tasked organizations are recognized and acknowledged. This CVPP will be reviewed & exercised annually & revised as necessary to meet changing conditions.

The Plan describes a coordination mechanism for response to and recovery from violent acts and incidents arising at Southwestern Illinois College facilities. On my implementation or coordination with St. Clair/Madison/Randolph County ESDA's, all tasked organizations shall abide by and cooperate fully with the provisions described or referenced herein.

All tasked organizations are responsible for preparing and maintaining standard operating procedures (SOPs) and ensuring that adequate training, evaluation and plan maintenance is conducted in support of the Campus Violence Prevention Plan.

As President of Southwestern Illinois College, I affirm my support for emergency management within Southwestern Illinois College and District #522 Counties.

Georgia Costello, Ph.D.
President

Date: _____

Signatory Page

We, the undersigned, have read, written, or approved our respective part or parts of the Southwestern Illinois College Campus Violence Prevention Plan. We accept the duties and responsibilities as assigned and written, and acknowledge the relationships thereby established. All relationships and interaction between each respective annex activity, agency, department, or organization shall be conducted in compliance with the National Incident Management System (NIMS) to ensure all interactive NIMS components are implemented, if applicable.

All parties further agree to adhere to all activities this CVPP and understand the relationships between all parties and annex functions that have inter-relational operational activities. We further agree to provide to the extent possible, manpower, equipment, and material to perform the assigned duties.

Signed: _____
Valerie Thaxton, Ed.D.
Vice President, Student,
Campus and Community Services

Signed: _____
H. O Brownback
Vice President for Planning,
Evaluation and Development

Signed: _____
Sherry Johnson
Director of Human Resources

Signed: _____
Bernie Ysursa
Vice President for
Administrative Services

Signed: _____
Clay Baitman
Vice President for Instruction

Signed: _____
Christine Leja
Chief Information Officer

Signed: _____
Mark A. Green
Public Safety Director
Director

Signed: _____
Mike Fleming
Vice President for Marketing
and Institutional Advancement

Signed: _____
Mike Reed
Executive Director, Red Bud Campus

Signed: _____
Chuck Whitehead
Executive Director, Sam Wolf
Granite City Campus

Signed: _____
Martha Nelson
Dean, Counseling and
Human Development

Signed: _____
Staci Clayborne
Vice President for Student
Development

Signed: _____
Ronald Henderson
Director, Physical Plant

Record of Distribution

Southwestern Illinois College President	1 Cy	Marketing and Institutional Advancement Vice President	1 Cy
Public Safety Department Director	5 Cy	Planning, Evaluation and Development Vice President	1 Cy
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Director of Human Safety Manager 1 Cy			
St. Clair County ESDA 101 South High Street Belleville, IL 62220	1 Cy	Illinois EMA Region #8 2105 Vandalia Suite 6A Collinsville, Illinois 62234	1 Cy
ICCB	1 Cy	Tasked Organizations	1 Cy

PART II Basic Plan

I. PURPOSE

- A. It is the intent of Southwestern Illinois College to provide a safe and secure environment for college employees, students, and visitors by establishing preventative measures, holding perpetrators accountable, and providing assistance and support to victims. This plan specifically addresses the College's position on the prevention, reduction, and management of violence to provide a safe working and learning environment for our students, employees, and visitors at all college owned, controlled, or leased properties, including off-campus locations.
- B. Student conduct is covered, in depth, by the Student Conduct Code. The Vice President for Student Development is responsible for the implementation of the Student Conduct Code.
- C. Employee conduct is governed by Board of Trustees Policies, including 3008, Faculty and Staff Ethics and/or 3021, Board Code of Ethics.

II. SITUATIONS and ASSUMPTIONS

These procedures apply to all college personnel, as well as students and visitors, as well as the buildings and grounds owned and operated by Southwestern Illinois College. Major acts of violence may impact surrounding neighborhoods in addition to the campus. If this occurs, the college will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services to the surrounding community.

A. Situations

- 1. Southwestern Illinois College completed a comprehensive risk analysis to determine the related risks to the college.
- 2. Southwestern Illinois College provides affordable, high-quality education to 26,000 students annually through campuses in Belleville, Granite City and Red Bud, and more than 20 off-campus sites. The Southwestern Illinois College enrollment Spring 2011 semester was approximately 15,000 students, with 1700 employees.
- 3. The college district encompasses all or portions of eight counties and serves the educational needs of more than 300,000 Metro East residents. The college district covers 624 square miles and is located in the southern part of the State of Illinois, encompassing eight counties; St. Clair,

Madison, Montgomery, Randolph, Washington, Bond, Monroe, and Perry. Highways and interstates serving these counties include State Routes running east and west, and numerous State Routes running north and south; and Interstates 55 & 255 running north and south, and 64 & 70 running east and west.

- a. Belleville Campus
 - b. Sam Wolf Granite City Campus
 - c. Red Bud Campus
 - d. Programs and Services for Older Persons (PSOP)
 - e. Fire Science Center
 - f. Off-campus Locations
4. Acts of violence at Southwestern Illinois College may include but are not limited to the following:
- a. Crimes against Persons (personal injuries) physically;
 - b. Verbal assault/harassment (any method of communication such as email, text messages, comments posted on websites, or other paper or electronic media) or physical behavior that creates a reasonable fear of injury to an identifiable person(s);
 - c. Verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;
 - d. Threatening or violent behavior based on race, ethnicity, gender, sexual orientation, disability, or other protected status;
 - e. Crimes against Property (Defacing or damaging property);
 - f. Threats to injure an individual or to damage property;
 - g. Injurious or threatening acts related to sexual assault/abuse, hazing, stalking to include cyber-stalking, dating/domestic violence or sexual harassment;
 - h. Brandishing or possessing a weapon (see definitions) or firearm;
 - i. Intimidation;
 - j. Terrorist threats or threats of mass violence, to include false statements, arson, explosives, gases, biological, irritants, etc;
 - k. Violations of Court issues Order of Protection/Restraining Orders, SWIC Issued Personae Non Gratae' to include Domestic Violence, Sexual Assaults/Date Rape; and
 - l. Retaliation against any individual who, in good faith reports a violation of this policy.
5. SWIC Public Safety Officers are currently armed, with commissioned Public Safety officers; however, the department is not staffed to be a fully operational police department. Law Enforcement responses are routinely dependent on local law enforcement agencies for support.
6. SWIC is an open enrollment college and doesn't screen most applicants.

7. Adult Basic Education (ABE) programs are allowed to enroll to include English as Second Language (ESL) without citizenship verification. Additionally, ABE delay enrolls students.

B. Assumptions

1. All college officials having a role in violence prevention are familiar with the appropriate sections of the plan.
2. While outside assistance would be available in most large scale acts of violence affecting the college, it is necessary for Southwestern Illinois College to plan for and be prepared to carry out response and short term recovery operations on an independent basis. However, any acts of violence that affect the surrounding community will immediately exceed the capabilities of the college personnel, equipment and materials.
3. The mutual aid and other related assistance described in the plan will be available in a reasonable amount of time.
4. An act of violence may occur any time of day or night, weekend or holiday, with little or no warning.
5. The succession of events in an act of violence are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the situation.
6. Acts of violence may affect residents in the geographical location of the campus; therefore, city, county, state, and federal emergency services may not be available.
7. A major emergency may be declared if information indicated that such a condition is developing or is probable.
8. MetroLink/MetroBus provides direct access to the Belleville Campus, while Madison County Transit provides direct access to the Sam Wolf Granite City Campus. This transportation system provides opportunities for student and non-student easy access and departure from the campuses.
9. Timely reporting of suspicious and/or criminal activity or potential threatening situations to Campus Security Authority, under the Clery Act, Public Safety or local law enforcement.
10. Crime Prevention Through Environmental Design (CPTED) concepts will be incorporated into Campus Master Plans for crime prevention initiatives.

III. CONCEPT OF OPERATIONS

- A. As part of a larger and institution-wide commitment to a safe campus and workplace environment, the College is committed to the development of preventative measures, including a campus and workplace violence prevention and risk assessment committee, security planning for at-risk individuals, pre-employment screening for safety-sensitive positions, and general programs to increase employee and student awareness.
- B. The entire effort of Southwestern Illinois College is based on the four phases of emergency management.
 - 1. *Mitigation*: Actions taken to reduce or minimize the possibility or impact of an act of violence.
 - 2. *Preparedness*: Actions taken to ensure the readiness of the college to respond to and recover from the effects of an act of violence.
 - 3. *Response*: Actions taken to meet the immediate life-saving needs of the college following an act of violence.
 - 4. *Recovery*: Actions taken, both short and long term, to restore the college to its original status and/or assist victims in obtaining any needed assistance.
- C. Existing Campus programs and policies that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, stigma reduction, and sexual assault prevention) will be integrated through the CVPP Committee.
- D. National Emergency Phases
 - 1. Preparedness Phase: The preparedness phase involves activities that are undertaken in advance of an act of violence. These activities develop operational capabilities and effective responses to a criminal/violent act. Preparedness activities fall into two basic areas: readiness and capability.

Examples: Readiness activities shape the framework & create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:

- a. Developing hazard/risk analyses;
- b. Developing & maintaining written plans & procedures;
- c. Conducting general & specialized training;
- d. Conducting exercises;
- e. Developing mutual aid agreements; or
- f. Improving emergency public education & warning systems.

2. Response phase: The response phase includes increased readiness, initial (Department/Division) response, and/or extended (Campus Emergency Operations Center) response activities, if necessary. Upon receipt of a warning or the observation that an act of violence is imminent or likely to occur, the Director of Public Safety or a designated official may initiate actions to respond with the Incident Command Management Systems, if applicable.
 - a. Events, which may trigger increased readiness activities, include:
 - i. Crimes against Persons.
 - ii. Crimes against Property.
 - iii. Order of Protection Violations.
 - iv. Information or circumstances indicating the potential for acts of violence.
 - v. Cyber Threats.
 - b. Increased Readiness: Increased readiness activities may include, but are not limited to, the following:
 - i. Briefing of key officials or employees of Southwestern Illinois College and local law enforcement officials;
 - ii. Reviewing of the Southwestern Illinois College Campus Emergency Operation plan and associated procedures;
 - iii. Increasing public information efforts;
 - iv. Warning threatened elements of the college populace;
 - v. Conducting precautionary evacuations in the potentially impacted area(s);
 - vi. Mobilizing personnel & pre-positioning resources & equipment; or
 - vii. Contacting state & federal agencies that may be involved in response activities.
 - c. Initial Response: Initial response activities are primarily performed by Public Safety or Department/Division response level, as warranted. Examples of initial response activities include:
 - i. Making all necessary notifications.
 - ii. Disseminating warnings, emergency public information, and instructions to the college populace.
 - iii. Conducting evacuations.
 - iv. Treating injured persons.
 - v. Conducting initial threat assessment(s).
 - vi. Assessing need for mutual aid assistance.
 - vii. Restricting movement of traffic/people.
 - viii. Securing the crime scene.
 - ix. Developing and implementing Initial Action Plans.
3. Recovery Phase: Recovery activities involve the restoration of services to the public returning the affected area(s) to original status and providing victim services. Recovery activities may be both short-term and long-term; to mitigation measures designed to prevent future occurrences of a given threat. Examples of recovery activities include:

- i. Providing victim services and referrals.
 - ii. Conducting hazard/risk mitigation analyses.
 - iii. Restoring critical functions of the college.
 - iv. Tracking resource allocation.
 - v. Developing and implementing Action Plans for extended operations.
 - vi. Disseminating emergency public information.
 - vii. Declaring a local emergency.
 - viii. Coordinating with state and federal agencies.
 - ix. Recovery planning.
4. Mitigating Phase: Mitigation efforts occur both before and after an act of violence. Mitigation efforts include:
- a. Enforcement of federal, state, and local law/codes.
 - b. Enforcement of Student Conduct Code.
 - c. Development of the Campus Behavioral Intervention/Threat Assessment Team(s).
 - d. Development of Campus Violence Prevention Committee.
 - e. Emphasizing public education and awareness.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Campus Violence Prevention Committee (CVPC): The interdisciplinary/multi-jurisdictional CPVC will be chaired by the Vice President for Administrative Services, or designee, and should include, at a minimum, representatives from:
- 1. Public Safety,
 - 2. Counseling,
 - 3. Student Development,
 - 4. Human Resources,
 - 5. Special Services,
 - 6. Information Technology,
 - 7. Instructional Faculty,
 - 8. Student representative,
 - 9. Sam Wolf Granite City Campus,
 - 10. Red Bud Campus
 - 11. PSOP, and at times
 - 12. Local community representation will be requested from victim advocacy groups such as Violence Prevention Center of Southwestern Illinois, Call for Help, Inc., city and county law enforcement and other agencies that provide victim assistance programs/services.
- B. General Responsibilities:
- 1. All individuals are encouraged to be alert to the possibility of violence of the part of the employees, former employees, customers, strangers,

students and visitors. Employees and students will place safety as their highest concern, and will report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the campus community and in accordance with federal and state laws and regulations.

2. Campus Executive Directors, deans, department heads, directors, supervisors and Campus Security Authorities, identified in the Annual Campus Security and Fire Safety Report, will be sensitive and responsive to the potential for fear of reprisal by employees or students who report threats or acts of violence. This policy prohibits retaliation against any person who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.
3. It is the responsibility of every administrator, faculty member, staff member, and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this plan.
4. Everyone who comes onto Southwestern's campuses is encouraged to report safety or security hazards to the DPS on the Belleville and Granite City campuses, to the Campus Executive Director or evening supervisor on the Red Bud Campus, to the director at PSOP and to the Fire Science Coordinator at the Fire Science Center.

C. Specific Responsibilities:

1. The Vice President for Administrative Services, or designee, will chair a campus-wide Violence Prevention Committee, which will be appointed by the President, and be responsible for:
 - a. Conducting an annual review to identify potential or existing risks, including gathering and analyzing reports and data to identify high-risk departments, activities, or locations.
 - b. Recommending and implementing employee and student awareness and training programs on campus and workplace violence.
 - c. Implementing plans and protocols for responding to credible threats and acts of violence (Campus Emergency Operations Plan-CEOP and Campus Violence Prevention Plan (CVPP)).
 - d. Reviewing and developing threat assessment and response policies and procedures.
 - e. Reviewing periodic summary reports from the Vice President for Student Development, Student and Employee Campus Behavioral Intervention/Threat Assessment Teams (Employee-CBITAT and Student-CBITAT), Public Safety, Human Resources, and other offices.

- f. Evaluating the effectiveness of the college's campus violence prevention programs.

2. The Public Safety Department will:
 - a. Coordinate, publish and disseminate Sexual Assault Awareness information (Public Act 95-764)
 - b. Coordinate all college action(s) in case of a violent incident on campus or in the work place.
 - c. Establish and publish procedures for campus and workplace violence prevention and threat assessment.
 - d. Investigate threats or incidents of violence. Only the Southwestern Public Safety Department or other law enforcement agencies should attempt to apprehend the alleged offender.
 - e. Develop procedures for timely warning and emergency notification about criminal activity IAW Clery Act and Higher Education Opportunities Act (HEOA) signed into law on August 14, 2008; utilizing multiple methods of communication, per the Campus Emergency Operations Plan, Annex C, Warning/Disaster/Emergency Notification.
 - f. Develop and coordinate the College's CEOP and CVPP.
 - g. Assist Physical Plant by reporting potential safety and security hazards, making on-the-spot adjustments, or implementing interim safety and security measures where possible.
 - h. Develop a system to monitor Registered Sex Offenders IAW Campus Sex Crimes Prevention Act 2000.
 - i. Develop/Coordinate awareness and training programs, forums, or materials for employees and students, in conjunction with Human Resources, and CVPP and Choosing Healthy Options Involving Community Education (CHOICE) committees.
 - j. Participate in the Campus Behavioral Intervention/Threat Assessment Team.

3. Human Resources will:
 - a. Chair the Employee-CBITAT.
 - b. Coordinate employee-related preventive measures, including conducting criminal background checks in accordance with college policy, providing awareness programs to the employees.
 - c. Coordinate referrals to the employee assistance program.
 - d. Advise employees and managers.
 - e. Make referrals to the CBITAT and provide case management.
 - f. Coordinate with other college and community resources to support victims of violence.

4. Vice President for Student Development will:

- a. Respond to and adjudicate violations of the college Student Conduct Code.
 - b. Chair the Student-CBITAT, the goal of which is to coordinate support services and administrative response to crises involving students, make referrals to the CBITAT, develop and distribute the Student Conduct Code.
 - c. Provide case management.
5. Counseling Center will:
- a. Respond to requests for assistance from student victims of violence, or threats of violence, by providing counseling, advocacy, safety planning, and other support as needed to victims of sexual assault/abuse, rape, and dating/domestic violence, as indicated in the Sexual Assault/Abuse protocol.
 - b. Collaborate with Public Safety Department and CHOICE team as a means to maintain collaboration with community.
 - c. Develop and provide assistance for a Critical Incident Stress Debriefing (CISD) team.
 - d. Participate in the Campus Behavioral Intervention/Threat Assessment Team.
6. Vice President for Marketing and Institutional Advancement (MIA) will:
- a. Advise the college president, emergency operation personnel, and other local authorities on public information matters, apprising the college president of the public information situation.
 - b. Be responsible for liaison with the news media to ensure maximum response capability during an emergency.
 - c. Prepare news releases during emergency situations, and will otherwise review, edit and clear material for public release under established policies.
 - d. Activate the e2Campus, text messaging program as directed.
 - e. Maintain and update the college web page, plasma screens, and digital display boards with pertinent warning information.
7. Provosts, deans, department heads, directors, and supervisors are also responsible for:
- a. Communicating the policy to all employees under their supervision.
 - b. Ensuring that facilities are as safe as feasible.
 - c. Identifying and providing violence prevention training to employees as appropriate.
 - d. Ensuring that all employees are aware of how to report potential threats.
8. Legal Council will conduct legal review of the Campus Violence Prevention and Behavioral Intervention/and Threat Assessment Plans.

9. Physical Plant will:
 - a. Maintain the campus and facilities with a concern for safety and security.
 - b. Makes repairs and adjustments as quickly as possible when safety and security are affected.

10. Information Technology (IT)/CIO:
 - a. Develop procedures to report child pornography on an “item of electronic and information technology equipment to Public Safety, local law enforcement and/or Cyber Tipline at the national Center for Missing and Exploited Children (<http://www.missingkids.com/cybertip>), in accordance with Illinois Child Online Exploitation Reporting Act (325 ILCS 47/1 et seq, 325 ILCS 47/10 and 42 U.S.C. 13032 and 720 ILCS 5/11-20.2).
 - b. Develop training and educational awareness training for cyber stalking to include education, awareness and reporting procedures.
 - c. Activate the e2Campus, text messaging program as directed.
 - d. Maintain and update the college web page, plasma screens, and digital display boards with pertinent warning information, as a secondary back-up to MIA.
 - e. Implement the voice-message/mail phone system, when requested.
 - f. Maintain a list of all college extensions, emergency call boxes and pay-phone numbers on college campuses.

V. PRESERVATION OF RECORDS

All college employees shall provide for the protection of records deemed essential for continuing college functions and the conduct of emergency operations in accordance with FERPA, Clery Act, Red Flag (Identity Theft) and other federal or state requirements.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Mutual aid agreements shall be maintained by the appropriate response groups and copies of the mutual aid agreements shall be attached to this plan.
2. Staff augmentation by volunteers and by the reassignment of college employees may be required.

3. The Campus Emergency Operations Manager or Incident Commander shall have the authority to reassign college and/or public employees.

B. Logistics

1. The Director of Public Safety or designee shall maintain original copies of all forms which may be needed for copying and use.
2. Each fire, law enforcement, and emergency medical service response group shall have their copy available during any response.
3. All emergency response groups shall be self-supporting for the first 24 hours of an incident. This includes, but is not limited to, forms, equipment, and personnel.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This Campus Violence Prevention Plan was developed in 2009 over a six-month period. This plan was developed to comply with the Campus Security Enhancement Act of 2008.
- B. Each assigned organization/agency will update its portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in college structure and emergency organizations. These updates are to be done annually.
- C. The Director of Public Safety or designee will revise the plan as new services are established; and also when new information and techniques are discovered that improve the efficiency and overall effectiveness.
- D. The Director of Public Safety or designee will review and revise the plan after an act of violence has occurred and after each responding agency critiques the response.
- E. The Director of Public Safety or designee will work with the appropriate organization to ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed.
- F. The Director of Public Safety or designee will maintain a distribution list in order to forward all revisions of the plan to the appropriate organizations/agencies.
- G. This plan is submitted to the St. Clair County, Randolph and Granite City, Emergency Management Agencies, as well as the Illinois Emergency Management Agency for review in compliance with the Campus Security Enhancement Act of 2008 and the Illinois Administrative Code.

VIII. EMERGENCY PREPAREDNESS EXERCISE

- A. Each year an exercise will be conducted to determine revisions needing to be made to improve response and recovery operations as described in the plan.
- B. The Director of Public Safety or designee, along with St. Clair and Randolph County and Granite City EMA Coordinators, shall be responsible for scheduling, conducting, and critiquing exercise.

IX. AUTHORITY/REFERENCES

- A. Campus Violence White Pages, February 5, 2005 by American College Health Association
- B. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
- C. Campus Security Enhancement Act of 2008 and Admin Rules
- D. Campus Sexual Assault Victim's Bill of Rights (1992)
- E. Campus Sex Crimes Prevention Act (2000)
- F. Sexual Assault Task Force (SATF), Public Act 88-629, Section 10 and Sexual Assault Awareness, Public Act 95-764
- G. Illinois Child Online Exploitation Reporting Act (325 ILCS 47/1 et seq.)
- H. Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.)

X. APPENDICES

- A. Appendix 1: Definitions
- B. Appendix 2: Prohibited Conduct and Sanctions
- C. Appendix 3: Prevention, Risk Assessment, and Response
- D. Appendix 4: Victim Response Decision Flow Diagram

Appendix 1

Definitions

1. **At-risk Individual:** an employee, student, or other person who is a potential target or victim.
2. **Assault:** A person commits an assault when, without lawful authority, engages in conduct which places another in reasonable apprehension of receiving a battery.
3. **Aggravated Assault:** a person commits an assault when, without lawful authority, they engage in conduct which places another in reasonable apprehension of receiving a battery, while using a deadly weapons or any device manufactured and designed to be substantially similar in appearance to a firearm or taking other prohibited actions, while committing an assault, or against specific categories of persons in accordance with 720 ILCS/5-12.2.
4. **Battery:** a person commits battery if they intentionally or knowingly without legal justification and by any means;
 - a. causes bodily harm to an individual, or
 - b. makes physical contact of an insulting or provoking nature with an individual
5. **Aggravated Battery:** a person committing a battery, intentionally or knowingly causes great bodily harm, permanent disability, or disfigurement.
6. **Campus:**
 - a. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purpose, including residence halls (Note: Currently, Southwestern Illinois College does not maintain residence halls).
 - b. Any building or property that is within or reasonably contiguous to the area identified in number (1) of this definition, that is owned by the institution, but controlled by another person that is frequently used by students and supports institutional purposes (such as a food or other retail vendor), in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Belleville, Sam Wolf Granite City and Red Bud campuses are considered campus property. The Fire Science Center and the East St. Louis Community College Center is considered non-campus facilities under the Clery Act.
7. **Campus Violence Prevention Plan** or "CVPP" means the written plan of a higher education institution describing the creation of multi-disciplinary and multi-jurisdictional violence prevention strategies including formation of a Campus Violence Prevention Committee and implementation of a Campus

Threat Assessment Team to address aberrant, dangerous or threatening behavior on campus.

- 8. College Facilities:** any location, either permanent or temporary, owned or leased by Southwestern Illinois College. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and college-owned or leased vehicles.
- 9. Course of Conduct:** any series of acts over a period of time, however short, that evidences a continuity of purpose, such as following or stalking an individual to or from the workplace/campus, telephone calls to the employee or student, and correspondence with the employee or student, whether by public or private mail, e-mail, inter-office mail, or fax.
- 10. Credible threat of violence:** a knowing and willful statement or course of conduct that would cause a reasonable person to believe that he or she is under threat of death or serious bodily injury.
- 11. Cyberstalking:** a course of conduct using electronic communication directed at a specific person knowing that this conduct would cause a reasonable person to fear for his/her safety or the safety of a third person, or suffer other emotional distress.
- 11. Dating Violence:** the actual or threatened physical or sexual violence or psychological and emotional abuse directed toward a current or former dating partner. Intimate partners may be heterosexual, bisexual, or homosexual.
- 12. Employee:** For purposes of this policy, any paid faculty or staff member. A Student Worker is considered a student, in accordance with Financial Aid regulations/guidance.
- 13. Firearms:** any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots, including paint balls, regardless of the propellant used.
- 14. Hazing:** person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:
 - a. The act is not sanctioned or authorized by that educational institution.
 - b. The act results in bodily harm to any person, refers to any activity.
- 15. Physical Attack:** unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

- 16. Property Damage:** intentional damage to property and includes property owned or leased by the College, employees, students, volunteers, visitors or vendors. Damage must have occurred on college property.
- 17. Sexual Assault/Abuse:** any forcible sexual activity that occurs without the consent of the victim. It includes, but is not limited to, unwanted kissing and fondling, forcible vaginal, oral, or anal intercourse, and forcible penetration with an object or finger.
- Consent:** an agreement reached without force, coercion, or intimidation between persons.
 - Forcible Sexual Activity:** an occurrence when consent is not reached or when the victim is mentally incapacitated or physically helpless.
- 18. Sexual Harassment:** unwelcome sexual conduct which is related to any condition of employment or evaluation of student performance. It includes unwarranted sex-related comments, sexually explicit comments or graphics, unwelcome touching, etc. This harassment can take the form of making derogatory jokes based on sex, speaking crude or offensive language, spreading rumors about a person's sexuality, placing a compromising photo on the web, or ogling.
- 19. Stalking:** is defined as repeatedly contacting another person when the contact is unwanted. Additionally, the conduct may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, computer, or by any other means) or remaining in the physical presence of the other person.
- 20. Student:** any individual who is enrolled in classes.
- 21. Student Worker (employee):** any work-study student or student wage employee on the College payroll. A Student Worker is considered a student, in accordance with Financial Aid regulations/guidance.
- 22. Targeted Violence:** means an incident of physical violence where both the perpetrator and target(s) are identified or identifiable prior to the incident.
- 23. Third Parties:** individuals who are not state employees or students, such as relatives, acquaintances, contractual workers, vendors, visitors, volunteers, customers, clients, or strangers.
- 24. Threat:** the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out, and without regard to whether the expression is contingent, conditional, or future.

- 25. “Threat Assessment”** means a process of evaluating the actions and conduct of an individual, and the circumstances surrounding those actions and conduct, to uncover any facts or evidence that indicate that violence is likely to be carried out. A threat assessment should occur when a person (or persons) threatens to commit a violent act or engages in behavior that appears to threaten “targeted violence.”
- 26. Victim:** an individual who has experienced or witnessed an act or acts of violence or threats of violence as outlined in this policy.
- 27. Violence:** includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage and includes acts of violence committed by college employees, students, clients, customers, relatives, acquaintances or strangers against College employees in the workplace but does not include lawful acts of self-defense or the defense of others.
- 28. Weapons:** any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose or intent of inflicting or threatening bodily injury. Examples include, but are not limited to firearms, knives with fixed blades or pocket knives, with blades longer than four inches or dual/double bladed, daggers, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchakus, throwing stars, foils, or any explosive or incendiary device.
- 29. Workplace:** any location, either permanent or temporary, where an employee performs any work-related duty. Workplace does not include the home(s) of college employees. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work locations, and travel to and from work assignments. It further includes college owned or leased vehicles.

Appendix 2
Prohibited Conduct and Sanctions

I. PROHIBITED CONDUCT

A. Violence includes, but is not limited to, intimidation, threats, physical attack, domestic and dating violence, stalking (including cyberstalking), or property damage, and includes acts of violence committed by or against college employees, students, contractual workers, temporary employment agency workers, customers, relatives, acquaintances, or other third parties in/on college facilities and/or property. For employees, an act of off-duty violent conduct may be grounds for disciplinary action, up to and including dismissal per applicable personnel policies. If aware of student off-campus violent actions, college officials will take the appropriate action for the health and safety of the institution or victim. Prohibited conduct includes, but is not limited to, intentionally:

1. Injuring another person physically;
2. Engaging in verbal (any method of communication such as email, text messages, comments posted on websites, or other paper or electronic media) or physical behavior that creates a reasonable fear of injury to an identifiable person(s);
3. Engaging in verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;
4. Engaging in threatening or violent behavior based on race, ethnicity, gender, sexual orientation, disability, or other protected status;
5. Defacing or damaging property;
6. Threatening to injure an individual or to damage property;
7. Committing injurious or threatening acts related to sexual assault/abuse, hazing, stalking to include cyber-stalking, dating/domestic violence or sexual harassment;
8. Brandishing or possessing a weapon (see definitions) or firearm;
9. Intimidating;

10. Making terrorist threats or threats of mass violence, to include false statements;
11. Violating Court Issued Orders of Protection/Restraining Orders;
12. Violating SWIC issued Personae Non Gratae'; and
13. Retaliating against any individual who, in good faith, reports a violation of this policy.

B. A violation of this policy shall be considered unacceptable conduct and subject to the disciplinary actions under the appropriate employee and student policies, up to and including dismissal or expulsion. Southwestern Illinois College does not have a zero-tolerance policy; however, each situation is handled on a case-by-case basis. Individuals who violate this policy also may be subject to arrest for violation of the appropriate state criminal statute, and/or may be barred from campus.

II. Prohibition of Weapons

The College's employees, students, volunteers, or any visitor or other third party are further prohibited from carrying or possessing a firearm or weapon in/on any College facility/property, even if the owner has a valid FOID card or valid permit from another state, when it is not required by the individual's job.

III. Authorized Exceptions to Prohibition or Possession of Firearms or Weapons

- A. A Southwestern Illinois College employee or student may possess a firearm or weapon if:
1. Used by an employee who is a certified commissioned Public Safety Officer and/or law enforcement officer employed by the Southwestern Public Safety Department (when authorized by Board Policy and/or Administrative Procedures 7006);
 2. Required as a part of the employee's job duties with the Federal, State of Illinois, county, municipality or Southwestern Illinois College;
 3. Used by an employee or student who is an active or retired law enforcement officer with a federal, state, local law enforcement agency or Southwestern Illinois College
 4. Used by a SWIC Police Academy cadet, attending the SWIC Police Academy;

5. Used by student(s) enrolled in the Administration of Justice (AOJ) program for firearms certification and the firearm(s) is issued or controlled by the AOJ instructor;
 6. Connected with training received by the employee in order to perform the responsibilities of their job with the College; or
 7. Used by Armored Car contracted security escorts authorized/certified to carry while performing official duties of the Armed Car service agreement with Southwestern Illinois College;
 8. Props: Theater props must be controlled and stored in accordance with the Theater Safety Plan, as coordinated with College Activities, Public Safety and Safety Manager.
- B. Employees and students may possess and use appropriate tools, such as saws, knives, and other such implements, necessary for the performance of their job duties or school work for enrolled classes, as long as those tools are not used to imply or commit a violent act. Other exceptions must be approved by the Vice President for Administrative Services, or designee, in consultation with appropriate college offices. The approval must include name, class, date, time and duration of the event or class, and must be removed from the campus immediately after the event or class.

Appendix 3

Prevention, Risk Assessment, and Response

I. Identifying and Reporting Risks

A. All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, former students, customers, and strangers. Employees and students will place safety as their highest concern, and will report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the campus community and in accordance with federal and state laws and regulations.

B. Campus Executive Directors, Provosts, deans, department heads, directors, supervisors, and Campus Security Authorities, identified in the Annual Campus Security and Fire Safety Report, will be sensitive and responsive to the potential for fear of reprisal by employees or students who report threats or acts of violence. This policy prohibits retaliation against any person who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

C. As part of a larger and institution-wide commitment to a safe campus and workplace environment, the College is committed to the development of preventative measures, including a campus and workplace violence prevention and risk assessment committee, security planning for at-risk individuals, pre-employment screening for safety-sensitive positions, and general programs to increase employee and student awareness.

II. Reporting Procedures:

A. Any individual who believes there is an immediate danger to the health or safety of any member of the college community should call:

1. Southwestern Public Safety Department at: 618-235-2700

a. Belleville Campus, extension 5555 or 5221

b. Sam Wolf Granite City Campus, extension 7372, or

2. Local Police at 911 (Red Bud Campus, PSOP, Fire Science and off-campus sites).

B. General questions about the Campus Violence Prevention Policy should be directed to the Southwestern Public Safety Department. Questions about specific issues also may be directed to:

1. Human Resources: 618-235-2700, extension 5534
 2. Southwestern Public Safety:
 - a. Belleville Campus: 618-235-2700, extension 5221
 - b. Sam Wolf Granite City Campus: 618-235-2700, 7372
 3. Southwestern Counseling Center:
 - a. Belleville Campus: 618-235-2700, extension 5302/5206
 - b. Sam Wolf Granite City Campus: 618-235-2700, extension 7333
 - c. Red Bud Campus: 618-235-2700, extension 8112
 4. Vice President for Student Development: 618-235-2700, extension 5379
- C. Confidential Reporting:
1. If you are assaulted and do not want to pursue action with the college system or the criminal justice system, you may still want to consider making a confidential report.
 2. With your permission, the director or designee of the DPS can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can: keep an accurate record of the number of incidents involving students; determine where there is a pattern of assaults with regard to a particular location; track methods utilized, or assailant types; and alert the campus community to potential danger. The DPS accepts reports from third parties and from victims who choose not to pursue criminal action. The DPS will make attempts to validate the allegations/criminal activity while making every effort to protect the victim's identity. Confidential/voluntary reports will be included in the annual crime statistics unless the crime is investigated and determined to be unfounded and/or exceptionally cleared in accordance with the FBI UCR Handbook standards.

III. Support for Victims of Violence

The college shall make efforts to provide a campus and workplace free from violence and to protect and support victims and those threatened or exposed to acts or threats of workplace violence by offering security measures and identifying appropriate resources for providing support and assistance. Victims may also need special accommodations/adjustments to their work/class schedule or location/work conditions in order to enhance their safety. The college will attempt to accommodate these requests and needs whenever possible and

appropriate (Campus Sexual Assault Victim's Bill of Rights: See Campus Violence White pages).

IV. Campus Behavioral Intervention and Threat Assessment Team (CBITAT)

A. The President will appoint CBITA teams and their chairs. The team Student CBITAT will include representatives that include but are not limited to: Public Safety, Director or designee, Vice President for Student Development or designee, and Dean of Counseling Center or designee. Legal Counsel will serve as an advisor to the CBITAT. Ad hoc committee members will be requested from other college campuses/departments as needed, based on the situation/scenario. The team is charged with:

1. Developing and using comprehensive fact-based assessments of students or other individuals to investigate threats and determine situation specific response action plans;
2. Taking timely and appropriate action, consistent with college policy and applicable law, and;
3. Accessing a range of support services for students, faculty, and staff that includes mental health services, crisis management, and comprehensive services for victims whether provided on campus or by accessing community resources.

B. The team Employee CBITAT will include representatives that include but are not limited to: Public Safety, Director or designee and Director of Human Resources or designee. Legal Counsel will serve as an advisor to the CBITAT. Ad hoc committee members will be requested from other college campuses/departments as needed, based on the situation/scenario. The team is charged with:

1. Developing and using comprehensive fact-based assessments of employee or other individuals to investigate threats and determine situation specific response action plans;
2. Taking timely and appropriate action, consistent with college policy and applicable law, and;
3. Accessing a range of support services for faculty and staff that includes mental health services, crisis management, and comprehensive services for victims whether provided on campus or by accessing community resources.

V. Security Planning for Potentially At-Risk Employees and Students

- A. Some employees/students can be at risk for violence/hostility because of the nature of their jobs. Other employees or students can be at risk because they are subject to violence, threats, or harassment from a current or former spouse or partner, or other non-employee. The Southwestern Public Safety Department, Enrollment Services, Human Resources, the Counseling Center, and other offices will work with at-risk students and employees, and their supervisors or instructors, to develop safety plans that address specific risks.
- B. Court issued Orders of Protection, Restraining Orders and SWIC issued Personae Non Gratae' will be enforced by Public Safety or other local law enforcement agencies, as applicable. The CBITAT will attempt to coordinate class schedules changes to accommodate a student's educational opportunity but the safety of the victim or petitioner will be priority.

VI. Pre-employment Screening and Criminal Background Checks

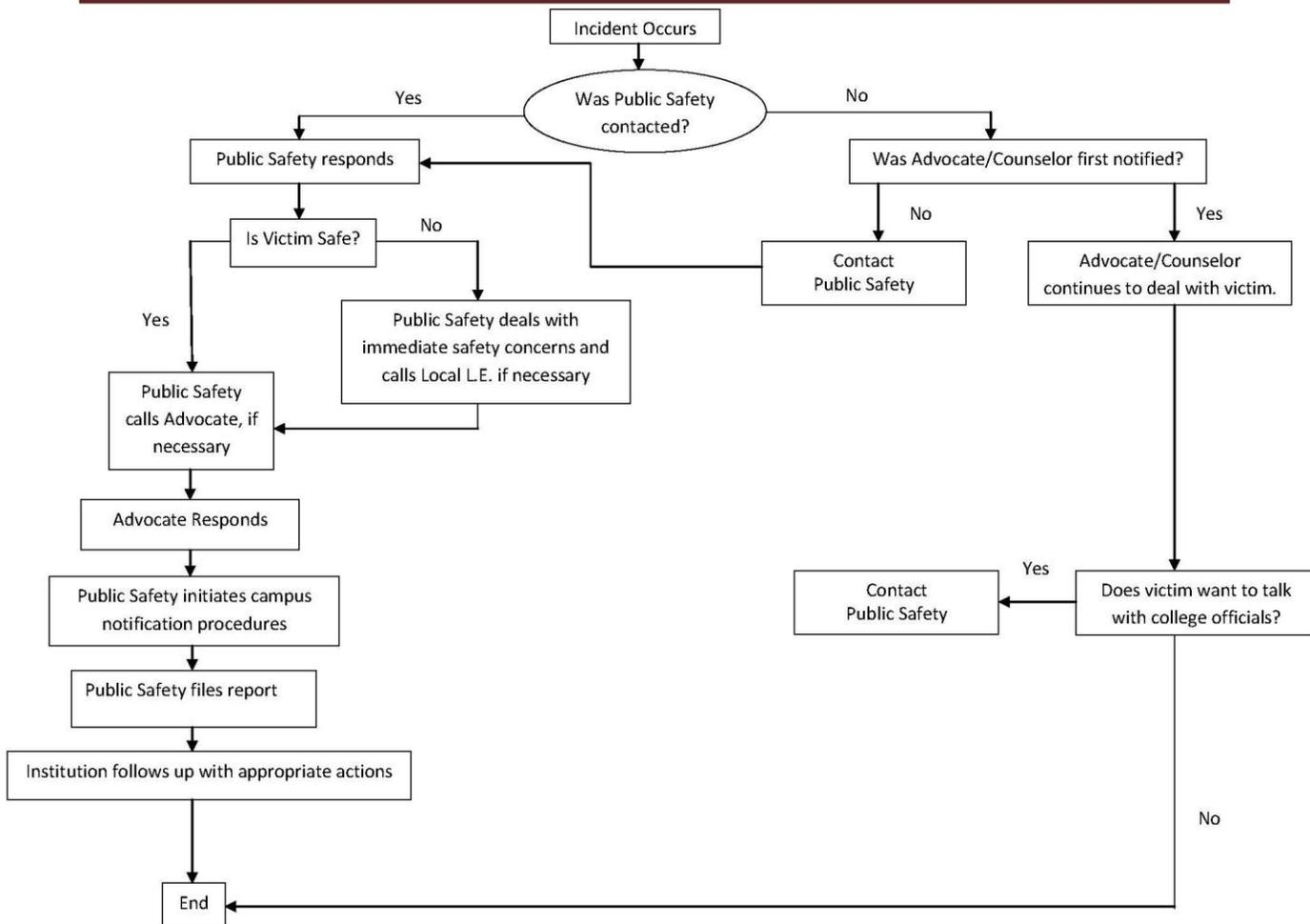
- A. Human Resources administers the safety-sensitive background checks and will work with hiring managers to ensure that sensitive positions are identified and criminal background checks are conducted (110 ILCS 12/5 Campus Security Enhancement Act of 2008). Hiring managers are responsible for conducting pre-employment reference checks and advising Human Resources when potential problems are identified. Safety-sensitive positions that require a criminal background check include but are not limited to:
 - 1. Public Safety employees
 - 2. Kid's Club employees
 - 3. Physical Plant (Custodial/Maintenance)
 - 4. ATS Drivers
 - 5. Instructors for Community Education Programs (Kids on Campus, College for Kids)
 - 6. Selected Information Technology employees
 - 7. Selected Programs and Services for Older Persons (PSOP) employee
 - 8. Schmidt Art Center employees
 - 9. Counselors
 - 10. Other Instructional Programs such as Health Sciences, Homeland Security and Education. These background checks are monitored by the respective programs.

B. Registered Sex Offender Program (Campus Sex Crimes Prevention Act (CSCPA) of 2000:

1. CSCPA is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. CSCPA is an amendment to the Jacob Wetterling Against Children and Sexually Violent Offender Act. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offender.
2. In accordance with the CSCPA and 730/150 Illinois Compiled Statute (ILCS), Sex Offender Registration Act, and 730152 ILCS, The Sex Offender and Child Murderer Community Notification Law, adult criminal sex offenders, who must register with law enforcement officials, must also notify those officials of their enrollment or employment at institutions of higher education within the state.
3. In accordance with the CSCPA, the college must notify the Southwestern Illinois College community of where this information can be obtained. To request information regarding registered sex offenders, including those enrolled or employed at Southwestern Illinois College, visit the Illinois State Police website at <http://www.isp.state.il.us> (Registered Sex Offender Information), National Sex Offender Public Registry @ www.nsopr.gov or Southwestern's Department of Public Safety Web page, www.swic.edu/publicsafety, or visit the Department Public Safety Investigations, 2500 Carlyle Avenue, Belleville, Illinois during normal operating hours, Monday through Friday, 8 a.m. to 4:30 p.m., excluding holidays per the published college calendar.

Appendix 4

VICTIM RESPONSE DECISION FLOW DIAGRAM



References

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Higher Education Opportunity Act of 2008
- Student Rights and Student Conduct, as amended
- Board of Trustees Policies 7006, Public Safety; 3008, Faculty and Staff Ethics, 7007, Emergency Operations, and/or 7018, Violence Prevention
- 110 ILCS 12/5, Campus Security Enhancement Act of 2008
- 720 ILCS 5, Criminal Code of 1961
- Campus Sex Crimes Prevention Act (CSCPA) of 2000
- 730/150 Illinois Compiled Statute (ILCS), Sex Offender Registration Act
- 730/152 ILCS, The Sex Offender and Child Murderer Community Notification Law
- Campus Violence White Paper, American College Health Association, Board of Directors, February 5, 2005