



# ILLINOIS EASTERN COMMUNITY COLLEGES

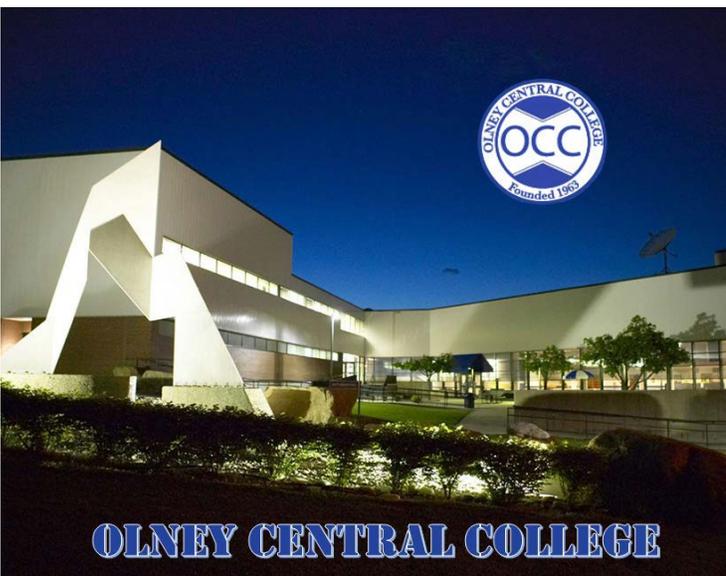
## Annual Security Report

### FRONTIER COMMUNITY COLLEGE



### LINCOLN TRAIL COLLEGE

### WABASH VALLEY COLLEGE



### OLNEY CENTRAL COLLEGE



Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

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## LETTER FROM CHIEF EXECUTIVE OFFICER

Dear Students, Faculty, Staff, Parents, and Prospective Students and Employees:

Illinois Eastern Community Colleges and the Board of Trustees are committed to engaging the campus community, including local law enforcement agencies, to ensure a safe learning and workplace environment is present at all times. To accomplish such, IECC monitors and evaluates campus safety on a regular basis and ensures policies and procedures are always up-to-date. IECC emergency plans such as the Emergency Response Plans and the Violence Prevention Plans are also updated on an annual basis. Regular training is provided to staff, faculty, and students throughout the District to ensure the maintenance and promotion of a safe campus community. Ongoing prevention and awareness programming provides students with an enhanced understanding and knowledge of all campus safety and security related policies and procedures, while employees are provided with regular training to equip them with the knowledge and resources available to assist in the prevention of campus crime.

Sincerely,

Terry L. Bruce  
Chief Executive Officer  
Illinois Eastern Community Colleges

## **Annual Security Report**

The Illinois Eastern Community Colleges (IECC) Annual Security Report is intended to inform all current and prospective students and employees of the District's safety and security program. This report is posted on the District's website ([www.iecc.edu/safety](http://www.iecc.edu/safety)) for review by employees, prospective employees, students, prospective students, and parents. Each year, an email notification is sent to all enrolled students, faculty, and staff with a direct link to access the Annual Security Report. An overview of the contents of the ASR and a direct link are included in employee application forms and in the automated response to admission applications to ensure all prospective employees and prospective students are provided the information. A hard copy of this report may be requested from the Student Services Office at any of the Colleges or from the Human Resources Office for prospective employees. This notification is in accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 28 U.S.C. §1092(f), and the provisions of the Higher Education Opportunity Act Pertaining to Campus Statistics, 28 U.S.C. §1092(i). For more information, or if you have specific questions regarding the Annual Security Report or security policies at Illinois Eastern Community Colleges, contact Ashlee Spannagel, Program Director of Grants, Compliance, & Outreach, at 618.393.3491 or [spannagela@iecc.edu](mailto:spannagela@iecc.edu).

Illinois Eastern Community Colleges is a public, non-residential, two-year community college system located in southeastern Illinois. IECC services all or part of a 12-county area and maintains an annual headcount of over 28,000 students. Frontier Community College (FCC) in Fairfield, Lincoln Trail College (LTC) in Robinson, Olney Central College (OCC) in Olney, and Wabash Valley College (WVC) in Mt. Carmel make up Illinois Eastern Community Colleges. Each of the four Colleges operate under the same IECC policies and procedures.

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime prevention, college security procedures, and programs to prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college office of student services. The college environment includes all students, employees and other persons participating in Illinois Eastern classes, programs, services and other activities and events. Illinois Eastern administration monitors and evaluates campus safety on an ongoing basis.

The following is information to be reported pursuant to federal law and regulation.

### **Reporting Crimes and Emergencies**

#### ***Campus Emergencies***

All members of the IECC community, and all visitors, are encouraged to accurately and promptly report potential criminal activity, suspicious behavior and any emergencies on campus to the appropriate College President or other designated official. Crimes should be accurately and promptly reported to the College President and/or the appropriate law enforcement agency, when the victim of a crime elects to, or is able to, make such a report. Note: None of the Colleges have campus police or a security department. The College Presidents can be reached at the contact information listed below:

<u>Frontier Community College</u>	<u>Lincoln Trail College</u>	<u>Olney Central College</u>	<u>Wabash Valley College</u>
Dr. Jay Edgren President	Dr. Ryan Gower President	Mr. Rodney Ranes President	Dr. Matt Fowler President
2 Frontier Drive Fairfield, IL 62837 618-847-9101	11220 State Highway 1 Robinson, IL 62454 618-546-2243	305 N. West Street Olney, IL 62450 618-393-3301	2200 College Drive, Mt. Carmel, IL 62863 618-263-5052
Internal Ext.: 4001 edgreng@iecc.edu	Internal Ext.: 1121 gowerry@iecc.edu	Internal Ext.: 2001 ranesr@iecc.edu	Internal Ext.: 3383 fowlerm@iecc.edu

Reports may be made in person to the President’s Office at each respective campus, or to any Campus Security Authority (CSA) during regular hours of operation, or to the appropriate law enforcement agency. Students and employees should report criminal offenses for the purpose of assessing the crime for potential distribution of a timely warning notice to the campus community and/or inclusion in the annual statistical disclosure.

***Campus Security Authorities***

Campus Security Authorities (CSA) are responsible for reporting any and all crimes reported to them to the designated officials at IECC. The following positions, and the respective individuals that assume these positions, are classified as a CSA at IECC: President, Assistant to the President, Dean of Instruction, Assistant to the Dean of Instruction, Assistant Dean of Student Services, Athletic Director, Athletic Coach, Student Organization Advisor, Retention Coordinator, Title IX Coordinator, Sexual Misconduct Investigators, and Members of the Threat Assessment and Behavioral Intervention Team (TABIT).

***Reporting a Crime***

Illinois Eastern encourages all students and employees to report all on-campus INCIDENTS of criminal activity, including but not limited to, murder, rape, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, along with on-campus ARRESTS for liquor law violations, drug law violations, and weapons possessions to the President or his/her designee. Reports may be made in person to the President’s Office at each respective campus, or to any Campus Security Authority (CSA) during regular hours of operation, or to the appropriate law enforcement agency. Students and employees are encouraged to report all crimes considered to be a threat to students and employees so that Illinois Eastern can determine if preventive measures can be implemented to prevent recurrence of a particular crime. Reporting is also requested for evening classes and college events occurring at locations other than college property.

Any crime reported to IECC officials will require appropriate attention in order to adhere with state and federal regulations and/or the possible issuance of timely warnings. IECC does not have confidential crime reporting options.

Crime report documentation and records are maintained in a centralized office location upon receipt of reports from CSAs, College officials, and/or local law enforcement agencies.

## ***Response to a Report***

College officials will cooperate with local law enforcement officials during an ongoing criminal investigation on an as needed basis. In the interim, College officials can ensure victims are provided with on-campus resources and/or information about any off-campus services as necessary.

College officials may also convene the Student Disciplinary Committee or TABIT in response to an incident that has occurred on campus, if applicable, for review and for potential action, as appropriate. Upon written request, IECC will release the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator to the victim of a crime of violence or a non-forcible sex 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 this purpose.

IECC does not have any employees performing in an official pastoral or professional counselor role although referrals are made to professional counselors and counseling organizations; therefore, IECC does not have policies or procedures that encourage crime reporting procedures to clients receiving counseling services.

## ***Timely Warning Notices***

Illinois Eastern will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the College community. A Timely Warning notice will be distributed to the College community when a crime is reported that poses a serious or continuing threat to the campus community. Timely Warning notices will be distributed using the Emergency Notifications in the ReGroup System or through the Student Portal.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the appropriate College officials. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by College officials. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime.

The President or his/her designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. If warranted, the President, or his/her designee, will distribute the Timely Warnings using the systems identified above. Timely Warnings will be provided to students and employees in a manner that is timely,

that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

### ***Security, Access, and Maintenance of Campus Facilities***

Illinois Eastern custodial and maintenance staff or other District personnel are responsible for the security, access, and maintenance of all District buildings and grounds. Lighting, landscaping, and other safety-related aspects of the campuses are continually monitored, maintained, and repaired.

As such, custodial and maintenance staff or other College personnel will be present on campus during all times that classes are in session. IECC buildings and facilities are generally intended for the use and benefit of the students and employees. However, the facilities are open and accessible during normal business hours and into the evening and weekend hours depending on class schedules and events. Visitors and guests seeking to utilize College facilities are required to make prior arrangements with the appropriate College officials. Note: IECC does not own or control any residence halls or student housing.

IECC does not possess a campus security department or campus law enforcement; therefore, each College is routinely patrolled by local law enforcement agencies to evaluate and monitor security-related matters. There is no memorandum of understanding regarding any topic, including the investigation of criminal incidents, in place between IECC, the Colleges, and local law enforcement agencies. IECC maintains a working relationship among College officials and state and local law enforcement agencies for the investigation of alleged criminal offenses.

### **Campus Emergency Response Plans and Immediate Notification**

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of creating and maintaining Emergency Response Plans that outline the plan for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs or activities. The Emergency Response Plans meet the requirements of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and the Illinois Administrative Code Part 305, and are compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) and the National Incident Management System (NIMS). The Emergency Response Plans also provide for Business Continuity (Annex 10) and Academic Continuity (Annex 11) which includes general framework for planning and decision making as it pertains to the academic and business functions of IECC in case of a campus emergency.

The College President, or his/her designee, coordinates appropriate actions, on behalf of the College, in all emergencies in accordance with the respective College's Emergency Response Plan. A Continuity of Administration team is outlined in each Emergency Response Plan and consists of the President, Dean of Instruction, Assistant Dean of Student Services, Director of Business, and Operations & Maintenance Team Leader at each College.

Emergency Response Plans are reviewed and revised, as necessary, on an annual basis. Procedures for specific emergency scenarios are accessible to students, faculty, staff and the public through a link from the IECC homepage.

### ***Initiation of Emergency Response Plan***

The President, or designee, in conjunction with the national weather service, local first responders, health service departments, College administrators, etc., will be responsible for confirming the existence of a significant emergency or dangerous situation.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the President or designee 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 efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The President, or designee, will collaborate with Public Information and Marketing to craft the message that will be distributed via some or all of the systems described below to communicate the threat to the College community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

IECC will use an Emergency Alert system to communicate an immediate threat to the campus community. The Emergency Alerts will be delivered in the form of a text message and/or email to alert students and employees, within minutes, whenever a significant emergency or dangerous situation has occurred which may pose a potential threat. The Emergency Alerts will include instructions for taking appropriate actions. Individuals of the larger community have the opportunity to opt-in to receive the Emergency Alerts based on the College of their choice, by registering at [www.iecc.edu/safety](http://www.iecc.edu/safety). Email notifications can also be sent via the Student Portal to notify the entire College community of an ongoing threat.

### ***Emergency Drills and/or Testing***

Emergency drills and the testing/evaluation of emergency notifications and responses are conducted on an annual basis, involving the College community at each of the Colleges. The exercise and drill may be announced or unannounced and response and effectiveness will be evaluated and documented. IECC distributes its emergency response and evacuation procedures to appropriate College officials and all relevant agencies that may serve the College community in the event of an emergency, including but not limited to local law enforcement agencies, healthcare facilities, emergency management agencies, counseling centers, fire departments, etc. Emergency evacuation information and routes are posted in all facilities.

### **Summary of General Evacuation Procedures**

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. In addition to fire drills, other drills that are annually conducted at each College may include active shooter situation drills, gas leak drills, and/or

earthquake drills. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

The following steps have been outlined in the College emergency guides located throughout the campuses to inform students, employees, and visitors of the appropriate actions to take in the event of a fire situation:

***If you discover a fire:***

- Manually activate the building's fire alarm system immediately.
- Evacuate the building, closing doors and windows in your immediate area.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location. If you are not able to evacuate, go to an Area of Rescue Assistance, if you can.
- Call 911.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

***If a fire alarm is activated:***

- Evacuations are mandatory for fire alarms and when directed by authorities. No exceptions!
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location. If you are not able to evacuate, go to an Area of Rescue Assistance, if you can.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

***If caught in smoke:***

- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

***If trapped in a building:***

- Close all doors and windows.
- Place something under the door to prevent smoke from entering.
- Attempt to go to a window to signal people outside of the building.

- Call 911.

### ***Using a fire extinguisher:***

- **Report the fire first.** Call 911 before attempting to use an extinguisher.
- Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt in your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- To use the fire extinguisher, follow the PASS method:
  - P**ull the pin. This will break the tamper seal if one is provided.
  - A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
  - S**queeze the handle to release the extinguishing agent.
  - S**weep from side-to-side at the base of the fire until the fire is out. Watch the area.

## **Campus Safety and Security Procedures and Prevention of Crime Programming**

IECC annually distributes the Campus Safety and Security brochure at new student orientation sessions, in brochure display racks, and in new student informational folders and/or packets. This brochure contains the Campus Safety and Security Policy, which outlines the appropriate individuals in which crimes should be reported; an overview of policies to ensure campus safety and security of students and employees alike, such as drug-free workplace and concealed firearms; a breakdown of the campus crime statistics per College; and identifies the responsibilities students must embrace to ensure the safety of themselves and those around them. The Campus Safety and Security brochure is distributed annually to all IECC employees as well.

Additionally, evacuation and shelter maps are posted in all classrooms, office areas, and in various public locations at each of the Colleges. Each of the Colleges has an extensive security camera system. These cameras are monitored intermittently by College administrators.

### **Crime Statistics**

The IECC crime report statistics are compiled from all reported incidents to the designated officials at each of the Colleges. A formal police report is not needed in order for a statistic to be included in the annual crime report.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources including but not limited to: Robinson Police Department, Olney Police Department, Fairfield Police Department, Mt. Carmel Police Department, Flora Police Department, Grayville Police Department, Clay County Sheriff's Department, Crawford County Sheriff's Department, Edwards County Sheriff's Department, Lawrence County Sheriff's Department, Wayne County Sheriff's Department, and non-police officials identified by Federal Law as Campus Security Authorities at each of the Colleges. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

The report is published by October 1 of the current year and includes statistics for three previous calendar years. For example, the report published by October 1, 2017 includes statistics for the 2014, 2015, and 2016 calendar years. The Program Director of Grants, Compliance, & Outreach compiles crime report statistics for any incident which occurs at any College-owned or operated location. The staff, in cooperation with local law enforcement agencies, keeps a record of these statistics and reports the information to the National Uniform Crime Report Division of the FBI.

The Crime Report Statistics for the previous three calendar years are as follows:

**Frontier Community College**

<b>Offense</b>	<b>Year</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>	<b>Non Campus Housing*</b>
Murder/Non-Negligent Manslaughter	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Negligent Manslaughter	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Sex Offenses Forcible	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Robbery	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Burglary	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Arson	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Domestic Violence	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Dating Violence	2014	0	0	0	-
	2015	0	0	0	-

	2016	0	0	0	0
Stalking	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
<b>Arrests or Disciplinary Referrals</b>					
Liquor Law Violation	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Drug Law Violation	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0
Illegal Weapons Possession	2014	0	0	0	-
	2015	0	0	0	-
	2016	0	0	0	0

**Hate Crimes:** There were no reported hate crimes between January 1, 2014, and December 31, 2016.

\*Note: FCC does not have on-campus student housing, nor does FCC own or control the non-campus student housing. However, the majority of the non-campus housing residents are FCC students. Therefore, crime statistics are collected and included within this report. Also, note that no crime reports were available for 2014 or 2015 for the non-campus housing because it was not constructed until 2016.

#### Lincoln Trail College

Offense	Year	On Campus	Non Campus	Public Property	Non Campus Housing*
Murder/Non-Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Burglary	2014	1	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Dating Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Stalking	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
<b>Arrests or Disciplinary Referrals</b>					
Liquor Law Violation	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Drug Law Violation	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

**Hate Crimes:** There were no reported hate crimes between January 1, 2014, and December 31, 2016.

\*Note: LTC does not have on-campus student housing, nor does LTC own or control the non-campus student housing. However, the majority of the non-campus housing residents are LTC students. Therefore, crime statistics are collected and included within this report.

### Olney Central College

Offense	Year	On Campus	Non Campus	Public Property	Non Campus Housing*
Murder/Non-Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Sex Offenses Forcible	2014	0	0	0	0
	2015	0	0	0	1
	2016	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Burglary	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Dating Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Stalking	2014	0	0	0	0
	2015	0	0	0	0
	2016	2	0	0	0
<b>Arrests or Disciplinary Referrals</b>					
Liquor Law Violation	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	6
Drug Law Violation	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

**Hate Crimes:** There were no reported hate crimes between January 1, 2014, and December 31, 2016.

\*Note: OCC does not have on-campus student housing, nor does OCC own or control the non-campus student housing. However, the majority of the non-campus housing residents are OCC students. Therefore, crime statistics are collected and included within this report.

### Wabash Valley College

Offense	Year	On Campus	Non Campus	Public Property	Non Campus Housing*
Murder/Non-Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Burglary	2014	0	1	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	1	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2014	0	0	0	0
	2015	1**	0	0	0
	2016	0	0	0	0
Dating Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	1	0	0
Stalking	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	1	0	0
<b>Arrests or Disciplinary Referrals</b>					
Liquor Law Violation	2014	0	1	0	0

	2015	0	0	0	0
	2016	0	0	0	0
Drug Law Violation	2014	0	2	0	0
	2015	1**	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2014	0	1	0	0
	2015	1	0	0	0
	2016	0	0	0	0

**Hate Crimes:** There were no reported hate crimes between January 1, 2014, and December 31, 2016.

\*Note: WVC does not have on-campus student housing, nor does WVC own or control the non-campus student housing. However, the majority of the non-campus housing residents are WVC students. Therefore, crime statistics are collected and included within this report.

\*\*Crimes occurred at John A. Logan College where IECC's Workforce Education Division holds courses.

### **Definitions of Reportable Crimes**

#### ***Aggravated assault***

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by a 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 that could and possibly would result in serious personal injury if the crime were successfully completed.)

#### ***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.

#### ***Burglary***

The unlawful entry of a structure to commit a felony or a theft.

#### ***Murder and non-negligent manslaughter***

The willful (non-negligent) killing of one human being by another.

#### ***Negligent manslaughter***

The killing of another person through gross negligence.

#### ***Drug abuse violations***

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

***Hate crimes***

The Clery Act requires institutions to separately report all hate crime statistics on any of the previously mentioned offenses or any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias, or the perpetrator perceived the person to be in one of the protected group categories: Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, and Disability.

As of August 14, 2008 the Clery Act was amended to include larceny/simple assault, intimidation and destruction/damage/vandalism (except arson) as reportable categories of hate crimes.

***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 activities. (Drunkenness and driving under the influence are not included in this definition.)

***Motor vehicle theft***

The theft or attempted theft of a motor vehicle.

***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.

***Sex Offenses – Forcible******Forcible rape***

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against that person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or 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 or her youth or because of his or 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 that person's will, where the victim is incapable of giving consent because of his or her youth or because of his or 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 that person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

### **Sex Offenses – Non-Forcible**

#### 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.

### **Weapon law violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

### **Definitions of Geography**

For purposes of reporting statistics, the District must distinguish criminal offenses according to the location at which they occur. Geographic locations are defined as follows:

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

**Non-Campus:** Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Note: The Colleges do not own or control any housing facilities; however, crime statistics have been collected and presented in the tables above due to the majority of the residents at these housing facilities being IECC students. Furthermore, IECC does not have any student organizations that own or control non-campus facilities.

**Public Property:** All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus/location or immediately adjacent to and accessible from the campus/location. IECC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus/location boundaries.

## **Incident Log**

While IECC is not required to maintain a daily crime log based upon federal guidelines, crime report documentation and records are maintained in a centralized office location upon receipt of reports from CSAs.

## **Illinois Sex Offender Registry**

The Illinois Sex Offender Registration Act, [730 ILCS 150/3](#), requires students and employees to register at the College or University in which they attend or are employed. The purpose of this Policy is to outline IECC's registration requirements for students or employees who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act.

Within three days of enrollment, admittance, or employment at IECC, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act must register with the Assistant Dean of Student Services at the College of attendance or the IECC Human Resources Department at the District Office (if an employee).

Any student or employee who fails to register with the appropriate College/District officials within three days of enrollment, admittance, employment, or conviction, as required by the Act, will be subject to immediate expulsion from the College or dismissal from employment with the District.

To access the statewide registry or for additional information regarding registered sex offenders in Illinois, visit the [Illinois Sex Offender Registry](#) online.

## **Nondiscrimination Statement**

Illinois Eastern Community Colleges District #529 does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, or any other protected category in its educational programs, activities, services, or employment practices, including career and technical (CTE) opportunities.

CTE program/courses offerings and admission criteria are detailed at [www.iecc.edu/programs](http://www.iecc.edu/programs).

Inquiries regarding this nondiscrimination policy may be directed to:

Ashlee Spannagel  
Title IX Coordinator/ADA Coordinator  
233 E. Chestnut St.  
Olney, IL 62450  
618.393.3491  
[spannagela@iecc.edu](mailto:spannagela@iecc.edu)

Inquiries may also be made directly to the U. S. Department of Education, Office for Civil Rights:  
Citigroup Center  
500 W. Madison St., Suite 1475  
Chicago, IL 60661-4544  
312.730.1560  
[OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### **Policy Regarding Firearms at IECC**

The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials, when being used for approved course work, or when the Concealed Firearms Policy (100.28) applies, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the College.

### ***Concealed Firearms Policy (100.28)***

#### **Concealed Firearms**

It is the policy of the Board of Trustees to comply with the provisions of the Firearm Concealed Carry Act. PA 98-63 and subsequent amendments by Administrative Rule and Public Act). Under that Act, the Board hereby adopts the definitions contained therein, "Concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle. "Handgun" means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

#### **Prohibited Areas**

The Board declares the following as prohibited areas as set forth under Section 65, of the Act. A licensee under this Act shall not knowingly carry a concealed firearm on or into any real property, including parking areas, sidewalks, and common areas under the control of Illinois Eastern Community Colleges.

#### **Firearms and District Vehicles**

Further, the Board prohibits persons from carrying a firearm within a vehicle owned, leased, or controlled by the district.

### Enforcement of Existing Policy

The Board directs the administration to enforce existing regulations, or policies regarding student, employee, or visitor misconduct and to discipline those who violate these regulations and policies, including suspension and expulsion.

### Designated Parking Lots

The Board directs the Administration to set forth regulations, or policies regarding the storage or maintenance of firearms, which must include designated areas where persons can park vehicles that carry firearms.

### Firearms Possession for Instructional Purpose

Students are permitted to carry or use of firearms for the limited purpose of instruction and curriculum in officially recognized district approved educational programs, including but not limited to gunsmithing. Further, students may carry and use firearms in approved courses and at approved sites for purposes of instruction and attainment of concealed carry permits.

### Firearms in "Case" and Parking at Prohibited Parking Lots

Notwithstanding the prohibition against firearms in parking lots owned and operated by the District, Board recognizes that under the Concealed Carry Act, any licensee, prohibited from carrying a concealed firearm into a District parking area as specified in the Act and Board policy, shall be permitted to carry a concealed firearm on or about his or her person within a vehicle into the parking area and may 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. For purposes of this exception, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

### Concealed Carry in a Prohibited Parking Lot

A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

### Posting of Signs

The District shall post signs stating that the carrying of firearms is prohibited and these signs shall be clearly and conspicuously posted at the entrance to District buildings, premises, or real property specified as a prohibited areas. Signs shall be of a uniform design and shall comply with established state regulations as to size and content.

### Suspension of Concealed Carry License

Student and licensees are hereby notified that a concealed carry license shall be suspended by the appropriate authorities if an order of protection, including an emergency order of protection, plenary order of protection, or interim order of protection under Article 112A of the Code of Criminal Procedure of 1963 or under the Illinois Domestic Violence Act of 1986, is issued against a licensee.

Students and licensees shall not carry a concealed firearm while under the influence of alcohol, other drug or drugs, intoxicating compound or combination of compounds, or any combination thereof, under the standards set forth in subsection (a) of Section 11-501 of the Illinois Vehicle Code.

### **Policies Regarding Alcohol, Illegal Drugs, and Tobacco**

IECC prohibits the possession, use, or sale of alcohol or illegal drugs on any IECC properties or at any IECC-sponsored classes, programs, services, or other activities and events. Any violation of IECC Substance Abuse Policy or Drug-Free Workplace Policy will result in the involvement of appropriate law enforcement officials. IECC and all of its properties are smoke-free campuses. IECC cooperates with all outside law enforcement agencies regarding the enforcement of state and federal underage drinking and drug laws.

#### ***Substance Abuse Policy (100.9)***

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse instance will result in involvement of law enforcement officials.

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

#### ***Drug-Free Workplace Policy (400.19)***

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of drugs in the workplace. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.

##### ***I. Notice of Conviction***

As a condition of employment, all employees directly engaged in performing work under federal grants must agree to comply with this policy and must agree to notify the President or the Chief Executive Officer no later than five (5) days after any conviction for workplace violation of a criminal drug statute. The Agency will report such convictions to the federal government within ten (10) days. Any employee who is convicted of such a crime is also subject to discipline up to and including discharge. Where appropriate, in the College's discretion,

employees who are convicted of such crimes may be required to participate satisfactorily in a drug rehabilitation or counseling program.

### II. Definitions

The term "controlled substances" means substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C., ' 812. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug but which is not legally obtained, is not being used for prescribed purposes and/or is not being taken according to prescribed dosages. The phrase "conviction for a violation of a criminal drug statute" means a finding of guilt, a no contest plea or an imposition of sentence by any judicial body for any violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

### III. Penalties for Violation

Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render College employees subject to disciplinary action, up to and including termination. Alternatively, if deemed appropriate by the College under the particular circumstances, any employee who violates this policy may be required to participate in and complete a drug abuse assistance or rehabilitation program to the satisfaction of the Agency.

### ***Tobacco Free Campus Policy (100.15)***

The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Clean Indoor Air Act and the Smoke Free Campus Act.

Use of tobacco products is prohibited in any District 529 facility that is open and available to the general public. Use of tobacco products is prohibited in any vehicle owned or leased by District 529. As of July 1, 2015, smoking is prohibited on all IECC property, both indoors and outdoors, and in District owned vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited.

### Definitions

"Smoking" means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes.

"Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, hookahs, smokeless tobacco, snuff, chewing tobacco, or any other similar tobacco product, electronic cigarettes or e-cigarettes, electronic vaporizing devices, personal vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to simulate and substitute for tobacco smoking.

“IECC Property” means any property owned, leased, occupied, operated or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways, and as further set forth on the Tobacco-Free Campus Map for each college.

This policy applies to any individual on IECC property, including but not limited to students, faculty, staff, contractors, subcontractors, volunteers, members of the public, business invitees, and visitors to the college. This policy is applicable twenty-four (24) hours a day, seven (7) days a week. Persons who purposely violate this policy shall be subject to appropriate disciplinary action.

### **Alcohol and Drug Prevention Program/Education and Awareness**

Communicating IECC’s Substance Abuse and Drug-Free Workplace policies to all individuals is critical to its success. To ensure all IECC employees are aware of their role in supporting these policies, all employees will receive a summary of the Drug-Free Schools and Communities Policies and a web link to access the complete policy documents twice annually during the notification of policies. Students will receive an email twice annually about the District’s Substance Abuse Policy. Also, there are flyers and brochures throughout IECC facilities for reference by staff, faculty, students, and/or visitors. The Substance Abuse Policy is posted annually in the Student Handbook for each of the Colleges and the Employee Handbook contains the Drug-Free Workplace Policy.

IECC will make a good faith effort to have and to maintain an alcohol- and drug-free workplace and learning environment.

### **Health Risks**

IECC recognizes that the use of illicit drugs and alcohol abuse may lead to severe health risks.

Health risks associated with alcohol abuse and/or illicit drug use:

- Violence – fights, vandalism, sexual assaults, homicide and suicide are far more likely to occur when drinking is involved.
- Unprotected sex – individuals are less likely to use safer sex practices when drinking, which can result in unplanned pregnancy and infection with a sexually transmitted disease.
- Serious injury – over 53% of all fatal automobile accidents in the U.S. involve alcohol use.
- Addiction – although anyone can become addicted, those with a family history of alcohol or other drug addiction are at least four times more likely to develop alcoholism.
- Lowered resistance to disease/illness.
- Increased risk of ulcers, heart disease, and cancers of the liver, mouth, throat and stomach.

- Fetal Alcohol Syndrome (FAS)/Fetal Alcohol Effects (FAE) – women who drink during pregnancy may give birth to infants with physical deformities, brain damage and mental retardation. If a woman is pregnant, trying to become pregnant, or suspects she is pregnant; she should abstain from alcohol and other drug use.
- Illicit drug use may result in:
  - Physical or psychological dependency;
  - A craving or inability to stop using drugs;
  - Adverse effects on the body systems; injury due to motor vehicle crashes, assaults or other unintended acts;
  - Disruption of personal relationships and work habits;
  - Ineligibility for some types of employment
- Misuse of alcohol or drugs inhibits a person’s ability to act responsibly or react quickly. Below are a few safety tips to keep in mind:
  - Limit alcohol intake.
  - Avoid combining alcohol with prescription medicines and club drugs; the combination can be dangerous.
  - Never leave a drink unattended or accept a pre-poured drink from a stranger.
  - Buzzed or drunk driving is deadly and illegal; leave your vehicle parked and find other transportation. Your life and others’ lives depend upon your decision.

### **Alcohol-Free Opportunities**

Students are encouraged to take advantage of alcohol-free programming and other activities that occur on- and off-campus.

### **Illinois State Law on Alcohol**

It is illegal for anyone under age 21 to possess any alcoholic beverages. It is illegal for anyone under 21 to present false evidence of age to purchase any alcoholic beverage. It is illegal to sell or give away alcoholic beverages to a person who is, actually or apparently, under 21 or intoxicated. An underage drinking violation can result in loss of a driver's license for a full year. Penalties for utilizing a false ID to obtain alcohol illegally have increased and include a possible loss of license. Driving while under the influence of alcohol or drugs is a criminal offense. In Illinois, the legal limit is .08% (BAC), and if you are under the age of 21, there cannot be any alcohol in your system. A driver who is intoxicated and causes someone's death in an accident may be charged with vehicular manslaughter. If a person is injured by someone who is intoxicated, he or she could have a right of action to recover damages against the person who unlawfully caused or contributed to such intoxication. Infractions of the state's alcohol laws can be punishable by one or more of these punishments: fines, probation and/or jail time.

### **Illinois State Law on Controlled Substances**

The Illinois state drug laws prohibit possession, sale and/or distribution of marijuana, even in the smallest quantity or unlawful possession of even small amounts of a controlled substance (e.g., cocaine, LSD, PCP, hallucinogenic substances, stimulants, narcotics) and possession of

drug paraphernalia. Violations of the state's laws are punishable by a fine and/or imprisonment. Penalties depend on the quantity involved, the criminal record of the violator and other factors. A Class A misdemeanor may result in a \$1,000 fine and/or up to one year in jail. A felony conviction for possession of marijuana is punishable by a fine of up to \$25,000 and up to \$200,000 for possession of a controlled substance. Penalties for manufacturing and sale of a controlled substance are more severe.

### **Federal Law on Controlled Substances**

The following infractions are punishable according to federal law: first conviction of illegal possession of a controlled substance, subsequent convictions for illegal possession of a controlled substance, federal trafficking of marijuana (depends on the form of the substance, quantity, and record of the violator) and federal trafficking of controlled substances such as heroin, cocaine, PCP, and LSD (depends on the substance, quantity, and record of the violator).

Penalties for infractions of the federal drug law include imprisonment for up to one year and/or a fine of up to \$100,000. Subsequent convictions carry stiffer criminal penalties. Other penalties may apply, such as forfeiture of property used in connection with the crime, denial of certain federal benefits and revocation of certain federal licenses. A first offense violation may result in five years to life imprisonment (depending on the quantity) and/or a fine of \$250,000 to \$4 million.

### **Policy on Student Conduct (500.8)**

Regulations shall be adopted for student conduct, based on the Board's belief that students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at one of the Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or the student handbook.

### **Resources for Assistance for Students and Employees**

There are no on-campus resources for students or employees seeking assistance with substance use. However, there are multiple resources included below from which students and employees alike could seek assistance.

- Alcoholics Anonymous ([www.aa.org](http://www.aa.org))
- Alcoholics Anonymous of Southern Illinois ([www.ass-sia.org](http://www.ass-sia.org))
- Narcotics Anonymous ([www.na.org](http://www.na.org))
- Illinois Department of Human Services, Division of Alcoholism and Substance Abuse; Questions about alcohol and substance abuse (866-213-0548)
- Illinois Department of Human Services Helpline for Information and Referral Services (800-843-6154)
- Depot Counseling Center, Mt. Carmel (618-263-4970)
- Jasper County Health Department; Newton (618-783-4154)
- Lawrence County Health Department; Lawrenceville (618-943-3754)

- Southeastern Illinois Counseling Center (24-Hour Crisis Line 618-395-5026)
  - Clay Family Counseling; Flora (618-662-2871)
  - Crawford Family Counseling; Robinson (618-546-1021)
  - Lawrence Family Counseling; Lawrenceville (618-943-3451)
  - Richland Family Counseling; Olney (618-395-4306)
  - Wabash Family Counseling; Mt. Carmel (618-262-7473)
  - Wayne Family Counseling; Fairfield (618-842-2125)
- Egyptian Public and Mental Health; Carmi (618-382-7311)
- Jefferson County Comprehensive Services; Mt. Vernon, IL (618-242-1546)

***Resources for Assistance – Employees ONLY***

Employees of the District who are concerned about their own drug or alcohol use and/or of their extended family members, may contact the Employee Assistance Plan (EAP) at 888.628.4809 or online at [www.guidanceresources.com](http://www.guidanceresources.com).

**Sexual Misconduct Policy, Prevention and Awareness, and Associated Procedures**

***Preventing Sexual Misconduct Policy (100.31)***

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking. The Board adopts the following standards of conduct for all members of the Illinois Eastern Community Colleges community, including employees, students, contractors, and visitors.

The Board is committed to the principle that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent. The District prohibits any and all forms of Sexual Misconduct including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking. Prohibited conduct under this Policy also includes attempting or aiding in the commission of Sexual Misconduct or retaliating against another for exercising his/her rights under this Policy.

The Board recognizes that victims and offenders can be any gender and expects members of the campus community to help maintain a safe environment. The Board encourages anyone who has been subjected to Sexual Misconduct seek appropriate help and report the incident promptly to the police and/or designated officials pursuant to this Policy.

The District is committed to educating students, staff, and faculty about its policies and procedures against Sexual Misconduct. As a general matter, the Board, through its Chief Executive Officer, will take prompt action to investigate reports of Sexual Misconduct and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty, or staff member.

This policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if;

1. The conduct was in connection with a College or College-recognized program or activity; or
2. Otherwise has a connection to the College.

## Definitions

- A. **Consent:** Consent is knowing, voluntary and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active verbal or physical resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Submission resulting from a use of force does not constitute consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A person can withdraw consent at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, being asleep or unconscious, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.
- B. **Dating Violence:** The term dating violence means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) 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.
- C. **Domestic Violence:** Includes 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 or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, 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 State of Illinois.
- D. **Incapacitated or Incapacitation:** An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one's own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give consent and may lead to incapacitation (the inability to give consent).
- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense to committing sexual assault and it does not diminish one's responsibility to obtain consent.

- E. 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 IECC's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of Sexual Misconduct.
- F. Sexual Assault: Any nonconsensual sexual act proscribed by Federal or State law including when the victim lacks capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

- G. Sexual Exploitation: Occurs when a person takes non-consensual 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 non-consensual circumstances.
- H. Sexual Harassment: Sexual harassment means any unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance, a student's educational performance, and/or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: (1) quid pro quo and (2) hostile work or learning environment. Sexual harassment can be physical or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

#### Examples of Sexual Harassment

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee or student's body or poking another employee or student's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee or student for submitting to sexual conduct, including soliciting or attempting to solicit an employee or student to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making the employee's job performance or student's educational performance more difficult because of that employee or student's sex.

Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

- (1) whether a student will be admitted to a college, or a person will be employed by the District;
  - (2) the educational or work performance required or expected;
  - (3) the attendance or assignment requirements applicable to a student or employee;
  - (4) to what courses, fields of study or programs, including honors, a student will be admitted;
  - (5) what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
  - (6) the quality of instruction a student will receive;
  - (7) what tuition or fee requirements are applicable to a student;
  - (8) what scholarship opportunities are available to the student;
  - (9) what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
  - (10) any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;
  - (11) any performance evaluation, promotion or other employment benefit an employee may receive;
  - (12) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,
  - (13) what degree, if any, the student will receive.
- I. Sexual Misconduct: Includes sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking.
- J. Sexual Violence: Physical sexual acts 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.
- K. Stalking: Engaging in a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- L. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

## Title IX Coordinator

- A. The Title IX Coordinator for Illinois Eastern Community Colleges is:  
Ashlee Spannagel, Program Director of Grants, Compliance & Outreach  
Address: 320 East North Avenue, Noble, IL 62868  
Telephone: 618-393-3491  
Email: spannagela@iecc.edu

Responsibilities of the Title IX Coordinator include:

- Overseeing IECC's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging any form of Sexual Misconduct as defined by this Policy which involve employees, students, contractors, and visitors.
- 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.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of Sexual Misconduct.
- 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.
- Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.

- B. Deputy Title IX Coordinators:  
There is a Deputy Title IX Coordinator at each IECC campus. Their contact information is outlined below:

<u>Frontier Comm. College</u>	<u>Lincoln Trail College</u>	<u>Olney Central College</u>	<u>Wabash Valley College</u>
Jan Wiles Assistant Dean of Student Services 2 Frontier Drive Fairfield, IL 62837 618-847-9133 or 877-464-3687 wilesj@iecc.edu	Julie Higginbotham Assistant Dean of Student Services 11220 State Highway 1 Robinson, IL 62454 618-546-2252 or 866-582-4322 higginbothamj@iecc.edu	Andi Pampe Assistant Dean of Student Services 305 North West Street Olney, IL 62450 618-393-3305 or 866-622-4322 pampea@iecc.edu	Tiffany Cowger Assistant Dean of Student Services 2200 College Drive, Mt. Carmel, IL 62863 618-263-5535 or 866-982-4322 cowgert@iecc.edu

Responsibilities of the Deputy Title IX Coordinators include:

- Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.

C. Sexual Misconduct Investigators:

There are two trained Sexual Misconduct Investigators at each IECC campus, Workforce Education, and at the District Office. The investigators are individual's designated by the Chief Executive Officer to investigate any and all reports of Sexual Misconduct including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking. See Appendix A for a complete listing of investigators.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

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

Those who feel they have been sexually discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights  
James R. Thompson Center  
100 W. Randolph Street, 10<sup>th</sup> Floor  
Chicago, Illinois 60601  
Telephone (312) 814-6245  
Telephone TTY (866) 740-3953

Illinois Human Rights Commission  
James R. Thompson Center  
100 W. Randolph, Suite 5-100  
Chicago, Illinois 60601  
Telephone (312) 814-6269

Illinois Department of Human Rights  
222 South College, Room 101-A  
Springfield, Illinois 62704  
Telephone (217) 785-5100  
Telephone TTY (866) 740-3953

Illinois Department of Human Rights  
2309 West Main Street  
Marion, IL 62959  
Telephone (618) 993-7463  
Telephone TTY (866) 740-3953

## **Procedure – Addressing Sexual Misconduct**

If a report includes allegations of Sexual Misconduct then the process and procedures set forth in this Policy will be followed in the assessment, investigation and resolution of the complaint.

### **Options for Assistance Following an Incident of Sexual Assault**

#### **A. Medical Attention and Evidence Preservation**

1. **Off-Campus Health Care Options:** After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the providers identified on the Notification of Rights and Options.

#### **Preservation of Evidence:**

- In Illinois, evidence may be collected even if you chose 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 to prove the 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 copies of other documents, if they have any, that would be useful to investigators or the police.
- 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 or she, nevertheless, should consider speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

#### **B. Victim Advocacy**

1. **Off-Campus Advisors and Advocates:** The Notification of Rights and Options provides a list of off-campus advisors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.
2. Ongoing on and off campus counseling, advocacy and support for students and employees is located within the Notification of Rights and Options.

#### **C. Emergency Response**

1. Anyone who experiences or observes an emergency situation should immediately contact local law enforcement by calling 911.
2. Although the Board of Trustees strongly encourages all individuals to report violations of this policy 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 local police. Filing a police report can include, but is not limited to, giving an oral and/or written statement

to the appropriate law enforcement agency. Local law enforcement agencies are outlined in the Notification of Rights and Options.

### **Addressing Confidentiality**

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources located in the Notification of Rights and Options.

If the victim wants to tell the Responsible Employee what happened, but also maintain confidentiality, the employee should tell the victim that the employee will share that information for consideration in the investigation and resolution of the complaint, but cannot guarantee that request will be met. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

If a victim discloses an incident to a Responsible Employee, but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, that request must be weighed against the Board's obligation to provide a safe environment for all students and employees, including the student victim.

If the request for confidentiality can be met, a victim must understand that the Board's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished. Alternatively, the request for confidentiality may not be able to be honored in order to provide a safe environment for all students and employees.

The following individual(s) are responsible for evaluating requests for confidentiality:

- Title IX Coordinator
- Chief Executive Officer
- Legal Counsel

A victim will be informed, at the earliest point possible, of a determination that a request for confidentiality cannot be maintained. In such instances, to the extent possible, information will be shared only with people responsible for handling the response to the complaint and those with a "need to know."

Where confidentiality is maintained, responsive action will reflect the victim's request for confidentiality. As such, if a victim's request for confidentiality limits the ability to formally investigate a particular allegation, responsive steps will still be to limit the effects of the alleged Sexual Misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to, providing increased monitoring, supervision or security at locations or activities where the alleged misconduct occurred.

### **Reporting and Confidentially Disclosing Sexual Misconduct**

The Board of Trustees encourages all victims and bystanders of Sexual Misconduct to talk to someone about what happened so that victims (and bystanders) can get the support they need and so that the Board can respond appropriately. Certain employees on campus are considered "Responsible Employees." Therefore, these individuals cannot ensure confidentiality as they are required to report instances of Sexual Misconduct.

### **Confidential Reporting Options:**

If the victim desires full confidentiality he/she should speak with a confidential advisor. The Title IX Coordinator does not take third party reports. With the victim's permission, the confidential advisor may file a report on the details of the incident without revealing the victim's identity to the Title IX Coordinator. The purpose of a confidential report is to attempt to comply with the victim's wish to keep the matter confidential while taking steps to ensure the safety of the victim and others.

A complete list of confidential advisors is available in the Notification of Rights and Options within this Policy if a student wishes to report confidentially.

**Confidential Advisors.** Confidential advisors have received up to 40 hours of training previously and 6 hours of ongoing training annually to support survivors of sexual violence and misconduct and are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a confidential advisor must understand that, if the student victim wants to maintain confidentiality, IECC's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these advisors will still assist the victim in receiving other necessary protection and support at the request of the victim, including working with IECC officials to address issues such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules only when consent is given by the victim. A student victim who at first requests confidentiality may later decide to file a complaint with IECC or report the incident to law enforcement, and thus will have the incident fully investigated. These advisors will provide the victim with assistance if the victim wishes them to do so.

**NOTE:** While confidential advisors may maintain a victim's confidentiality from Illinois Eastern Community College, by law, any IECC employee and/or confidential advisor who suspects or receives knowledge that any minor involved in any programming at IECC 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: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline (1-800-252-2873), and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. IECC employees will also complete an Incident Report Form and forward to appropriate College and/or District officials.

Employees (including child care staff), students, and parents of daycare students will be made aware of reporting requirements and procedures for handling reports of child abuse and neglect. If the parent or legal guardian of the child is suspected of abuse, IECC employees will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.

### **Timely Warning and/or Emergency Notification:**

If the alleged perpetrator(s) pose a serious and immediate threat to the community, IECC may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

## **Reporting to an Employee:**

IECC employees are required to report all the details of an incident (including identities of the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called **Responsible Employees**, generally obligates the Board to investigate the incident and take appropriate steps to address the situation.

The following categories of employees are Responsible Employees. If title is not listed below the employee is not considered a Responsible Employee.

- College and District Administration
- Title IX Coordinator and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Coaches and Athletic Directors
- Student Advisors and Student Group Advisors

A list of Responsible Employees is available through the Title IX Coordinators. When a victim tells a Responsible Employee about an incident of Sexual Misconduct including sexual assault, the victim has the right to expect immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged Sexual Misconduct shared by the victim so that the investigative process can begin to determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the IECC's response to the report and those with a "need to know". The Title IX Coordinator, Deputy Coordinators, and those responsible for the resolution of the complaint will work together to make determinations about what and to whom information will be shared about an ongoing investigation, after careful consideration of the facts of the case. Information will only be shared with those with a need-to-know which might include the appropriate College officials responsible for campus security or College officials responsible for overseeing the student and/or employee to ensure protective or interim measures are implemented. Victims will be notified what and to whom information will be shared before the information is disseminated. Information will only be shared to ensure the safety of the victim and to prevent the recurrence of Sexual Misconduct.

### **Your Role as an Employee Regarding Reporting and Disclosing Sexual Misconduct of a Student**

All employees who have information regarding Sexual Misconduct of a student or employee are required to report it to the Title IX Coordinator or any Responsible Employee.

### **Interim Measures**

Upon receipt of a report, in being mindful of the victim's well-being, designated personnel will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The Title IX Coordinator, Deputy Coordinators, and College Administration will consider the following factors when determining what interim measures may be appropriate for implementation:

- The specific need expressed by the victim and/or complainant;
- The age(s) of the students involved;
- The severity or pervasiveness of the allegations;

- Any continuing effects on the victim and/or complainant;
- Whether the victim and/or complainant share class, dining areas, work locations, etc.; and
- Whether other judicial measures have been taken to protect the victim and/or complainant (i.e. no-contact order or order of protection).

Interim measures will also include:

- Assisting the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Providing other security and support, which could include obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Informing the victim of their right to report a crime to law enforcement and provide the victim with assistance if the victim wishes.

Retaliation against the victim, whether by students or employees, will not be tolerated.

An international Student may be granted approval to reduce his/her course load while recovering from the immediate effects of a sexual violence incident.

To meet the continuing obligation to address the issue of Sexual Misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt consideration of broader remedial action, such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting IECC's policies and practices. Interim and protective measures will only be shared with those involved in the resolution of a complaint, appropriate College officials responsible for ensuring the measures are implemented, or those with a need-to-know.

### **Miscellaneous**

- A. **Electronic and Anonymous Reporting.** Although direct verbal reporting of complaints is preferred, an online system for electronic and anonymous reporting is available for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice for the purpose of triggering an investigation. Electronic reports can be filed via a form on the IECC webpage and will generally receive a response within 12 hours with a list of available resources absent an emergency.
- B. **Off-Campus Counselors and Advocates,** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information unless the victim requests the disclosure and signs consent or waiver form or unless that individual has reporting or other obligations under state law.
- C. **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 Annual Security Report (ASR) is available to all current students and employees. The ASR documents three 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. The Clery Act also requires timely issuance of 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.

## **Title IX Complaint Investigation Procedures**

### 1. Formal Investigation Process

#### 1. Initiation of Investigation by Title IX Coordinator:

- a. Upon receipt of a complaint of Sexual Misconduct under this Policy, by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair and thorough investigation.
- b. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and will generally conclude within 60 calendar days or less.
  - i. Where the allegations are complex or other factors delay the investigative process an extension may be granted by the Title IX Coordinator.
  - ii. If an extension is necessary, the complainant and the respondent will be notified.

#### 2. IECC Officials Involved in the Resolution of Complaints:

- a. With respect to complaints that involve an employee, vendor, contractor, or visitor, the Department of Human Resources and the Title IX Coordinator will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.
- b. With respect to complaints that involve a student, the Deputy Title IX Coordinators will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.
- c. With respect to complaints that involve both a student and employee, the Title IX Coordinator, the Director of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

#### 3. Addressing Conflict of Interest:

- a. If, prior to the initiation of the investigation, either the complainant or the accused alleges that an Investigator has a conflict of interest, after hearing from both parties on the topic, the Title IX Coordinator will decide whether to excuse the Investigator and announce his/her decision in writing to both parties.
- b. If the Title IX Coordinator determines that the Investigator should be excused, or if an Investigator is unavailable to conduct the investigation, the Title IX Coordinator will appoint a replacement Investigator.

#### 4. Interim Measures Provided: During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with local law enforcement agencies.

#### 5. Notice to Victim/Complainant and Respondent Of Allegations:

- a. Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the complainant and respondent will be notified in writing of the following:
  - i. The accused;
  - ii. The complainant (unless determined to honor a request by the complainant to remain confidential);
  - iii. The date(s) of the alleged misconduct;

- iv. A brief description of the allegation;
- v. The specific provisions of this Policy that were allegedly violated;
- vi. The identity of the individual(s) with authority to make a finding or impose a sanction prior to any contact from the individual(s); and
- vii. The investigatory process that will follow.

6. Due Process Rights of Victim and/or Complainant and Respondent:

- a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.
- b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by a silent advisor.
  - i. A silent advisor may be a family member, peer, advocate, staff/faculty member, a union representative, etc.
  - ii. The silent advisor will be informed prior to any meeting that he/she is not allowed to provide information to the investigator or ask questions of the party during the interview process.
- c. If the respondent is an employee, any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement may be followed.
- d. Mediation will not be used to resolve a complaint of sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking, but may be used to resolve a case of sexual harassment.

7. Evidence Considered:

- a. A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation.
- b. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint.
- c. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.

8. Concurrent Criminal Investigation:

The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the internal investigation be temporarily suspended. Such request will be evaluated to determine whether, and for how long, to suspend the internal investigation.

9. Report of Investigation:

- a. At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action, as appropriate.
- b. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

10. Determination:

- a. For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in Sexual Misconduct in violation of Policy.
- b. For employee cases, the Title IX Coordinator will determine whether the employee engaged in a Policy violation involving Sexual Misconduct.
- c. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this Policy was violated.

Notice to Victim and/or Complainant and Respondent: Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will prepare a written Notice of Decision supporting the decision and deliver it to both parties simultaneously.

The Notice of Decision will contain:

- a. Identity of who is issuing the decision;
- b. Notice of the finding of whether the alleged conduct occurred;
- c. Any individual remedies for the complainant;
- d. In non-violence cases, notice of any sanctions imposed on the accused that directly relate to the complainant;
- e. In violence cases, notice of all sanctions imposed on the accused;
- f. Steps being taken to eliminate the misconduct and prevent recurrence;
- g. Process to file an appeal of the decision.

#### 11. Sanctions, Protective Actions, and Remedies:

- a. Sanctions:
  - i. Sanctions will be determined by the Title IX Coordinator and other College officials, as appropriate.
  - ii. Sanctions will be communicated with College officials only on a need-to-know basis to ensure the sanctions are implemented appropriately.
  - iii. Students who have violated the Sexual Misconduct Policy are subject to any sanctions set forth in the Code of Student Conduct or other Program policies, up to and including expulsion. For students, sanctions include verbal reprimands, written warnings, probation, loss of privileges, limits to access and/or movement on campus, restitution, educational or work assignments, suspension for a period of one or more days, expulsion, withholding a degree, removal from courses, etc. Students could have their privileges to participate in extracurricular activities temporarily suspended if involved in an ongoing investigation.
  - iv. Employees who have violated the Sexual Misconduct Policy will be subject to sanctions including warning, reprimand, limits to access and/or movement on campus, suspension with or without pay, suspension for part of a day or for a period of one or more days, demotion, and other forms of disciplinary action up to and including dismissal as appropriate under applicable District procedures.

Note: an employee or student found to have knowingly made a false report will be subject to the aforementioned sanctions, respectively.

To encourage reporting, a student victim's good faith report of a violation of the Sexual Misconduct Policy will be taken into consideration in determining an appropriate response to the reporting student's own misconduct (e.g., educational responses from alcohol/drug violations as opposed to disciplinary action).

Furthermore, an employee who makes a report of Sexual Misconduct will be provided whistleblower protections under the State Officials and Employee Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act.

- b. Protective Actions: Protective measures may be implemented as appropriate, including no-contact orders, trespass notices, or other protective measures. Although IECC does not issue orders of protection, IECC will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent.
- c. Remedies: Remedies for the victim and/or complainant depend upon the specific nature of the complaint, as do remedies for the community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes, vehicle and/or activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Identifying counseling and/or advocacy services;
- Identifying medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the community as a whole may include, but are not limited to.

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating individuals to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and personnel to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at Illinois Eastern Community Colleges.

### **Title IX Appeal Procedures for Student Victims and/or Complainants and Student Respondents**

#### **A. Appeal Request**

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the conclusion of a formal investigation must submit a written request for appeal to the Appeal Authority (AA). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's Notice of Decision. In the event a student

victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

Note: If the victim and/or complainant or respondent is an employee, then any employee misconduct appeal procedures are as outlined in other applicable policies, including grievance procedure.

The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AA, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his/her designee will decide whether to grant the appeal based on whether the appeal meets one of the above enumerated grounds for appeal and shall send written notification to the respondent and the complainant stating:

1. That the appeal has been filed;
2. The specific reason for the appeal, including a copy of the written appeal document;
3. That they have the opportunity to submit additional relevant information and/or statements for review to the Title IX Coordinator within five (5) business days; and
4. The identity of the Appeal Authority.
  - a. If the accused is a student, the Appeal Authority shall be the Director of Human Resources.
  - b. If the accused is an employee, the Appeal Authority shall be the Director of Information & Communications Technology.

If the appeal is granted, the matter will be referred to the AA, and the Hearing Procedures for the AA set forth below will be followed. In the event of an appeal, the decision(s) of the AA will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

The Title IX Coordinator will ensure that the Appeal Authority is provided with the following materials: (a) the notice of complaint document; (b) the investigatory materials (including all interview recordings and tangible evidence considered by the investigator during the investigation; (c) the Notice of Decision; (d) the Notice of Appeal; and (e) any documents/statement provided to the Notice of Appeal. These materials comprise the "Record on Appeal."

The Appeal Authority will review the Record on Appeal for one or more of the following purposes:

1. To assess whether a material deviation from written procedures impacted the fairness of the investigation;
2. To determine whether the decision was supported by substantial evidence;

3. To determine whether the sanction(s) imposed were appropriate for the violation of Policy;
4. To consider new information, sufficient to alter a decision not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original hearing.

#### B. Establishment of the Standing Appeal Authority

The Appeal Authority may make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AA will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the CEO:

Director of Human Resources, Tara Buerster

Alternate: Director of Information & Communications Technology, Alex Cline

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Note that when cases involve employees, the AA will be the Director of Information & Communications Technology. The CEO may appoint interim members as required.

#### C. Hearing Procedures for the Appeal Authority

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AA, and call witnesses in his/her behalf.  
When requested by the victim, the AA shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).
3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by a presentation by the appellant. The appellee may present his/her case as well.
4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses. However, the complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the individual or individuals resolving the complaint, suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party.
5. The AA reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AA without regard for the legal rules of evidence.
7. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and a record will be made available to either party upon request.
9. The AA will render its written decision within 7 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse or modify

the Title IX Coordinator/Deputy Coordinator's determination as to the violation of Policy and the sanction imposed (if any).

10. If a student respondent is found not to have engaged in Sexual Misconduct in violation of Policy, and if coursework has been missed as a direct result of the action taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).
11. In all cases other than suspension or expulsion, the decision of the AA is final.
12. If the decision of the AA is to suspend or expel the student respondent, that decision will be transmitted to the Chief Academic Officer. The student respondent will then have two business weeks after the decision to appeal pursuant to the standard student grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the AA hearing. Upon further advancement of a grievance, relevant information will be reviewed before making a decision to uphold the suspension or expulsion or to take other appropriate action.

### **Training, Prevention and Education**

#### **A. For Students and Employees**

IECC will provide ongoing awareness and prevention training programs to ensure students and employees are provided substantive opportunities to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of the Preventing Sexual Misconduct Policy and the related protocols.

#### **B. For Employees**

1. IECC will provide 8-10 hours of annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence, referral or provision of services to a survivor, or any campus complaint resolution procedure for all forms of Sexual Misconduct. Such employees include the Sexual Misconduct Investigators, Title IX Coordinator, Deputy Title IX Coordinators, and Appeal Authorities.
2. IECC will provide all employees that are classified as Responsible Employees with annual training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant policies and procedures, retaliation, the impact of trauma, relevant definitions, and other pertinent topics.
3. IECC will provide confidential advisors with periodic training on the District administrative processes, interim protective measures, and complaint resolution procedures.

The Title IX Coordinator will annually review training offerings to identify ways in which to enhance its effectiveness.

### **Publication**

The following will be prominently published on the District website, updated regularly and made available: the comprehensive Policy; student notification of rights, contact information for Title IX Coordinator and Deputy Coordinators; confidential resources and advisors and counseling

services; and an explanation of responsibilities of Title IX coordinators, Responsible Employees and mandated reporters.

### **Task Force**

The Board, through its CEO, will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent Sexual Misconduct.

1. The task force shall meet a minimum of twice per year for the purpose of discussing and improving upon the following areas: best practices as they relate to prevention, awareness, education, and response to Sexual Misconduct; IECC's comprehensive Policy and procedures; and collaboration and information-sharing among IECC, community-based organizations, and law enforcement.
2. The task force shall consist of individuals, including campus staff, faculty, and students. Individuals from the following entities should be invited to serve on the task force: a community-based sexual assault crisis center; a community-based domestic violence agency; local law enforcement; and the local State's Attorney's Office.
3. The task force shall receive annual training on awareness and prevention of Sexual Misconduct; IECC's comprehensive Policy on Sexual Misconduct; the provisions of federal and state law concerning survivors of Sexual Misconduct; survivor-centered responses and the role of community advocates; the role and function of each member on the task force for the purpose of ensuring a coordinated response to reported incidences of Sexual Misconduct; and trauma-informed responses to Sexual Misconduct.

### **Reporting**

The Board, through its CEO will comply with all reporting requirements established pursuant to the Illinois Board of Higher Education Act, the Preventing Sexual Violence in Higher Education Act, and the Clery Act.

### **Notification of Rights and Options**

A victim of Sexual Misconduct has a right to report (or not report) the incident to Illinois Eastern Community Colleges.

### **Reporting to IECC**

If you choose to make a report the following individuals will receive the report, will investigate and resolve the matter pursuant to Policy. IECC respects the sensitive nature of such complaints and the privacy of victims of Sexual Misconduct but cannot guarantee complete confidentiality in meeting its responsibility to investigate and address the report. Any of these individuals will help a victim notify law enforcement of an incident, although it is the victim's choice whether or not to make such a report.

- A. The Title IX Coordinator is: Ashlee Spannagel, Program Director of Grants, Compliance, & Outreach, 320 East North Avenue, Noble, IL 62450, 618-393-3491, spannagela@iecc.edu.
- B. The Deputy Title IX Coordinators are:

Frontier Comm. College

Jan Wiles  
Assistant Dean of  
Student Services  
2 Frontier Drive  
Fairfield, IL 62837  
618-847-9133  
or 877-464-3687  
wilesj@iecc.edu

Lincoln Trail College

Julie Higginbotham  
Assistant Dean of  
Student Services  
11220 State Highway 1  
Robinson, IL 62454  
618-546-2252  
or 866-582-4322  
higginbothamj@iecc.edu

Olney Central College

Andi Pampe  
Assistant Dean of  
Student Services  
305 North West Street  
Olney, IL 62450  
618-393-3305  
or 866-622-4322  
pampea@iecc.edu

Wabash Valley College

Ashlee Spannagel  
Interim  
2200 College Drive,  
Mt. Carmel, IL 62863  
618-393-3491  
spannagela@iecc.edu

C. Electronic/Anonymous reporting: <https://www.iecc.edu/e4/forms/svcf/default.php>

D. Additional Non-Confidential Resources On-Campus:

Frontier Comm. College

Faculty/Administrators/Supervisors  
Athletic Director & Coaches  
Student Group Advisors & Student  
Advisors

Lincoln Trail College

Faculty/Administrators/Supervisors  
Athletic Director & Coaches  
Student Group Advisors & Student  
Advisors

Olney Central College

Faculty/Administrators/Supervisors  
Athletic Director & Coaches  
Student Group Advisors & Student  
Advisors

Wabash Valley College

Faculty/Administrators/Supervisors  
Athletic Director & Coaches  
Student Group Advisors & Student  
Advisors

A. District Office, Human Resources Department (when an employee is involved): 618-393-2982, ext. 5521

**Responsive Procedures:**

Pursuant to Policy, IECC will investigate reports of Sexual Misconduct. A victim may request, and IECC will evaluate, interim protective measures to address victim safety, including obtaining and enforcing a no-contact order or order of protection. IECC does not issue such orders, but victims can contact local law enforcement agencies to secure a no-contact order or order of protection.

Upon receipt of a report of Sexual Misconduct, IECC will initiate a prompt, fair and thorough investigation through the Title IX Coordinator. The victim/complainant and respondent(s) will be afforded the opportunity to present information and witnesses, and IECC will make a good faith effort to contact and interview any witnesses identified by the parties, including those no longer at the College. IECC strictly prohibits retaliation against the complainant, respondent, or other witnesses.

Upon conclusion of the investigation, the Title IX or Deputy Title IX Coordinator will notify the victim/complainant of the determination and of any remedies offered or provided by IECC to the victim and any disciplinary sanctions on the respondent(s) that directly relate to the victim/complainant. A victim/complainant and a student respondent may utilize the appeal process provided by Policy upon conclusion of the investigation.

**Confidential Options for Reporting:**

The following confidential advisors have been identified to provide support to victims. These advisors are not required to report any information about an incident to the Title IX Coordinator without a victim's permission:

CAISA, Robinson, IL (serving Lincoln Trail, Olney Central, and Wabash Valley)	618- 544-9379
	After-Hours Crisis Hotline: 866-288-4888
SAFE, Mt. Vernon, IL (serving Frontier)	618-244-9330
	After-Hours Crisis Hotline: 800-625-1414

## Additional Off-Campus Resources:

The following local health, mental health, counseling and advocacy services are available for victims. At a victim's request, IECC personnel identified above can assist victims in accessing these services.

- a. IECC Employee Assistance Program 1-855-775-4357 or [www.rsli.acieap.com](http://www.rsli.acieap.com)
- b. Illinois Coalition Against Sexual Assault: 217-753-4117 or [www.icasa.org](http://www.icasa.org)
- c. National Sexual Assault Hotline: 800-656-HOPE(4673); <https://www.rainn.org/get-help/national-sexual-assault-hotline>
- d. National Domestic Violence Help Line: 877-TO END DV (877-863-6338); [http://www.cityofchicago.org/dam/city/depts/fss/supp\\_info/DV/MODVsafteycardEnglish.pdf](http://www.cityofchicago.org/dam/city/depts/fss/supp_info/DV/MODVsafteycardEnglish.pdf)
- e. AARDVARC – An Abuse, Rape and Domestic Violence Aid and Resource Collection at [www.aardvarc.org](http://www.aardvarc.org)
- f. The Illinois Coalition Against Domestic Violence: 217-789-2830; [http://www.ilcadv.org/about\\_icadv/contact.asp](http://www.ilcadv.org/about_icadv/contact.asp)
- g. Illinois Attorney General's Office: 1-800-228-3368; [www.ag.state.il.us/victims/](http://www.ag.state.il.us/victims/)
- h. Illinois Crime Victims Bill of Rights 725 ILCS120-1: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54>
- i. Illinois Crime Victims Compensation Program:800-228-3368; <http://www.ag.state.il.us/victims/cvc.html>
- j. Illinois Department of Children and Family Services: 800-25-ABUSE (800-252-2873); <http://www.state.il.us/dcfs/index.shtml>

### Frontier Comm. College

Fairfield Police 911  
Wayne Co. Sheriff 842-6631  
\*Fairfield Memorial 842-2611  
303 NW 11<sup>th</sup> Street  
Fairfield, IL 62837-2601  
SAFE 244-9330  
Wayne Family Counseling  
Regular Hours 842-2125  
24 Hour Crisis 395-5026

### Lincoln Trail College

Robinson Police 911  
Crawford Co. Sheriff 546-1515  
\*Crawford Memorial 544-3131  
1000 N Allen Street  
Robinson, IL 62454  
CAISA 544-9379  
Crawford Family Counseling  
Regular Hours 546-1021  
24 Hour Crisis 395-5026

### Olney Central College

Olney Police 911  
Richland Co. Sheriff 395-7481  
\*Carle Richland Memorial 395-2131  
800 E. Locust Street  
Olney, IL 62450  
CAISA 544-9379  
Richland Family Counseling  
Regular Hours 395-4306  
24 Hour Crisis 395-5026

### Wabash Valley College

Mt. Carmel Police 911  
Wabash Co. Sheriff 262-4186  
\*Wabash General 262-8621  
1418 College Drive  
Mt. Carmel, IL 62863  
CAISA 544-9379  
Depot Counseling  
Regular Hours 263-4970

*\* Indicates health care options which provide rape kits and/or Sexual Assault Nurse Examiners. Seeking medical treatment also serves to preserve physical evidence of sexual violence.*

## **How to Be an Active Bystander**

(taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

Everyone has a role to play in preventing sexual assault. There are many different ways that you can step in or make a difference if you see someone at risk. This approach to preventing sexual assault is referred to as "bystander intervention."

### ***How can I play a role in preventing sexual assault?***

The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn't right. Stepping in can make all the difference, but it should never put your own safety at risk.

### ***Create a distraction***

- Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

### ***Ask directly***

- Talk directly to the person who might be in trouble.
- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

### ***Refer to an authority***

- Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like a College employee during regular operating hours, or to local law enforcement.
- Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don’t hesitate to call 911 if you are concerned for someone else’s safety.

### ***Enlist others***

- It can be intimidating to approach a situation alone. Enlist another person to support you.
- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

### ***Your actions matter***

Whether or not you were able to change the outcome by stepping in, you are helping to change the way people think about their role in preventing sexual assault. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person and show you care.

### **Risk Reduction**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.

3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately. Local authorities can be reached by calling 911 in most areas of the U.S.
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. Make up an excuse. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The District engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking and:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that include:

1. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
2. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
3. What behavior and actions constitute consent, in reference to sexual activity, in the State of Illinois;
4. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
5. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
6. Information regarding:
  - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedure – Addressing Sexual Misconduct" elsewhere in this document);
  - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in Notification of Rights and Options elsewhere in this document);
  - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in Notification of Rights and Options elsewhere in this document); and

- d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in Notification of Rights and Options elsewhere in this document);
- e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Procedure – Addressing Sexual Misconduct” elsewhere in this document).

**Primary Prevention and Awareness Programs**

These programs include distribution of educational materials to new students, participating in and presenting information and materials during new student and employee orientations, and offering specialized trainings.

Specifically, the Colleges offered the following **primary prevention and awareness programs for incoming students**:

<b>Program Name</b>	<b>Type/Description</b>	<b>Date(s)</b>	<b>Location/ Method</b>	<b>Target Audience</b>	<b>Number of Attendees/ Recipients</b>
New Student Orientation	All forms of sexual discrimination (sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking).	08/09/16	FCC	Freshmen	156
New Student Orientation	All forms of sexual discrimination.	08/17/16	LTC	Freshmen	144
New Student Orientation	All forms of sexual discrimination.	01/08/16; 07/26/16; 08/02/16; 08/15/16; 08/17/16	OCC	Freshmen	11 78 79 34 35
New Student Orientation	All forms of sexual discrimination.	01/08/16; 06/02/16; 07/07/16; 07/14/16; 07/21/16; 08/02/16; 08/04/16; 08/10/16; 08/16/16	WVC	Freshmen	15 21 28 15 17 32 11 33 62
Student Handbook	All forms of sexual discrimination.	Ongoing	Website/ Entrata	Enrolled students	All enrolled students.

			Student Portal		
Athletic/ International Student Sessions	All forms of sexual discrimination.	09/26/16; 10/12/16	WVC	All athletes and international students	61 51
Athletic/ International Student Sessions	All forms of sexual discrimination.	10/21/16	FCC	All athletes and international students	51
Athletic/ International Student Sessions	All forms of sexual discrimination.	10/24/16	LTC	All athletes and international students	121
Athletic/ International Student Sessions	All forms of sexual discrimination.	11/09/16	OCC	All athletes and international students	94

The District offered the following **primary prevention and awareness for new employees** in 2016:

<b>Program Name</b>	<b>Type/Description</b>	<b>Date(s)</b>	<b>Location/ Method</b>	<b>Target Audience</b>	<b>Number of Attendees/ Recipients</b>
Personnel Handbook	All forms of sexual discrimination.	Ongoing; Hire Date	District Office, OR FCC, LTC, OCC, WVC	Full-time and part-time employees/ faculty	1062

### **Ongoing Awareness and Prevention Programs**

The District offered the following **ongoing awareness and prevention for students** in 2016:

<b>Program Name</b>	<b>Type/Description</b>	<b>Date(s)</b>	<b>Location/Method</b>	<b>Target Audience</b>	<b>Number of Attendees/ Recipients</b>
Student Handbook	All forms of sexual discrimination.	Ongoing	Website/ Entrata Student Portal	Enrolled students	All enrolled students
Students Right to Know – Disclosures Email Notification	All forms of sexual discrimination.	02/03/16; 09/01/16	Entrata Email	Enrolled students	6,650* 4,970* (*includes faculty, staff, and students)
Brochures	Sexual Assault	Ongoing	FCC, LTC, OCC, WVC	Enrolled students	All enrolled students

Flyers	Sexual Harassment	Ongoing	FCC, LTC, OCC, WVC	Enrolled students	All enrolled students
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The District offered the following **ongoing awareness and prevention** for **employees** in 2016:

<b>Program Name</b>	<b>Type/Description</b>	<b>Date(s)</b>	<b>Location/ Method</b>	<b>Target Audience</b>	<b>Number of Attendees/ Recipients</b>
Personnel Handbook	All forms of sexual discrimination.	Ongoing; Hire Date	District Office, OR FCC, LTC, OCC, WVC	All employees	1062
Students Right to Know – Disclosures Email Notification	All forms of sexual discrimination.	02/03/16; 09/01/16	Entrata Email	All employees	6,650* 4,970* (*includes faculty, staff, and students)
Title IX Athletic and/or International Staff Training	All forms of sexual discrimination.	09/26/16; 10/12/16	WVC	Athletic Coaches and Directors/ International Department Staff	11 5
Title IX Athletic and/or International Staff Training	All forms of sexual discrimination.	10/20/16	LTC	Athletic Coaches and Directors/ International Department Staff	13
Title IX Athletic and/or International Staff Training	All forms of sexual discrimination.	10/21/16	FCC	Athletic Coaches and Directors/ International Department Staff	7
Title IX Athletic and/or International Staff Training	All forms of sexual discrimination.	11/07/16	OCC	Athletic Coaches and Directors/ International Department Staff	10
Title IX Investigator/ Coordinator Training	All forms of sexual discrimination.	10/06/2016	West Richland Center	Title IX Coordinator, Deputy Title IX Coordinator, Sexual	15

				Misconduct Investigators	
Title IX Investigator/Coordinator Training	All forms of sexual discrimination.	10/14/2016	West Richland Center	Title IX Coordinator, Deputy Title IX Coordinator, Sexual Misconduct Investigators	6