

Annual Security Report



HEARTLAND
COMMUNITY COLLEGE

Ⓢ *The following is Heartland Community College’s annual security report. This report is required by federal law and contains policy statements and a link to crime statistics for the College. The policy statements address the College’s policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus or immediately adjacent to the campus. You may request a paper copy of this report from the Safety and Emergency Services Analyst at 309-268-8454.*

Criminal Acts:

Heartland Community College has a low rate of crime reported, and the campus community enjoys an environment where their safety and security is a high priority. In the event someone witnesses a criminal act or are in fear for their safety, the individual can contact “911” via any campus or cell phone. In addition on the Normal campus, Safety and Security Services may be contacted at 309-268-8300 for assistance.

All Heartland campuses are provided police services from local law enforcement agencies. In addition, the Normal campus has 24 hour-a-day/7 day-a-week unarmed, contracted security on site to provide an immediate response to incidents.

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

The College maintains a highly professional working relationship with the Normal, Lincoln and Pontiac police departments. In addition, the College works closely with other local, county, state and federal law enforcement agencies. Periodically law enforcement agencies and the College meet to discuss planning in addition to specific incidents. Local law enforcement agencies investigate criminal acts on all campus property.

Timely Warnings:

It is the policy of Heartland Community College to comply with the Crime Awareness and Campus Security Act of 1990; also known as the *Clery Act*. In addition to other provisions, the *Clery Act* requires timely notification to the College community in the event of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees. In the event a situation arises affecting the Normal campus, either on or off campus, that in the judgment of the College Administration constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The

warning will be issued through any or all of the following means: E-mail, College website, and the campus Emergency Notification System. When warranted, additional means of communicating also will be incorporated.

Anyone with information warranting a timely warning to the rest of the Normal campus should report the circumstances to the Safety and Security Services desk by phone at 309-268-8300, or in person at the Security desk in the Student Commons Building.

The Lincoln and Pontiac centers will receive “timely notification” from the respective Site Supervisor. In the event a situation arises affecting the Pontiac or Lincoln Center, either on or off site, that in the judgment of the Site Supervisor constitutes an ongoing or continuing threat, a site-wide “timely warning” will be issued. The warning will be issued through E-mail and the College website. When warranted, additional means of communicating also will be incorporated.

At the Lincoln or Pontiac centers, anyone with information warranting a timely warning should report to the respective Site Supervisor or local police authorities.

Annual Crime Statistics:

The College collects annual crime data to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at <http://www.heartland.edu/studentRightToKnow/>. The report is prepared in cooperation with local law enforcement in the Town of Normal, City of Lincoln and City of Pontiac. Additionally, data is obtained from Campus Security Authorities on crimes reported to them which are not captured in the local law enforcement records. Names of persons reporting to the Campus Security Authorities may be kept confidential.

An E-mail notification will be sent to all enrolled students, faculty, and staff to provide notification of the availability of the report and the website to access the report. Prospective students and employees may obtain the crime statistics at the same website.

Daily Crime Log:

The College maintains a Daily Crime Log at the Normal campus which provides a summary of all criminal offenses reported to Safety and Security Services. The Daily Crime Log is available for viewing Monday through Friday from 8am to 4:30pm; exclusive of holidays. Persons who wish to view the Daily Crime Log should go to the Security Desk in the Student Commons Building and ask to view the Daily Crime Log.

Alcoholic Beverages:

The State of Illinois sets the minimum drinking age at 21 for the possession or purchase of alcoholic beverages. In addition, local ordinances exist which prohibit the possession, purchase, or sale of alcoholic beverages to anyone less than 21 years of age. Those found in violation of these statutes or ordinances are committing criminal acts and can face fines and a possible jail sentence. In addition to an arrest for driving under the influence of alcohol, the possession or

consumption of alcoholic beverages by persons less than 21 years of age while operating a motor vehicle may face loss of their driver's license in addition to the previous penalties.

Additional penalties exist for those who sell alcoholic beverages or those who host events where alcoholic beverages are served or provided to persons less than 21 years of age. For additional information on the legal consequences related to underage drinking, contact your local police or sheriff's department, the county State Attorney's office or call the Heartland Safety and Emergency Services Analyst at 309-268-8454.

Illegal Drugs:

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

Drug or Alcohol Abuse Educational Programs:

The College Health and Wellness Committee (HAWC) has been involved in a variety of educational programs dealing with alcohol awareness initiatives. The College does not have residence halls and its average age of its students is slightly higher than the traditional student. That being the case, the College is focused on concerns related to the College community including students, faculty and staff. Each year the College partners with local agencies to bring alcohol and drug awareness programs to the campuses in a variety of ways. The College participates in Alcohol Awareness Month (October) and participates in the CORE Survey. This survey provides self-reported data on the patterns of behavior related to alcohol and drug use as well as the negative consequences of the use of these drugs. In partnership with the local community, the College participates in the Bloomington-Normal Community Campus Committee in ways to combat alcohol and drug abuse in the higher education setting. The College also facilitates weekly meetings of Alcoholics Anonymous and Narcotics Anonymous on campus. Additional alcohol and drug educational programs can be arranged through the Safety and Emergency Services Analyst at 309-268-8454.

To Report a Crime:

In an EMERGENCY call "911" immediately. In non-emergency situations, contact Safety and Security Services at 309-268-8300, or use the Code Blue telephones located in all parking lots on the Normal campus. Those at the Lincoln and Pontiac centers may contact the Site Supervisor or other site staff. Any suspicious activity or person in the parking lots or loitering around vehicles or in the campus buildings, should be reported to Safety and Security Services. In addition, a **non-emergency** crime or incident may be reported to the following campus security authorities.

- Safety and Emergency Services Analyst in SCB 1018 (309-268-8454)
- Director of Student Development in SCB 1607 (309-268-8423)
- Director of Special Programs in SCB 2406 (309-268-8168)

- Athletic Director or any coaches in FRC (309-268-8418)
- Director of Disability Support, Testing and Tutoring Services in SCB 1411 (309-268-8249)
- Executive Director of Facilities in PPB (309-268-8453)
- Site Supervisor for Lincoln Center (309-268-8973)
- Site Supervisor for Pontiac Center (309-268-8953)

The College encourages anyone who is the victim or witness to a crime to promptly report the incident to police. Police reports are public records under law and therefore the College cannot assure any confidentiality with police reports. Incidents reported to any of the campus security authorities listed above may be reported confidentially for purposes of inclusion in the annual disclosure of crime statistics, or for purposes of Timely Notification to the rest of the campus.

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the College disciplinary process. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through E-mail messages, the College website, digital display boards, the campus Emergency Notification System, and any other appropriate methods.

Security of Campus Facilities:

The Normal campus of Heartland Community College is patrolled by a contract security company. The contract security officers are not sworn law enforcement officers and have no powers of arrest. However, the College maintains a close relationship and cooperation with the Town of Normal, City of Lincoln, and Pontiac police departments. In cases of suspected criminal acts, local law enforcement will conduct criminal investigations and execute arrests where appropriate. The College maintains and supports existing relationships with state and federal law enforcement agencies.

In addition, the Normal campus has a robust system of closed circuit video on the entire campus. This system is located at the Safety and Security desk in the Student Commons Building. All classrooms and meeting rooms on the Normal campus are equipped with a telephone programmed for an immediate summons of assistance, if needed. All parking lots have an emergency Code Blue Phone kiosk which may be activated in an emergency.

Both the Lincoln Center and the Pontiac Center have staff members on duty any time a class is in session. Staff members are able to contact local law enforcement in the event police assistance is required.

During business hours, the College will be open to students, parents, employees, contractors, and visitors. During non-business hours, access to all College facilities is by individually issued key, or admittance by Safety and Security Services. During periods of extended closing, the College will only permit access to those with prior written approval.

The College does not have residence halls.

Emergencies may necessitate changes or alterations to any posted building schedules. Areas that appear problematic will be evaluated for possible schedule changes.

Maintenance on campus is generally performed by Heartland employees or contracted workers. Campus custodial services are provided by a contract cleaning company. Likewise, College grounds maintenance services are provided through a contracted service. Contractors and vendors are expected to check in at the Security Desk, and are given a temporary identification badge to wear while on campus. If in doubt about the authenticity of anyone doing maintenance on the Normal campus, call Safety and Security Services at 309-268-8300. The Site Supervisor should be contacted for questions on the authenticity of workers for the Lincoln Center and Pontiac Center.

Educational Programs:

In partnership with the College, all persons on the campus are encouraged to be responsible for their own safety and security. To assist the College community, an orientation video has been prepared for the students, faculty and staff. Faculty and staff are shown the video on the first day of employment, and students are shown the safety video on the first day of class.

The College provides multiple opportunities at the beginning of the fall semester for students, faculty and staff to learn more about emergency procedures. In addition, the College offers training on workplace violence for groups or departments interested in learning to be proactive in their approaches to workplace violence. Periodically, the College will facilitate various crime prevention training seminars for the College community.

Training seminars of special interest or concern can be arranged through the Safety and Emergency Services Analyst at 309-268-8454.

Off Campus Criminal Activity:

Heartland Community College Safety and Security Services does not provide law enforcement services to the campus or surrounding area; however, the College maintains a positive relationship with the local, county, and state law enforcement agencies. The College does not recognize any College organizations that have properties off-campus.

Right to be informed of disciplinary actions in certain cases:

Heartland Community College will disclose to both the accuser and the accused of a sex offense a report on the final results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA).

The College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceedings conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall

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

Emergency Notification and Procedures:

In the event of a confirmed, significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the College will immediately provide an emergency notification through a variety of methods. Confirmation will occur when a College official has verified that a legitimate emergency or dangerous situation exists, even if all pertinent details are not known at the time.

Notification to the College community will be accomplished through multiple means including, but not limited to, Heartland website alert, mass E-mails, use of the Emergency Notification System (public address system both inside the buildings and in the parking lots), digital display monitors and digital signs, and the phone system. Additional methods may also be used in some circumstances including posting of notices on doorways and entrances, or telephone calling trees.

The College strongly encourages anyone to report emergencies to the Safety and Security Office at 309-268-8300. Local police, fire, and emergency medical assistance can be contacted by dialing "911" on a cell phone or any College telephone. All classrooms and conference rooms on the Normal campus are equipped with telephones with a speed-dial for Safety and Security Services. Safety and Security Services also can be contacted by accessing the Code Blue phones in all parking lots. These Code Blue stations are connected directly to the Safety and Security Services desk in the Student Commons Building.

In all cases, the determination that a credible threat exists will be made by the College President or his designee. The President will be provided with available information from the Vice President of Business Services, the Executive Director of Facilities, the Safety and Emergency Services Analyst, and the Coordinator of Safety and Security Services. Additional consultation may be made with the College Cabinet or additional campus resources as appropriate to the nature of the event. The activation of the mass notification system (some or all parts) will be completed with the help of the Information Technology Division, and can be done at all hours of the day and night within minutes of the direction to activate the notification.

Upon notification of an emergency situation, the College will immediately review the information for validity and confirm any information necessary before issuing an alert. An alert will be sounded when in the opinion of the President or his designee there is sufficient justification to believe there is a warranted emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, or visitors. The College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

During an emergency situation, the College community may be directed to evacuate part or all of the campus, shelter-in-place (stay where they are and secure themselves in a safe location), or the campus may go to a lockdown where appropriate doors will be secured. The campus

community will be provided with additional guidance and information on specific crisis situations by the Emergency Notification System. All classrooms, laboratories, conference rooms, and office suites are equipped with Immediate Action Guides which provide initial actions for specific incidents. The Immediate Action Guides are developed in conjunction with the Emergency Operations Plan (EOP) for the College which is reviewed and updated annually.

The College relies on local police, fire and emergency medical services for on-campus emergencies. The Normal campus is staffed and patrolled at all times by security personnel on contract to the College. The College has a full-time Safety and Emergency Services Analyst who coordinates and facilitates the emergency preparations of the College. The College Emergency Operations Plan is reviewed annually, both internally and by local response agencies. In addition, the College tests its plans annually and participates in exercises involving local emergency response providers from throughout the District #540 counties.

During an incident, updates and dissemination of information to the campus, media and general public will be approved by the College President, or designee; and then disseminated through the on-campus notification procedures (website, Emails, emergency notification broadcasts, etc) and through the local media to update the greater communities.

Emergency Planning Testing and Evaluation:

Each year the College conducts at least one scheduled test of the Emergency Operations Plan to determine response capabilities of the College community. This drill, often in conjunction with the District #540 counties, focuses on specific parts of the Emergency Operations Plan. At the conclusion of the drill, an After-Action Report is completed to provide feedback and recommended modification of the existing plan or improved response capabilities of campus resources. Additional drills and exercises may be planned and executed throughout the year typically in conjunction with larger exercises conducted on a local, regional, state, or national level.

Each year in the beginning of the fall semester, the College holds a series of one-hour orientations covering the College Immediate Action Guides and discussion of what steps should be taken in an emergency. All orientation meetings are open to any member of the College community including students, faculty, and staff. Additional orientation meetings can be scheduled by contacting the Safety and Emergency Services Analyst.

Sexual Assault Programs, Procedures and Reporting:

Programming: In conjunction with local resources and agencies, Heartland Community College periodically holds sexual assault prevention and defense seminars. In addition and based on incidents on campus or in the surrounding community, the College may partner with local law enforcement and community groups to provide additional seminars and awareness programs for the College community. Campus groups wishing to have sexual assault training seminars should contact the Safety and Emergency Services Analyst at 309-268-8454.

Procedures and Reporting: In the event of a sexual assault, the College will assist the victim in notifying local authorities and in identifying local support services. The College does not have sworn law enforcement and it is the victim's decision whether or not to notify local law

enforcement. If the incident is to be reported to law enforcement, it is imperative to contact the agency where the attack occurred. If the assault occurred in an unincorporated area notify the sheriff's department with jurisdiction where the attack occurred. Often in sexual assault cases physical evidence is left behind which must be protected from contamination or destroyed so it may be used in the course of a criminal investigation. Do not alter or change the scene of the incident, or of the victim until after the police have given you permission.

On campus you may report the sexual assault to any of the Campus Security Authorities listed in the Annual Report. College authorities will assist you in notifying the proper agencies, if requested. The College will assist the victim in changing their academic program when it is possible and reasonable to make the requested change.

Additional off-campus assistance for sexual assault may be obtained from:

Local hospitals

Livingston County Institute for Human Resources (Pontiac) @ 815-844-6109

Logan-Mason Mental Health Center (Lincoln) @ 217-735-2278

McLean County Center for Human Services (Bloomington) @ 309-829-5351

ADV+SAS (Pontiac) @ 800-892-3375

PATH (McLean and Livingston County) @ 800-570-PATH (7284) or 827-4005

Prairie Center Against Sexual Assault (Lincoln) @217-753-8081

Stepping Stones (YWCA-Bloomington) @ 309-662-0461 x272

In the event disciplinary action by the College is taken, the accuser and the accused are entitled to the opportunity to have others present at the disciplinary proceeding. In addition, both the accuser and the accused will be informed of the outcome of the disciplinary proceeding.

Students may be disciplined up to, and including, temporary or permanent removal from the College for acts of gross misconduct or disobedience, violation of the Student Code of Conduct, or for any and all other actions or unlawful conduct which would interfere with the education process, disrupt the normal activities of the College or infringe upon the rights of others. Employees may be subject to sanctions consistent with law and Board of Trustees Policy which shall include appropriate personnel action up to and including termination.

Various state and federal laws and regulations require that institutions of higher education issue a statement advising the College community where law enforcement information may be obtained concerning registered sex offenders. Various laws also require sex offenders to register with local law enforcement. Effective January 1, 2012, Registered Sex Offenders are also required to register with the college or university they attend or are employed. Persons who wish to view the Registered Sex Offender listing for the State of Illinois may go to <http://www.isp.state.il.us/sor/>.