



# John Wood Community College

Annual Security Report

2021



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## Letter from the President

The John Wood Community College mission is to enrich lives through learning by providing accessible educational opportunities and services at an exceptional value.

One of the most important services the College can provide is a strong commitment to campus safety and security. The College and the Campus Police Department are committed to providing the highest level of quality campus law enforcement services to the campus community.

The College hereby submits the Annual Security Report (ASR) for 2021. The ASR provides current and prospective students and employees with information regarding the College's safety and security policies and procedures, crime prevention practices, and procedures to respond to a variety of emergencies. The College strives to maintain a high level of trust and transparency with the campus community. The campus crime statistics and policies in the ASR not only represent the College's best efforts in transparency but are also mandated by state and federal law. The College's safety record is impeccable. In 2019 the National Council for Home Safety and Security ranked John Wood Community College the 5th safest college in the nation, the 2nd safest community college in the nation, and the #1 safest college in the State of Illinois ([www.alarms.org/safest-colleges](http://www.alarms.org/safest-colleges)). This ranking and recognition are a testament to the effectiveness of the John Wood Community College Police Department and partnering local law enforcement agencies.



The College is committed to providing additional safety and security measures to enhance the efforts of Campus Police. These include but are not limited to: Safety Escort Program; Silent Witness Confidential Reporting; Campus Parking Emergency Phones; Violence Prevention Plan; Behavioral Intervention Plan and Team; and Emergency Response Procedures and Drills.

All members of the campus community are strongly encouraged to take safety and security seriously, report any and all hazards or suspicious activity, and look out for each other's safety. I personally encourage students, staff, and faculty to share their concerns with the College and be proactive. Participation by the entire campus community will help raise awareness and promote the type of safe environment needed to fulfill the College's mission.

Michael Elbe  
President



## Introduction

John Wood Community College and the Campus Police Department are committed to providing the highest level of quality campus law enforcement services to the College community. The College and Campus Police recognize the extreme value in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and have developed these procedures to maintain compliance.

Campus Police, by October 1st of each year, prepares, publishes, and distributes to current students and employees, and to applicants for enrollment and employment, via the Campus Police web site ([www.jwcc.edu/student-resources/campus-police](http://www.jwcc.edu/student-resources/campus-police)) and, in writing upon request, the ASR which contains information with respect to Campus Police policies and procedures and campus crime statistics.

Included in the ASR are crime statistics for incidents and crimes committed on campus for the most recent full calendar year and the previous three years. These statistics include those occurring on the College's main campus (1301 S. 48<sup>th</sup> St., Quincy, IL 62305) and all Regional Centers and public property adjacent to the main campus and Regional Centers.

A link to the ASR is mailed to all current students and employees along with other required compliance consumer information. A Clery Disclosure flier with information on accessing the ASR is also made available to prospective students and employees.

The ASR is required to maintain compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery), the Violence Against Women Reauthorization Act (VAWA) of 2013, and the Campus Security Enhancement Act of 2008.

The reporting requirements mandated by Clery do not violate the privacy protections granted by the Family Educational Rights and Privacy Act of 1974 (FERPA). The FERPA privacy protection

extends only to educational records. Records compiled by law enforcement units are not considered educational records and are therefore exempt from FERPA.

The ASR consists of several sections, including, but not limited to: Reporting of crimes and emergencies; Crime prevention programs; Emergency response; Role and authority of Campus Police; Maintenance and access to facilities; Crime statistics and definitions; Drugs and alcohol; Sexual assault, domestic and dating violence, and stalking; and Resources for crime victims.

The College is fully committed to transparency, and the ASR can be found online at <https://www.jwcc.edu/wp-content/uploads/2022/08/Annual-Security-Report-2021.pdf>.

The Campus Police Department is located on the College's main campus in the Learning Center (B Building) in Room B044. Officers are on-duty during all hours that the College is open and for special events and activities requiring Campus Police presence.

## Law Enforcement Authority and Interagency Relationship

The Campus Police Department is staffed by 4 full time and 1 part time police officers, which includes a Sergeant and Chief of Police. Campus Police officers are fully commissioned police officers with all powers provided to police officers by the State of Illinois. Campus Police officers are certified by the Illinois Law Enforcement Training and Standards Board and regularly receive advanced training, beyond the basic law enforcement academy. Campus Police officers are responsible for the enforcement of local, state, and federal laws, as well as Board of Trustees policies. Additionally, Campus Police officers undergo a pre-employment criminal background check.

Campus Police is regularly scheduled on duty 6:00am – 10:00pm Monday – Thursday and 6:00am – 2:00pm Friday and at all other times when special events are held on campus.

In accordance with Campus Police policies and procedures, Campus Police officers will effectively handle all situations on campus within the scope of their duties, responsibilities, and authority. Campus Police officers will call for and assist local law enforcement agencies when situations reach outside of that scope.

Campus Police maintains a close working relationship with local law enforcement agencies with which the College has concurrent jurisdiction. These local law enforcement agencies respond promptly when their presence is requested on college property.

The Chief of Police and the Campus Police Sergeant maintain liaison with these local agencies and meet formally and informally with administrators from these agencies to discuss issues relating to Campus Police.

The College and Campus Police maintain a formal memorandum of understanding (MOU) with the Quincy Police Department for mutual aid and also maintains membership with the Illinois Law Enforcement Alarm System (ILEAS), the statewide law enforcement mutual aid system that provides local law enforcement agencies with assistance for emergency response, terrorism prevention, natural disasters, and other matters.

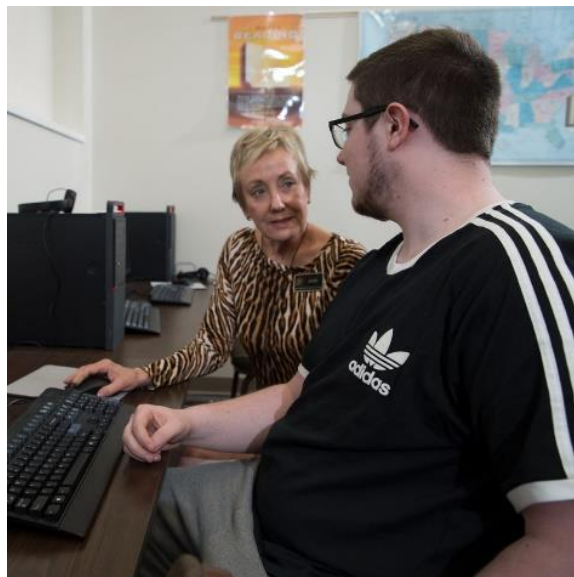
## Campus Security Authority

College students, faculty and staff are strongly encouraged to immediately report any criminal or suspicious activity or persons to the Campus Police Department.

Definition of Campus Security Authority:

- A campus police department or a campus security department of an institution.
- Individuals who have responsibility for campus security but do not constitute a campus police department or a campus security department, such as individuals who are responsible for monitoring entrance into institutional property.
- Individuals or organizations specified in the institution's statement of campus security policy as individuals or organizations to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a Campus Security Authority when acting as a pastoral or professional counselor. The College does employ one full time professional counselor and therefore does have a means for making confidential reports.

The Clery Act requires the reporting of criminal acts, hate crimes, violations of the Violence Against Women Act (VAWA), arrests, disciplinary actions, and unfounded crimes.



The Illinois Abused and Neglected Child Reporting Act mandates that all College personnel that have reasonable cause to believe persons under the age of 18, known to them in their professional or official capacity, may have been subjected to physical or sexual abuse, may have been at risk of physical or sexual abuse, or are being deprived of the proper or necessary care regarding possible physical or sexual abuse, are required by law to immediately report such mistreatment to the Illinois Department of Children and Family Services (DCFS) by calling the DCFS child abuse hotline at (800) 25-ABUSE.

Employees who report an incident to DCFS may also report the matter to the Campus Police Department. However, those responsible for reporting this conduct are individually responsible for ensuring that the conduct is reported directly to DCFS and should be aware that reporting this conduct to Campus Police alone will not fulfill this obligation. Anyone with questions or uncertainty about exactly who qualifies as a mandated reporter or whether a particular situation must be reported to DCFS and/or Campus Police should contact the Campus Police.

## Prompt Reporting of a Crime or Emergency

To ensure a safe and secure campus environment, students, staff, faculty, and visitors are encouraged and expected to report any and all suspected criminal activity and/or emergencies. To report suspected criminal activity, emergencies, and/or non-emergencies, call Campus Police (dial 4949 or 641-4949).

If the report requires an emergency response from local police, fire, EMS, or other emergency services, reporting persons should also call 911.

Reporting persons have the option of making an anonymous report of a crime using the Campus Police Silent Witness program [www.jwcc.edu/student-resources/campus-police/#silent-witness](http://www.jwcc.edu/student-resources/campus-police/#silent-witness). The College also employs one full time professional counselor and therefore does have a means for otherwise making confidential reports as needed.

## Response to a Reported Crime

Campus Police is regularly scheduled on duty 6:00am – 10:00pm Monday – Thursday and 6:00am – 2:00pm Friday and at all other times when special events are held on campus. Campus Police will respond to any and all reports of criminal activity and emergencies. Actual response time may be affected by factors including the number of Campus Police Officers on duty and their needed involvement in other criminal activities or emergencies at the time of the report. Campus Police Officers are trained to prioritize reports based on emergency potential. Campus Police will investigate all reported incidents, even in those cases when no criminal activity is detected, and criminal prosecution is not anticipated.

## Daily Incident Log

Campus Police maintains a daily log whereby incidents reported to Campus Police or other local authorities, made known to Campus Police, are recorded. The daily log includes the date, time, nature, general location, and disposition, if known, of the reported incident. Daily log entries are, except where disclosure of the information is prohibited by law or disclosure would jeopardize the confidentiality of the victim, open to public inspection within two business days of the initial report. New information relating to a daily log entry is recorded not later than two business days after the new information becomes available. Release of information may be delayed, if there is clear and convincing evidence that the release of information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

## Confidential Reporting

Crime of any type in any environment is serious issue for victims, first responders, and witnesses reporting possible criminal activity. Reporting a crime can be a traumatic experience for the victim or witness who has the courage and integrity to step forward. Victims and witnesses may be reluctant to come forward for a variety of reasons, including uncertainty as to whether or not an actual crime was committed, fear of retaliation by the accused or possible legal implications for those witnessing and reporting a crime.

Campus Police has a program to allow voluntary, anonymous, and confidential reporting of criminal or suspicious activity. Individuals who report crimes will be given the opportunity to withhold their names as part of process using the Silent Witness Program [www.jwcc.edu/student-resources/campus-police/#silent-witness](http://www.jwcc.edu/student-resources/campus-police/#silent-witness). The process is easily accessible via the Campus Police webpage. This program is available as a means of reporting crimes, suspicious activity, misconduct, or anything else any time a campus community member fears reprisal, embarrassment, or for any other reason does not feel comfortable reporting incidents through the normal process.

This confidential information is reported in the College's Annual Security Report, which is reported to the U.S. Department of Education. Reports filed on a confidential basis are also counted and disclosed in the annual crime statistics report.





## Maintenance, Security and Access to Campus Facilities

College facilities exist to support the principal functions of education and community service. In addition to classrooms, laboratories, and offices, the College has recreation, athletics, administrative support, maintenance, and utility facilities.

The College generally seeks to maintain open access to its facilities, but also exercises the right to restrict access to facilities (e.g., access to security, laboratory, maintenance, and utility facilities is restricted for safety and operational purposes). After hours, during holidays or breaks, and during other College closings, campus facilities will be locked and/or alarmed, and access is limited to those with proper authorization.

Campus Police is responsible for the Campus Key Program and will regulate campus facilities access authorization. The Main Campus and the Workforce Development Center utilize an electronic card access control system to grant access to campus facilities to authorized employees. Access to campus facilities, other than those facilities for which an employee is authorized, can only be obtained with permission from the employee's supervisor and Campus Police.

Maintenance of campus facilities continues to play a vital role in the overall safety and security of the campus in general. Campus Police, in conjunction with the Physical Plant, work diligently to ensure campus facilities are safe and secure for all staff, faculty, students, and visitors. Parking lots, sidewalks, crosswalks, and building exteriors are appropriately lighted after dark. Campus Police regularly surveys the exterior campus lighting and report any malfunctions as part of their daily duties. Campus Police and other key employees conduct regular Hazard Recognition Self Inspections which include inspections of campus building exterior doors, windows, access control systems, alarms, and life safety equipment and report any hazards per reporting requirements.

Exterior plants, shrubbery, and trees are maintained in such a way as to prevent security breaches and potential perpetrator hiding places. All College facilities and centers utilize CCTV surveillance video camera equipment. The CCTV system is not routinely monitored.

Members of the campus community are encouraged and expected to assist the Physical Plant and Campus Police in continuing their efforts to maintain safe and secure campus facilities, by reporting any potential hazards as soon as they are discovered.



## Security Awareness and Crime Prevention

College students, staff, faculty, and visitors are primarily responsible for their own safety and should make every effort to make their surroundings as safe and secure as possible. Believing it is always more prudent to prevent crimes than react to them after the fact, Campus Police seeks to consistently be proactive in dealing with matters of crime and safety. A primary method of accomplishing this goal is the College's Crime Prevention programs.

Campus Police offers selected crime prevention informational meetings to both students and employees. Crime Prevention information is provided to new employees at the time they are hired and to new students during orientation.

The College's Crime Prevention and Awareness programs are based on the dual concepts of eliminating criminal opportunities whenever possible and encouraging students and employees to be responsible for their own safety, belongings, and the safety of others.

Campus Police has implemented a number of crime prevention programs and has partnered with others to enhance these programs. Examples include:

- A. Active Violence Preparedness Training: The College teaches RUN-HIDE-FIGHT and has conducted active violence planning meetings with multiple departments, both in and out of the classroom.
- B. Safety Escort Program: Campus Police provides safety escorts to students, staff, or faculty at any time they a person fears for their personal safety (e.g., after dark, recent threats, snowy/ icy conditions, etc.). No requests for escorts will be deemed unreasonable.
- C. Regroup: Regroup is the mass notification system utilized by the College and provides subscribers with immediate information regarding campus emergencies via phone, email, and text. All campus community members are opted-in for emergency alerts and others can sign up at [www.jwcc.edu/information-technology/regroup](http://www.jwcc.edu/information-technology/regroup).
- D. Printed crime prevention materials: Crime prevention and programmatic information is posted on college bulletin boards and using the BlazerNet internal campus TV monitors. Educational brochures are distributed at crime prevention demonstrations and are available at various locations throughout all College locations.
- E. Crime prevention presentations: Crime prevention presentations, accompanied by written brochures and other written materials are made available to campus groups

and organizations, such as recognized student clubs and organizations and campus departments.

- F. Violence Prevention Plan: The College has established a Violence Prevention Plan, which includes a Violence Prevention Committee.
- G. Behavioral Intervention Plan: The College has established a Behavioral Intervention Plan, which includes a Behavioral Intervention Team [www.jwcc.edu/student-resources/campus-police/#bit](http://www.jwcc.edu/student-resources/campus-police/#bit).
- H. Risk Reminders: Campus Police/Risk Management emails the campus community periodically with risk reminders on various topics (e.g., winter weather safety, distracted driving, heat illness, etc.).
- I. Title IX Training: All students, staff, and faculty are required to complete annual Title IX awareness training to help students deal with issues of sexual assault, sexual harassment, dating and domestic violence, and stalking.
- J. Mental Health First Aid: Campus Police maintains a certified instructor in Mental Health First Aid and presents this subject to the campus community.

## Electronic and Digital Security System

The College has access to many electronic and digital security systems. Examples include:

- VoIP telephone system: The College's VoIP telephone system is equipped with E-911 which allows the 911 Center to know the exact location a 911 call comes from, down to the room/office location within a building.
- Surveillance Video Camera System: The College utilizes almost 200 surveillance video cameras across all College facilities, both internal and external, powered by a robust software program called Valerus. While not routinely monitored, this network of surveillance cameras is constantly watching and recording activities and may be monitored regularly as needed.
- Intrusion Alarm System: The main campus and WDC utilizes an intrusion alarm system that ties directly into a remote monitoring company. This system alerts campus police to any afterhours attempts to gain access to the campus without authorization.
- Fire Alarm System: The main campus and WDC utilizes a fire alarm system that ties directly into a remote monitoring company. Campus Police is alerted if a fire or fire related incident occurs on campus.

- Access Control System: The main campus and WDC utilize an electronic access control system powered by a software program called ProWatch. The system allows employees and others who are authorized to enter campus buildings and other areas afterhours.

## Timely Warning of Reports

In an effort to keep the campus community well informed of necessary information regarding criminal activity and emergencies, Campus Police will issue timely warnings. The issuance of timely warnings is primarily the responsibility of the Dean of Operations/Chief of Police.

Timely warnings consist of reports made to the campus community related to crimes reported to Campus Police or other local authorities that are considered to be a threat to other students, staff, faculty, or visitors. These reports to the campus community will be provided in a manner that is timely and that will aid in the prevention of similar occurrences. Timely warnings may be sent via campus e-mail, posted on the Campus Police website, posted in the form of a flyer on campus bulletin boards, and/or posted using the College's Regroup emergency messaging system. Names and identifying information of victims will remain confidential.

Timely warnings are usually distributed for FBI Uniform Crime Reporting (UCR) program classifications (e.g., arson, homicide, robbery, etc.).

Incidents of aggravated assault and sex offenses are considered on a case-by-case basis after reviewing the facts and determining whether there is a continuing threat to the campus community and the amount of information known by Campus Police or local law enforcement. For example, in the case of an assault between two students, there may be no ongoing threat to the other campus community members, and a timely warning would not be distributed. In cases involving sexual assault, these are often reported long after the incident occurred, so there is no ability to issue a "timely" warning to the community. Sex offenses will be considered on a case-by-case basis depending on where and when the incident occurred, when it was reported, and the amount of information known by Campus Police or local law enforcement.

Cases involving property crimes will also be considered on a case-by-case basis and alerts will be issued if there exists a discernible pattern of crime.

The Dean of Operations/Chief of Police is the primary point of contact for all reports made for the purpose of timely warnings and the annual statistical disclosure.

Campus Police maintains a close working relationship with local law enforcement agencies with which the College has concurrent jurisdiction. These local authorities notify Campus Police

when any crimes or incidents occur that might warrant the issuance of a timely warning to the campus community.

## Crime Statistics

In accordance with federal law, Campus Police takes several steps to ensure that required crime statistics are compiled accurately and completely for the most recent calendar year as well as the three preceding calendar years. The Dean of Operations/Chief of Police is primarily responsible for compiling annual crime statistics.

The Dean of Operations/Chief of Police communicates annually with records personnel from the local law enforcement agencies which have concurrent jurisdiction with the College and the Dean of Students, to collect required crime statistics data. The Dean of Operations/Chief of Police sends an annual campus-wide e-mail notice asking for all employees who are considered a Campus Security Authority to report any information on campus crime statistics that were reported to them during the year. Once data has been collected, the Dean of Operations/Chief of Police organizes and reports the information on the Annual Security Report and files a copy of this report with the U.S. Department of Education, as required by law.

Crime statistics are compiled in accordance with the crime definitions used in the Uniform Crime Reporting (UCR) system of the Department of Justice and Federal Bureau of Investigation and the National Incident-Based Reporting System (NIBRS) edition of the UCR handbook. Modifications in these definitions are used as implemented in the Hate Crimes Statistics Act. Crime statistics do not identify victims of crimes or persons accused of crimes.

## Crime Definitions

Crime statistics are collected as required by law for the following crimes and violations:

- Murder/ Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter: The killing of another person through gross negligence.
- Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when

a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hate Crimes:** Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.
- **Weapon Law Violations:** Violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Law Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- **Sex Offenses/Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- Sex Offenses/Non-forcible: Unlawful, non-forcible sexual intercourse.
  - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

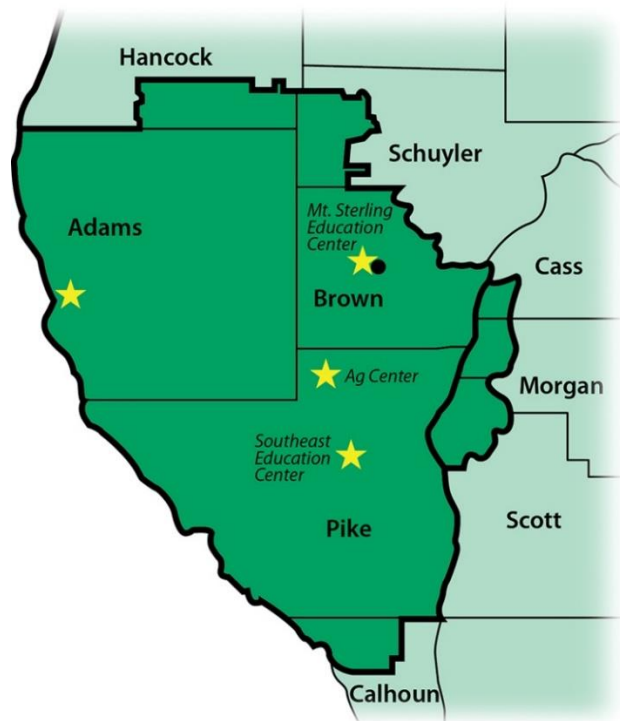
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

## Clery Geography

For purposes of reporting crime statistics with respect to the above listed crimes, Campus Police distinguishes, by means of separate categories, criminal offenses that occur on campus property, in or on a non-campus building or property, and on public property.

- **On-Campus:** Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Non-Campus Building or Property:** Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Campus Police will monitor, with assistance from the local law enforcement agencies with which the College has concurrent jurisdiction, any criminal activities occurring at off-campus locations recognized by the College as student





organizations or off-campus locations where students regularly engage in educational activities.

## Unfounded Crimes

There are instances where statistics on arrests, or reports of arrests, may be withheld or removed from the compiled data. This happens on the rare occasions where Campus Police have fully investigated the report, and based on the investigation and the available evidence, have made the formal determination that the report of the crime is false, or baseless.

The official determination of a reported crime that is found to be false or baseless is that the reported crime was “unfounded.” Only Campus Police may “unfound” a crime report for the purposes of reporting under this section.

Technicalities, such as the recovery of stolen property, the refusal of a victim to cooperate with prosecution and the failure to make an arrest do not “unfound” a crime report.

## Emergency Procedures

As required, the College has a Campus Emergency Operations Plan (CEOP) that contains emergency response details and evacuation procedures, including a comprehensive emergency communication plan.

Campus Police has primary responsibility for responding to and obtaining the necessary resources to mitigate, investigate, and document emergency situations. Campus Police also has the responsibility to determine if the situation does in fact pose a threat to the health and safety of the campus community.

Campus Police officers are trained in the Incident Command System (ICS) and the National Incident Management System (NIMS). When an emergency situation or incident occurs causing an immediate threat to the campus, the first responders on the scene are typically members of Campus Police who will be assisted by local law enforcement. Depending on the scope and seriousness of the event, other local, state, or federal agencies may also be involved in confirming and responding to the incident.



## Emergency Notifications

The College's main campus is equipped with an Emergency Audio Evacuation System (EAES) which Campus Police utilizes to broadcast emergency messages immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff, faculty, or campus visitors.

Campus Police will, without delay, considering the safety of the campus community, determine the content of the notification and initiate the emergency notification, unless the notification will, in the professional judgment of Campus Police, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Campus Police, depending upon the type of emergency, will confer with college administration to confirm that there is a significant emergency, will then decide of the content of the emergency notification and who should be notified, and will then initiate the appropriate notification.

All members of the Campus Police Department and all administrators of the College, when available, are responsible for conferring during an emergency situation to determine the appropriate emergency notification and response.

The College also utilizes campus-wide email and Regroup to deliver emergency information to students, staff, faculty, and any others that may be inquiring as to the status of an emergency situation at the College. The College also maintains a Twitter account (JWCCAlert) that is used to deliver emergency information. Public Relations and Marketing may also distribute relevant information using the College's Facebook account and may utilize the College's webpage. Local television and radio may broadcast emergency information. All facilities are equipped with NOAA weather radios to warn of dangerous weather.



Emergency Response Procedures are located in the Employee Safety and Risk Management Manual and the Campus Emergency Operations Plan (CEOP) and are included on the College's Campus Police intranet page. Emergency response procedure posters are displayed in all classrooms near the classroom emergency telephone. The College's emergency notification mechanisms are tested at least annually.

## Evacuation Procedures

The College conducts a campus-wide fire, severe weather, and shelter-in-place drill at least annually. These drills are documented to include a description of the exercise/drill, date, and time, whether it was announced, or unannounced, and after-action reports are completed pursuant to the Illinois Campus Security Enhancement Act.

Students, staff, and faculty learn the locations of the emergency exits in all buildings on campus and are also provided guidance about the direction they should travel when exiting each facility. The purpose of these drills is to prepare the campus community for an organized evacuation in the event of an actual emergency and to educate and train people on issues specific to their building. The drill allows for practicing evacuation procedures and familiarization with building exits and includes the actual sounds of alarms.

Evacuation drills are monitored by Campus Police and other local agencies to evaluate egress and behavioral patterns. Feedback from drill monitors and participants is used to identify areas to be improved.

Emergency Response Procedures posters, which include evacuation procedures, are located in every classroom near the emergency telephone and are provided to all departments and offices. All classrooms, labs, offices, etc. display an evacuation map with directions to the nearest building exits from those locations.

## Drugs and Alcohol

The use, sale, delivery, possession, and consumption of alcoholic beverages in or on college property is strictly prohibited except as specifically stated in Board of Trustees policies and procedures. Campus Police enforces local, state, and federal laws pertaining to the illegal use of alcoholic beverages, especially those laws that prohibit the sale to and possession and consumption of alcoholic beverages by persons under the age of 21. The possession, use, and sale of illegal drugs are violations of local, state, and federal laws and will be strictly enforced by Campus Police.



Students are expected to comply with the laws when it comes to the purchase and consumption of alcohol and the prohibition of purchasing and using or distributing illegal drugs and/or controlled substances. Students should be aware that this prohibition includes the use, sale or, distribution of prescription medication to persons other than to whom it was prescribed. The College reserves the right to take any action deemed necessary to protect the

College's interests and the safety of its students in cases involving the use, sale, possession, or distribution of illegal or controlled drugs.

## Drugs and Alcohol Abuse Education

Annually the College mails all current students and employees the compliance material required by the Department of Education regarding the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

The College is committed to providing a safe, secure, and healthy environment for members of the campus community. The College has adopted and implemented programs to prevent abuse of alcohol and use or distribution of illegal drugs by students and employees both on its premises and as part of any of the College's activities.

Students and employees should remain aware of the College's Drug and Alcohol-Free Workplace policy including disciplinary actions that could result for violations of the policy.

Drug Free Workplace training, including Reasonable Suspicion for Drug and Alcohol Abuse, is made available utilizing online training software (SafeColleges). The training consists of assisting employees to become more aware and able to identify behaviors of others who may be abusing alcohol or drugs, and the appropriate actions to take. Employees and students learn about college drug and alcohol policies as part of orientation. The College's employee benefits program includes an Employee Assistance Program (EAP) with services for those in need. The College's Student Life office provides drug and alcohol awareness trainings and activities for students.

## In Case of a Drug Overdose or Alcohol Poisoning

Students should be prepared to seek help or call 911 when another may be experiencing a drug overdose or alcohol poisoning. Students are expected to act in such situations and not remain a passive bystander. Here are the symptoms of alcohol poisoning, and remember, not all of the symptoms need to be present for alcohol poisoning to occur:

- Person is unconscious and cannot be roused
- Person is in a stupor or exhibits confusion
- Person is vomiting; prop unconscious persons on their sides so they won't choke on their own vomit
- Skin is pale, has a blue tinge and/or skin is cold to the touch

- Abnormally slow breathing (less than eight breaths a minute) and/or irregular breathing (a gap of more than 10 seconds between breaths).
- Seizures

Drug overdose symptoms vary depending on the drug consumed, but students should be familiar with this general list of symptoms that indicate help is needed. As with alcohol poisoning, not all symptoms need be present for an overdose to occur:

- Abnormal pupil size
- Agitation, or aggressive, violent behavior
- Convulsions
- Delusional or paranoid behavior
- Difficulty breathing
- Drowsiness
- Hallucinations
- Nausea and vomiting
- Nonreactive pupils (pupils that do not change size when exposed)
- Staggering or unsteady gait
- Sweating or extremely dry, hot skin
- Tremors
- Unconsciousness or death



## Sanctions for Violations of Alcohol, Drug and Substance Abuse Policies

The College may impose sanctions following the final determination of an institutional disciplinary proceeding regarding the violation of alcohol, illegal drug, and substance abuse policies. Sanctions may include many options, from community service, up to and including, expulsion.

## Sexual Misconduct Policy

The College expressly prohibits sexual assault, domestic violence, dating violence, and stalking and strongly encourages anyone with knowledge of any of these crimes to report this information to Campus Police immediately. The College complies fully with the Campus Sexual Violence Elimination Act (SaVE) and the Violence Against Women Act (VAWA).

While it is important to understand that sexual assault, domestic violence, dating violence, and stalking is never the victim's fault, it can be empowering to take steps to attempt to reduce one's vulnerability. The College and Campus Police offer sexual assault, domestic violence, dating violence, and stalking awareness and prevention information to college staff, faculty, and students. In conjunction with Quanada and other local service agencies, the College attempts to keep the campus community up to date on safety issues, including, sexual assault, sexual abuse, domestic violence, dating violence, stalking, and date rape drugs. Campus Police requests that victims provide Campus Police with copies of Orders of Protection and continually update this information as appropriate.

Seeking medical care is important, whether or not the victim chooses to report the sexual assault to the police. A local hospital emergency room can provide immediate medical attention. After a sexual assault, the primary medical concerns are physical injuries, sexually transmitted diseases, and pregnancy. At the time of the examination, testing will also be done in a systematic way to collect evidence that can be used to prosecute the person accused of committing the sexual assault. It is important that the victim not bathe, douche, or change clothing before the exam. These actions could destroy potential evidence. Quincy's Blessing Hospital has a networking agreement with the Quanada Sexual Assault Program whereby an on-call rape crisis counselor will respond at any time to support the victim through the emergency room medical exam. The medical exam is also designed for thorough and complete evidence collection. Evidence may be collected, whether or not the victim chooses to report the assault to the police, so that it is available at a later date, if needed.

The Sexual Assault Survivor's Emergency Treatment Act (SASETA) may cover the emergency room costs if the victim does not have public or private medical insurance. SASETA may also provide a six-week follow up exam at Blessing Hospital. Under the Illinois Crime Victim's Compensation Program, victims of violent crimes can be reimbursed for out-of-pocket medical

expenses, loss of earnings, psychological counseling, and loss of support income due to the crime.

Sexual assault, sexual abuse, domestic violence, and dating violence are violent crimes. Like all other violent crimes, it is the responsibility of the State to prosecute the accused offender on the victim's behalf. The victim of sexual assault, domestic violence, or dating violence is encouraged to immediately report the incident to Campus Police. Campus Police will initiate the investigation and assist the victim in exercising the option to inform the appropriate law enforcement authorities. Campus Police maintains a Memorandum of Understanding (MOU) with the Quincy Police Department whereby the QPD agrees to assist with investigations of major crimes on campus (e.g., sexual assault). Seeking police assistance and court action can reduce the chance that the same accused offender will assault the victim, or someone else. Campus Police will provide victims with a copy of the Illinois Domestic Violence Act Victim Information sheet.

Whenever sexual assault, sexual abuse, domestic violence, or dating violence is committed, the State considers the crime an act against the people of the State. Therefore, criminal cases are tried by the State's Attorney's Office. The victim is considered a witness to the crime and does not have to pay fees for assistance from the State's Attorney's Office. The victim's report of the crime, medical report, and evidence will be used to help prosecute the case and the victim may be called to testify in court.

In accordance with the College's Equal Opportunity, Harassment, and Nondiscrimination procedure and Equity Resolution Process, the Dean of Students will entitle both the accuser and the accused to the same opportunities to have others present during any campus disciplinary proceeding and will provide both the accuser and the accused with information regarding the outcome of any campus disciplinary proceeding brought alleging a sex offense, domestic violence, or dating violence. Campus disciplinary sanctions for cases involving alleged sex offenses, domestic violence, or dating violence may include, but are not limited to, suspension, expulsion, and criminal prosecution.

Sexual assault, domestic violence, dating violence, and stalking are a crisis and victims all handle crisis in different ways. The emotional reaction to sexual assault, domestic violence, dating violence, and stalking is complex and often confusing. Talking with someone who understands can help a victim sort out the emotional aftermath of sexual assault, domestic violence, dating violence, or stalking. A counselor who has knowledge of the trauma related to sexual assault, domestic violence, dating violence, and stalking can help a victim gain perspective on the situation. Campus Police will notify appropriate counseling services, including the College's Coordinator of Counseling Services, and assist the victim in accessing these services. The College will assist the victim of a sexual assault, domestic violence, dating violence, or stalking in making changes to their academic schedule, when these changes are requested by the victim and are reasonably available. The College does not have on-campus housing.

Quanada Sexual Assault Program (217)223-2030 or (800)3692287. The College and Quanada have entered into a Memorandum of Understanding (MOU) which formally names Quanada as the confidential advisor entity for the College in compliance with Illinois PA 99-426III (Preventing Sexual Violence in Higher Education Act). Other services include the College Coordinator of Counseling Services (217)641-4360; Illinois Coalition Against Sexual Assault (ICASA) (217)753-4117; and HELP LINE Information and Referral Service (217)224-1223 or (800)747-4636.

## **Campus Sex Crimes Prevention Act**

The College fully complies with the Illinois Sex Offender Registration Act, which mandates that all sex offenders employed by or attending an institution of higher education register directly with Campus Police. Any student or employee, registered as a sex offender in any state, must register, in person, as a sex offender with the institution of higher education they are attending within three days of beginning classes or employment.

Individuals required to register at the College as a sex offender are not required to pay a registration fee. If the individual is already employed by, or attending class at the College, they must register, in person, within three days of their conviction. Also, that individual must notify Campus Police, in person, of any and all changes of employment or enrollment status within three days of such a change. Registration must be renewed each academic semester until the individual's registration requirement is complete. Failing to register will result in penalty of law and College policy.

Complying with all legal requirements regarding the on-campus presence of sex offenders would be ineffective without knowledge of how to gain access to the information.

Information provided by the State of Illinois concerning registered sex offenders, especially registered sex offenders who are or may be enrolled at or employed by the College, may be obtained by contacting Campus Police (217)641-4291, by accessing the Campus Police website, or by accessing the Illinois State Police Sex Offender Registration web site at <http://www.isp.illinois.gov/sor>.

## **Violence Against Women Reauthorization Act of 2013**

### **Purpose**

The College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, the College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault,



domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the campus community.

The College has established a Crisis Management Team. A segment of this team meets as needed, and in addition to other violence prevention activities, the team is responsible for developing, reviewing, and revising protocols, policies, and procedures for addressing violence against women on campus.



## Definitions

**Consent:** A freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he/she withdraws consent during the course of that sexual penetration or sexual conduct.

**Sexual Assault:** Sexual penetration by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent.

**Domestic Violence:** Physical abuse, threatening, harassing, or interfering with the personal liberty of another family or household member. Family or household members are (1) family members related by blood (2) people who are married or used to be married (3) people who share or used to share a home, apartment, or other common dwelling (4) people who have or allegedly have child in common or a blood relationship through a child in common (5) people

who are dating or engaged or used to date, including same sex couples; and (6) people with disabilities and their personal assistants.

Dating Violence: A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person.

Stalking: Knowingly engaging in a course of conduct directed at a specific person when that course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress. Stalking occurs when a person knowingly and without lawful justification, on at least 2 separate occasions, follows another person or places the person under surveillance or any combination thereof and (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person or (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

## **Prevention and Education**

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault, and stalking. Educational programming consists of online training (SafeColleges) and awareness materials for all students and employees and ongoing awareness and prevention information for students and employees that (1) Identifies domestic violence, dating violence, sexual assault, and stalking as prohibited conduct (2) Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (3) Defines what behavior and actions constitute consent to sexual activity (4) Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander (5) Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks, and (6) Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

## **Reporting**

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as academic and working accommodations, if reasonably available. Students should

contact the Dean of Student Services and Enrollment Management (Title IX Coordinator) and employees should contact the Director of Human Resources (Deputy Title IX Coordinator).

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible as evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, which would be useful to the police. Although the College strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you are strongly encouraged to report the incident promptly to Campus Police. The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he/she nevertheless should consider speaking with Campus Police or other law enforcement to preserve evidence in the event that the victim changes his/her decision at a later date.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to a college official, the following procedures will be followed as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report.



Incident:	Procedure:	Evidentiary Standard:
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Provide complainant with information on access to medical care</li> <li>2. Assess immediate safety needs of complainant</li> <li>3. Assist complainant with contacting police</li> <li>4. Provide complainant with referrals to mental health providers</li> <li>5. Assess need to implement protective measures (change in class schedule, No Contact directives, etc.)</li> <li>6. Provide information on applying for Order of Protection</li> <li>7. Inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>8. Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and outcome of any hearings</li> </ol>	Preponderance of the evidence standard
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Assess immediate safety needs of complainant</li> <li>2. Assist complainant with contacting police</li> <li>3. Provide information on applying for Order of Protection</li> <li>4. Provide information to complainant on how to preserve evidence</li> <li>5. Assess need to protective measures to protect the complainant</li> </ol>	Preponderance of the evidence standard
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Assess immediate safety needs of complainant</li> <li>2. Assist complainant with contacting police</li> <li>3. Provide information on applying for Order of Protection</li> <li>4. Provide information to complainant on how to preserve evidence</li> <li>5. Assess need to implement protective measures to protect the complainant</li> </ol>	Preponderance of the evidence standard

<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. Assess immediate safety needs of complainant</li> <li>2. Assist complainant with contacting police</li> <li>3. Provide information on applying for Order of Protection</li> <li>4. Provide information to complainant on how to preserve evidence</li> <li>5. Assess need to implement protective measures to protect the complainant</li> </ol>	Preponderance of the evidence standard
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## Assistance for Victims

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with information about their rights. In Illinois, crime victims have the following rights (1) To be treated with fairness and respect for their dignity and privacy throughout the criminal justice process (2) To notification of court proceedings (3) To communicate with the prosecution (4) To make a statement to the court at sentencing (5) To information about the conviction, sentence, imprisonment and release of the accused (6) To the timely disposition of the case following the arrest of the accused (7) To be reasonably protected from the accused through the criminal justice process (8) To be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim’s testimony would be materially affected if the victim hears other testimony at the trial (9) To have present at all court proceedings, subject to the admonition of the rules of confidentiality and subject to the rules of evidence, a victim-witness specialist, an advocate or other support person of the victim’s choice, and (10) To restitution.

Further, the College complies with Illinois law in recognizing orders of protection. Any person who obtains an order of protection should provide a copy to Campus Police. Campus Police will meet with the victim to develop a plan to reduce risk of harm while on campus or coming and going from campus. Campus Police will provide victims with information on how to obtain an order of protection.

To the extent of the victim’s cooperation and consent, the College will work cooperatively to ensure that the victim’s health, physical safety, work, and academic status are protected, pending the outcome of a formal investigation of the complaint. If reasonably available, a victim may be offered changes to academic or working situations in addition to information on counseling, health services and assistance in notifying local law enforcement.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating the complaint or delivering resources or support services to the victim. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Police daily

crime log or online. Victims may request that directory information on file be removed from public sources by request.



## Resources for Victims

### ON-CAMPUS

Campus Police	Main Campus, B044	217-641-4291
Human Resources	Main Campus, C227	217-641-4242
Student Services	Main Campus, C114	217-641-4301
Support Services	Main Campus, C122	217-641-4343
Disability Services	Main Campus, C142	217-641-4356
Counseling Services	Main Campus, D030	217-641-4360

### OFF-CAMPUS

Quincy Police Department	110 S. 8 <sup>th</sup> , Quincy	217-228-4470
Adams County Sheriff	521 Vermont, Quincy	217-277-2200
Illinois State Police	210 W. Crane, Pittsfield	217-285-9542
Pike County Sheriff	204 E. Adams, Pittsfield	217-285-4471
Brown County Sheriff	200 Court St., Mt. Sterling	217-773-2011
Quanada – Shelter	2707 Maine, Quincy	217-222-0069
Quanada – Sexual Assault	1900 Harrison, Quincy	217-223-2030
Victim Witness Office	521 Vermont, Quincy	217-277-2225

## ONLINE

Illinois Coalition Against Domestic Violence	<a href="http://www.ilcadv.org">www.ilcadv.org</a>
Sexual Assault	<a href="http://www.icasa.org">www.icasa.org</a>
Illinois Rape and Sexual Assault Resources	<a href="http://www.aardvarc.org">www.aardvarc.org</a>
Rape, Abuse, and Incest National Network	<a href="http://www.rainn.org">www.rainn.org</a>
Illinois Attorney General	<a href="http://www.illinoisattorneygeneral.gov">www.illinoisattorneygeneral.gov</a>
The National Center for Victims of Crime	<a href="http://www.ncvc.org">www.ncvc.org</a>
Stalking Resource Center	<a href="http://www.ncvc.org/src">www.ncvc.org/src</a>
Illinois Department of Human Services	<a href="http://www.dhs.state.il.us">www.dhs.state.il.us</a>

## **Adjudication of Violations**

Whether or not criminal charges are filed, a person may file a complaint alleging that a student or employee violated a college policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police will automatically be investigated regardless of if the complainant chooses to pursue criminal charges.

The College disciplinary process includes a prompt, fair, and impartial investigation, and resolution process. Investigators are trained on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation that protects the safety of the victim and promotes accountability. The policy provides that (1) Accuser and accused each have the opportunity to attend a hearing before a properly trained hearing board (2) Accuser and accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing (advisor may only consult and advise, but not speak for the advisee at any meeting or hearing) (3) Student conduct decision is based on the preponderance of evidence standard (4) Accuser and accused are notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final, and (5) Accuser and accused each have right to appeal the outcome of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures in the College's Equal Opportunity, Harassment, and Nondiscrimination procedure and Equity Resolution Process in order to remedy any hostile environment.

## **Confidentiality**

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

## **Discipline and Protective Measures**

In all cases, investigations that result in a policy violation, as proved by a preponderance of the evidence, will lead to the initiation of disciplinary procedures against the accused. The College may also implement protective measures following the report of domestic violence, dating violence, sexual assault, or stalking which may include changing academic or work schedule, escorts, etc. Student violators are subject to the Student Conduct Code. Employee violators are subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law. The College will determine whether protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible.

## **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act requires the College to issue a statement advising the campus community where Illinois law enforcement agency information concerning registered sex offenders may be obtained. It also requires registered sex offenders to provide notice of each institution of higher education at which the person is employed, carries on a vocation, volunteer's services, or is a student.

In Illinois, sex offenders must register with the local law enforcement agency with jurisdiction in the area in which they live. To access Illinois sex offender registry information, go to [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

## **Sexual Harassment and Sexual Assault Education**

The College is committed to maintaining a safe and healthy educational and employment environment, free from sexual discrimination, sexual harassment, and misconduct on the basis of sex.

Traditionally, prevention of sex discrimination was understood to be policies aimed at preventing discrimination based on the female or male sex, but the College recognizes that the prevention of sexual discrimination needs to include other previously marginalized groups. The College's policy seeks to afford protection to community members who have nontraditional sexual orientation or non-traditional gender identity.



The College's policies and procedures regarding sexual discrimination, harassment and misconduct apply to all settings and activities of the College, whether on or off campus, if prohibited behavior adversely affects the health, safety, or security of any member of the campus community or the interests of the College. These policies and procedures cover all students, faculty, and staff, and other individuals who have a relationship with the College and enable the College to maintain some control over the individual's conduct in places and activities that relate to the work of the College.

Sexual offenses, the threat of sexual offenses, sexual assault, dating violence, domestic violence and stalking are strictly prohibited by the College.

To foster a climate of respect on campus, and to educate students, faculty and staff about issues related to preventing and responding to acts of sexual misconduct, the College created policies and procedures that demonstrate its commitment to (1) Prohibiting acts of sexual misconduct, such as sexual harassment, sexual assault or other forms of sex or gender-based discrimination. Included in this category are acts of dating violence, domestic violence and stalking (2) Disseminating clear policies and procedures for responding to acts of sexual misconduct and interpersonal violence reported to or reasonably known to the institution, and (3) Formulating and delivering prevention and awareness programs and ongoing training and education campaigns to students and employees so they can identify what behavior constitutes sexual misconduct and interpersonal violence; understand how to report such misconduct; recognize warning signs of potentially abusive behavior and ways to reduce risk; learn about safety and viable options as related to a bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence or stalking another person.

The College's prevention programs consist of proactive educational programming as well as counseling and assistance services. Programs designed to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at new and continuing students and employees. Ongoing prevention programs are programming initiatives and strategies are designed to be sustained over time and focus on increasing understanding of topics relevant to and addressing dating violence, domestic violence, sexual assault, and stalking. Primary prevention programs are designed to stop dating violence, domestic violence, sexual assault, and stalking before these situations occur. These programs and initiatives are based on research or assessed value for effectiveness and include stressing behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms.

Risk reductions are options to decrease perpetration of sexual misconduct and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals. These include (1) Awareness programs, and (2) Bystander intervention.

Bystanders play a critical role in the prevention of sexual and relationship violence. The College seeks to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.



## Related Board of Trustees Policies

All policies found in the Board Policy Manual are subject to change from time to time, as approved by the Board of Trustees.

### **Board Policy 204 – Security and Violence in the Workplace**

#### **Purpose**

This policy establishes the importance of a safe and healthy workplace and an educational environment that is free from violence or threats of violence.



## **Policy**

The College prohibits violence in the workplace and the Board of Trustees has established consequences of workplace and school violence.

Although the Board of Trustees desires to provide a safe and healthy work environment, neither this policy nor any procedure shall be construed as an insurer or guarantor of safety or that any specific level of security measures will necessarily be taken at any time or in any particular circumstances. Also, neither this policy nor any procedure shall be deemed to waive any tort or other immunity. This policy applies to all College owned or leased campus locations, properties, facilities, and College owned or leased vehicles.

If a college student or employee engages in or threatens any violence in the workplace or school it may result in serious disciplinary action, including suspension, expulsion, termination, arrest, and/or criminal prosecution.

The College specifically prohibits the unlawful possession of firearms by any student, employee, guest, or visitor while on college property. Students and employees are also prohibited from possessing firearms while representing or in the course of performing responsibilities for the College during off campus activities. The Board of Trustees expressly prohibits the carrying of concealed firearms on college owned or controlled buildings and grounds, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of the College pursuant to the Illinois Firearm Concealed Carry Act (430 ILCS 66).

## **Zero Tolerance**

To better ensure a workplace that is free from acts of aggression, threatening behavior, and violence, all employees should review and understand all provisions of this procedure. For purposes of this procedure, workplace and school violence is any violent or potentially violent behavior that arises from or occurs in the workplace or school environment that affects College staff, faculty, students, and visitors. Consistent with Student Conduct Regulations, violence includes, by way of example, physically harming another, shoving, pushing, harassing, intimidating, stalking, coercing, and brandishing firearms or weapons, and threats of engaging in such activities. Individuals who engage in violent or prohibited behavior may be removed from the campus and may be subject to dismissal or other disciplinary action, arrest, and/or criminal prosecution. College staff, faculty, students, and visitors are expected to adhere to this procedure and to report all alleged incidents of workplace and school violence. It is the goal of this procedure to ensure that no person associated with the College is threatened by any employee, student, or visitor's actions or conduct.

## Firearm and Weapon Defined

A firearm or weapon is defined as: (i) any device, instrument, material or substance designed to cause serious physical injury, or any item which, by design or under the circumstances it is used, attempted or threatened to be used, or is readily capable of causing serious physical injury; or (ii) any firearm or weapon as from time to time defined for federal or state law purposes including, but not limited to 18 U.S.C. sect. 921.

## Prohibited Behaviors

The College does not tolerate any type of workplace or school violence committed by or against employees, students, and other individuals at any College facility. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited: (1) Causing physical injury to another person; (2) Making threatening remarks; (3) Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress; (4) Intentionally damaging College property or property of another employee or students; (5) Unlawful possession of a firearm or weapon while on College property or while on College business; and (6) Committing acts motivated by, or related to, sexual harassment or domestic violence.

The College does not tolerate behavior, directly or indirectly, that is violent; threatens violence; harasses or intimidates others; interferes with an individual's legal rights of movement or expression; or disrupts the workplace or school environment or the College's ability to provide service to the public. Violent or threatening behavior can include physical acts, oral or written statements, harassing telephone calls, texts, e-mails, social media postings, gestures and expressions, or behaviors such as stalking.



## **Campus Police**

All members appointed to the Campus Police Department shall have such powers and restrictions as set forth by law. The Dean of Operations/Chief of Police shall have general supervisory authority over the Campus Police Department and may establish rules and regulations and standard operating procedures. The Campus Police Department may consist of both full time and part time sworn police officers, non-sworn auxiliary police officers, and non-sworn security officers based on the needs of the College. All Campus Police Department employees will receive the necessary training required by the State of Illinois for the positions held.

## **Emergency Situations and Reporting**

The President is authorized and empowered to take or order such action or actions as may be appropriate in emergency situations or to deal with any breach of the peace. If the President is unavailable, such authority is granted to the Dean of Operations/Chief of Police. The President may also designate others to act in emergency situations or in the event of a breach of the peace if these parties are unavailable or it otherwise appears necessary or convenient.

For procedures to use during an emergency situation or in the event of a breach of the peace, refer to the Campus Emergency Operations Plan (CEOP) and the Emergency Response Procedures. Any potentially dangerous situations must be reported immediately to a supervisor or the Campus Police Department. Reports may be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of the investigations will be discussed with them. The Campus Police Department will actively intervene at any indications of a possibly hostile or violent situation. Law Enforcement records of the Campus Police Department are separate and apart from student and other records.

## **Concealed Carry**

The Board of Trustees expressly prohibits the carrying of concealed firearms on college owned or controlled buildings and grounds, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of the College pursuant to Illinois Firearm Concealed Carry Act (430 ILCS 66).

In accordance with the Act, the exception to this firearms ban is for parking areas where licensed persons shall still be permitted to carry a concealed firearm on or about his or her person within a vehicle into the parking areas of the college facility as provided by the Act.

Persons licensed to carry a concealed firearm must store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area as provided by the Act.

A licensee may exit a vehicle and carry a concealed firearm in the immediate area surrounding his or her vehicle within a parking area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle as provided by the Act.

As provided within the Illinois Firearm Concealed Carry Act, the Board of Trustees prohibits any non-law enforcement persons from carrying a firearm within any vehicle owned, leased, or controlled by the College and affirms the College's right to direct the Campus Police Department to enforce criminal sanctions against those found in violation while reserving the right to enforce student or employee discipline for violations of this action.

Nothing in this procedure restricts the carrying or use of firearms for the purpose of the instruction or curriculum of an officially recognized program, including, but not limited to law enforcement training programs, or possession by law enforcement officers.



## Inspections

In a further effort to maintain the security and integrity of the College facilities, offices, classrooms, labs, etc. and all contents thereof, including, but not limited to, desks, file cabinets, drawers, lockers, computers, and storage areas, are considered College property and are therefore subject to inspection by the Campus Police Department, at any time, with or without notice. The College also may install or utilize security surveillance equipment.

## Risk Reduction

As is consistent with applicable law, Human Resources may take reasonable measures to conduct background investigations to review candidates' backgrounds to reduce the risk of

employing individuals with an established history of behavior that would be contrary to this procedure or Board policy.

The Campus Police Department conducts regular Hazard Recognition Self-inspections of the premises to evaluate and determine any vulnerability to workplace violence or hazards. Corrective action may be taken to reduce risks.

While the College does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Campus Police Department if any employee exhibits behavior which could be reasonably believed to be a sign of a potentially dangerous situation. The report may be forwarded to the College's Behavioral Intervention Team for appropriate handling. Such behavior includes but is not limited to: (a) Centering discussions around an unusual emphasis on firearms or bringing firearms or weapons to the workplace; (b) Displaying overt signs of extreme stress, resentment, hostility, or anger; (c) Making threatening remarks; (d) Sudden or significant deterioration of performance; and (e) Displaying irrational or inappropriate behavior.

Human Resources may identify and maintain a list of employees who have been determined to be at a risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. Human Resources and the Campus Police Department may design a plan with at-risk employees to prepare for emergency situations.

## **Response**

All College employees and students are expected to take reasonable measures to protect themselves and other persons and property during the course of college activities. Nevertheless, employees and students are not encouraged to take unnecessary risks. Whenever necessary, the Campus Police Department or local law enforcement officials should be called upon. The Campus Police Department will respond immediately to all reports of in-progress acts of workplace and school violence. If necessary, the Campus Police Department will call for additional support from local law enforcement. If the workplace and school violence incident reach the magnitude whereby an evacuation of the campus is necessary, the Campus Police Department and local law enforcement will attempt to isolate the incident and methodically evacuate the campus away from the affected incident area in accordance with the College's Emergency Response Procedures.



## **Board Policy 209 – Smoke Free Campus**

### **Purpose**

This policy provides information on the College being a Smoke Free Campus.

### **Policy**

Due to known health risks and subject to the Smoke Free Campus Act, the College prohibits smoking as defined in the Act on all College property, which includes buildings, grounds, parking lots, and College-owned or operated vehicles. (Public Act 098-0985)

This policy applies to students, staff, faculty, and visitors and all are encouraged to assist violators with compliance by promptly notifying them of the policy.



Smoke or smoking includes the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment. (Public Act 098-0985).

Smoke or smoking also includes products containing or delivering nicotine intended or expected for human consumption (e-cigarettes, smokeless chewing tobacco, etc.), or any part of such a product that is not a tobacco product unless it has been approved by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is being marketed and sold for that approved purpose (nicotine patch, gum, etc.).

Smoke or smoking, as defined above, (Public Act 0980985) is strictly prohibited in accordance with the Smoke Free Campus Act on all College property. Violations of the policy may result in a student conduct referral, written warning, citation, and/or student or employee disciplinary measures.

Smoking and tobacco cessation programs related to this policy shall be provided to all who are interested so as to provide a healthy and safe environment.

## **Board Policy 211 – Parking and Traffic Regulations**

### **Purpose**

This policy outlines parking and traffic regulations on college property as established by the Board of Trustees.



## Policy

The Board of Trustees establishes regulations to provide a safe and efficient means of parking vehicles on campus parking lots and to ensure safety on its roadways and traffic areas.

### Violations – Parking

1. Blocking Drive: Parking a vehicle in a manner that blocks access to any driveway, entrance, service area, loading zone, or walkway, except for the purpose of immediate loading or unloading of passengers or cargo.
2. Accessible/Handicapped: Parking a vehicle in a space marked accessible/handicapped. The exception to this regulation is for vehicles displaying any form of accessible/handicapped identification device as issued or approved by the Secretary of State, other municipal corporation in the State of Illinois, or other State.
3. Double Parking: Parking a vehicle in a manner that blocks another vehicle into a parking space, except for the purpose of immediate loading or unloading of passengers or cargo.
4. Parking in Roadway: Parking a vehicle in any roadway not specifically designated for parking, except for the purpose of immediate loading or unloading of passengers or cargo.
5. Fire Lane/Hydrant: Parking a vehicle in any area designated and marked as a fire lane or parking a vehicle in front of or blocking access to any fire hydrant.
6. Sidewalks/Landscaping: Parking a vehicle on any campus sidewalk or on any campus landscaping (including grass, dirt, flowers, rocks, etc.).
7. End of Aisle: Parking a vehicle in line with other parked vehicles, but at the end of an aisle and not in a designated parking space, except for the purpose of immediate loading or unloading of passengers or cargo.
8. More Than One Space: Parking a vehicle outside of the marked parking lot lines thereby using more than one parking space.
9. No Parking Zone: Parking a vehicle in any marked no parking zone (including yellow painted curbs, areas marked by a no parking sign, painted safety zones, etc.), except for the purpose of immediate loading or unloading of passengers or cargo.



## Violations - Traffic

1. Speeding: Operation of a motor vehicle in excess of 20mph. Speed limit of 20mph on all College properties unless otherwise posted.
2. Seat Belt: Failure to wear properly fastened and adjusted seat belt. Seat belts shall be properly used by driver and all front seat passengers.
3. Disobey Stop Sign: Failure to stop at stop sign and painted stop line.
4. Failure to Yield: Failure to yield right of way to other vehicles or pedestrians.
5. Improper Lane Usage: Vehicles shall be driven within a single lane of traffic and shall not change lanes without proper signaling and unless safe to do so. Vehicles shall obey one-way road signs or markings.
6. Unnecessary Noise: Operation of a vehicle in a manner which causes unnecessary noise from tires, exhaust system, or amplification system.
7. Improper Vehicle Operation: Operation of any vehicle on college property in an improper manner so as to endanger life/well-being or property.



## Illinois Vehicle Code

1. All other violations of the Illinois Vehicle Code may be enforceable using the Illinois Citation and Complaint.
2. Any violations resulting in a traffic crash or property damage may be enforceable using the Illinois Citation and Complaint.

## Fines

All fines for college parking violations will be \$10.00 with the exception of Handicapped/Disabled parking violations, which will be \$250.00. Parking fines are due 14 days after the citation date and are payable at the College Business Office.

All fines for college traffic violations are \$50.00. Traffic fines are due 30 days after the citation date and are payable at the College Business Office. Unpaid traffic fines may result in the College traffic citation being changed to an Illinois Citation and Complaint filed with the Adams County Circuit Clerk's Office.

## **Appeals**

An appeal of any College parking or traffic citation may be filed in writing with the Campus Police Department any time prior to the due date of the fine.

An appeals committee consisting of employees and students will review all appeals within two business days and decide to either uphold the citation or grant the appeal, voiding the citation.

## **Judicial Enforcement**

The College has entered into an agreement whereby parking and traffic offenses may be prosecuted through the court system. The determination whether to utilize such option is in the discretion of the Campus Police Department.

## **Board Policy 212 – Sexual, Racial, Disability, and Other Forms of Harassment**

### **Purpose**

This policy requires compliance with the various civil rights and non-discrimination laws or requirements that apply to the Board of Trustees and the College pertaining to sexual, racial, disability, and other forms of harassment.

### **Policy**

The Board of Trustees is committed to providing an educational and employment environment free from all forms of sexual, racial, disability, and other forms of harassment of employees, students, and other individuals contrary to law or applicable regulation or rule at any College facilities, in connection with any College activities, or under circumstances under its control and authority. The JWCC Student Code of Conduct and policies relating to employees also are to be considered as prohibiting harassment. The policy of the Board shall be provided to applicants for admission and employment, students, and the faculty association, and also disseminated on the College website and in catalogs, handbooks, and publications.

Among other harassment, College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes harassment on the basis of sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct,



including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status.

The College will comply with Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Reauthorization Act (“VAWA”), Title VII of the Civil Rights Act of 1964 (“Title VII”), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the Preventing Sexual Violence in Higher Education Act, Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Illinois Human Rights Act, and all other applicable laws, regulations and rules regarding unlawful sex-based discrimination, harassment or other misconduct in violation of these laws, regulations and rules.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination of employment and/or expulsion or removal from the College.

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment, or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting, or participating in any manner in an investigation), is strictly prohibited. Retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited.

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Student Services as the Title IX Coordinator where the person alleged to have been harassed is a student and the Director of Human Resources where the person alleged to have been harassed is an employee. Each will collaborate and coordinate the College’s efforts to comply with its responsibilities under Title IX. Each may act as the deputy of the other. Where the respective authority of the Title IX Coordinator is unclear, a determination of authority will be made by the President, or the President’s designee, on a case-by-case basis. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the appropriate Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

The College will establish, maintain, and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College’s prohibition on sex-based misconduct.

- Definitions of prohibited conduct.
- Responsibilities of and contact information for the College’s Title IX Coordinator and Deputy Title IX Coordinator.
- Options for assistance following an incident of sex-based discrimination, harassment, or other misconduct.
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct.
- The College’s response to reports of alleged sex-based misconduct.
- The College’s grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking.
- Prevention and education programming provided to college students; and
- Training and education provided to employees identified by the College that will be involved in the receipt of reports of, responding to, investigating, or adjudicating alleged incidents of sexual discrimination, harassment, or other misconduct, or involved in the referral or provision of services to survivors; and
- Such other matters as may be required by applicable laws, regulation, or rule.

## **Administrative Procedure 212.1**

### **Purpose**

The College is committed to maintaining a safe and healthy educational and employment environment that is free from unlawful discrimination, harassment, and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this administrative procedure is to implement the College’s policy prohibiting sex-based misconduct and Board Policy 212 – Sexual, Racial and Other Forms of Harassment, ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972 (“Title IX”), which prohibits discrimination on the basis of sex in the College’s education programs or activities; relevant sections of the Violence Against Women Reauthorization Act (“VAWA”); Title VII of the Civil Rights Act of 1964 (“Title VII”), which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), which requires timely warning to the community of certain immediate threats; the Preventing Sexual Violence in Higher Education Act; and other applicable law and local ordinances.

The College has an obligation to take appropriate and reasonable action once it has actual knowledge of an act of sex-based discrimination, sexual harassment, or other sex-based misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

These procedures are intended to be consistent with Title IX requirements. In the event of conflict, Title IX requirements will prevail. Where the U.S. Department of Education utilizes other or different definitions than provided, the Department's then applicable definitions will apply.

## **Jurisdiction**

The College's policy prohibiting sex-based misconduct applies as is consistent with the requirements of Title IX to students, faculty, staff, board members, appointees, or third parties, regardless of sexual orientation or gender-identity, in a college education program or activity, but does not apply to misconduct occurring outside of the United States.

## **Scope**

This administrative procedure governs sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws as well as student or employee conduct requirements. This procedure applies, at a minimum, where Title IX matters are involved.

## **Administration**

### **A. Title IX Coordinators**

The College has designated Title IX Coordinators. They are:

Where Student Harassment or Matters are Alleged:

Dean of Student Services and Enrollment

Tracy Orne

John Wood Community College

1301 S. 48th St., Quincy, IL 62305

Telephone: (217) 641-4300

Email: [torne@jwcc.edu](mailto:torne@jwcc.edu)



Where Employee Harassment or Matters Alleged:

Director of Human Resources  
Dana Keppner  
1301 S. 48th St., Room C229, Quincy, IL 62305  
Telephone: (217) 641-4241  
[Email: dkeppner@jwcc.edu](mailto:dkeppner@jwcc.edu)

Responsibilities of the Title IX Coordinator may include as is within the Title Coordinator's area, but are not limited to:

1. Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
2. Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
3. Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
  - a. With respect to Title IX complaints that relates to a student and an employ, the respective Title IX Coordinator will appropriate collaborate and manage the investigation into the allegations.
  - b. The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
4. Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
5. Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
6. Ensuring that adequate training is provided to students, faculty, staff and, as appropriate, others on Title IX issues.
7. Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.

8. Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
9. Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: (312) 730-1560  
[Email: OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)



B. Referral Title IX Coordinator

Where a matter is presented to either Title IX Coordinator, it will be referred to the other Title IX Coordinator with that other Title Coordinator's area.

Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment or Misconduct

C. On and Off Campus Counselors and Advocates

The following on and off campus counselors and advocates can provide an immediate confidential response in a crisis situation, as well as ongoing assistance and support:

Coordinator of Counseling Services  
Teresa Bertelli  
John Wood Community College  
1301 S. 48th St., Quincy, IL 62305  
Telephone: (217) 641-4360  
[Email: tbertelli@jwcc.edu](mailto:tbertelli@jwcc.edu)



Quincy Area Network Against Domestic Abuse (QUANADA)  
2707 Maine St., Quincy, IL 62301  
Telephone: (217) 222-0069

While these counselors and advocates may maintain a reporting person's confidentiality with the College, they may have reporting or other obligations under State law.



#### D. Emergency Response

Anyone who experiences or observes an emergency situation should immediately call 911 and/or for on campus emergencies – Campus Police (217) 641-4949.

Dean of Operations/Chief of Police  
Bill LaTour  
John Wood Community College  
1301 S. 48thg St., Quincy, IL 62305  
Telephone: (217) 641-4290  
[Email: blatour@jwcc.edu](mailto:blatour@jwcc.edu)

#### E. Off Campus Health Care Options

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting a local health care provider.

Blessing Hospital  
1005 Broadway, Quincy, IL 62301  
Telephone: (217) 223-1200



Blessing Hospital provides medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. However, that while these health care providers may maintain a reporting person's confidentiality with the College, they may have other reporting obligations under State law.

#### F. State of Illinois Sexual Harassment and Discrimination Helpline

The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday – Friday, 8:30am – 5:00pm, at (877) 236-7703.

## Making a Report of Alleged Sex-Based Misconduct

Any student, employee or community member who wishes to report sex-based misconduct and avail themselves of this procedure may do so by making a report to the Title IX Coordinator. A report to either Title IX Coordinator is a sufficient report. In addition, a report may be made to, and the College will be considered as having actual knowledge of sex-based misconduct if reported to the President, the Vice President of Instructional Services, the Dean of Business Services and Institutional Effectiveness, and the Dean of Student Services. These specific persons are sometimes referred to as “responsible employee” or “responsible employees.”

### A. Student Reporting

The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they may get the support they need and so that the College can respond appropriately. This is not a substitute for making a report for purposes of Title IX. Where a report is received, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person’s rights and options pursuant to this procedure.

Immunity for Good Faith Reporting: Students who in good faith report an alleged violation of the College’s policy prohibiting sex-based misconduct will not receive a disciplinary sanction for an incidental student conduct violation (such as underage drinking) revealed during the course of reporting. However, this does not apply where the student conduct violation involved is malicious, egregious, including without limitation misconduct which places the health or safety of another person at risk, or constitutes the violation of criminal law.

#### 1. Student Reporting to the Title IX Coordinator

Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator directly. The College’s Title IX Coordinator is:

Dean of Students  
Tracy Orne  
John Wood Community College  
1301 S. 48th St., Quincy, IL 62305  
Telephone: (217) 641-4300  
[Email: torne@jwcc.edu](mailto:torne@jwcc.edu)

#### 2. Student Reporting to Responsible Employees

The President, the Vice President of Instructional Services, the Dean of Business Services and Institutional Effectiveness, and the Dean of Student Services are

required to report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct reported to this by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report.

Before a student reveals any information, the student should understand the reporting obligations to the Title IX Coordinator. If the student wants to make a confidential report, the student should be directed to the College's confidential resources.

If the student wants to explain what happened but also maintain confidentiality, the employee should inform the student that the College will consider the request, but that the College cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Title IX Coordinator will be informed of the student's request for confidentiality.

### 3. Confidential Reporting

Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to:

Coordinator of Counseling Services  
Teresa Bertelli  
John Wood Community College  
1301 S. 48th St., Quincy, IL 62305  
Telephone: (217) 641-4360  
[Email: tbertelli@jwcc.edu](mailto:tbertelli@jwcc.edu)

Quincy Area Network Against Domestic Abuse  
(QUANADA)  
2707 Maine St., Quincy, IL 62301  
Telephone: (217) 222-0069

These individuals and organizations are confidential advisors. Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

While these individuals and organizations may maintain a student's confidentiality with the College, they may have reporting or other obligations under State law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or

neglected individual with a disability, is required to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

If the College determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the College community, Campus Police may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

#### 4. Electronic and/or Anonymous Reporting

The College maintains an online system for electronic reporting. The reporter may choose to provide their identity or may choose to report anonymously. The system will notify the user, before they enter information, that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at <https://www.jwcc.edu/student-resources/campus-police/#silent-witness>. Where a reporter chooses to provide their identity and contact information, the College will promptly follow up the reporter.

#### 5. Student Participation in Public Awareness Events

Public awareness events such as Take Back the Night, the Clothesline Project, candlelight vigils, protests, survivor speak outs or other forums in which students disclose incidents are not considered notice to the College of sex-based discrimination, harassment, or misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' rights at these events.

### B. Employee Reporting

#### 1. Alleged Sex-Based Misconduct of a Student

All College employees are expected to report incidents of sex-based misconduct to the Title IX Coordinator. However, actual knowledge is imputed to the College only if the report is made to the Title IX Coordinator, the President, the Vice President of Instructional Services, the Dean of Business Services and Institutional Effectiveness, and the Dean of Student Services. Actual knowledge may result from a report made by an employee to any of these persons.

#### 2. Alleged Sex-Based Misconduct of an Employee

An employee should notify the Title IX Coordinator if they believe that the College or a member of the College community has engaged in sex discrimination, sexual harassment, or other sex-based misconduct in violation of the College's policy prohibiting sex-based misconduct or Board Policy 212 – Sexual, Racial and Other Forms of Harassment.

## **College Response to Reports of Alleged Sex Discrimination, Harassment or Other Misconduct**

### **A. Processing of Report**

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act, the Title IX Coordinator will promptly contact the person alleged to be the complainant to:

1. Discuss the availability of supportive measures.
2. Consider the complainant's wishes with respect to supportive measures.
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

### **B. Supportive Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

1. Counseling and mental health support.
2. Extensions of deadlines or other course-related adjustments.
3. Leaves of absence.
4. Changes to academic, transportation and/or working schedules or situations.

5. Increased security and monitoring of certain areas of campus.
6. Issuance and enforcement of mutual campus no contact orders; and
7. Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision, or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/ or victimization surveys; and/or revisions to the College's policies, procedures, and practices. Such consideration is discretionary based on the circumstances.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College's ability to provide the supportive measures.

The Title IX Coordinator is responsible for coordinating the College's implementation of supportive measures.

#### C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the grievance process in response to a formal complaint or in the absence of a formal complaint, the College may remove a respondent from the College's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis (for example, through the consideration of Behavioral Intervention Team), that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In accordance with Board Policy or by action of the President, the College may also place an employee on administrative leave during the pendency of the grievance process in response to a formal complaint.

#### D. Clery Act Reporting Obligations

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The Clery Act also requires the

College to maintain a public crime log and publish an Annual Security Report (ASR) available to all current students and employees. The ASR documents most recent full calendar year and three preceding calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

#### Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this grievance process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging sexual harassment in violation of Title IX and/or sexual violence, domestic violence, dating violence or stalking in violation of the Preventing Sexual Violence in Higher Education Act; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this grievance process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or cause a qualified person to undertake the investigation on their behalf.

#### E. Notice of Allegations

Generally, within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This grievance process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the Preventing Sexual Violence in Higher Education Act, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a

determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.

6. The College policy prohibiting knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

#### F. Informal Resolution

At any time after receiving the initial notice of allegations, and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process such as mediation. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The mediator or facilitation of the informal resolution process will not be called to testify at any formal hearing.

The College, in general, does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a college employee toward a student. Any informal resolution, however, will not preclude disciplinary action being taken against the employee by the College.

#### G. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

#### H. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, that the conduct did not occur in the College's education program or activity, or that the conduct did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the College determines that Title IX is not applicable, but the College still intends to apply this grievance process to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that such



process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other College policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, either of a complaint altogether, or of a complaint for purposes of Title IX, the Title IX Coordinator or investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this process does not preclude action against a student or employee under other College policies and procedures.

#### I. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this grievance process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross examination during the live hearing. A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in this procedure. If a party's advisor violates this procedure or engages in behavior that harasses, abuses, or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting, generally at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the investigator's completion of their investigative report, the investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations

raised in the formal complaint. The parties will generally have 10 business days to submit a written response to the evidence, which the investigator will consider prior to completion of their investigative report.

After receiving and reviewing the parties' written responses, if any, the investigator will create an investigative report that fairly summarizes the relevant evidence and will forward a copy of their report to the Title IX Coordinator. Upon receipt of the investigator's report, the Title IX Coordinator will schedule a hearing. Generally, at least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report for their review and written response.

## J. Hearings

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. Such a request must state the specific reasons or cause for the request. A party wishing to request a substitution must contact the Title IX Coordinator generally within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement generally at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow up questions, including those that challenge credibility. Such cross examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally. If a party does not have an advisor who is available to conduct cross examination on behalf of that party at the live hearing, the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator generally at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross examination. A party who fails to notify the College that they do

not have an advisor within the generally required three (3) business day timeframe will waive the right to request that an advisor be appointed. However, the College should take reasonable steps to ask either party, in advance of the hearing, whether they have an advisor to conduct cross examination.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross examination or other questions, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

A live hearing may not be waived unless permitted under Title IX. Where a party has been provided notice of the hearing, the hearing may proceed in the absence of a party but may not be determined by default.

#### K. Determination Regarding Responsibility

Generally, within ten (10) business days after the conclusion of the hearing, the Hearing Officer will decide regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Generally, within seven (7) business days of reaching their decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of the College policy or other conduct standards to the facts.
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The procedures and permissible basis for the complainant and respondent to appeal.

#### L. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Appeals Reviewer. The Appeals Reviewer will be the College President or designee. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred.
2. New evidence or information exists that could affect the outcome of the matter.
3. The Title IX Coordinator, investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter which was unknown at the time of the hearing; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator generally within seven (7) business days of the party's receipt of the written

determination or written dismissal notice. The written appeal request must identify the grounds on which the party seeks to appeal the determination or dismissal.

Generally, within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Appeals Reviewer and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Appeals Reviewer will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Generally, within seven (7) business days after the Appeals Reviewer has concluded their review of the appeal, the Appeals Reviewer will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Appeals Reviewer's decision is final.

## **Prevention and Education for Students**

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its Violence Prevention Committee established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

## **Training**

The Title IX Coordinator, Campus Police, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's grievance process. Hearing Officers in particular

receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All confidential advisors receive 40 hours of training on sexual violence or are licensed in an appropriate related field before being designated a confidential advisor. Annually thereafter, confidential advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's grievance process.

The College, in conjunction with its Violence Prevention Committee established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes, and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

## **Definitions**

- A. Bystander Intervention: Includes without limitation the act of challenging the social norms that support, condone, or permit sexual violence.
- B. Complainant: An individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.
- C. Confidential Advisor: A person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners.
- D. Consent: Knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to the use or influence of alcohol or drugs; the person is asleep or unconscious; the person is underage; or the person is incapacitated due to a mental disability.

- E. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim; is cohabitating or has cohabitated with the victim as a spouse or intimate partner, shares a child in common with the victim; or commits acts against a youth or adult against an adult or youth victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- G. Education Program or Activity: A location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.
- H. Hate Crime: An act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of their sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status, or unfavorable military discharge.
- I. Hostile Environment Caused by Sexual Harassment: A sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive, or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits, or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- J. Incapacitation: When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.

- K. Intimidation: To intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's policy prohibiting sex-based misconduct and this procedure.
- L. Preponderance of the Evidence: When considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.
- M. Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.
- N. Responsible Employee: Actual Knowledge: A College employee who has the authority to redress sex-based misconduct. These include only the President, the Vice President of Instructional Services, the Dean of Business Services and Institutional Effectiveness, and the Dean of Student Services. Reports also may be made to the Title IX Coordinator. Actual knowledge will not otherwise be imputed to the College, but all employees are encouraged to relay information about alleged sex-based misconduct to these persons.
- O. Retaliation: Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting, or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's sex-based misconduct policy and this procedure. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment, or misconduct.
- P. Sexual Assault: Any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape, and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.
- Q. Sex-Based Misconduct: Misconduct on the basis of sex, sexual orientation, or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking.
- R. Sexual Exploitation: When a person takes nonconsensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and



that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another or exposing one's genitals to another in nonconsensual circumstances.

- S. Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades.
  2. Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual.
  3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
  4. Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits, or opportunities.

Examples of conduct of a sexual nature may include:

1. Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
  2. Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
  3. Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.
- T. Sexual Violence: Physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

- U. Survivor: An individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.
- V. Survivor-Centered: A systematic focus on the needs and concerns of a survivor of sexual violence, domestic violence, dating violence, or stalking that ensures the compassionate and sensitive delivery of services in a nonjudgmental manner; ensures an understanding of how trauma affects survivor behavior; maintains survivor safety, privacy, and, if possible, confidentiality; and recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.
- W. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.
- X. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.
- Y. Trauma-Informed Response: A response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

Where the U.S. Department of Education utilizes other or different definitions, the Department's then applicable definitions will apply.

## **Board Policy 214 – Campus Demonstrations**

### **Purpose**

This policy provides guidelines regarding campus demonstrations.

### **Policy**

The Board of Trustees recognizes and respects the right of members of the College community to freedom of assembly and speech and believes in fostering discourse and the free exchange of ideas at the College. However, as a matter of law and College policy, these rights and interests are restricted, and must be exercised on college property or facilities (whether owned or leased) only in a manner consistent with the mission and operation of the College and the rights of other members of the College community. The College will seek to maintain decorum and order as required in the Campus Demonstration Policy Act. (110 ILCS 10/2).

Neither this policy nor the implementation of this policy shall be construed or applied to discriminate based on viewpoint or the content of the message presented in a campus demonstration, except as permitted in those narrow areas of expression devoid of federal or state constitutional protection.

## **Registration of Demonstrations**

Consistent with Student Conduct Regulations and in order to better assure that campus demonstrations are conducted in a safe and appropriate manner as well as at an appropriate campus location, campus demonstrations should be registered with the Dean of Student Services and Enrollment Management at least 48 hours in advance of the intended beginning time of the campus demonstration by filing a "Notice of Intent to Conduct a Campus Demonstration." The notice should state the planned date, time, place, and anticipated participation for the demonstration. Upon receipt of such a notice, the Dean of Student Services and Enrollment Management will notify the President, the Campus Police Department, and others deemed appropriate of the planned demonstration. If the information provided about the campus demonstration clearly indicates that the demonstration may violate the College's standards or applicable law, or the date, time, or place is reasonably determined to be unsafe, then the person or persons registering the campus demonstration will be so advised by the Dean of Student Services and Enrollment Management who may suggest and provide for appropriate time, place, and manner restrictions that may better assure that the campus demonstration is consistent with the standards for demonstrations. The registration process serves, in part, to assure that the demonstration is conducted at an appropriate location and in an appropriate manner.

Whenever a campus demonstration is registered, the registrant should be given a copy of the Campus Demonstrations Policy and Procedure. The person or persons registering the demonstration are expected to inform participants that they should adhere to the standards of the policy and procedure.

The registration of a campus demonstration shall not be deemed to imply approval or disapproval by the College of the campus demonstration.

Upon notification of a spontaneous or unregistered campus demonstration, or of a campus demonstration which appears to violate the College's standards for group and individual behavior, the Dean of Student Services and Enrollment Management shall relate such information to the President and the Campus Police Department. If the activities in progress are believed to be in violation of the standards cited in the policy and procedure, established rules of the College, and/or federal, state, or local laws, the Dean of Student Services and Enrollment Management will inform persons present of the possible consequences of their actions and should seek to have the participants bring their activities into compliance with the standards cited in the policy and procedure.

The Campus Police Department along with the Dean of Student Services and Enrollment Management are expected to help ensure that demonstrators rights are protected, and the College's regular and essential operations and activities continue during the course of any planned, or any spontaneous or unregistered demonstration.

Nothing in this policy or procedure precludes appropriate College officials or others from seeking other recourse in the event of any campus demonstration including, but not limited to, law enforcement or disciplinary action.

## **Definition**

A campus demonstration is any public manifestation of welcome, approval, protest, or condemnation as by a mass meeting, procession, picketing, or occupation of premises. Exhibitions commonly associated with organized social or athletic activities are not deemed to be campus demonstrations.

The Board of Trustees considers it important to re-affirm the importance of appropriate time, manner, and place restrictions applicable to campus demonstrations. Accordingly, the College prohibits group and/or individual behavior or activities that:

- Materially disrupt the regular and orderly performance of instructional activities,
- College business, and authorized College functions and events.
- Prevent and unreasonably interfere with reasonable and free access to and exit from any College office, building, parking area, or other location.
- Involve actual or threats of physical violence, or other forms of harassment.
- Interfere with the safety, welfare, and the rights of members of the College community, College visitors, and others; or
- Are destructive to public or private property.
- Violates federal, state, or local law.

Demonstrations are limited to appropriate locations, which do not include, among other locations, faculty and administrative offices, classrooms, and other instructional facilities.

Interference with the normal function and proper conduct of the College or with the legitimate rights of individuals may cause the College to take disciplinary action (which may include suspension or expulsion, if appropriate) and could also cause the College to invoke legal action if federal, state, or local laws are violated.

The College does not establish a public forum at any location. Rather, a limited forum allowing campus demonstrations is established only for members of the College community, including, and limited to current faculty, staff, and students. Thus, demonstrations by others are neither approved nor authorized.



## **BOARD POLICY 215 – MINORS ON CAMPUS**

### **Purpose**

This policy provides direction for situations involving minors who participate in college programs and activities and outlines appropriate measures for the supervision of minors on campus.

### **Policy**

The Board of Trustees empowers the College to provide appropriate oversight and supervision of programs and activities that involve minors visiting campus, attending classes, and participating in programs and activities. This policy provides guidelines that apply broadly to interactions between minors and College staff, faculty, students, and volunteers. This policy applies to all College programs and activities taking place on campus and to college sponsored programs and activities occurring off campus. This policy is not intended to apply to general public events where parents or guardians are expected to

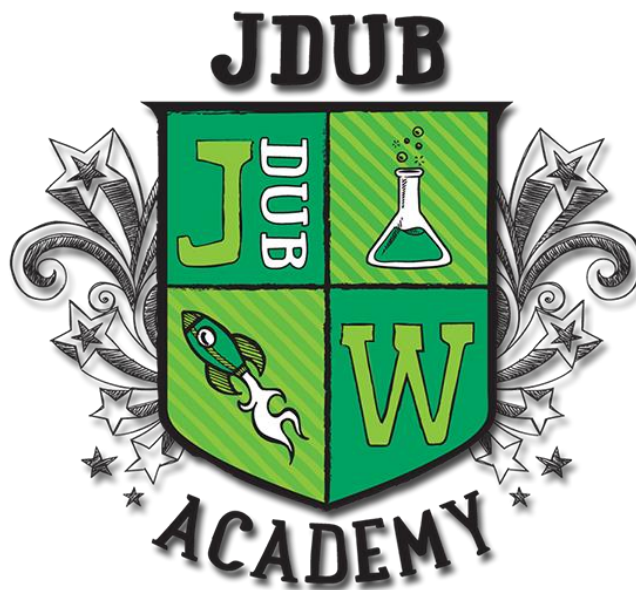
provide supervision of minors or to events where parents or guardians are explicitly required to accompany their minors.

## Guidelines

This procedure provides direction and guidelines for situations involving minors who participate in college programs and activities and outlines appropriate measures for the supervision of minors on campus.

The Board of Trustees empowers the College to provide appropriate oversight and supervision of programs and activities that involve minors visiting campus, attending classes, and participating in programs and activities. This procedure provides direction and guidelines that apply broadly to interactions between minors and College staff, faculty, students, and volunteers.

This procedure applies to all College programs and activities taking place on campus and to college sponsored programs and activities occurring off campus.



## Definitions

- A. Minor: A person under the age of eighteen (18) who is not eligible or otherwise authorized to register themselves for classes at the College.
- B. College Facilities: Facilities owned by, or under the control of, the College.

- C. Programs: Programs and activities offered by the College or by non-College groups using College facilities. This includes but is not limited to J-Dub Academy, sport camps, pre-College programs, academic challenges, conferences, pre-enrollment visits, or other similar activities.
- D. Sponsoring Department: The College department which offers a program or activity involving minors on campus.
- E. Authorized Adult: Employees, volunteers, or students, age 18 and older, paid or volunteer, who interact with, supervise, chaperone, or otherwise oversee minors in program activities. Authorized Adults may include positions as counselors, chaperones, coaches, instructors, etc. Authorized Adults are mandated reporters as defined by Illinois law.
- F. Direct Contact: Positions with the possibility of care, supervision, guidance or control of minors or routine interaction with minors.
- G. One-On-One Contact: Unsupervised interaction between any Authorized Adult and a minor.

## **Procedure**

A sponsoring department or non-College group offering or approving a program which involves minors shall:

- A. Establish a procedure for the notification of the minor's parent/guardian in case of an emergency, including medical or behavioral problem or other significant program disruptions. Authorized Adults with the program, as well as minors and their parents/guardians, must be advised of this procedure prior to the participation of minors in the program.
- B. For residential programs, provide a list of all minors and Authorized Adults to Risk Management. This list should include minor's name, gender, age, address, and phone number(s) of parent or guardian, as well as emergency contact information.
- C. Provide information to parent/guardian detailing the manner in which the minor can be contacted during the program.
- D. For each minor, provide the appropriate Assumption of Risk and Release of Liability form (signed by parent/guardian), to Risk Management. In addition, provide the parent/guardian with information regarding:
  - 1. The College does not provide medical insurance to cover medical care for the minor.

2. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/guardian cannot be reached for permission.
  3. The need for information from parents/ guardians on any physical, mental, or medical conditions the minor may have, including any allergies that could impact participation in the program.
  4. All emergency contact information including name, address, and phone number of the emergency contact.
- E. Follow guidance from Board of Trustees policy concerning communicable diseases.
- F. Follow College procedures concerning first aid, CPR, and use of AEDs. Minor's medicines may be distributed by Authorized Adults under the following conditions:
1. The minor's parent/guardian provides the medicine in its original pharmacy container labeled with the minor's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.
  2. Authorized Adults shall keep the medicine in a secure location, and only distribute at the appropriate time. Only medicines that the minor can self-administer are permitted.
  3. Personal epinephrine (epi) pens and inhalers may be carried by the minor during activities.
- G. Have a plan to access emergency medical services as may be needed at all activity locations.
1. Follow appropriate safety measures and implement controlled activities as recommended by Risk Management.
  2. Ensure adequate supervision of minors while they are on college property.
    - a. Some of the factors to consider in determining adequate supervision are the number and age of the minors, the activities involved, and age and experience of the Authorized Adults.
    - b. All supervised minors in a program taking place on college property are permitted in the general use facilities (e.g., Student Activity Center, ball fields, arboretum, library, auditorium, etc.) but may be restricted from other areas of the College (e.g., storage areas, locker rooms, laboratory rooms, computer labs, offices, etc.).



- H. Develop and provide to minors the rules and discipline measures applicable to the program or activity. Minors and Authorized Adults must abide by all College policies and procedures and Student Conduct Regulations and may be removed from the program for non-compliance with rules.
- I. Assign an Authorized Adult who is at least 18 years of age to be accessible to minors. Additional Authorized Adults may be assigned when one-on-one contact with minors is not advised.
- J. All Authorized Adults who have direct contact with minors are required to have a current background check on record with the College at the time of hire and/or before beginning work with minors. Background checks that have any negative or questionable results must be reviewed and approved by Human Resources prior to the individual being hired and/or working with minors. Human Resources conducts a nationwide sex offender record search, state criminal record search, and nationwide federal criminal record search.
  - 1. Provisional hiring is not recommended and is only appropriate in emergency situations when not hiring a person provisionally would create a situation where the staff to minor ratios are not met and would result in inadequate supervision for minors in the program.
  - 2. Authorized Adults are required to immediately notify Human Resources of any reason which affects their ability to serve as an Authorized Adult with programs for minors.
- K. If applicable, require the program to adopt and implement rules and regulations for proper supervision of minors in non-College housing (e.g., hotel, other college dorms). The following must be included:
  - 1. Written permission signed by the parent/ guardian for the minor to reside in non-College housing.
  - 2. A curfew time which is age-appropriate for the minors.
  - 3. In-room visitation to be restricted to minors of the same gender.
  - 4. Guests of minors (other than a parent/guardian and other minors) are restricted to visitation in public areas (e.g., lobby, lounge, etc.) and only during approved hours specified by the program.
- L. Require the program to provide and supervise trained Authorized Adults who must be at least 18 years of age. The ratio of Authorized Adults to minors must reflect the gender distribution of the minors.

1. Training for the Authorized Adults must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis and emergency responses; safety and security precautions; confidentiality issues involving minors; mandated reporting; and College responsibility and liability. Authorized Adults must know how to request emergency services and how to report suspected child abuse and neglect.
  2. Responsibilities of the Authorized Adults must include, at a minimum, informing minors about safety and security procedures, College rules, rules established by the program, and behavioral expectations. Authorized Adults are responsible for following and enforcing all rules and must be able to provide information included herein to minors and be able to respond to emergencies.
- M. All College employees and volunteers, regardless of their status as a mandated reporter as defined by Illinois law, who, in the course of their work or volunteer activity, have reasonable suspicion of child abuse or neglect, as defined by Illinois law, are mandated to make a report. In addition, all College employees, and volunteers, who, in the course of their work or volunteer activity, receive a specific disclosure from a person that an identifiable minor is a victim of child abuse or neglect, or that the person has abused a child, are also mandated to make a report.
- N. Authorized Adults participating in programs and activities covered by this procedure shall not:
1. Have one-on-one contact with minors in private. Authorized Adults shall not have any direct electronic (e.g., text, email, social media, etc.) contact with minors without another Authorized Adult being included in the communication.
  2. In the case of Authorized Adults supervising minors overnight, with the exception of an emergency Authorized Adults shall not enter a minor's room, bathroom facility, or similar area without another person in attendance. Separate accommodations for Authorized Adults and minors are required other than the minor's parents/guardians.
  3. Engage in abusive conduct of any kind toward, or in the presence of, a minor.
  4. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
  5. Pick up or drop off minors at their homes, except as specifically authorized in writing by the minor's parent/guardian and in accordance with pre-approved travel arrangements for the program or activity.

6. Make sexual materials in any form available to minors participating in programs or activities covered by this procedure or assist them in any way in gaining access to such materials.
- O. If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, they will discontinue any further participation in programs and activities covered by this procedure until such allegation has been satisfactorily resolved. Authorized personnel from non-College groups using College facilities for a program or activity involving participation by minors must provide Risk Management with satisfactory evidence of compliance with all of the requirements of this procedure at least two (2) weeks prior to the scheduled use of college facilities.

### **Unsupervised Minors**

- A. This procedure is not intended to apply to general public events where parents/guardians are expected to provide supervision of minors or to events where parents/guardians are explicitly required to accompany their minors.
  1. The College will remain respectful and supportive of the families and minors of students, employees, and visitors.
  2. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors.
  3. The College is a public institution, available to its students as well as the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus.
  4. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.
  5. The College recognizes that minors often accompany adults during visits to campus. In order to ensure the safety and security of visiting minors and to safeguard the educational and work environment, the College has established procedures for dealing with unsupervised minors on campus.
- B. No student, employee, or visitor to the College shall leave a minor unsupervised at the College, including in campus buildings, on campus grounds, or in a vehicle.
- C. A minor shall not be left with a College employee unless that child is enrolled in an authorized College program or activity.
- D. The College does not supervise minors outside of officially sanctioned programs and activities and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College.

- E. The College accepts neither responsibility nor liability for accidents or injuries that may occur to an unsupervised minor while on campus. Responsibility and liability lie completely with the minor's parent/ guardian.
- F. It is the responsibility of the parent/guardian to ensure that their minor does not unduly disrupt the educational or work setting.
- G. It is the position of Instruction that non-enrolled minors represent a potential disruption to the learning environment and are not allowed in the classroom or open learning areas.
- H. Minors shall not be routinely present at an employee's workplace (e.g., office, classroom, etc.) in lieu of other childcare arrangements, during the employee's work hours. Exceptions may be granted by the employee's supervisor on an emergency basis and for a specified period of time. Under such circumstances, the parent/guardian is solely responsible for the minor.
- I. The parent/guardian of an unsupervised minor on campus may be contacted by Campus Police or another employee and requested to return to the minor. Repeat instances may result in student and/ or employee disciplinary action.
- J. Unsupervised minors who are on campus without a parent/guardian may be asked by Campus Police to leave, may be referred to the Department of Children and Family Services (DCFS), or may be referred to the local police, depending upon the circumstances (e.g., minor's age, address, behavior, etc.).
- K. Unsupervised minors are not to use College facilities, including grounds, roadways, parking areas, playing fields, etc. for riding bicycles, rollerblading, skateboarding, or for other recreational purposes, when such conduct is considered reckless or dangerous and could expose the College to liability.
- L. Persons discovering an unsupervised minor should call Campus Police.



## Student Conduct Regulations

Individual students and student organizations are required to observe the policies of the district and the laws of the city, state, and federal governments and to conduct their affairs in a manner compatible with the educational objectives of the College except as specified otherwise. Misconduct for which students are subject to discipline falls into the following categories:

1. Students are not to use or provide false information to the College or to the officials of the College in any form, written or verbal. Students are not to misuse, misrepresent or falsify any College record, form, or procedure.
2. Students are to refrain from the unauthorized use, possession, or removal from a designated area of property belonging to the College, its community members, guests, or vendors. Services provided to or by the College, community members or guests may not be used or obtained unless authorized in advance by the appropriate College official.
3. Possession of or the keeping of any firearm, ammunition, explosive device, or other weapon on college-owned or -controlled property is strictly prohibited by state law and the college, with limited exceptions outlined in the Illinois Firearm concealed Carry Act.
4. A student shall take no action which damages or tends to damage public or private property, not his or her own without the consent of the owner or person legally responsible.
5. The intentional false report of a bomb, a fire, or other emergency in any College facility or on property controlled by the College in any form (e.g., pull alarm, verbal, written, or otherwise) is strictly prohibited.
6. Students are not to engage in behavior which is so sufficiently severe and pervasive that it threatens, harms, or causes to place in harm any person. Nor may students exhibit behavior, which is lewd, indecent, obscene, or disorderly. The type of conduct which this regulation is designed to cover includes, but is not limited to, the following examples:
  - a. Intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting harm upon any person; taking reckless action which results in harm to another person; taking any action that creates a substantial risk or harm to another person; or threatening by any means of transmission, the use of force to harm or injure another person.
  - b. Tampering with or otherwise rendering useless College equipment or property intended for use in preserving or protecting the safety of members of the College community such as exit signs, fire equipment and fixtures, first aid equipment, and AED's.

- c. Obstructing fire escape routes such as hallways or stairwells.
  - d. Physically abusing another person.
  - e. Verbally abusing another person when such abuse is severe, pervasive, and objectively offensive.
  - f. Committing acts of indecent exposure.
  - g. Misusing social media.
7. Students are subject to discipline for conduct in violation of any JWCC Board Policies.
8. Conduct which, by itself or in conjunction with the conduct of others, disrupts or impairs the carrying on of normal College functions is prohibited. Students shall not bring persons who are not enrolled into the classroom, lab, or other course related area, without prior authorization from the appropriate college official. Employees and students shall not leave minors unattended anywhere on campus.



9. The College is committed to the principle that all students may use and enjoy its educational and social activities and facilities free from harassment or intimidation on the basis of their sex, race, religion or national origin when that harassment or intimidation is so severe, pervasive, and objectively offensive, and so undermines and detracts from the victims' educational experience, that the victim-students are effectively denied equal access to an institution's resources and opportunities. Students may be directed to desist from behavior which, in the opinion of a college official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. If they persist in this behavior after being so directed, they also may be charged with failure to follow the reasonable directive of a college official.

10. Forcible or unauthorized entry into any building, structure, facility, or room therein on the premises of college-owned or -controlled property is prohibited. Improper use of designated College exits is also prohibited.
11. Use of, being under the influence of, possession of, sale or distribution of, any alcoholic liquor, drug (including but not limited to, any controlled substance, or any counterfeit or look-alike substance) or intoxicating substance at premises owned, leased or used by the Board of Trustees, District or College, at College-sponsored or supervised activities, except the lawful consumption of alcoholic liquor at an event and location where such consumption is authorized by the Board of Trustees or President, or except for the lawful use of prescription drugs, in any College-owned, leased or used vehicle, while engaged in or going to or from College activities or business; or at any time when the same endangers the health or safety of any employee, student or others.
12. Any student who violates any state, federal, or municipal law, whether specifically covered in this document or not, while on property owned or controlled by the College shall be subject to college disciplinary action for said offense. The adjudication of such violations may proceed independently of state, federal, or municipal agencies.
13. Students are not to disregard the reasonable directive, verbal or written, of a college official. Students are not to obstruct a college official in the carrying out of his or her assigned duties.
14. Students are not, while on property owned or controlled by the College, to engage in the following: gambling; unlawful or unauthorized use of College telephones and computers; unauthorized canvassing or solicitation; using, possessing, or making or causing to be made, any key(s) for any College building, room, or facility - except as authorized; or production of sound through amplification or other means that unreasonably disputes or disrupts the peace of others.
15. Students are not to post, affix or otherwise attach writing or printed materials (i.e., posters, signs, handouts, brochures, handbills, pamphlets, etc.) on college property or premises, including but not limited to trees, shrubbery, land, buildings, vehicles. These materials, except where such is a non-approved solicitation for sale in a commercial venture, may be posted on any bulletin board in or outside of college buildings, as designated for such use by a college official.
16. Students are not to engage in any form of academic dishonesty with respect to examinations, course assignments, plagiarism, alteration of records, or illegal possession of examinations. These shall be considered academic dishonesty. Any student who knowingly assists another student to engage in academic dishonesty is also guilty of academic dishonesty. Plagiarism is the knowing use, without appropriate attribution, of the published ideas, expressions, or work of another, with intent to pass such materials off as one's own.

17. Students are required to identify themselves and provide identification when requested by a college official.
18. College-owned or -operated computing resources are provided for use by students to support their academic pursuits. As such, students are expected to use these resources appropriately. Actual or attempted theft or other abuse of computer resources include, but is not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents or for any other purposes.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
  - e. Use of computing facilities to interfere with normal operation of the college computing system.
  - f. Knowingly causing a computer virus to become installed in a computer system or file.
  - g. Accessing inappropriate sites as defined in the John Wood Community College Computer Usage Guidelines.

College students are also expected to abide by all reasonable rules and regulations pertaining to student conduct on any campus or premises owned, leased, or used by the Board of Trustees, District or College at College-sponsored or supervised activities. Students who do not comply with these conduct standards are subject to disciplinary action as is determined by the Dean of Students in conjunction with other College officials when necessary.





## Family Educational Rights and Privacy Act (FERPA)

Student records at JWCC are considered to be confidential information and the release of any information about a student is governed by The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93 380, known as the Buckley Amendment). The Act and subsequent amendments outline which student records shall be accessible, who can see the records, and procedures for release of confidential information.

The College will not release recorded information about a student, except for directory information as outlined below, without the express written consent of the student.

Federal law directs that colleges must provide students with access to their own records and an opportunity for scheduling a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. These laws do not include any right to challenge the appropriateness of a grade as determined by an instructor. The law generally requires that written consent be received before releasing personally identifiable data about a student other than a specified list of exceptions. The campus is authorized to release directory information unless the student has specified in writing information that should not be released.

Directory information includes the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received (including scholarships) and the most recent previous educational agency or institution attended by the student. Any item considered to be directory information will be released to any party upon request.



Currently enrolled students may request that the College withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registrar's Office at John Wood Community College, 1301 South 48th Street, Quincy, IL 62305, within 30 days after the beginning of each term. JWCC assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates individual approval for disclosure. Further information, including institutional policy, may be obtained from the Registrar's Office.

## Behavioral Intervention Team

The Behavioral Intervention Team (BIT) is a multidisciplinary team that serves five major functions for the college:

1. Provide consultation and support to employees in assisting students who display concerning or disruptive behavior.
2. Gather information to assess situations involving students who display concerning or disruptive behavior.
3. Recommend appropriate intervention strategies or disciplinary sanctions.
4. Connect students with needed campus and community resources.
5. Monitor ongoing behavior of students who have displayed disruptive or concerning behavior.
6. Provide training and education for the campus community related to BIT functions.



The overall goal of the BIT is to promote a safe college environment for all students and employees focused on student learning and student success. By encouraging all members of the campus community to report behaviors that are concerning, the BIT will be able to reach out to students to intervene, provide support, and connect them with available resources. As such, the BIT asks that the campus community report concerning, “red flag” behaviors. A “red flag” behavior is a questionable, suspicious, or inappropriate behavior that may be presented through a student’s appearance, spoken or written words, or specific actions.

## Counseling Services

The College offers a variety of mental health counseling services for currently enrolled students, including those in all outlying centers. Those services include individual and group counseling, consultations, case management, assistance with referrals and testing services. All counseling services are completely confidential and free. Typically, counseling is available for students facing personal issues (anxiety, loneliness, depression, self-harm, identity issues, alcohol/drug issues, etc.), relationship issues, academic issues, or family issues. Never assume your problems are insignificant.



## Disability Services

Students with disabilities who may require special assistance should contact Disability Services in Support Services. Disability Services' mission is to provide appropriate resources and support services which will ensure students with disabilities the opportunity to competitively pursue a college education. In addition, Disability Services assists other college departments in providing access to services and programs in the most integrated setting possible. Appointments should be made well in advance of the start of an academic term to allow for the arrangement of services. Student responsibility at the postsecondary level involves disclosing the disability, providing recent documentation for review, and requesting appropriate academic accommodations/adjustment/auxiliary aids which are adequately supported by the documentation.

Support and assistance are individualized according to the needs of the student. Accommodations and/or adjustments may include, but not be limited to, advocacy, training, facility access, adaptive equipment and/or materials, interpreters, instructional and test-taking academic adjustments, and coordination with involved area agencies.

Should a request for disability accommodation, adjustment, or auxiliary aid be denied, the student may appeal by following the established grievance procedure:

1. Discuss the situation with the Coordinator of Disability Services and faculty member to try to reach a resolution.
2. If not resolved, appeals may be submitted in writing to the Director of Support Services/ADA Compliance Officer.



## Lost and Found

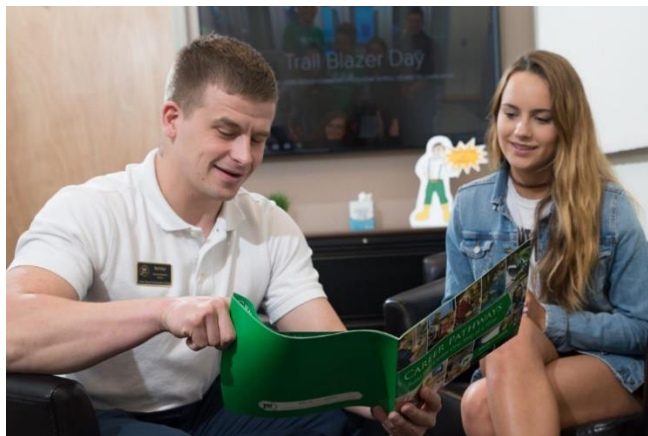
To report or claim lost property, please come to the Campus Police office (B044). Property owners will be asked to provide a detailed description of the lost property and provide a photo ID before claiming the property.

## Smoking

Pursuant to the Smoke Free Campus Act, smoking is prohibited on all College property, with the exception of privately-owned vehicles travelling through or parked on campus. Violators of the smoking policy may be cited and fined (\$15.00). [www.jwcc.edu/student-resources/campus-police/#smoke-free](http://www.jwcc.edu/student-resources/campus-police/#smoke-free)

## Campus Safety Tips

1. Park your vehicle in well-lit areas if you intend to return to your vehicle after dark.
2. When exiting the campus after dark, do so with fellow students, community members or employees, whenever possible.
3. If you use a bicycle at campus, consider secure, high-quality locks and cables.
4. Follow the rules of the road when operating a vehicle; be aware of people around you. When operating a motor vehicle, be aware of any pedestrians in the immediate vicinity and yield as required by law.
5. Let your friends or family know if you're going to be out late at a party, on a date or even studying. There's no need to spill all the details, but you'll be glad you did if something happens, and they have to go looking for you. Stay alert when walking around on campus, even in the middle of the day. Listening to music with headphones or talking/texting on your cell phone can distract you and make you a target for robbery or assault because your guard is down.
6. Carry some emergency cash. It's good to have some cash on you at all times, just in case. Perhaps your credit card won't work, or your debit card gets lost. You never want to be stuck in a scary situation because you don't have the necessary funds to get out of it as quickly as possible.



7. Locate the emergency phone areas on campus. The College has emergency phones in the parking areas of the main campus for students to utilize in the event of an emergency. Should you ever find yourself in trouble, it will be much easier if you know where you can call for help.
8. Use the Safety Escort Service at night or any other time you are feeling unsafe. It's the smart thing to do. Just call campus police at 217-641-4949 and they will escort you to your vehicle or other location on campus.
9. Know the phone number for Campus Police – 217-6414949. Program the number into your cell phone. Knowing the number off the top of your head (or at least having it in your cell phone) may be the most important thing to remember during an emergency. At regional centers dial 911.
10. Listen to your instincts. If you think you are being followed, either on foot or by car, do not ignore the thought. Go to a safe environment. If you feel you are in immediate danger, run, scream, honk your horn, flash your lights—make a scene. Such action could deter a possible attacker from following through with their plans.
11. Take control of your online life. Be mysterious online. Think twice before you share personal information. Constantly posting social media updates on your whereabouts, activities or even class schedules may allow someone to track your every move. Use your best judgment when “checking-in” on Facebook and geo-tagging images you post to Instagram. Remember this motto: If you would not share the information with a stranger, then you shouldn't share it online.



12. If you see something, say something. If a situation seems questionable, speak up and alert others around you to it. By intervening you may prevent a crime from being committed. Remember, you can always contact campus police.
13. Party smart. Guard your drink at parties. Don't accept one from people you don't trust or know well. Stick to drinks you got or prepared yourself. If you happen to walk away from it, get a new one. If you're drinking alcohol, keep track of what you've consumed so that you can stay in control. If you feel like you're getting sick or are too intoxicated, ask a friend for help getting you to a safe place or to a hospital.
14. Engrave valuable possessions with serial numbers or owner-recognized numbers.
15. Make plans and be prepared. When going out, know ahead of time who is going and plan to stay together as a group. Construct a backup plan for the day/night so that all of your friends know where to meet up if someone gets separated and/or their phone dies. Always have a designated sober friend in the group, even if they won't be driving. Be sure to check that you have everything you need before you leave – a fully charged phone, the number for a reliable cab company, enough cash to get you home, etc.
16. Don't let your computer get lonely. Laptops left on their own often walk off with others.
17. Don't leave your books unattended. If you think your books were expensive the first time, imagine how you'll feel if you have to replace them.
18. Watch your stuff in the library. You may need to take a quick run to the vending machines to fuel up, just as someone happens to walk by and see your phone and laptop unattended.
19. Don't leave anything valuable in your car, such as handbags, wallets, cell phones or laptops. Don't leave anything in your glove compartment or center console, it is the first-place thieves look.









#findyourpath