

**COLLEGE OF LAKE COUNTY  
CAMPUS VIOLENCE PREVENTION PLAN  
(CVPP)**

**April 2019**

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To Whom It May Concern:

The College of Lake County's mission is to deliver a world class educational experience to all students. Paramount to fostering this ideal is creating a progressive, safe and secure environment in which all students, faculty, staff and visitors can thrive. Being ever vigilant as it pertains to safety-related concerns, the College of Lake County has developed its leaders, improved infrastructure and increased training and exercises that underpin daily operations, and also prepares the institution for low frequency, high-impact events. It is the College of Lake County's contention that as an institution of higher learning, we have enacted exemplary protocols, policies and response strategies to address today's ever-demanding security and safety concerns.

The College's overall plan to address safety issues is formulated in a comprehensive Emergency Operations Plan, which focuses on emergency management, execution of critical systems, infrastructure requirements and a communications plan. Additional institutional training consists of tabletop exercises, fire drills, tornado drills, earthquake drills, first aid, work place safety, CPR and campus security authority and Title IV training. To further enhance emergency preparedness, the College has instituted mutual aid Memorandum of Understandings with several surrounding jurisdictions.

All of these strategies coalesce to support the College's Campus Violence Prevention Plan. Having all these initiatives reside within a living document that will be reviewed annually, with the goal always being to increase safety, will ultimately reduce and prevent violence and promote the prevention of sexual abuse at the College of Lake County.

As president of the College of Lake County, I have reviewed and approve of this plan.

  
\_\_\_\_\_  
President

4.17.19  
\_\_\_\_\_  
Date



## Campus Violence Prevention Plan – Distribution List

The following is a list of the employees and groups that have been provided with a complete copy of the College of Lake County (CLC) Campus Violence Prevention Plan (CVPP). These recipients will also be provided with any changes or updates that occur to the CVPP.

The CVPP is part of the College's Emergency Operations Plan (EOP). The CVPP will be updated annually as part of the EOP update and then distributed to the College Leadership Team, Campus Police, and the Environmental, Health and Safety Department. A copy is also forwarded to the Lake County Emergency Management Agency.

The campus community will be notified of the CVPP updates via e-mail and portions of the plan will be located on the portal and on the College website; the entire plan will be sent to the following:

CLC President

CLC College Leadership Team

CLC Office of Student Development

CLC Office of Student Life

CLC Human Resources Team Members

CLC Behavioral Intervention Team Members

CLC Campus Emergency and Violence Prevention Committee Members

CLC Police Department Supervisory Staff

CLC Police Department Squad Room

CLC Police Department Dispatch Center

CLC Police Department Police Officers – All Extended Campuses

CLC Environmental Health & Safety Manager

CLC Deans of Extended Campuses

Village of Grayslake Police Department

Village of Vernon Hills Police Department

City of Waukegan Police Department

Lake County Sheriff's Department

Lake County Emergency Management Agency

Illinois Community College Board

## Campus Violence Prevention Plan – Change Register

The CVPP will be reviewed annually. Changes will be made by adding complete pages containing the change and deleting obsolete pages.

Changes that are required during the rest of the year will be made following the same process. Minor changes may be made in pen on the master copy of the plan. (All changes will be communicated by the Environmental Health & Safety Manager in writing to all offices holding copies of the plan.)

Changes will be recorded on the following form.

Change #	Signature of Person Making Change	Date
1. Updated Behavioral Intervention Team membership (pg. 9)	<i>Ken Kikuchi</i>	2/19/2019
2. Added the Counseling and Psychological Services department (pg. 11)	<i>Susan Stock</i>	2/21/2019
3. Updated Health Center department information (pg. 11)	<i>Michelle Grace</i>	3/07/2019
4. Added Counseling and Psychological Services department link (pg. 13)	<i>Susan Stock</i>	2/21/2019


## Introduction

The College of Lake County is committed to maintaining a safe and violence-free environment in which its students and staff can learn and work. Though some CLC departments and constituent groups may be more directly involved, violence prevention on CLC campuses and within CLC programs and activities is a cooperative endeavor involving all groups and College departments. It is vital that groups such as Campus Police, Health Center, Student Life, Office of Student Development, Counseling/Advising/Transfer, Human Resources, and Faculty work together to create an environment in which acts of violence are not tolerated and steps are taken to:

- Anticipate, recognize and prevent potential violent incidents, before they occur;
- Convey a unified message of zero tolerance concerning incidents of violence;
- Implement educational programs that will further the goal of violence prevention; and
- Respond to acts of violence in a manner that sends a message that campus violence will not be tolerated.

The CVPP is intended to bring together all college violence prevention, reduction and response programs and create a unified approach to address the potential and real acts of violence which may occur on campus or within college programs and activities. To aid in accomplishing this goal, CLC has established a Campus Emergency and Violence Prevention Committee as well as a Behavioral Intervention Team for students.

## Community Responsibility

The College is committed to developing preventive measures, including a Campus Emergency and Violence Prevention Committee (CEVPC) and a Behavioral Intervention Team (BIT) for at-risk individuals from the student body. Other initiatives include, pre-employment screening for predetermined positions, programs and presentations to increase employee and student awareness, and training of staff regarding early recognition and response to potential and real acts of violence.

- A. Responsibility to Report: It is the responsibility of all campus community members to promote and maintain an environment free from violence at all College facilities and College-sponsored events. This responsibility includes being aware of one's surroundings and immediately reporting incidents and behavior or actions that seem unusual, disruptive, suspicious, threatening, or violent in nature.
- B. Reporting Process: The College expects all community members to immediately report any situation of in-progress violence or violence that is imminent to the Campus Police at 847-543-2081. For situations of potential violence that are not imminent or in-progress, reports or concerns about a student should be made to the faculty member in charge, the department dean or supervisor, Office of Student Development, Campus Police, or a member of BIT via the CLC Cares Form (found on the myCLC portal). For situations regarding an employee, reports should be made to the Executive Director of Human Resources. It will be the responsibility of anyone receiving such a report, to convey the report to the appropriate authority and assure that the BIT team for student concerns and Human Resources for employees are made aware of the concern.

Examples of behaviors that should be reported include, but are not limited to:

- A slow or radical change in a person's behavior(s), appearance or work performance;
- Aggressive or irrational behavior in words or actions;
- Severe unhappiness or radical mood swings;
- Inability to control anger or serious confrontational display;
- Unusual reactions to normal situations or obstacles;
- Lack of emotion, especially compassion or empathy;
- Threats or acts of violence;
- Damage to property;
- Expressions of suicidal thoughts, feelings or acts;
- Any action or behavior that could reasonably be interpreted as potentially leading to violence; and
- Threatening statements, writing or drawings.

Other examples of behaviors, in addition to those described above, may be displayed by employees/students and be reason for concern. These include, but are not limited to:

- Attendance problems;
- Decreased productivity;
- Adverse impact of supervisor's time regarding the resolution of problems, issues dealing with co-workers, personal stress;
- Inconsistent work patterns;
- Concentration problems at work;
- Safety issues or increased accidents or self-injuries at work;
- Poor health or hygiene; and
- Evidence of potential drug use or alcohol use or abuse.

- C. Other Applicable Policies: If an incident involves conduct or behavior of a student, visitor or employee, which is a violation of a more specific College policy (i.e., Student Rights and Responsibilities or employee personnel policies), appropriate action shall be taken by the College department responsible for handling such matters.

## Campus Emergency and Violence Prevention Committee

- A. Committee: A CEVPC shall be formed as a centralized resource to provide support, guidance, research, and policy review in regards to violence prevention on campus. The members of the committee shall include:
1. Chief of Police or designee
  2. Director of Health Services
  3. Director of Disability Services
  4. Director of Information Security
  5. Director of Public Relations and Marketing
  6. Dean of Student Life
  7. Dean of Counseling/Advising/Transfer or designee
  8. Environmental Health & Safety Manager
  9. Member of Faculty
  10. Executive Director of Human Resources
  11. Lake County State's Attorney's Office
  12. Lake County Emergency Management Agency
- B. Campus Emergency and Violence Prevention Committee Charge: The CEVPC will be an inter-disciplinary, multi-jurisdictional committee tasked with creating and maintaining a CVPP designated to integrate existing violence reduction strategies and to promote violence reduction through the introduction and support of policies and programs addressing violence in all forms.
- The CEVPC shall include:
1. Integration of all existing campus programs and policies that deal with violence-related issues (e.g., workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault, etc.);
  2. Incorporation of violence prevention strategies into related policies and/or procedures; and
  3. Encouragement of zero tolerance policy statements that reaffirm violence prevention strategies.
- C. Strategies: The committee shall develop strategies toward the prevention of violence on campus and within College programs and activities which may include, but not limited to, determining methods of communication to and education of the College community regarding violence recognition, prevention, and safety measures to enhance campus safety.
- D. Charter and Bylaws: The committee may create a charter, bylaws and policies under which it shall operate to fulfill its purpose.

## Campus Threat Assessment Teams (BIT and EBIP)

### Behavioral Intervention Team

The BIT team, also acting as the Threat Assessment Team and CLC Cares Team, shall be informed as an additional resource to provide support and assistance. In addition, the BIT team will review and respond to reported incidents of potential or actual acts of violence that occur within the College community specifically related to student issues.

Members of the team shall include:

1. Dean of Student Life/Title IX Coordinator
2. CLC Chief of Police
3. Dean of Counseling/Advising/Transfer
4. Judicial Officer

The team shall:

1. Be responsible for reviewing reported incidents involving actual or potential danger of violence related to students;
2. Determine if a threat exists and develop a strategy to respond to the incident; and
3. Take appropriate action to mitigate danger through appropriate means (e.g., provide counseling for the potential offender, remove a violator or potential violator from the campus community).

Once notified of a threat or potential threat, the BIT team shall confer as soon as reasonably possible to determine the appropriate response to the incident. The BIT team shall make a timely response and follow up on all actions taken or recommended.

### Employee Behavior Intervention Process

The Human Resources Department is responsible for responding to employee behavioral concerns for the College and works closely with the CLC Police Department, Health Center, Board of Trustees, designated attorneys, union representatives, the Employee Assistance Program contacts, and other resources as needed for this process. Human Resources, using the Employee Behavioral Intervention Process (EBIP), will:

1. Determine the appropriate action/response using applicable College policies and procedures, employment laws, practices, and contractual provisions in responding to employee behavior issues;
2. Provide needed employee resources in response to employee behavior issues, such as counseling or Employee Assistance Program (EAP) Services and make employee referrals;
3. Utilize the College's occupational services provider or other sources for evaluation of employee for fitness-for-duty, if needed;
4. Refer employee behavior demonstrating an actual or potential threat of imminent danger to the College or an individual immediately to the attention of Campus Police; and
5. Consult with legal counsel for the College, as necessary, to determine the appropriate action.

## Preventive Measures and Programs

The following information lists the various College departments that are actively involved in violence prevention activities and delineates some of the specific programs and procedures they conduct.

- A. Campus Police: The CLC Police Department employs state certified sworn police officers, Community Service Officers, and operates a fulltime communications center staffed by certified Telecommunicators. The CLC police department provides safety and police services for three campuses, Grayslake, Waukegan and Vernon Hills. The police department is an international and state accredited police agency, and has received the ILEAS Emergency Preparedness Award and are members of the Lake County Chiefs of Police Association and the Lake County Major Crimes Task Force.

The CLC police department works closely with student groups, the Office of Student Development, and other campus coalitions. The police department also has contributing members on the College's BIT team and the Veterans Support Team.

Additionally, some of the CLC Police Department violence prevention programs include:

1. Officer training on:
    - a. Run-Hide-Fight Training and Self Defense Rape Avoidance Training mentoring students;
    - b. De-escalation of violent encounters; and
    - c. Various Tabletop Functional Exercises
  2. Safety alerts, when appropriate, based on CLERY requirements;
  3. Liaisons with student and staff groups to identify and respond to situations of concern; and
  4. Crime prevention and personal safety presentations.
- B. Office of Student Development: The Office of Student Development, led by the Vice President of Student Development, is responsible for the enforcement of the Student Rights and Responsibilities Procedures-Standards of Conduct. This office maintains a zero tolerance policy for any kind of threats or actual incidents of harm or violence. The Office of Student Development works closely with the CLC Police Department and BIT in identifying and responding to these incidents.
- C. Student Life: In this office, and through Title IX, Sexual Violence Elimination (SaVE) Team\*, CLC Police, and Student Activities, there are numerous programs including:
1. Informational presentations to College groups on recognizing and preventing violence on campus;
  2. Student and employee trainings and information sessions on recognizing and reporting behavioral incidents;
  3. Sexual assault awareness and prevention programs;
  4. Healthy relationship presentations;
  5. Domestic violence panels and presentations;
  6. Alcohol and violence awareness programs; and
  7. Safe Zone.

\* The Sexual Violence Elimination (SaVE) Team coordinates primary prevention and ongoing awareness of sexual and gender-based violence, including but not limited to dating

violence, domestic violence, sexual assault and stalking. It is led by the Title IX Coordinator and includes representation from internal offices such as Human Resources, the Women's Center, CLC Police, Athletics and Counseling, as well as community agencies such as the Zacharias Sexual Abuse Center, A Safe Place and the State's Attorney's Office.

- D. Counseling and Psychological Services (CAPS): CAPS provides crisis intervention for students in distress, and short-term individual, couples, and group psychotherapy and referrals to community mental health providers as necessary. CAPS also provides mental health consultation and psycho-educational programming to the CLC community. CAPS adheres to all relevant ethical guidelines, standards of practice, and state laws regarding the provision of psychological services. For example, informed consent must be given by all students who receive services; confidentiality is strictly upheld; and engagement in services must be voluntary.
- E. Health Center: The Health Center provides primary nursing care for urgent and minor illnesses and injuries, making referrals when necessary, and providing over-the-counter medications for related symptoms. Student/staff immunizations and lab services are available by appointment for a greatly reduced cost. Confidential care is assured. Screening services are offered in cooperation with other College departments and community agencies. Informational brochures on many health-related topics are available in the Health Center. Medical parking for temporary disabilities is authorized through the Health Center.
- F. Human Resources Department: The Human Resources Department is responsible for responding to employee behavioral concerns for the College. Other responsibilities of Human Resources include conducting employee background checks on applicants for all positions, including volunteer roles, oversight over the Employee Assistance Program which provides counseling referrals (mandated and optional) for employees who are in need of assistance, and responding to the CLC hotline (whistleblower line). Human Resources also provides employee training during new employee orientation and periodically thereafter to enhance employee and supervisory awareness about workplace violence warning signs, reporting, and appropriate response to threats or actual workplace violence and early intervention to prevent violence. Human Resources is also responsible for enforcement of employee-related Board policies and labor contract provisions that relate to workplace violence and/or harassment.
- G. Environmental Health & Safety Department: The Environmental Health & Safety Manager is responsible for the annual review and updating of the Campus Emergency Operations Plan. Additionally, he/she will manage and supervise the College's Safety Coordinator program. This program trains, supplies and coordinates 60-80 volunteer staff members on all campuses to respond to and report emergency incidents including incidents of violence.

## NIMS Compliance

In compliance with presidential Directive #5, the College has adopted the National Incident Management System (NIMS) as its method of response to emergency situations where clear lines of communication are needed both within the College and with outside agencies.

Members of the College Police Department, as well as all senior Administrators, have completed training for NIMS, as well as reviewed the College Emergency Operations Plan. They are supplied with portable radios and other necessary equipment to respond to an emergency event in which time and clear communication lines are essential.

## Emergency Notification and Communication

The College recognizes the need for rapid notification of incidents of violence from both the public to the police, as well as from the College to the public. To enhance that communication, the College has numerous emergency phones throughout the College campuses from which the public can make direct contact with the police department. These phones are both internal as well as external. The external phones are highly visible "blue light" phones.

The College also provides a free Emergency Notification System for all community members. This system sends out text, e-mail and phone notification to all subscribers regarding emergency situations on campus. Additionally, the College has PA systems at most campuses, which are capable of sending out emergency messages in all equipped buildings.

## Publications and Resources

Campus Police and Environmental Health and Safety have published an Emergency Response Handbook for faculty and staff. This handbook consists of a quick access flip chart which provides information on various emergencies, including active shooters and other violent incident responses. These charts are distributed to all work areas and are posted throughout the campus.

### Student Resources

What is Title IX? FAQ

<http://dept.clcillinois.edu/ssd/TitleIXFAQForStudents.pdf>

Sex and Gender-Based Misconduct Reporting and Getting Support

<http://dept.clcillinois.edu/ssd/ReportingSexualMisconductFlowchart.pdf>

Sexual Misconduct and Title IX Policy and Procedures

<http://dept.clcillinois.edu/ssd/TitleIXProcedures.pdf>

Student Rights and Responsibilities

<http://dept.clcillinois.edu/ssd/StudentRightsandResponsibilitiesProcedures.pdf>

Notice of Complainant Victim's Rights

<http://dept.clcillinois.edu/ssd/TitleIXRepPartyVictimRights.pdf>

Non-Discrimination Policy

<http://www.clcillinois.edu/aboutclc/who-we-are/consumer-information/nondiscrimination>

## Employee Resources

CLC Directives on Acceptable Use of Technology Resources

<http://dept.clcillinois.edu/isc/helpdesk/CLC%20IT%20Acceptable%20Use%20Directive%20June%202016.pdf>

Workplace Violence Procedure

<http://dept.clcillinois.edu/per/WORKPLACE%20VIOLENCE.pdf>

Sexual Harassment Procedures

[http://dept.clcillinois.edu/per/Sexual\\_Harassment\\_HR\\_Procedures\\_6-16.pdf](http://dept.clcillinois.edu/per/Sexual_Harassment_HR_Procedures_6-16.pdf)

Transgender Guidelines

<http://dept.clcillinois.edu/per/Transgender%20Access%20to%20Restroom%20Guide.pdf>

Discrimination and Harassment Procedure

<http://dept.clcillinois.edu/per/Employee%20Discrimination%20and%20Harassment%20Information%20and%20Complaint%20Procedures.pdf>

Staff Employee Advocate Program

<http://dept.clcillinois.edu/per/Staff%20Employee%20Advocate%20Program%205%2017%2016.pdf>

Police Department Contact Information

<http://www.clcillinois.edu/aboutclc/depts/sec>

Employee Assistance Program (EAP)/Magellan Health Services

<https://www.magellanassist.com>

Environmental Health and Safety

<http://www.clcillinois.edu/aboutclc/depts/ehs>

Health Center

<http://www.clcillinois.edu/aboutclc/depts/hlth>

Counseling and Psychological Services (CAPS)

<http://www.clcillinois.edu/student-services/additional-services/caps>

CLC Hotline (Whistleblower - Lighthouse)

[www.lighthouse-services.com/clcillinois](http://www.lighthouse-services.com/clcillinois)

## Approval and Revision

This CVPP has been approved by the President of the College of Lake County. It will be reviewed annually or when necessary changes are required by the Behavioral Intervention Team and the Campus Emergency and Violence Prevention Committee to ensure the plan is current and up-to-date.