

Illinois Central College Campus Violence Prevention Plan

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Distribution List

ICC Campus Community

Public version via college website

Illinois Central College (for additional distribution to subordinates, as appropriate)

Published as a Standard Operational Procedure

Cities of East Peoria, Peoria, Pekin

Police Chief, Fire Chief

Counties of Tazewell, Peoria

Emergency Management Agency, Department of Public Health, Sheriff's Department

State of Illinois

Board of Higher Education, Community College Board, State Police – District 8

Procedures

Operational Standard / Purpose

Illinois Central College is committed to creating and maintaining a safe and secure environment for all students, employees, and visitors, and does not tolerate acts or threats of violence. In compliance with the Illinois Campus Security Enhancement Act of 2008 (110 ILCS 12/), this Campus Violence Prevention Plan (CVPP) brings together all college violence prevention, reduction, and response programs to create a unified, multi-disciplinary approach founded on principles of early intervention and proactive engagement to prevent violence and provide supportive services. This procedure provides guidance for identifying observable behaviors or circumstances that indicate someone needs assistance, is at risk of disrupting the educational environment, or may pose a risk of violence.

Scope/Applicability

This plan sets forth the College's expectations regarding violence prevention for the whole campus community, including students, faculty, staff, and visitors. This plan and any related policies and procedures shall cover all Illinois Central College-owned or controlled property and college-sponsored activities that may be held off-campus. Other off-campus behavior and information may be considered when evaluating the overall circumstances surrounding individuals and the potential threat they may pose to the college community.

Time Frame Limitations

In accordance with the Illinois Campus Security Enhancement Act of 2008, this plan shall be reviewed and updated annually. The Campus Police Chief will submit this plan to the local ESDA, IEMA Regional Office, and ICCB by October 1 each year along with the Campus Emergency Operations Plan.

Procedure

1. **General Principles:**
 - a. Violence results from the interaction of several factors, including but not limited to the person of concern, their situation, past stressful situations, the environment, and the potential target.
 - b. Early intervention is critical in violence prevention. The earlier a concern is recognized and addressed, the easier it is to address it with a broader range of intervention options.
 - c. Situations may need to be monitored over weeks and months rather than just days.
2. **Community Responsibility:** It is the responsibility of all campus community members to promote and maintain an environment free from violence. Such responsibilities include, but are not limited to, being aware of one's surroundings and immediately reporting incidents or behaviors which seem unusual, disruptive, suspicious, threatening, or violent. All employees must report the behaviors and indicators listed below and cooperate with requests from violence prevention teams. Examples of behaviors that should be reported include but are not limited to:
 - a. A slow or radical change in a person's behavior, appearance, or work performance
 - b. Exaggerated or inappropriate emotional response
 - c. Lack of emotion, especially compassion or empathy
 - d. Expressions of suicidal thoughts, feelings, or acts
 - e. Excessive confusion and a loss of a connection to reality
 - f. Unreasonable and persistent demands for time and attention
 - g. Frequent or high levels of strange, abrasive, or aggressive behavior
 - h. Attempts to intimidate or harass other people with words or actions

- i. Refusal to comply with directions
- j. Threatening statements, writings, or drawings
- k. Any action or behavior that could reasonably be interpreted as potentially leading to violence

3. How to Report Information:

- a. Immediately report any situation of violence, impending violence, or other criminal conduct to the Campus Police Department at 309-694-5111, using the Rave Guardian app, or the Green Button Emergency Desktop Icon.
- b. For concerning or disturbing student behavior, submit an [Online Report Form](#) to the Dean of Students. These forms can also be found in the ICC Hub.
- c. For concerning or disturbing employee behavior, report this information to your manager and Human Resources as applicable.
- d. Discrimination, harassment, or Title IX sexual misconduct may be reported to the Title IX Coordinator at title9@icc.edu or online at www.icc.edu/i-report.
- e. For concerning or disturbing visitor behavior, contact Campus Police.

4. Confidential Resources:

- a. The Campus Police Rave Guardian app can be used to anonymously report information.
- b. Both the Online Report to the Dean of Students and online Discrimination/Harassment forms can be submitted anonymously.
- c. Students may schedule appointments with Counselors on campus in the Counseling Center.
- d. An Employee Assistance Program is available for full-time employees. See the Employee Handbook for more information.

5. Prevention Measures, Education, and Response

- a. **Campus Police Department:** ICC has a police department staffed by sworn, state certified Police Officers as well as non-sworn Security Officers and support staff. Campus Police operates a dispatch center 24/7 to respond to all reports of violence or other police related calls for service and emergencies. Campus Police are responsible for:
 - investigating threats of violence and criminal complaints
 - planning emergency preparedness exercises and protocols
 - updating the Emergency Response Guide
 - providing incident-specific safety notifications to the campus community
 - reporting serious threats to the Illinois State Police as prescribed in the Firearms Owners Identification Card Act and Illinois Concealed Carry Act
- b. **Counseling Center:** Brief solution-focused counseling from professionally trained counselors is available and free for students. Counselors can assist in finding community resources for more in-depth services. Educational programs are offered for recognizing and preventing violence, alcohol and drug awareness, anger management, stress management, and dealing with grief.
- c. **Dean of Students Office:** Responsible for promoting students' rights and responsibilities and enforcing the Student Code of Conduct.
- d. **Emergency Response Guide:** Resource that provides the college community with preparedness information and emergency response actions. Found online at www.icc.edu/emergency-guide

- e. **Employee Assistance Program:** Offers confidential consultation and counseling services to eligible employees and their dependents who are experiencing problems which may be impacting their life at work and/or at home, such as family conflicts, emotional distress, job-related issues, financial difficulties, or other personal problems. See Employee Handbook or contact the Risk Safety and Benefits Office for more information.
 - f. **Facilities Infrastructure Safety Measures:** Facilities Services, Technology Services, and Campus Police conduct ongoing reviews of campus facilities and infrastructure to determine whether it is reasonable and necessary to modify or enhance the security systems within each building. These assessments and reviews include, but are not limited to, restricted card access, video surveillance cameras, duress alarms, and public address and fire alarm systems.
 - g. **Human Resources:** Responsible for coordinating pre-employment background checks on applicants. Responsible for overall review of complaints or concerns made regarding employees and the enforcement of employee related College and Board Policies and labor contract provisions that relate to workplace violence and/or harassment.
 - h. **Mass Communication and Emergency Notifications:** The College provides a free Emergency Notification System called ICC MyAlert which can provide timely notification to the campus in the event of an imminent or ongoing threat through text, email, phone, and social media. Additionally, the College has a public address system in most locations. Duress alarms are present in security-sensitive areas and an Emergency Desktop Icon is available by request. Both send emergency alerts to the Campus Police Department for immediate response.
 - i. **Title IX/Civil Rights Equity Coordinator:** Responsible for overseeing the College’s response to sex discrimination, sexual misconduct, and Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports. Ensures adequate training is provided to students, faculty, and staff on Title IX issues.
6. **Behavioral Intervention Team:** Shall act as a campus violence prevention committee that is charged with implementing and reviewing this CVPP on an annual basis, and ensuring the individuals mentioned in this plan are responsible for the appropriate education and prevention of violence on campus.
- a. The Behavioral Intervention Team is chaired by the Dean of Students and may include but is not limited to members from:
 - Campus Police
 - Student Services
 - Academic Deans
 - Athletics
 - Human Resources
 - Counseling
 - Faculty
 - Campus Housing
 - b. The Team will meet once a semester or more often as appropriate.
7. **Threat assessment teams:** Campus groups that evaluate distressed, disruptive, or dangerous behavior, determine situation-specific response plans, and assess the effectiveness of the response.
- a. The Dean of Students leads a subgroup of the Behavioral Intervention Team that is responsible for evaluating and addressing concerning behavior of students. The group meets bi-weekly or more often as needed.

- b. The Executive Vice President of Administration and Finance leads a coordinated effort between Human Resources and Campus Police to communicate, evaluate, and address concerning employee or visitor behavior. Meetings are held bi-weekly or more often as needed. Incidents escalating beyond initial awareness and evaluation may include involvement from the Executive Vice President of Academic Affairs, College President, Legal Counsel, and others as appropriate.

8. Threat Assessment Tool

Dangerous	<ul style="list-style-type: none"> • An individual indicates they may try to harm themselves and/or others • At risk of grievous injury or death without intent to self-harm • Engaging in risk taking behaviors • Hostile, aggressive, or relationally abusive • Deficient in skills that regulate emotion, cognition, behavior, or relationships • Profoundly disturbed, detached view of reality • Unable to take care of themselves (poor self-care/protection/judgment)
Disruptive	<ul style="list-style-type: none"> • An individual who interferes with the learning or work environment for others • May be unreasonable and persistent with demands for time and/or attention • May attempt to intimidate or harass other individuals with actions or words • May refuse to comply with your directions
Distressed	<ul style="list-style-type: none"> • An individual acting in a way that is inconsistent with past behavior • Excessive absence or tardiness • Exaggerated emotional response • Excessive confusion and loss of a connection with reality

9. **Priority Levels for Threat Cases:** While every situation is different and fluid, the following is an example of priority levels that may be applied to situations.

<p>Priority 1 Extreme Risk:</p> <ul style="list-style-type: none"> • Person or situation appears to pose a clear and imminent threat of serious violence towards themselves or others 	<ul style="list-style-type: none"> • Requires immediate containment or other protective actions by Campus Police • Once emergency actions have been taken, a threat assessment team will be notified to develop and implement a management plan in anticipation of the person’s return to campus
<p>Priority 2 High Risk:</p> <ul style="list-style-type: none"> • Person or situation appears to pose a threat of self-harm or physical violence, usually to an identifiable target • However, threat currently lacks immediacy and/or a specific plan, or a specific plan of violence does exist but currently lacks a specific target 	<ul style="list-style-type: none"> • Requires immediate assessment by Campus Police • Appropriate threat assessment team develops and implements an active management plan

<p>Priority 3 Moderate Risk:</p> <ul style="list-style-type: none"> • Person or situation does not appear to pose a threat of violence or self-harm currently • Does exhibit behaviors that are likely to be disruptive to the community 	<ul style="list-style-type: none"> • Warrants some intervention, referral, and monitoring to minimize the risk of significant disruption to the community or escalation in seriousness • Appropriate threat assessment team should develop a referral and/or active monitoring plan
<p>Priority 4 Low Risk:</p> <ul style="list-style-type: none"> • No threat of violence or self-harm currently • May cause minor disruption to the community 	<ul style="list-style-type: none"> • May warrant some intervention, referral to resources, or monitoring by a threat assessment team to minimize the risk of escalation
<p>Priority 5 No Identified Risk:</p> <ul style="list-style-type: none"> • No threat of violence, self-harm, or disruption currently 	<ul style="list-style-type: none"> • May warrant documentation only

10. Access to Information

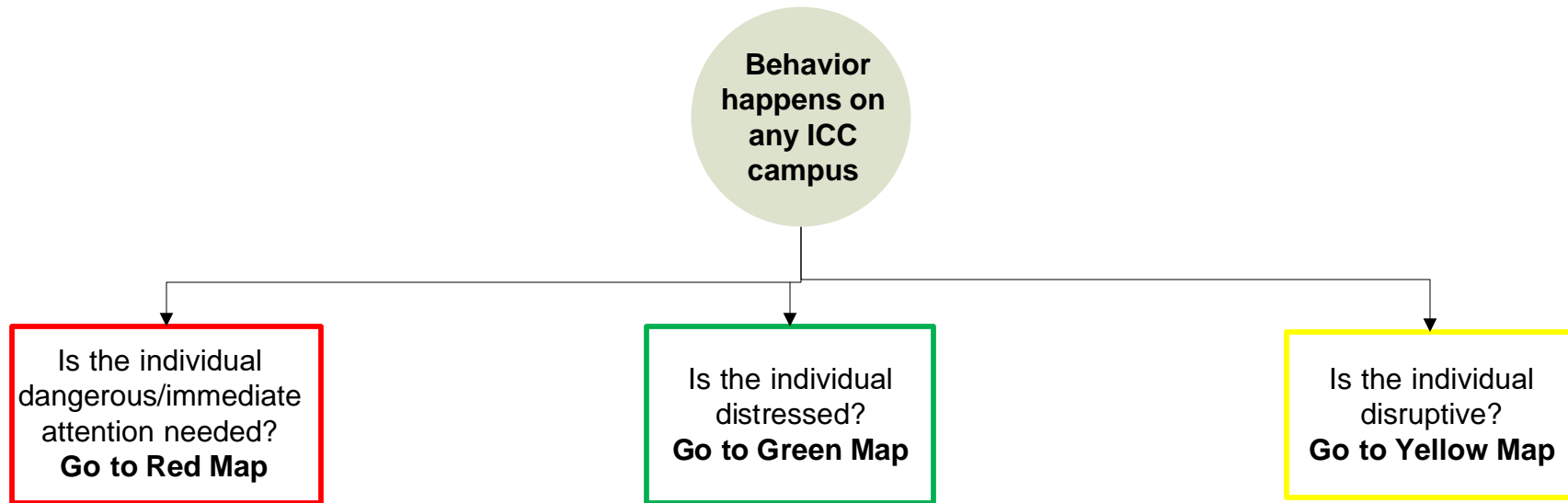
- a. All members of the Behavioral Intervention Team or threat assessment teams may have access to the information reported to, or gathered by, the teams. Other individuals also may be given information to the extent that it is necessary for the campus to fulfill its violence prevention and response mission and to promote safety.
- b. Police reports shall be maintained by the Campus Police Department.
- c. Student-related files shall be maintained by the Office of the Dean of Students.
- d. Employee-related files shall be maintained by Human Resources.
- e. Privacy interests will be protected as required by law.

Additional Provisions/Information

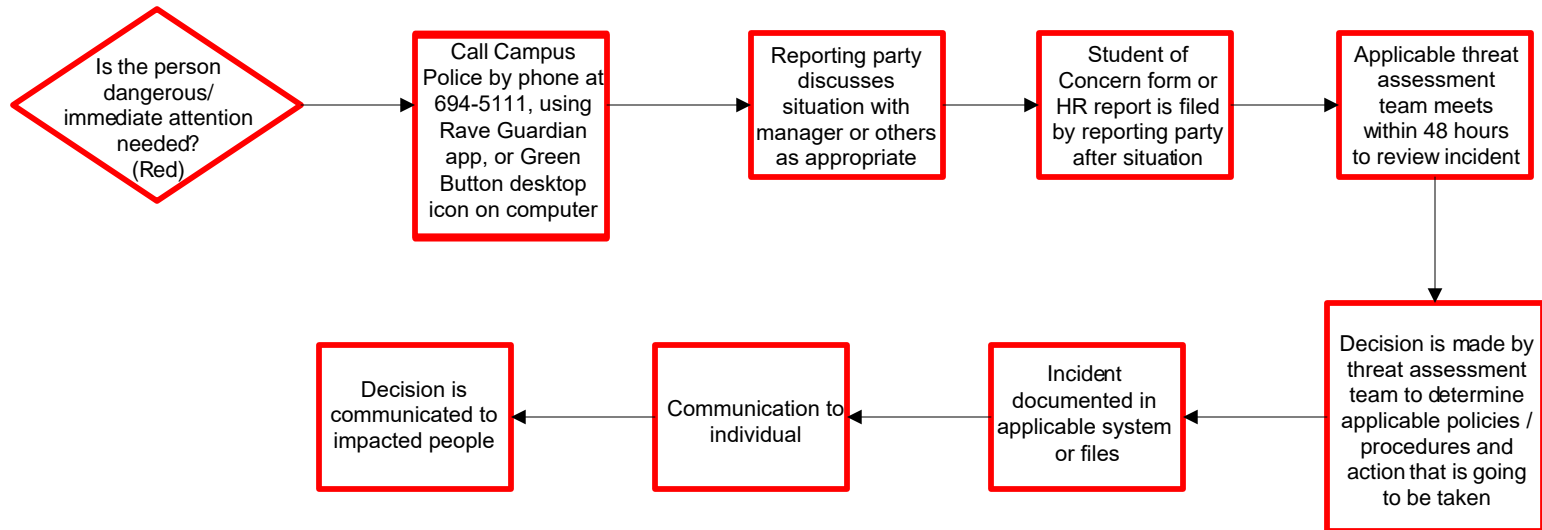
1. Related Policies, Documents, and Statutes

- a. Illinois Campus Security Enhancement Act of 2008 (110 ILCS 12/) and companion rules at 29 Ill. Adm. Code Part 305
- b. ICC Campus Emergency Operations Plan
- c. ICC Emergency Response Guide
- d. ICC Annual Security and Fire Safety Report (Clery Report)
- e. ICC Employee Handbook
- f. ICC Student Handbook
- g. ICC Standard Operating Procedure: Discrimination and Harassment

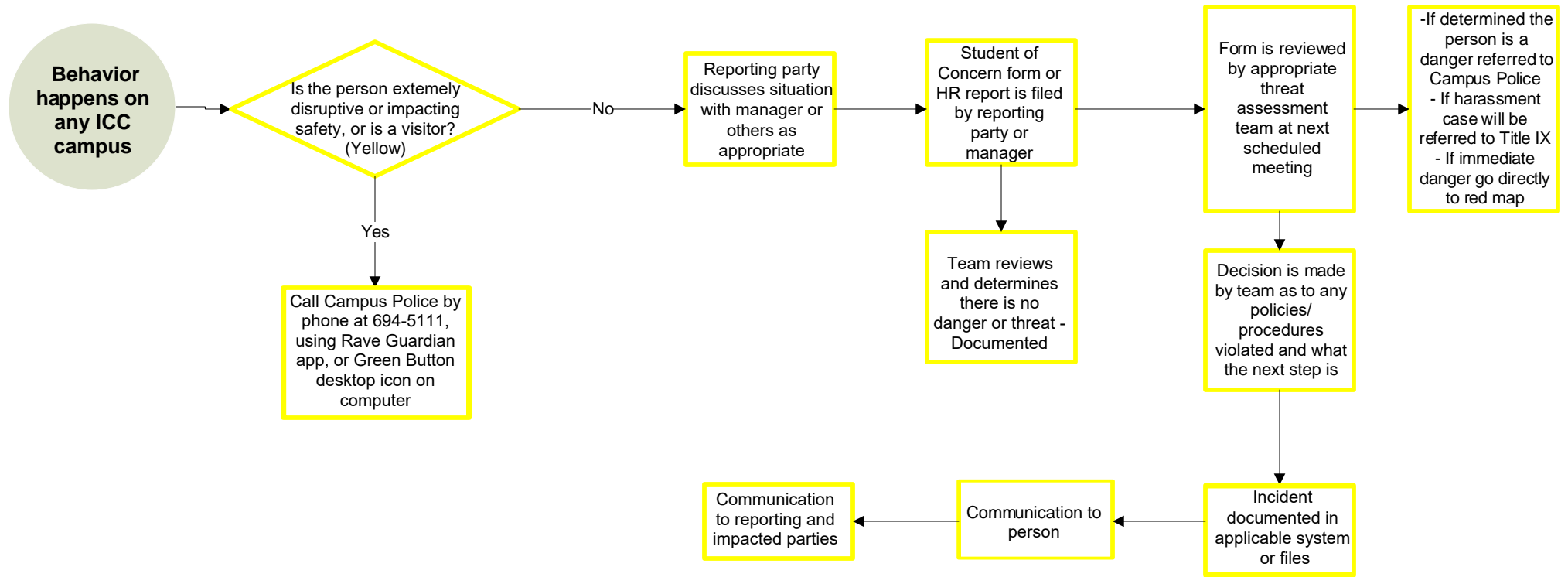
2. See following pages for process map attachments.



Illinois Central College: Dangerous Behavior Reports

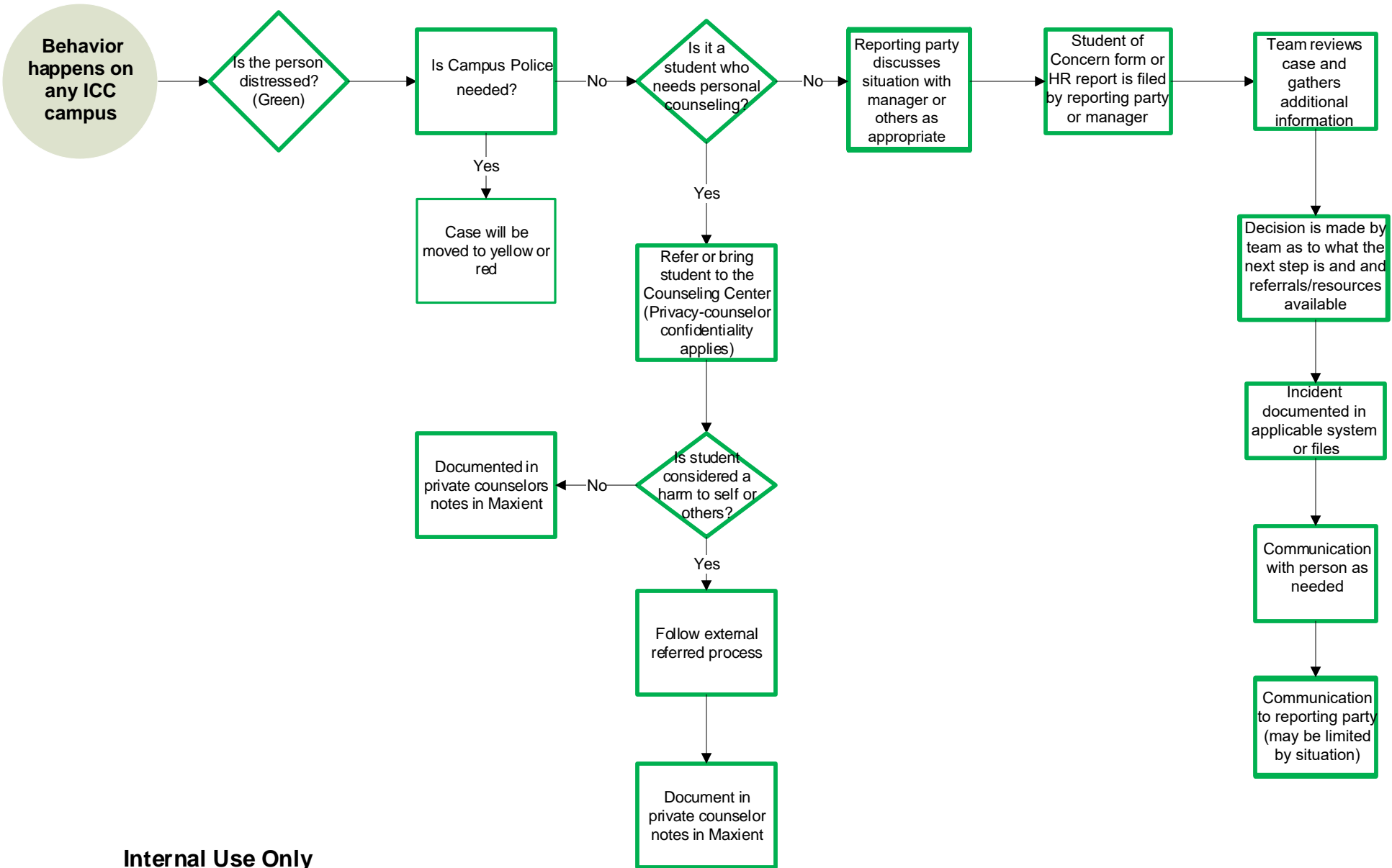


Illinois Central College: Disruptive Behavior Reports



Internal Use Only

Illinois Central College: Distressed Behavior Reports



Internal Use Only

Appendix A: Change Register

When changes are made to this CVPP, the following procedures shall be followed:

1. The Campus Police Department is ultimately responsible for maintaining, reviewing, and updating this plan. A review and necessary updates will be done annually at a minimum, or as needed when changes occur in personnel, resources, or operating procedures.
2. Plan-holders will be notified of changes by email, and the most up to date documents shall be maintained in Teams files and college Standard Operating Procedures.
3. When substantive changes are made, an entry should be noted in the following log:

Date	Page(s) or Section(s) Changed	Entered By
September 2022	Formatted CVPP into ICC SOP format	E. Schwiderski
	Wording changes to reflect general individuals for review and assessment. Addition of process for employees and visitors.	E. Schwiderski
	Process Maps updated to reflect general individuals for a wider application	E. Schwiderski
September 2023	Updated link to Dean of Students Online Report Forms	E. Schwiderski
	Updated Priority Levels for Threat Cases information	E. Schwiderski